

Configuration: Asset Status



This guide is essential for anyone looking to effectively manage and customize asset statuses within a system. It provides step-by-step instructions on searching, creating, and modifying asset statuses, ensuring users can personalize their experience through color coding. Additionally, it covers the process of deleting statuses, making it a comprehensive resource for optimizing asset management. Following this guide will streamline workflows and enhance clarity in asset tracking.

Searching & Creating

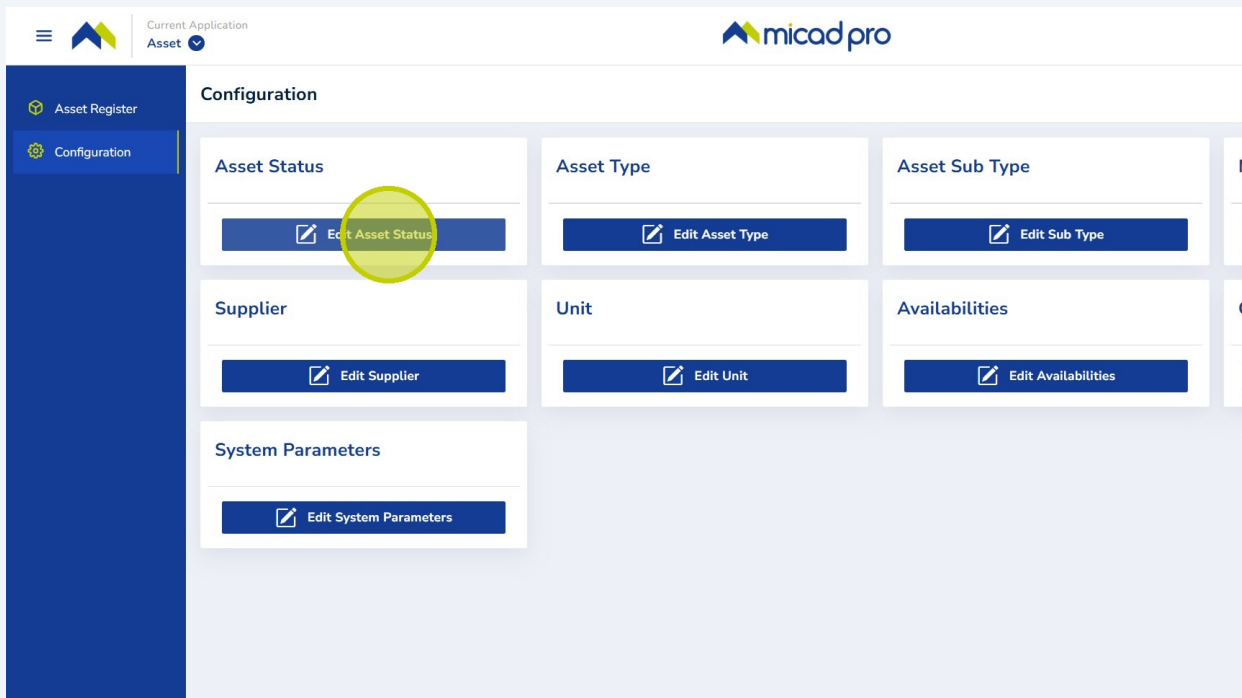
1

In this guide, we are going to look at how you can configure the available options for the asset status field. Click on configuration.

The screenshot shows the MicadPro Asset Register interface. The left sidebar has a blue background with two menu items: 'Asset Register' and 'Configuration'. The 'Configuration' item is highlighted with a yellow circle. The main content area shows the 'Asset Register' page with a search bar, filters, and a table of assets. The table has columns for ID, DESCRIPTION, STATUS, TYPE, SUB TYPE, and REGION. The first few rows show assets with statuses like 'Broken' and 'Expired'.

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE	REGION
4	Fire Door - 00004	Broken	Fire Doors	ANAESTHETICS GEN EQUIP	C..TestRegionLoc34
5	Fire Door - 00005	Broken	Fire Doors	BOYLES MACHINE	R..oss Hall Hospital
6	Fire Door - 00006	Broken	Air Handling Unit	DENTAL ANAESTHETIC EQUIP	R..oss Hall Hospital
7	Fire Door - 00007	Expired	Fire Doors	RESUSCITATION TROLLEY	R..oss Hall Hospital
8	Fire Door - 00008	Existing/In Use	Fire Doors	TestAV-ST	R..oss Hall Hospital
9	Fire Door - 00009	Existing/In Use	Air Handling Unit	RESUSCITATION TROLLEY	R..oss Hall Hospital
10	Fire Door - 00010	Existing/In Use	Extractor Fan	RESUSCITATION TROLLEY	R..oss Hall Hospital
11	Fire Door - 00011	Existing/In Use	Fire Door - 60min	INCUBATOR	R..oss Hall Hospital
12	Fire Door - 00012	Existing/In Use	Air Handling Unit	PULMONARY FUNCTION REC	R..oss Hall Hospital
13	Fire Door - 00013	Existing/In Use	Fire Door - 30min	BOYLES MACHINE	R..oss Hall Hospital
14	Fire Door - 00014	Existing/In Use	Fire Door - 30min	RESUSCITATION TROLLEY	R..oss Hall Hospital

2 Choose the edit asset status tile.



3 The table will display the existing asset statuses. To find the asset status you require, you can use the search box to search for the name of the status.



4 In this example we search for "Disposed" press enter

micadpro

Asset Register

Configuration

Asset Status Configuration

ID	DETAILS
Q	disposed
:	81 Disposed

5 To create a new asset status, click create asset status.

micadpro

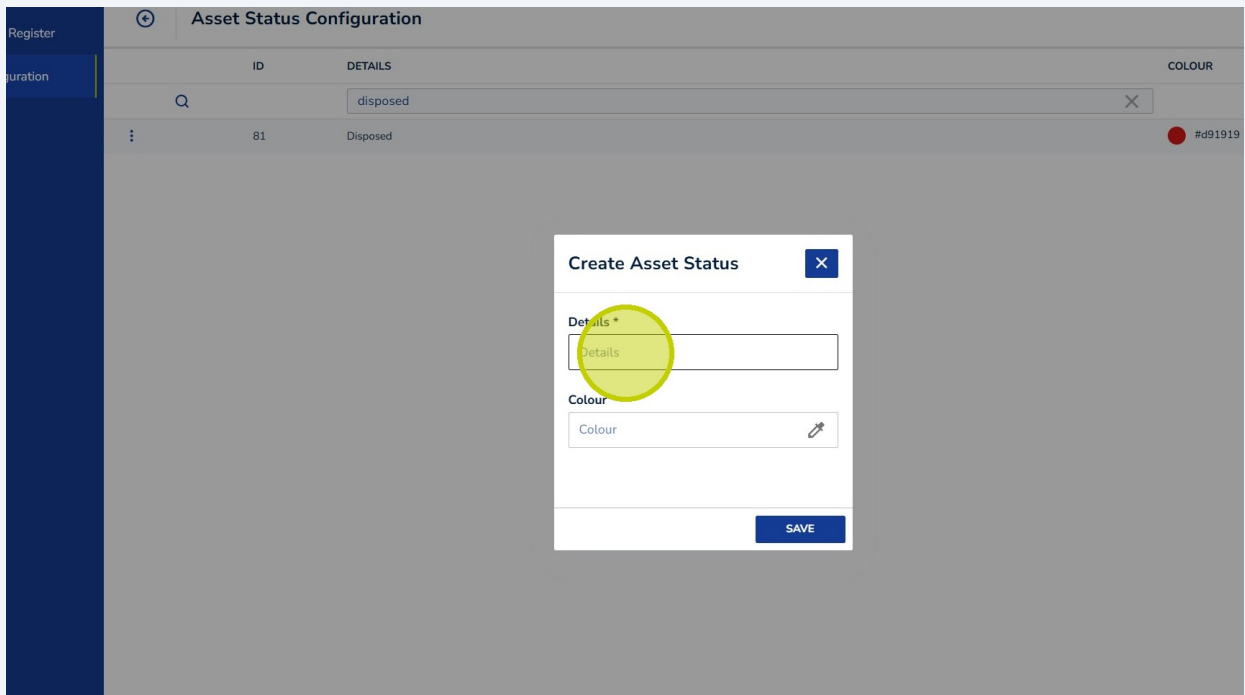
Ian Johnson
Admin [dev]

Status Configuration

+ Create Asset Status

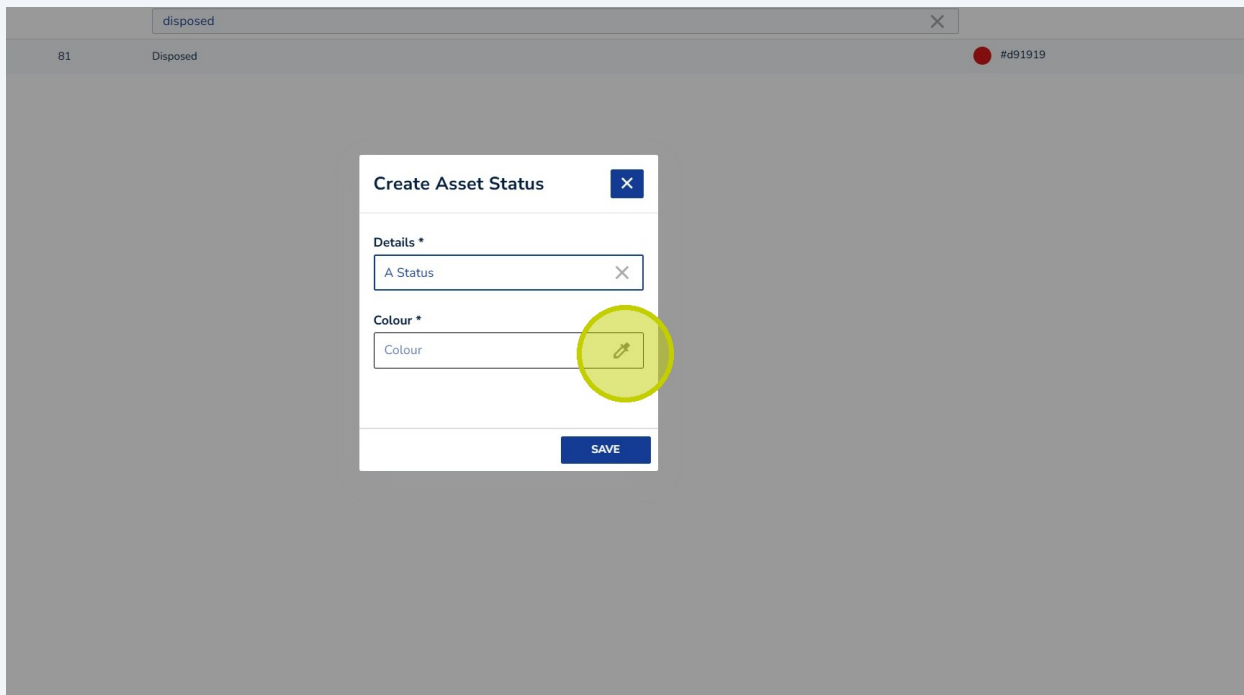
ID	DETAILS	COLOUR
	disposed	
81	Disposed	#d91919

6 Click the "Details" field.

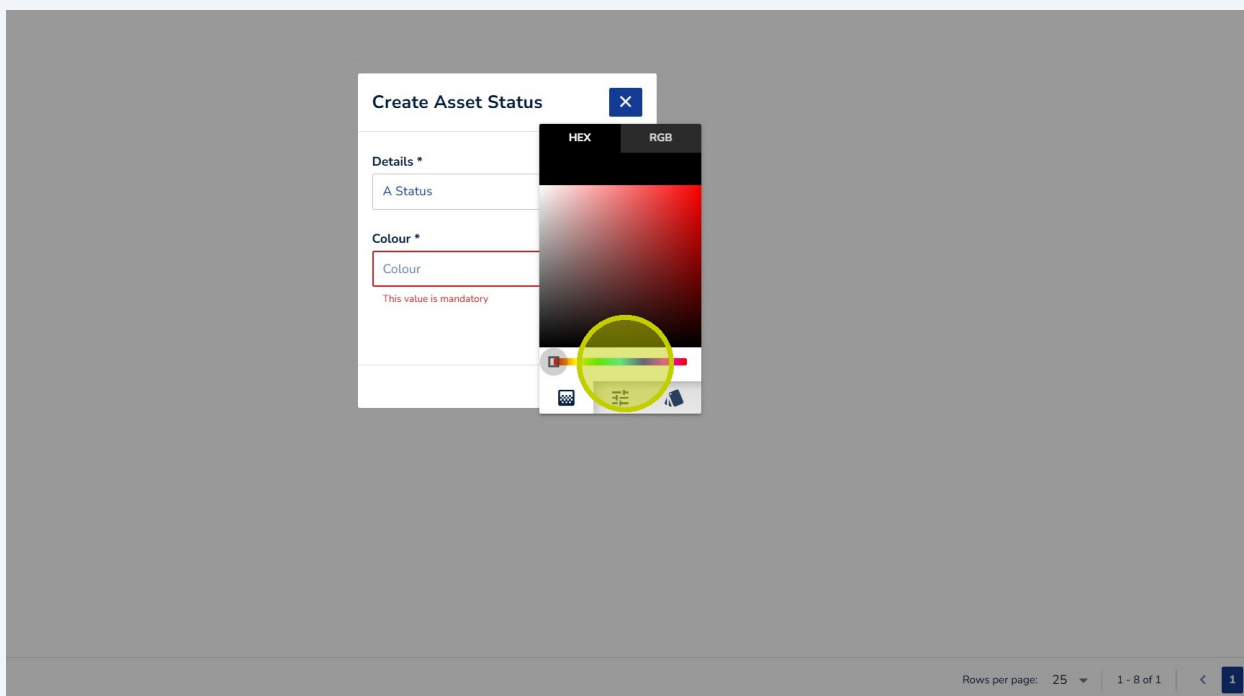


7 Give the status a description.

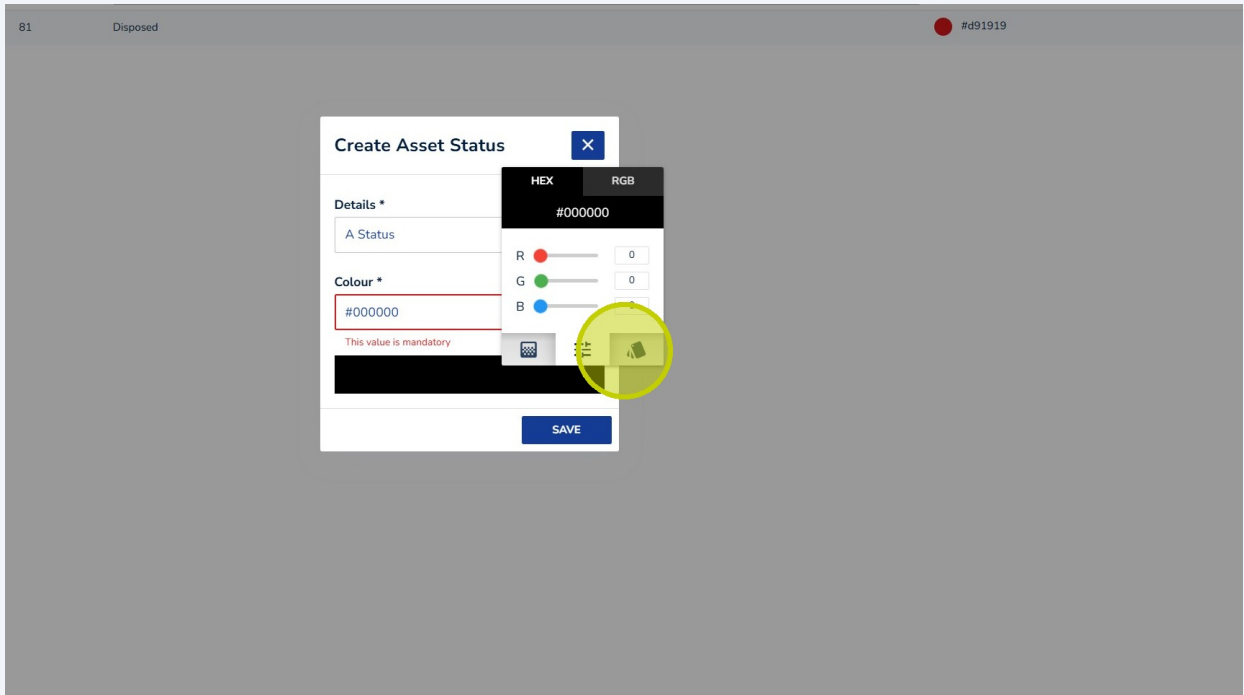
8 Click on the colour palette icon to give the status a colour.



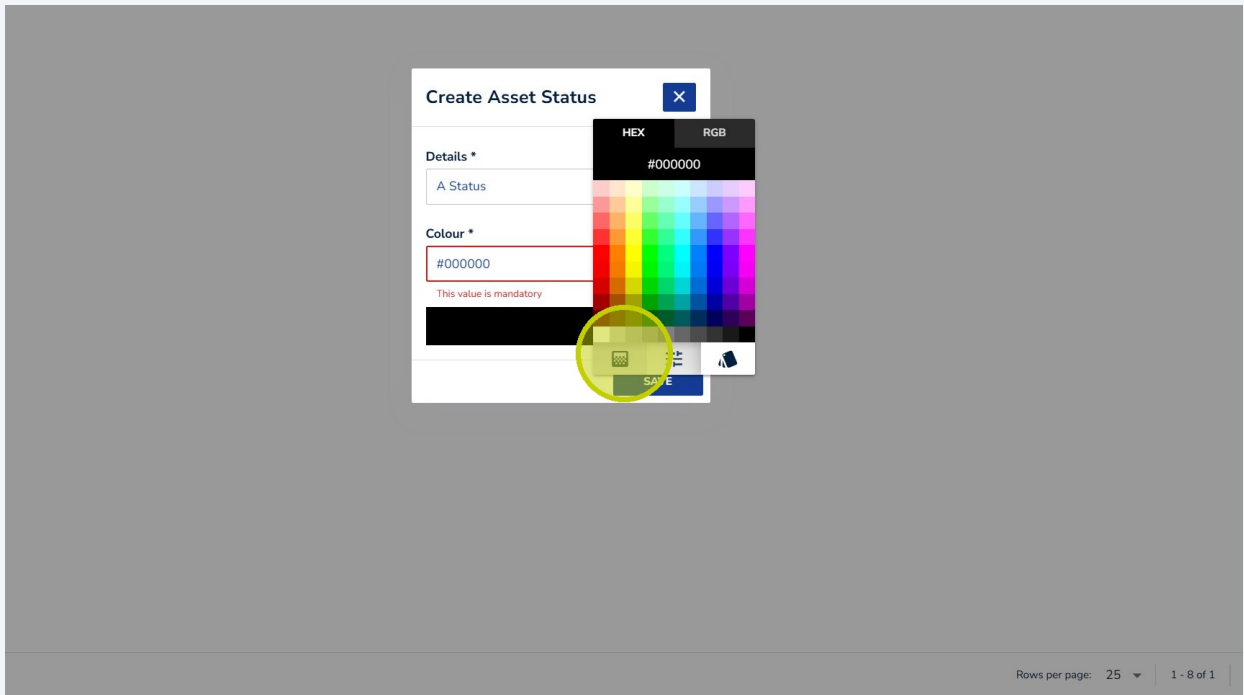
9 You can use the colour gradient slider.



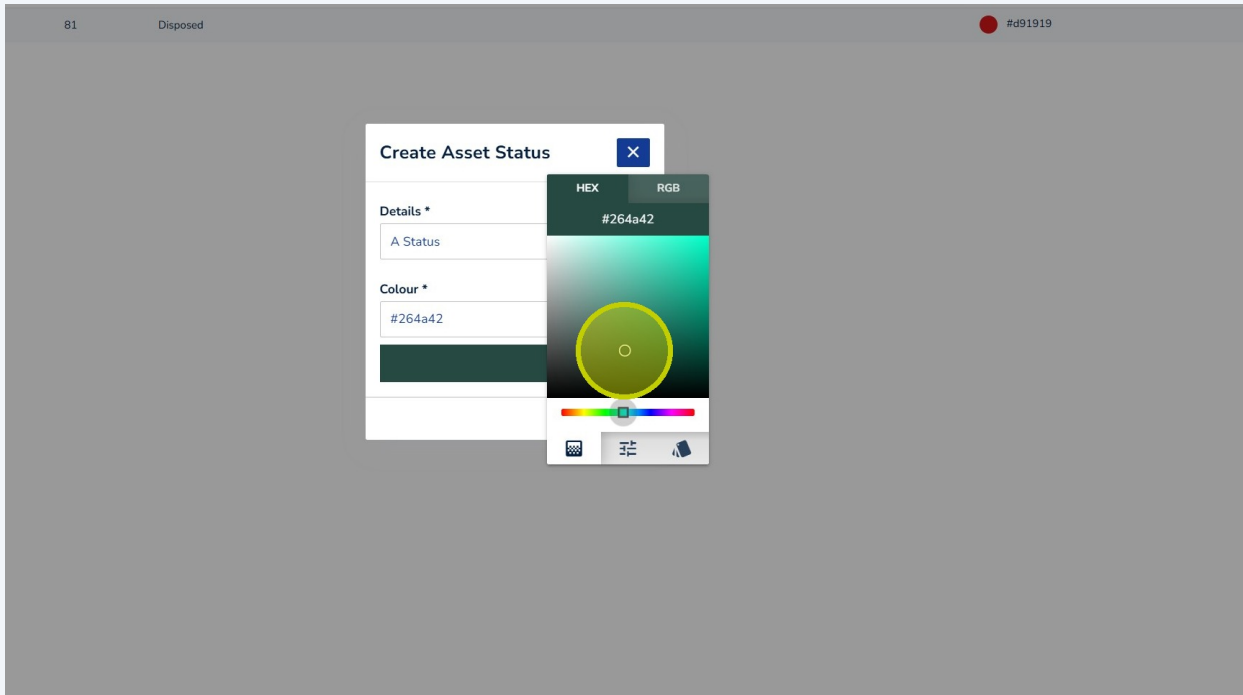
10 The colour tuner.



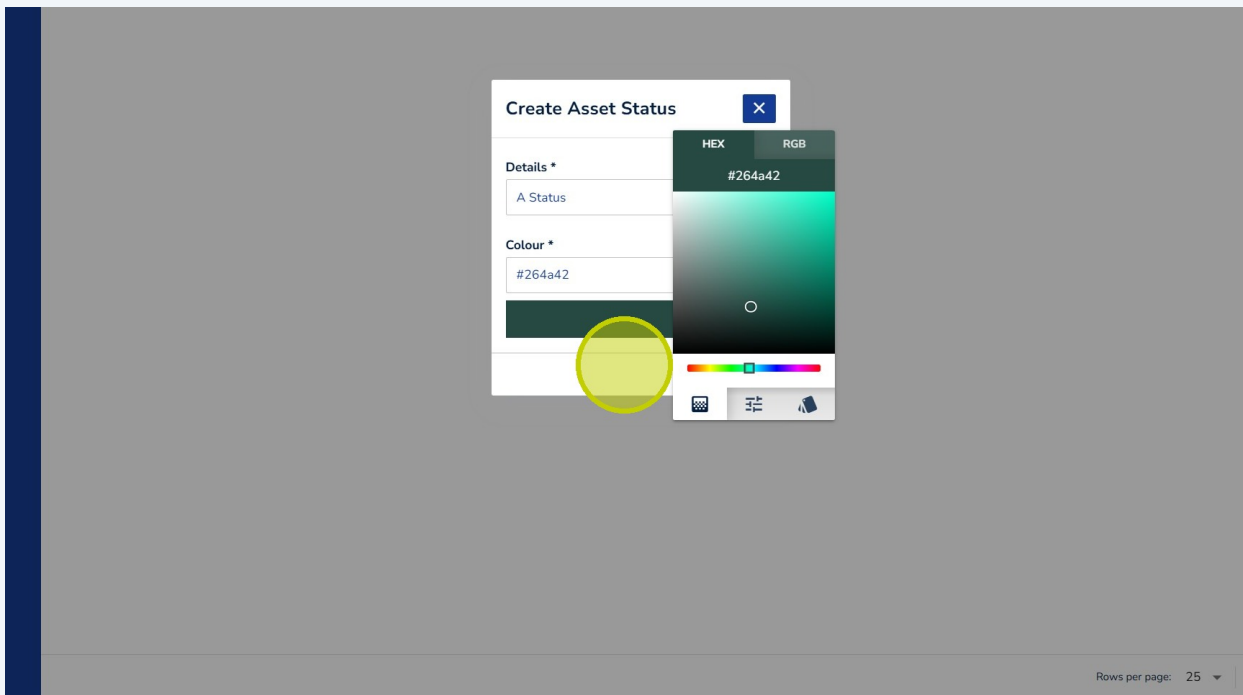
11 Or the colour palette.



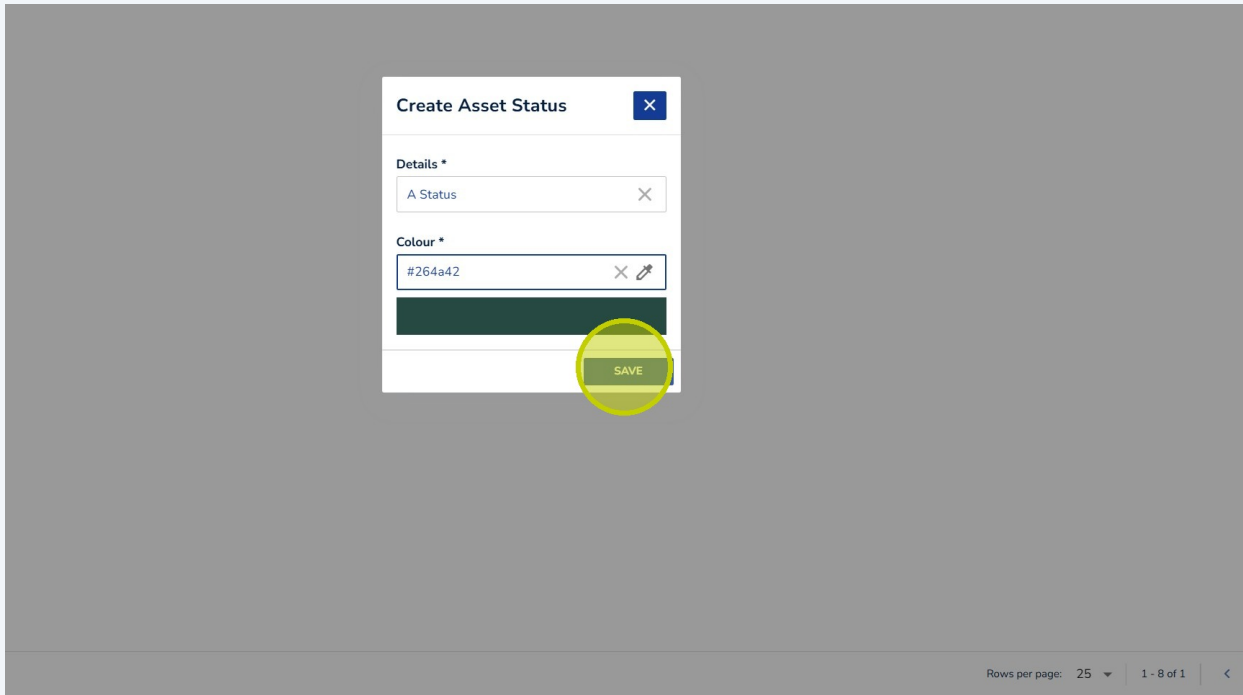
12 Once you have found the colour you would like click the main colour to select it.



13 Click away from the colour palette.



14 Click "Save"



15 Your new status will appear at the bottom of the table. To edit an asset status, you can double click to open the edit box.

Search		
80	Existing/In Use	● #199c5b
81	Disposed	● #d91919
98	Stolen	● #2b32f0
99	Broken	● #ffff00
117	Existing / Not In Us	● #cc3535
120	Expired	● #e67c7c
121	Expired	● #53eb4b
124	NWWAS	● #bd5c5c
128	A Status	● #264a42

A yellow circle highlights the 'A Status' row in the table.

16 You can make your changes

Search

80	Existing/In Use	#199e5b
81	Disposed	#d91919
98	Stolen	#2b32f0
99	Broken	#ffff00
117	Existing / Not In Us	#cc3535
120	Expired	#e67c7c
121	Expired	#53eb4b
124	NWWAS	#bd5c5c
128	A Status	#264a42

Edit Asset Status

Details *

A Status

Colour *

#264a42

DELETE SAVE

17 For example a new colour.

Search

80	Existing/In Use	#199e5b
81	Disposed	#d91919
98	Stolen	#2b32f0
99	Broken	#ffff00
117	Existing / Not In Us	#cc3535
120	Expired	#e67c7c
121	Expired	#53eb4b
124	NWWAS	#bd5c5c
128	A Status	#264a42

Edit Asset Status

Details *

A Status

Colour *

#592152

DELETE

HEX RGB

#592152

Color picker interface showing a color wheel and a spectrum bar.

18 And click save.

81	Disposed	#d91919
98	Stolen	#2b32f0
99	Broken	#ffff00
117	Existing / Not In Us	#cc3535
120	Expired	#e67c7c
121	Expired	#53eb4b
124	NWWAS	#bd5c5c
128	A Status	#264a42

Rows per page: 25 | 1 - 9 of 9 | 1

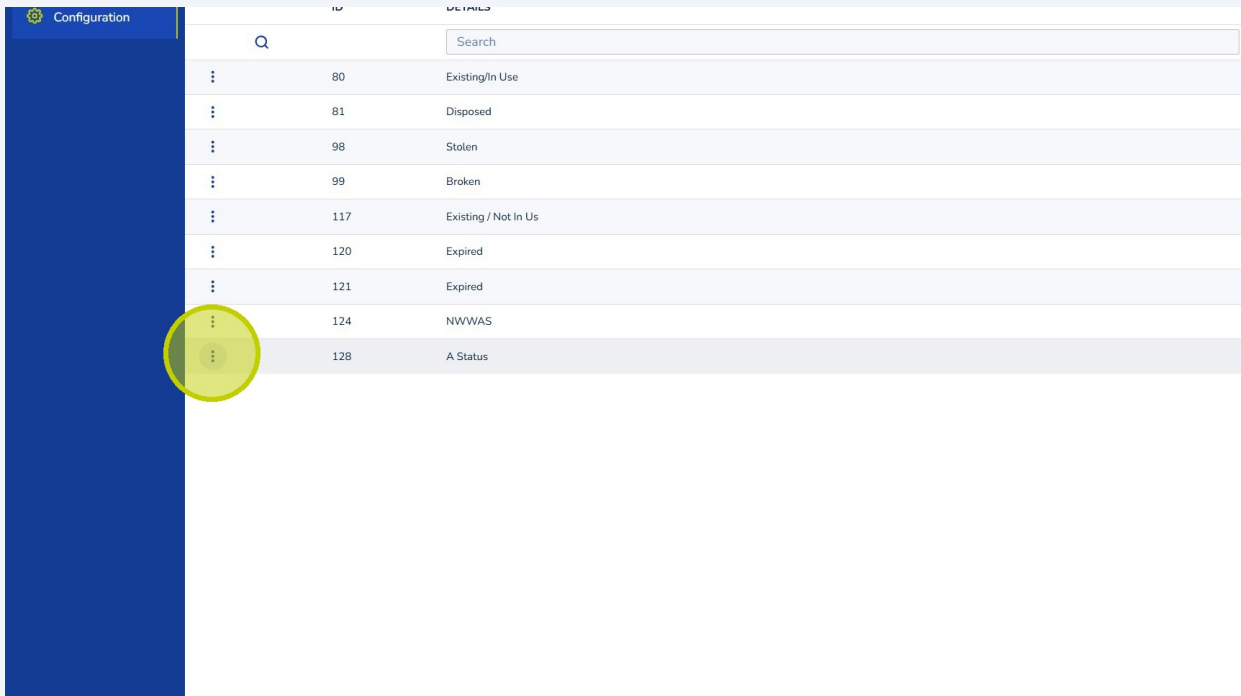
19 You can also edit here by clicking the three dots and choosing edit.

⋮	80	Existing/In Use
⋮	81	Disposed
⋮	98	Stolen
⋮	99	Broken
⋮	117	Existing / Not In Us
⋮	120	Expired
⋮	121	Expired
⋮	124	NWWAS
⋮	128	A Status

Help

Deleting a Status

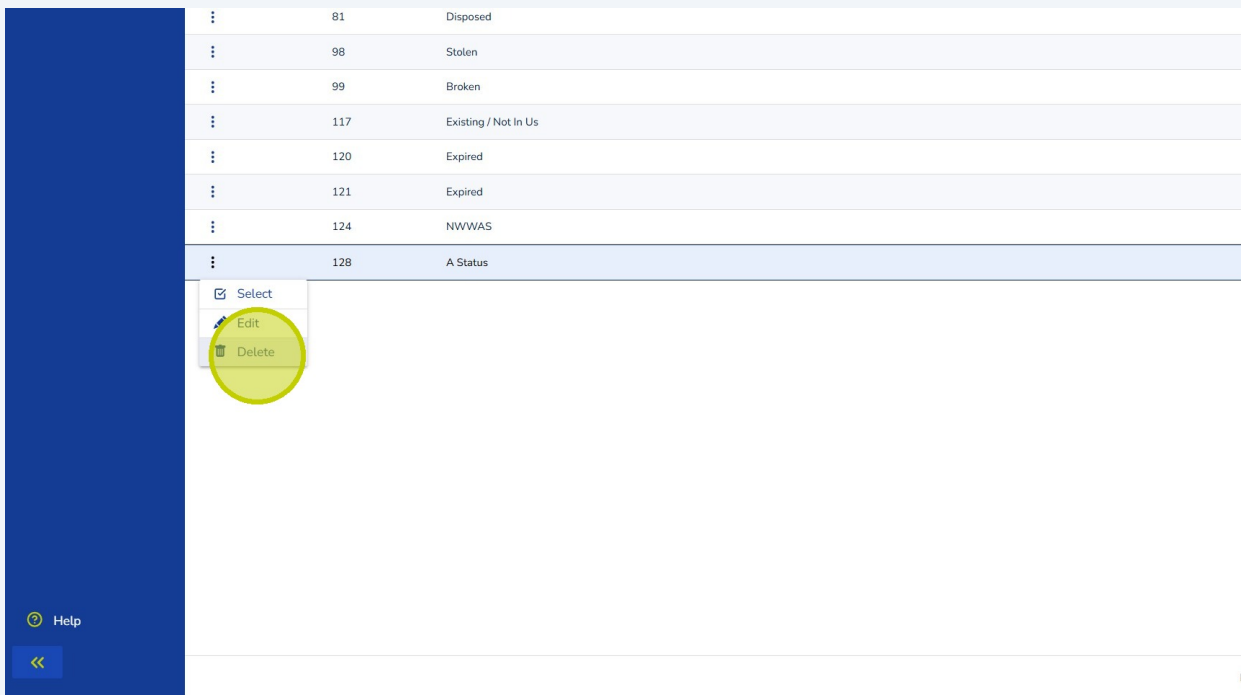
20 To delete an asset status, click the three dots and choose delete. And confirm.



The screenshot shows a 'Configuration' page with a table of asset statuses. The table has three columns: 'ID', 'DETAILS', and an action column represented by three vertical dots. The 'A Status' row (ID 128) is highlighted, and its three dots menu is circled in yellow.

ID	DETAILS	
80	Existing/In Use	⋮
81	Disposed	⋮
98	Stolen	⋮
99	Broken	⋮
117	Existing / Not In Us	⋮
120	Expired	⋮
121	Expired	⋮
124	NWWAS	⋮
128	A Status	⋮

21 Or open the asset status up and click delete.



The screenshot shows the same 'Configuration' page, but the 'A Status' row (ID 128) is selected. A context menu is open over the row, showing three options: 'Select', 'Edit', and 'Delete'. The 'Delete' option is circled in yellow.

81	Disposed	⋮
98	Stolen	⋮
99	Broken	⋮
117	Existing / Not In Us	⋮
120	Expired	⋮
121	Expired	⋮
124	NWWAS	⋮
128	A Status	⋮

- Select
- Edit
- Delete

22 Click here.

80	Existing/In Use	#199c5b
81	Disposed	#d91919
98	Stolen	#2b32f0
99	Broken	#ffff00
117	Existing / Not In Us	#cc3535
120	Expired	#e67c7c
121	Expired	#53eb4b
124	NWWAS	#bd5c5c
128	A Status	#592152

Confirm

Are you sure you want to delete the selected asset status(es)?

CANCEL OK

23 To delete multiple statuses at once, put the table into selection mode and tick the statuses you want to delete.

Asset Register

Configuration

	ID	DETAILS
Q		Search
⋮	80	Existing/In Use
⋮	81	Disposed
⋮	98	Stolen
⋮	99	Broken
⋮	117	Existing / Not In Us
⋮	120	Expired
⋮	121	Expired
⋮	124	NWWAS
⋮	128	A Status

Select

Edit

Delete

24 Make your selection.

Configuration

Search

<input type="checkbox"/>	80	Existing/In Use
<input type="checkbox"/>	81	Disposed
<input type="checkbox"/>	98	Stolen
<input type="checkbox"/>	99	Broken
<input type="checkbox"/>	117	Existing / Not In Us
<input type="checkbox"/>	120	Expired
<input checked="" type="checkbox"/>	121	Expired
<input checked="" type="checkbox"/>	124	NWWAS
<input type="checkbox"/>	128	A Status

25 Click delete at the bottom of the screen and confirm.

Help

Edit Delete

Clear Selection Select All

3 of 9 selected

<input type="checkbox"/>	81	Disposed
<input type="checkbox"/>	98	Stolen
<input type="checkbox"/>	99	Broken
<input type="checkbox"/>	117	Existing / Not In Us
<input type="checkbox"/>	120	Expired
<input checked="" type="checkbox"/>	121	Expired
<input checked="" type="checkbox"/>	124	NWWAS
<input checked="" type="checkbox"/>	128	A Status

26 Click here.

80	Existing/In Use	#199c5b
81	Disposed	#d91919
98	Stolen	#2b32f0
99	Broken	#ffff00
117	Existing / Not In Us	#cc3535
120	Expired	#e67c7c
121	Expired	#53eb4b
124	NWWAS	#bd5c5c
128	A Status	#592152

Confirm

Are you sure you want to delete the selected asset status(es)?

CANCEL OK