

Assets General Tab



This guide offers a comprehensive overview of the Assets General Tab, allowing users to easily access essential information about assets. It provides quick links to physical details, media and documents, location specifics, and financial data, streamlining the asset management process. By utilizing this guide, users can enhance their understanding and efficiency in managing asset-related information.

1

In this guide, we are going to look at the General tab, which is the landing page for when you open an asset. The General tab is designed to give you pertinent information from all of the other tabs. You can use these tiles to skip to the relevant tab to see the full data set.

2

To view physical info click here

The screenshot displays the Micad Pro interface for an asset named "Fire Door - 00004". The interface includes a sidebar with "Asset Register" and "Configuration" options. The main content area shows the asset's status as "Expired" and "Average" health. The "GENERAL" tab is active, and the "PHYSICAL INFO" section is highlighted with a yellow circle around the "VIEW ALL" button. The "PHYSICAL INFO" section contains the following data:

Field	Value
Asset Status	Expired
Asset ID	4
Barcode	AV123456
Asset Type	Fire Doors
Asset Sub Type	ANAESTHETICS GEN EQUIP
Asset Description	Fire Door - 00004

The "AVAILABILITY TO USE" section shows the following AV Times:

Day	Time
Mon	17:30 - 20:25
Tue	00:14 - 01:00
Wed	NA
Thu	15:00 - 17:00
Fri	NA
Sat	NA
Sun	NA

The "LOCATION ADDRESS" section shows the following details:

Field	Value
Region	
Site	
Building	
Floor	
Room	
Address	

The "FINANCIALS" section shows the following details:

Field	Value
Date Purchased	
Date Delivered	
Date Acquired	

3 To view media and documents click here

The screenshot shows a dashboard for an asset with ID 4. The 'PHYSICAL INFO' section includes: Asset Status (Expired), Asset ID (4), Barcode (AV123456), Asset Type (Fire Doors), Asset Sub Type (ANAESTHETICS GEN EQUIP), and Asset Description (Fire Door - 00004). The 'AVAILABILITY TO USE' section shows a table of AV Times: Mon (17:30 - 20:25), Tue (00:14 - 01:00), Wed (NA), Thu (15:00 - 17:00), Fri (NA), Sat (NA), and Sun (NA). The 'LOCATION ADDRESS' section lists Region, Site, Building, Floor, Room, and Address. A 'FINANCIALS' section shows Date Purchased, Date Delivered, Date Accepted, Warranty Expires, and Removal Date. A yellow circle highlights the 'VIEW ALL' button in the 'MEDIA' section.

4 To view location information click here

The screenshot shows the same asset management interface but with the 'LOCATION' tab selected. The 'LOCATION ADDRESS' section is expanded, showing: Region (C..TestRegionLoc34, X..TestRegionCode34), Site (Jason, sitename), Building (builname, buildcode), Floor (1, 1), and Room. A yellow circle highlights the 'VIEW ALL' button in the 'LOCATION ADDRESS' section. The 'PHYSICAL INFO' and 'AVAILABILITY TO USE' sections are also visible, along with the 'FINANCIALS' section.

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To view financial information click here

[VIEW ALL](#)

Expired

4
AV123456
Fire Doors
ANAESTHETICS GEN EQUIP
n Fire Door - 00004

[VIEW ALL](#)

AVAILABILITY TO USE

AV Times

Mon	17:30 - 20:25
Tue	00:14 - 01:00
Wed	NA
Thu	15:00 - 17:00
Fri	NA
Sat	NA
Sun	NA

LOCATION ADDRESS [VIEW ALL](#)

Region C..TestRegionLoc34, X..TestRegionCode34

Site Jason, sitename

Building builname, buildcode

Floor 1, 1

Room

Address

-

[VIEW ALL](#)

FINANCIALS

Date Purchased	27/10/2012
Date Delivered	25/03/2009
Date Accepted	06/07/2017
Warranty Expires	27/02/1994
Removal Date	