

## Assets (Main Browse)

Last Modified on 03/07/2025 10:36 am EST

# Assets (Main Browse)

## *Records > Objects*

This is the main way to browse for 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 the import of Assets
  - Please get in touch with [support@sgasoftware.com](mailto:support@sgasoftware.com) for Asset import setup

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

**Delete:** This option allows you to delete a previously added Asset. However, once asset activity has been posted through Asset Entry Batches, it cannot be deleted.

**Transactions:** Displays [Asset 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 Disposal help*.

**Audit:** Generates audit log for selected Asset.

**Print Object:** 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.

**Advanced Filters:** Additional filters are available to limit the number of assets to be displayed.

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

**View:** Allows you to save your settings for which columns are displayed or hidden and in what order columns display.

- 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.

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## 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 the Asset. 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 for your reference only to have a separate name or number for the Asset. The Assets can be viewed in that order if an alias is entered.

**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 permitted.

**Modify User:** The user who last modified the Asset.

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

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