Assets (Main Browse)

This is the main browse of Asset information.

Navigate to Records > Objects & select the Asset Object Type from the Object Type drop-down

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Buttons

New: Displays options for entry of Asset Additions:

- Single Object – Displays the screen for the entry of a new Asset

- Clone – Displays selected object information in the screen for entry of a new Asset

- Import – Allows an import of Assets
    - Please contact support@sgasoftware.com for Asset import setup

Edit: Allows you to change the Description, Alias & Active Status of an existing Asset.

Delete: Allows you to delete a previously added Asset. Once Asset activity has been posted through Asset Entry Batches, it cannot be deleted.

Filter: Additional filters available to limit Assets to be displayed

Transactions: Displays Asset Transactions

Audit: Generates audit log for selected Asset

Print: Print or Print Preview the Asset information displayed on the screen

Reports: Options for downloading & / or printing the Asset information displayed on the screen

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Selects

Search: Determines what to order by and search by.

Status: Select if you wish to see all, active, or inactive Assets.

View: Allows you to save your settings of which columns are displayed or hidden as well as in what order columns display.

- To hide or unhide columns click the customize columns button and check which columns are to be displayed.

- To order columns, click the customize columns button and use the Up & Down arrows to rearrange.

You can save a view by clicking the save view button. You must have appropriate permissions to save or delete views.

Rows: Allows you to choose the number of rows you would like displayed

Columns

The columns displayed will depend on the selections in the View; the most common View includes the following:

Object: The object number, consisting of the different divisions, separated by dashes. The object# structure can be changed in Asset-Object Types

Description: A brief description of what the Asset is. This is the description you will use when searching by Asset description.

Division Descriptions: Displays the descriptions for each Asset Object division.

Alias: This is an optional field used for your reference only in order to have a separate name or number for the Asset. If an alias is entered, the Assets can be viewed in that order.

Active: A checkbox denoting whether the Asset is active. An Asset must be active for entry to be allowed. If an Asset is inactive, all information and history may be browsed; however entry will not be allowed.

Modify User: The user who last modified the Asset.

Modify Date: The date and time the Asset was last modified.