




6. Asset Management

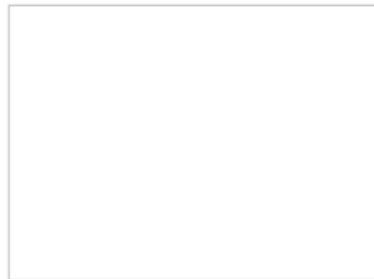
Resource>>Inventory Assets

1134 Active	groups: FIXED ASSETS	Location: Headquarter	  
Factory 2345 maintainable			

6.1 Adding Asset

- Click 
- Fill in the details
- When done click **Register Asset** or **Cancel** to stop adding

Asset Information



Reg No *

Description *

Factory Reg No

Registration Date * 

Asset Group

use ';' as separator for multiple group definition




Previously used group tags:


Maintainable

Lifespan 

in years(s)

6.2 Edit Asset


1134 Active	groups: FIXED ASSETS	Location: Headquarter	  
Factory 2345 maintainable			

- Click the  button
- Edit
- Click **Update Asset** when done or **Cancel** to cancel editing

6.3 Search Asset

- There are two ways to search an asset

First way

- Enter registration number or description
- Click 

Second way




- Click the drop-down box


-
- Fixed assets
- Life long Asset

- Select on type of asset. This list is generated as the different types of assets are entered into the system
- It will show the assets that are classified as such




Alternatively, a combination of both methods may be used

6.4 Deactivate Asset

1134 Active	groups: FIXED ASSETS	Location: Headquarter	  
Factory 2345 maintainable			

- Click the  button
- The status of the asset will be deactivated

6.5 Assign Asset to Project

1134 Active	groups: FIXED ASSETS	Location: Headquarter	  
Factory 2345 maintainable			

- Click 

Asset Assignment ×

Project *

Remark

Assign

Cancel

- Select project to assign. You may choose to write remarks
- Click **Assign** when done or **Cancel** to cancel assignment