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Assets (Main Browse)

Records > Objects

This is the main way to browse for asset information.

Navigate to *Records > Objects* and 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 on the screen for entry of a new Asset.
- **Import** – Allows the import of Assets. An Object Import setup must be active to display in the selection dropdown.
    - Please get in touch with support@sgasoftware.com for the 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.

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.

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.