

Configuration: Asset Types



This guide offers a comprehensive overview of managing asset types, including creating, editing, and deleting them efficiently. It provides step-by-step instructions that simplify complex tasks, ensuring users can navigate the process with ease. By following this guide, users can enhance their asset management skills and optimize their workflow. It's a valuable resource for anyone looking to improve their understanding of asset configuration.

Creating Asset Types

1

In this guide, we're going to look at how you can create values for the asset type field. Click on configuration.

The screenshot shows the 'Asset Register' page in the micadpro application. The left sidebar has 'Configuration' highlighted. The main content area includes a search bar, a 'Viewing: Default' dropdown, and a 'Create View' button. Below this are filters for 'All Assets' (84,150), 'Individual Assets' (84,011), and 'Asset Groups' (139). A table lists assets with the following columns: ID, DESCRIPTION, STATUS, TYPE, SUB TYPE, and REGION. The table contains 14 rows of data, including fire doors and air handling units with various statuses like 'Broken', 'Expired', and 'Existing/In Use'.

| 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 Click on edit asset type.

The screenshot shows the 'Configuration' page in the micad pro application. The page is divided into several sections, each with an 'Edit' button. The 'Asset Type' button is highlighted with a yellow circle. The sections include:

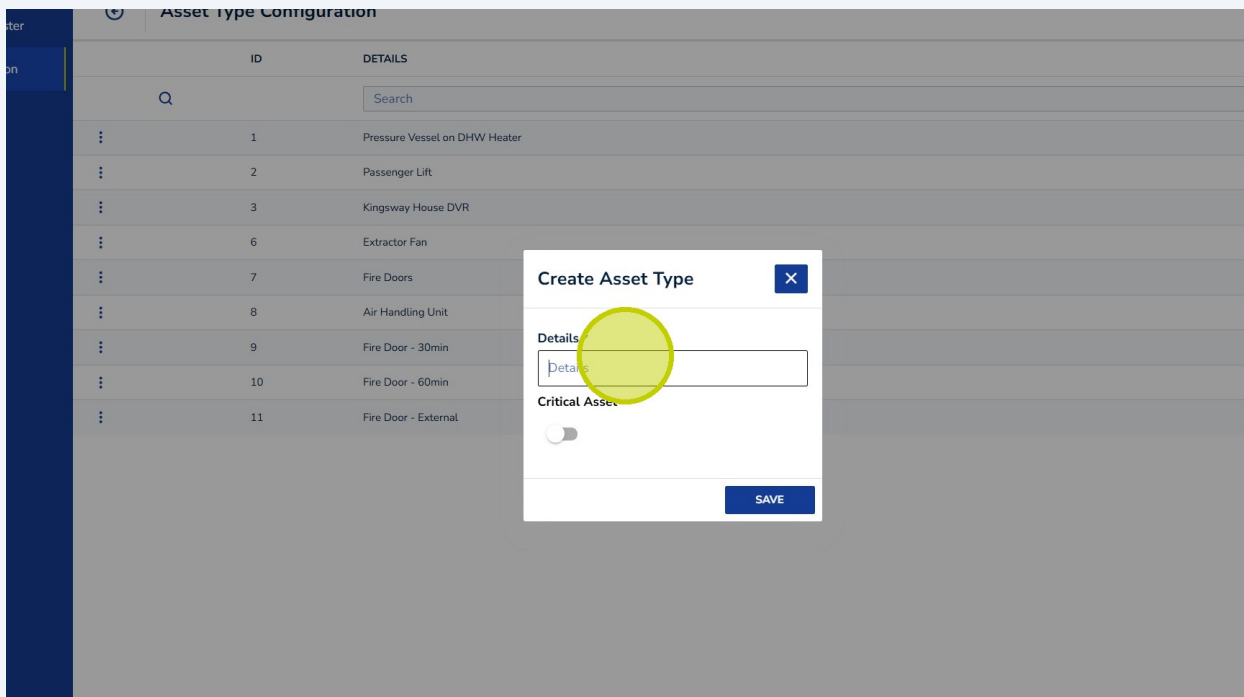
- Asset Status: Edit Asset Status
- Asset Type: Edit Asset Type
- Asset Sub Type: Edit Sub Type
- Model: Edit Model
- Supplier: Edit Supplier
- Unit: Edit Unit
- Availabilities: Edit Availabilities
- Custom Fields: Edit Custom Fields
- System Parameters: Edit System Parameters

3 To create an asset type. Click the create asset type button.

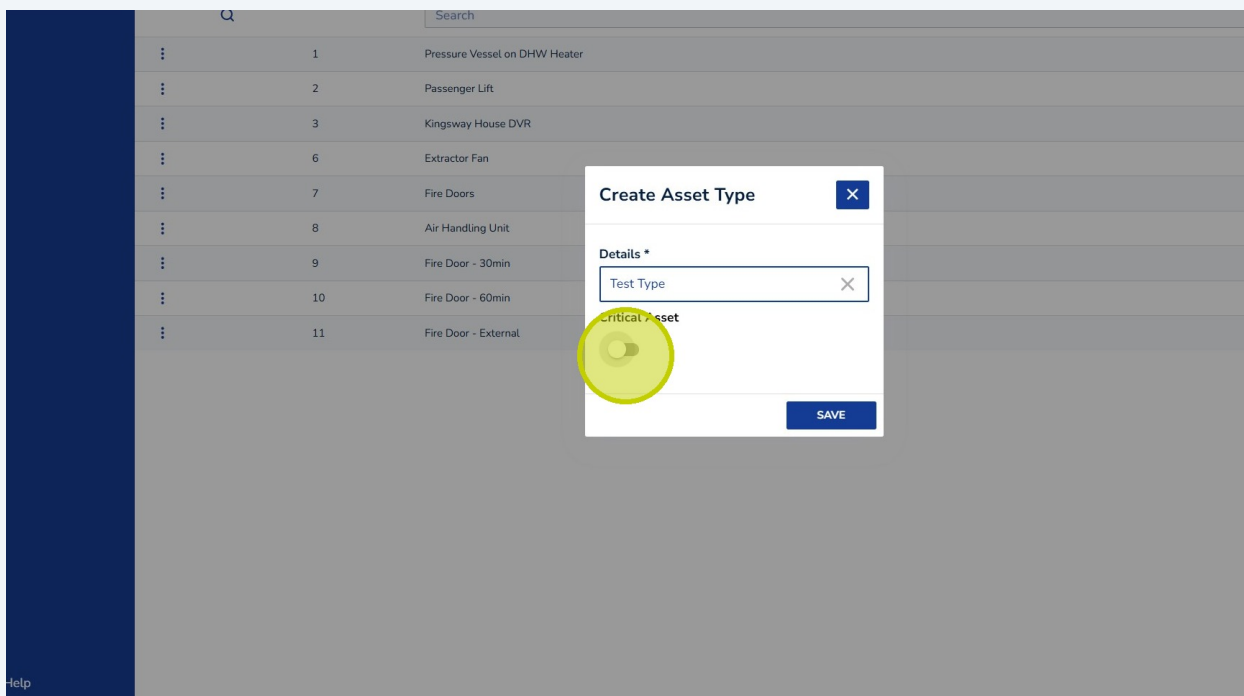
The screenshot shows the 'Type Configuration' page in the micad pro application. The page features a table of asset types and a '+ Create Asset Type' button, which is circled in yellow. The table has columns for ID, DETAILS, and CRITICAL ASSET. A search bar is located above the table.

| ID | DETAILS | CRITICAL ASSET |
|----|-------------------------------|----------------|
| 1 | Pressure Vessel on DHW Heater | No |
| 2 | Passenger Lift | No |
| 3 | Kingsway House DVR | No |
| 6 | Extractor Fan | No |
| 7 | Fire Doors | No |
| 8 | Air Handling Unit | No |
| 9 | Fire Door - 30min | No |
| 10 | Fire Door - 60min | No |
| 11 | Fire Door - External | No |

4 Click in the details box to give the asset type a name.



5 Click this toggle if you wish to mark this asset type as critical.



6 When you are ready click Save.

The screenshot shows a 'Create Asset Type' dialog box with the following details:

- Details ***
 - Test Type
- Critical Asset**
 -

The 'SAVE' button is highlighted with a green circle.

| | |
|----|----------------------|
| 2 | Passenger Lift |
| 3 | Kingsway House DVR |
| 6 | Extractor Fan |
| 7 | Fire Doors |
| 8 | Air Handling Unit |
| 9 | Fire Door - 30min |
| 10 | Fire Door - 60min |
| 11 | Fire Door - External |

Rows per page: 25 | 1 - 9 of 9

7 Your new asset type will appear at the bottom of the table.

The screenshot shows a table with the following data:

| | | |
|---|-----|-------------------------------|
| ⋮ | 1 | Pressure Vessel on DHW Heater |
| ⋮ | 2 | Passenger Lift |
| ⋮ | 3 | Kingsway House DVR |
| ⋮ | 6 | Extractor Fan |
| ⋮ | 7 | Fire Doors |
| ⋮ | 8 | Air Handling Unit |
| ⋮ | 9 | Fire Door - 30min |
| ⋮ | 10 | Fire Door - 60min |
| ⋮ | 11 | Fire Door - External |
| ⋮ | 203 | Test Type |

The 'Test Type' row is highlighted with a green circle.

Help

8

You can search this table using the search box at the top.

The screenshot shows the 'Asset Type Configuration' page in the micadpro application. The page has a dark blue sidebar with 'Asset Register' and 'Configuration' options. The main content area displays a table with columns for 'ID' and 'DETAILS'. A search box is located at the top of the table, and a yellow circle highlights the 'Search' button within it.

| ID | DETAILS |
|-----|-------------------------------|
| 1 | Pressure Vessel on DHW Heater |
| 2 | Passenger Lift |
| 3 | Kingsway House DVR |
| 6 | Extractor Fan |
| 7 | Fire Doors |
| 8 | Air Handling Unit |
| 9 | Fire Door - 30min |
| 10 | Fire Door - 60min |
| 11 | Fire Door - External |
| 203 | Test Type |

9

And by clicking search.

The screenshot shows the same 'Asset Type Configuration' page as in step 8. A yellow circle highlights the search button, and the search box now contains the text 'Test'. The table below shows the results of the search, with the 'Test Type' entry (ID 203) highlighted in blue.

| ID | DETAILS |
|-----|-------------------------------|
| 1 | Pressure Vessel on DHW Heater |
| 2 | Passenger Lift |
| 3 | Kingsway House DVR |
| 6 | Extractor Fan |
| 7 | Fire Doors |
| 8 | Air Handling Unit |
| 9 | Fire Door - 30min |
| 10 | Fire Door - 60min |
| 11 | Fire Door - External |
| 203 | Test Type |

10

You can also search for those asset types which are classed as critical assets by using the toggle.

The screenshot shows the 'micad pro' interface. At the top right, the user is identified as 'Ian Johnson Admin [devalpha]'. Below the header, there is a 'Type Configuration' section with a '+ Create Asset Type' button. A search bar is present above the table. The table lists various asset types with their 'CRITICAL ASSET' status. A yellow circle highlights the toggle for the 'Test Type' row, which is currently set to 'Yes'.

| ID | DETAILS | CRITICAL ASSET |
|-----|-------------------------------------|----------------|
| | <input type="text" value="Search"/> | |
| 1 | Pressure Vessel on DHW Heater | No |
| 2 | Passenger Lift | No |
| 3 | Kingsway House DVR | No |
| 6 | Extractor Fan | No |
| 7 | Fire Doors | No |
| 8 | Air Handling Unit | No |
| 9 | Fire Door - 30min | No |
| 10 | Fire Door - 60min | No |
| 11 | Fire Door - External | No |
| 203 | Test Type | Yes |

11

Be mindful. The critical asset toggle has three positions.

This screenshot is identical to the one above, showing the 'micad pro' interface with the 'Type Configuration' table. The 'CRITICAL ASSET' toggle for the 'Test Type' row is highlighted with a yellow circle.

| ID | DETAILS | CRITICAL ASSET |
|-----|-------------------------------------|----------------|
| | <input type="text" value="Search"/> | |
| 1 | Pressure Vessel on DHW Heater | No |
| 2 | Passenger Lift | No |
| 3 | Kingsway House DVR | No |
| 6 | Extractor Fan | No |
| 7 | Fire Doors | No |
| 8 | Air Handling Unit | No |
| 9 | Fire Door - 30min | No |
| 10 | Fire Door - 60min | No |
| 11 | Fire Door - External | No |
| 203 | Test Type | Yes |

12 Yes

micad pro

Ian Johnson
Admin [devalpha]

Type Configuration + Create Asset Type

| ID | DETAILS | CRITICAL ASSET |
|-----|-------------------------------------|-------------------------------------|
| | <input type="text" value="Search"/> | <input checked="" type="checkbox"/> |
| 203 | Test Type | |

13 No

micad pro

Ian Johnson
Admin [devalpha]

Type Configuration + Create Asset Type

| ID | DETAILS | CRITICAL ASSET |
|----|-------------------------------------|--------------------------|
| | <input type="text" value="Search"/> | <input type="checkbox"/> |
| 1 | Pressure Vessel on DHW Heater | |
| 2 | Passenger Lift | No |
| 3 | Kingsway House DVR | No |
| 6 | Extractor Fan | No |
| 7 | Fire Doors | No |
| 8 | Air Handling Unit | No |
| 9 | Fire Door - 30min | No |
| 10 | Fire Door - 60min | No |
| 11 | Fire Door - External | No |

14 To All.

micad pro

Ian Johnson
Admin [devalpha]

Type Configuration + Create Asset Type

| ID | DETAILS | CRITICAL ASSET |
|-----|-------------------------------------|--------------------------|
| | <input type="text" value="Search"/> | <input type="checkbox"/> |
| 1 | Pressure Vessel on DHW Heater | No |
| 2 | Passenger Lift | No |
| 3 | Kingsway House DVR | No |
| 6 | Extractor Fan | No |
| 7 | Fire Doors | No |
| 8 | Air Handling Unit | No |
| 9 | Fire Door - 30min | No |
| 10 | Fire Door - 60min | No |
| 11 | Fire Door - External | No |
| 203 | Test Type 01 | No |

Edit Asset Types

15 To edit an asset type. Find the asset type in question and double-click it.

| | | |
|---|-----|-------------------------------|
| ⋮ | 1 | Pressure Vessel on DHW Heater |
| ⋮ | 2 | Passenger Lift |
| ⋮ | 3 | Kingsway House DVR |
| ⋮ | 6 | Extractor Fan |
| ⋮ | 7 | Fire Doors |
| ⋮ | 8 | Air Handling Unit |
| ⋮ | 9 | Fire Door - 30min |
| ⋮ | 10 | Fire Door - 60min |
| ⋮ | 11 | Fire Door - External |
| ⋮ | 203 | Test Type 01 |

Help

16 Make the changes and click save.

| ID | DETAILS |
|-----|-------------------------------|
| 1 | Pressure Vessel on DHW Heater |
| 2 | Passenger Lift |
| 3 | Kingsway House DVR |
| 6 | Extractor Fan |
| 7 | Fire Doors |
| 8 | Air Handling Unit |
| 9 | Fire Door - 30min |
| 10 | Fire Door - 60min |
| 11 | Fire Door - External |
| 203 | Test Type |

Edit Asset Type [X]

Details *
Test Type [X]

Critical Asset

[DELETE] [SAVE]

17 You can also enter edit mode by clicking the three dots and choosing edit.

| | | |
|---|-----|-------------------------------|
| ⋮ | 1 | Pressure Vessel on DHW Heater |
| ⋮ | 2 | Passenger Lift |
| ⋮ | 3 | Kingsway House DVR |
| ⋮ | 6 | Extractor Fan |
| ⋮ | 7 | Fire Doors |
| ⋮ | 8 | Air Handling Unit |
| ⋮ | 9 | Fire Door - 30min |
| ⋮ | 10 | Fire Door - 60min |
| ⋮ | 11 | Fire Door - External |
| ⋮ | 203 | Test Type 01 |

Help

18 Click here.

| | | |
|---|-----|----------------------|
| ⋮ | 2 | Passenger Lift |
| ⋮ | 3 | Kingsway House DVR |
| ⋮ | 6 | Extractor Fan |
| ⋮ | 7 | Fire Doors |
| ⋮ | 8 | Air Handling Unit |
| ⋮ | 9 | Fire Door - 30min |
| ⋮ | 10 | Fire Door - 60min |
| ⋮ | 11 | Fire Door - External |
| ⋮ | 203 | Test Type 01 |

⊞ Select
✎ Edit
🗑 Delete

Ⓞ Help

⏪

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Delete Asset Types

19 To delete an asset type double-click on the type you wish to delete.

| | | |
|---|-----|-------------------------------|
| ⋮ | 1 | Pressure Vessel on DHW Heater |
| ⋮ | 2 | Passenger Lift |
| ⋮ | 3 | Kingsway House DVR |
| ⋮ | 6 | Extractor Fan |
| ⋮ | 7 | Fire Doors |
| ⋮ | 8 | Air Handling Unit |
| ⋮ | 9 | Fire Door - 30min |
| ⋮ | 10 | Fire Door - 60min |
| ⋮ | 11 | Fire Door - External |
| ⋮ | 203 | Test Type 01 |

20 Choose delete.

| | | |
|---|-----|----------------------|
| ⋮ | 2 | Passenger Lift |
| ⋮ | 3 | Kingsway House DVR |
| ⋮ | 6 | Extractor Fan |
| ⋮ | 7 | Fire Doors |
| ⋮ | 8 | Air Handling Unit |
| ⋮ | 9 | Fire Door - 30min |
| ⋮ | 10 | Fire Door - 60min |
| ⋮ | 11 | Fire Door - External |
| ⋮ | 203 | Test Type 01 |

Edit Asset Type ✕

Details *

Test Type 01 ✕

Critical Asset

DELETE SAVE

Rows per page: 25

21 Click OK to confirm.

| | | |
|-----|-------------------------------|----|
| 1 | Pressure Vessel on DHW Heater | No |
| 2 | Passenger Lift | No |
| 3 | Kingsway House DVR | No |
| 6 | Extractor Fan | No |
| 7 | Fire Doors | No |
| 8 | Air Handling Unit | No |
| 9 | Fire Door - 30min | No |
| 10 | Fire Door - 60min | No |
| 11 | Fire Door - External | No |
| 203 | Test Type 01 | No |

Confirm

Are you sure you want to delete the selected asset type(s)?

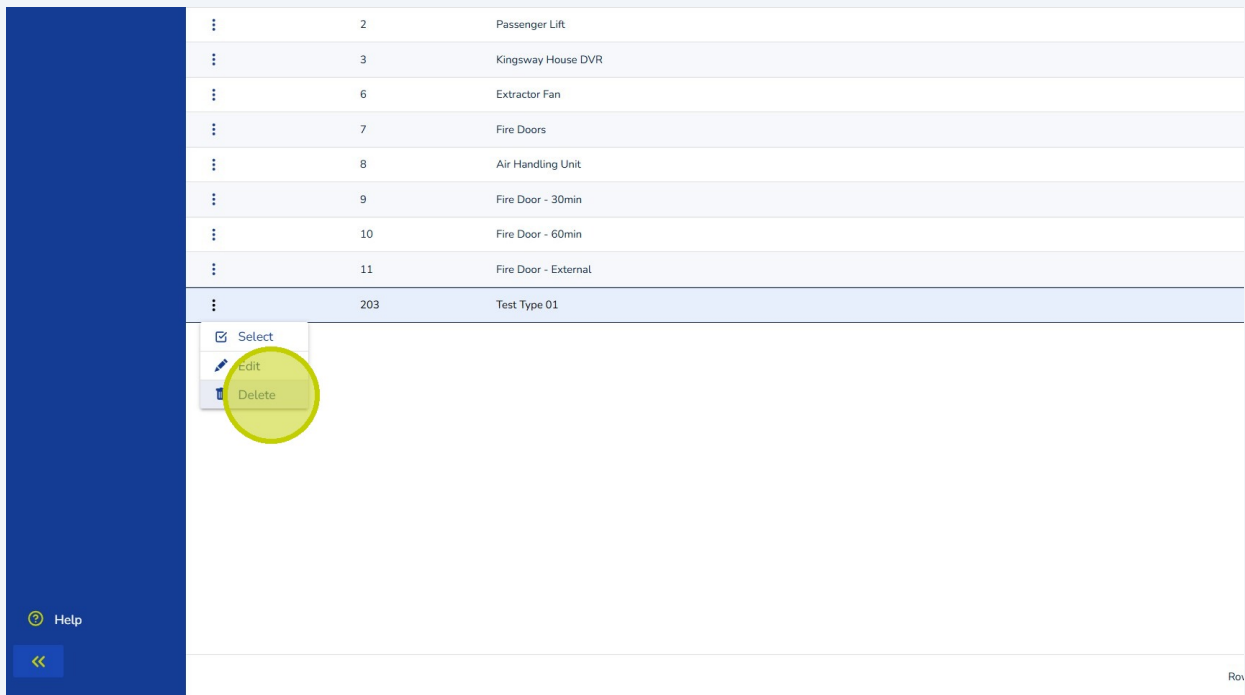
CANCEL

22 You can also click on the three dots and choose delete.

| | | |
|---|-----|-------------------------------|
| ⋮ | 1 | Pressure Vessel on DHW Heater |
| ⋮ | 2 | Passenger Lift |
| ⋮ | 3 | Kingsway House DVR |
| ⋮ | 6 | Extractor Fan |
| ⋮ | 7 | Fire Doors |
| ⋮ | 8 | Air Handling Unit |
| ⋮ | 9 | Fire Door - 30min |
| ⋮ | 10 | Fire Door - 60min |
| ⋮ | 11 | Fire Door - External |
| ⋮ | 203 | Test Type 01 |

Help

23 Click here.

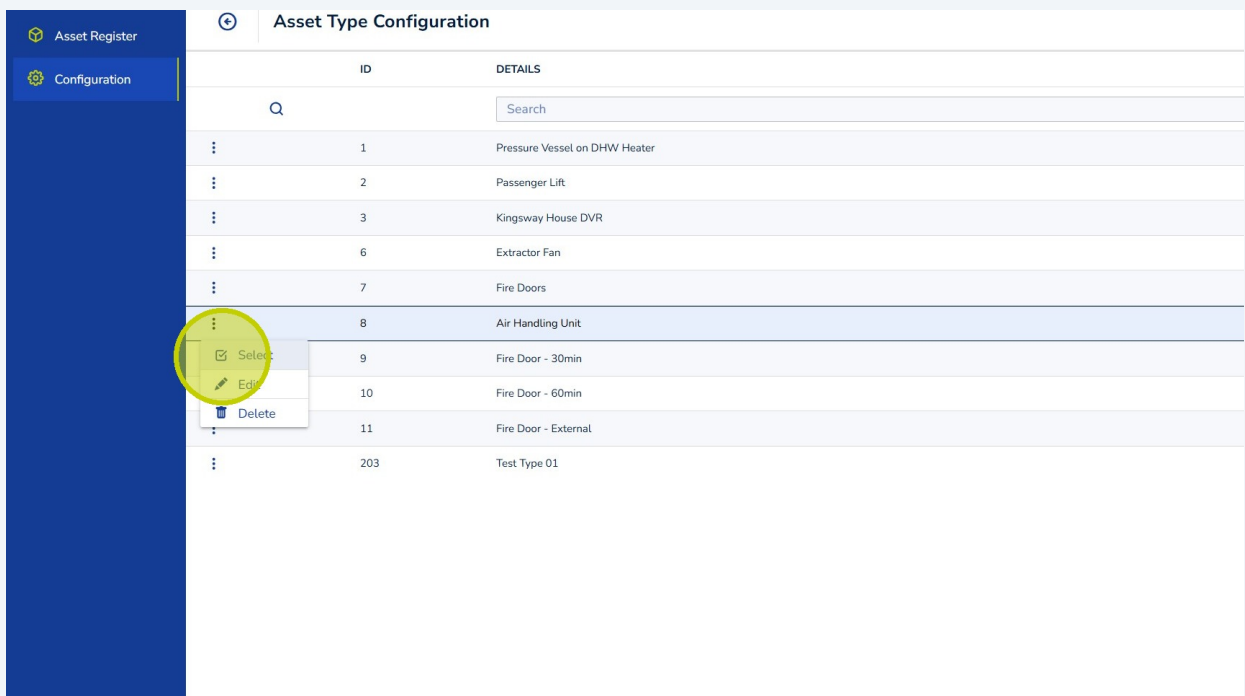


A screenshot of a web application interface. On the left is a dark blue sidebar with a 'Help' icon and a back arrow. The main area displays a table with columns for ID and details. The table contains the following rows:

| ID | DETAILS |
|-----|----------------------|
| 2 | Passenger Lift |
| 3 | Kingsway House DVR |
| 6 | Extractor Fan |
| 7 | Fire Doors |
| 8 | Air Handling Unit |
| 9 | Fire Door - 30min |
| 10 | Fire Door - 60min |
| 11 | Fire Door - External |
| 203 | Test Type 01 |

A context menu is open over the table, showing 'Select', 'Edit', and 'Delete' options. The 'Delete' option is highlighted with a yellow circle. At the bottom right of the table area, the text 'Row' is visible.

24 You can delete more than one by putting the grid into selection mode.



A screenshot of the 'Asset Type Configuration' page. The left sidebar shows 'Asset Register' and 'Configuration' (selected). The main area has a search bar and a table with columns for ID and DETAILS. The table contains the following rows:

| ID | DETAILS |
|-----|-------------------------------|
| 1 | Pressure Vessel on DHW Heater |
| 2 | Passenger Lift |
| 3 | Kingsway House DVR |
| 6 | Extractor Fan |
| 7 | Fire Doors |
| 8 | Air Handling Unit |
| 9 | Fire Door - 30min |
| 10 | Fire Door - 60min |
| 11 | Fire Door - External |
| 203 | Test Type 01 |

A context menu is open over the table, showing 'Select', 'Edit', and 'Delete' options. The 'Delete' option is highlighted with a yellow circle.

25 Select the statuses you want to delete and click delete.

| | | |
|-------------------------------------|-----|----------------------|
| <input type="checkbox"/> | 2 | Passenger Lift |
| <input type="checkbox"/> | 3 | Kingsway House DVR |
| <input type="checkbox"/> | 6 | Extractor Fan |
| <input type="checkbox"/> | 7 | Fire Doors |
| <input checked="" type="checkbox"/> | 8 | Air Handling Unit |
| <input checked="" type="checkbox"/> | 9 | Fire Door - 30min |
| <input checked="" type="checkbox"/> | 10 | Fire Door - 60min |
| <input type="checkbox"/> | 11 | Fire Door - External |
| <input type="checkbox"/> | 203 | Test Type 01 |

Help

Edit Delete

Clear Selection Select All

3 of 10 selected

26 Click OK to confirm.

| | | |
|-----|-------------------------------|----|
| 1 | Pressure Vessel on DHW Heater | No |
| 2 | Passenger Lift | No |
| 3 | Kingsway House DVR | No |
| 6 | Extractor Fan | No |
| 7 | Fire Doors | No |
| 8 | Air Handling Unit | No |
| 9 | Fire Door - 30min | No |
| 10 | Fire Door - 60min | No |
| 11 | Fire Door - External | No |
| 203 | Test Type 01 | No |

Confirm

Are you sure you want to delete the selected asset type(s)?

CANCEL OK