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Objects (Main Browse)

Records > Objects

This is the main way to browse for object information.

Navigate to *Records > Objects* and choose the appropriate **Object Type** from the **Object Type** drop-down

Buttons

New: Displays options for entry of a new object:

- **Single Object** – Displays the screen for the entry of a new object.
- **Clone** – Displays selected object information on the screen for entry of a new object.
- **Import** – Allows an import of objects. An Object Import setup must be active to display in the selection dropdown.
    - Please get in touch with support@sgasoftware.com for object import setup.

Edit: Allows you to change information for an existing Object.

Delete: This option allows you to delete a previously entered object. However, once an activity exists for an object, it cannot be deleted.

Transactions: Displays Object Transactions.

Asset Task: Allows various tasks to be performed on existing assets. See Fixed Assets > Asset Task help.

Initiate Mass Disposal: Allows you to select and dispose of assets in bulk. See Fixed Assets > Asset Tasks Mass Disposal help.

Audit: Generates an audit log for the selected object.

Print Object: Print or Print Preview the object information displayed on the screen.

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

Selects

Search: Determines what to order by and search by.

Advanced Filters: Additional filters are available to limit objects to be displayed.

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

View allows you to save your settings for which columns are displayed or hidden and in what order.

- To hide or unhide columns, click the "**Customize Columns**" button and check which columns will 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

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

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

Division Descriptions: Displays the descriptions for each object division.

Alias: This is an optional field for your reference, only to have a separate name or number for the object. The objects can be viewed in that order if an alias is entered.

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

Modify User: The user who last modified the object.

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