

Copy Existing Asset



This guide offers a straightforward method for duplicating existing assets, allowing users to efficiently create new assets while retaining essential information from the original. It simplifies the process into just a few steps, ensuring clarity and ease of use. By following this guide, users can save time and maintain consistency in asset management, making it an invaluable resource for anyone looking to streamline their workflow.

1

This part of the guide. Will show you how to copy an asset. Open the asset you're looking to copy.

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE	REGION
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
2	Fire Door - 00002	Stolen	Fire Doors	RESUSCITATOR RESPIRATRY	Tartarian Empire
3	Fire Door - 00003	Expired	Fire Doors	VENTIL. ALARM PNEUMATIC	R_loss Hall Hospital
4	Fire Door - 00004	Expired	Fire Doors	ANAESTHETICS GEN EQUIP	C_TestRegionLoc34
5	Fire Door - 00005	Broken	Fire Doors	BOYLES MACHINE	R_loss Hall Hospital
6	Fire Door - 00006	Broken	Air Handling Unit	DENTAL ANAESTHETIC EQUIP	R_loss Hall Hospital
7	Fire Door - 00007	Expired	Fire Doors	RESUSCITATION TROLLEY	R_loss Hall Hospital
8	Fire Door - 00008	Existing/In Use	Fire Doors	TestAV-ST	R_loss Hall Hospital
9	Fire Door - 00009	Existing/In Use	Air Handling Unit	RESUSCITATION TROLLEY	R_loss Hall Hospital
10	Fire Door - 00010	Existing/In Use	Extractor Fan	RESUSCITATION TROLLEY	R_loss Hall Hospital
11	Fire Door - 00011	Existing/In Use	Fire Door - 60min	INCUBATOR	R_loss Hall Hospital
12	Fire Door - 00012	Existing/In Use	Air Handling Unit	PULMONARY FUNCTION REC	R_loss Hall Hospital
13	Fire Door - 00013	Existing/In Use	Fire Door - 30min	BOYLES MACHINE	R_loss Hall Hospital
14	Fire Door - 00014	Existing/In Use	Fire Door - 30min	RESUSCITATION TROLLEY	R_loss Hall Hospital
15	Fire Door - 00015	Existing/In Use	Passenger Lift	RESUSCITATION TROLLEY	R_loss Hall Hospital
16	Fire Door - 00016	Existing/In Use	Fire Doors	RESUSCITATION TROLLEY	R_loss Hall Hospital
17	Fire Door - 00017	Existing/In Use	Fire Door - 30min	RESUSCITATION TROLLEY	R_loss Hall Hospital

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2 In the top right, click the copy button.

The screenshot shows the 'micad pro' interface for asset 'Fire Door - 00009'. The top right corner features a user profile for 'Ian Johnson' and a 'Copy' button circled in yellow. The interface is divided into several sections: 'PHYSICAL INFO', 'LOCATION', 'CUSTOM INFO', 'DOCUMENTS', and 'FINANCIALS'. The 'PHYSICAL INFO' section shows the asset status as 'Existing/In Use' and its health as 'Average'. The 'AVAILABILITY TO USE' section displays standard hours for each day of the week. The 'LOCATION ADDRESS' section lists the region, site, building, floor, and room. The 'FINANCIALS' section shows the date purchased, date delivered, and date accepted.

3 A prompt will display asking you to confirm. Click on confirm.

The screenshot shows the same 'micad pro' interface as above, but with a 'Copy Asset' dialog box open in the center. The dialog box asks 'Are you sure you want to copy asset ID:' and displays '9 - Fire Door - 00009' in a text input field. Below the input field are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is circled in yellow. The background interface is dimmed, showing the same asset details as in the previous screenshot.

4

Click "Go To Asset" to view the new asset you've created. Once in the new asset you can make the necessary changes as only the core information is copied from the original asset

The screenshot displays a web-based asset management interface. At the top, there are navigation tabs: GROUP, PHYSICAL INFO, LOCATION, CUSTOM INFO, DOCUMENTS, and FINANCIALS. The main content area is divided into several sections:

- PHYSICAL INFO:** Includes fields for Asset Status (Existing/In Use), Asset ID (9), Barcode (AV123456), Asset Type (Air Handling Unit), Asset Sub Type (RESUSCITATION TROLLEY), and Asset Description (Fire Door - 00009).
- AVAILABILITY TO USE:** Shows Standard Hours (7 day week) for Monday from 09:00 - 17:00.
- LOCATION ADDRESS:** Lists Region (Ross Hall Hospital, R.HH00A1), Site (Ross Hall Hospital Main, RHH00S1), Building (Reception Block, RHH00B1), Floor (Ground Floor, RHH00F1), and Room (Main Office Room, RHH00R1).
- FINANCIALS:** Lists Date Purchased (15/09/2000), Date Delivered (13/02/2007), Date Accepted (22/08/2018), Warranty Expires (18/12/2006), and Removal Date.

A central modal window titled "Asset successfully copied" is overlaid on the interface. It contains the text "Asset 430164 was successfully created" and two buttons: "Close" and "Go To Asset". The "Go To Asset" button is highlighted with a yellow circle.