

Configuration: Units



This guide offers a straightforward approach to managing units effectively, including creation, editing, and deletion processes. It simplifies complex tasks into manageable steps, making it ideal for both beginners and seasoned users. By following the guide, users can streamline their unit management, ensuring accuracy and efficiency in their workflow. Viewing this guide will enhance your understanding and ability to navigate unit configurations with confidence.

Create Unit

1

In this guide, we are going to look at how you can add values to the unit field. Click configuration from the menu on the left. Click edit.

The screenshot shows the 'Asset Register' page in the micadpro application. The left sidebar has a menu with 'Asset Register' and 'Configuration' (highlighted with a yellow circle). The main content area shows a table of 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. A search bar and filters are visible at the top of the table.

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 edit unit.

The screenshot shows the 'micad pro' Configuration page. The 'Unit' button is highlighted with a yellow circle. The page layout includes a sidebar on the left and a main content area with several configuration cards.

Configuration

- 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 Field: Edit Custom Field
- System Parameters: Edit System Parameters

3 To create a unit, click the button here.

The screenshot shows the 'micad pro' Configuration page. The 'Create Unit' button is highlighted with a yellow circle. The page layout includes a sidebar on the left and a main content area with a table of units.

micad pro

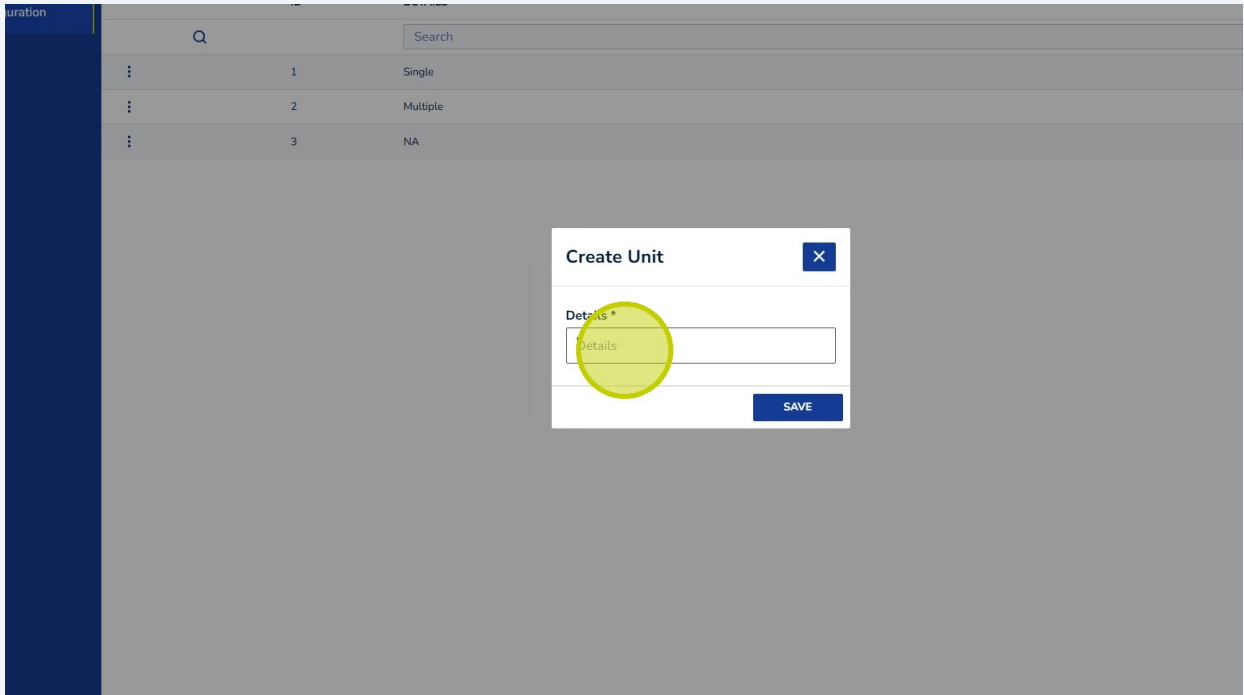
Configuration

Search

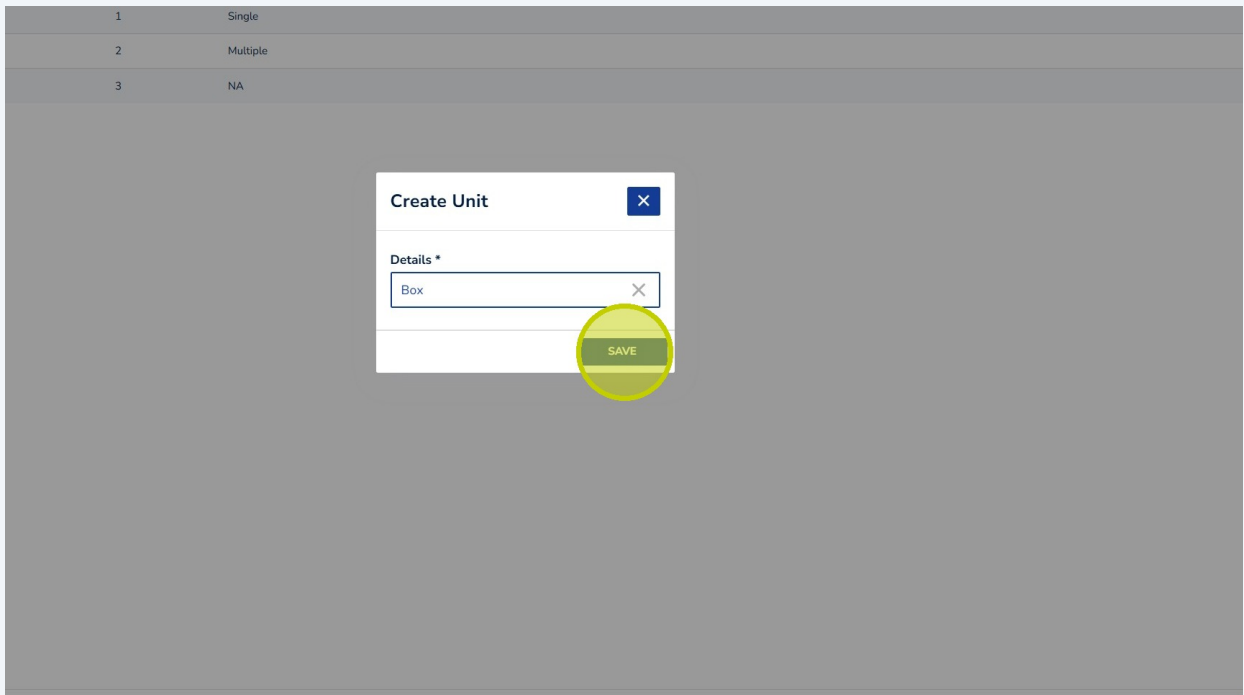
ID	DETAILS
1	Single
2	Multiple
3	NA

Create Unit

4 Provide a description.



5 Click "Save"



6 The unit will be at the bottom of the table.

The screenshot shows the 'Unit Configuration' page in the micad pro application. The page has a dark blue sidebar on the left with 'Asset Register' and 'Configuration' options. The main content area is titled 'Unit Configuration' and contains a table with columns 'ID' and 'DETAILS'. A search bar is located above the table. The table lists four units: ID 1 (Single), ID 2 (Multiple), ID 3 (NA), and ID 7 (Box). A yellow circle highlights the 'Box' unit at the bottom of the table. A notification 'Data successfully saved.' is visible in the top right corner.

ID	DETAILS
1	Single
2	Multiple
3	NA
7	Box

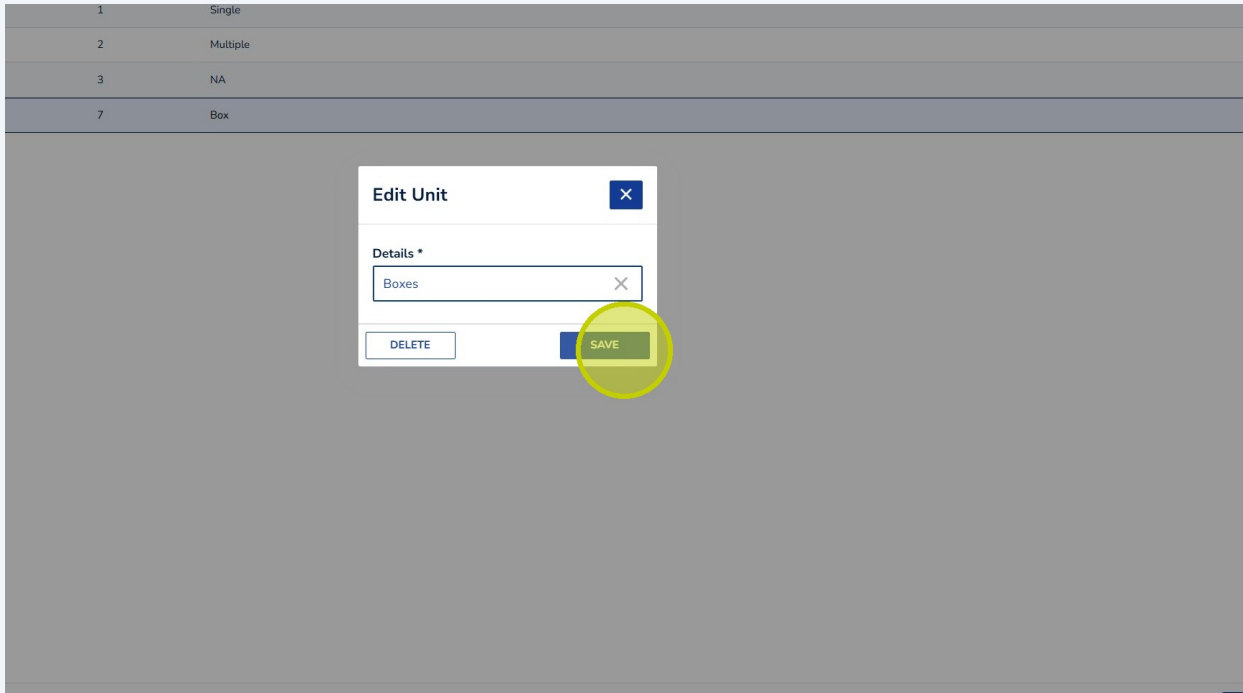
Edit Unit

7 To edit a unit, double-click it to open the unit.

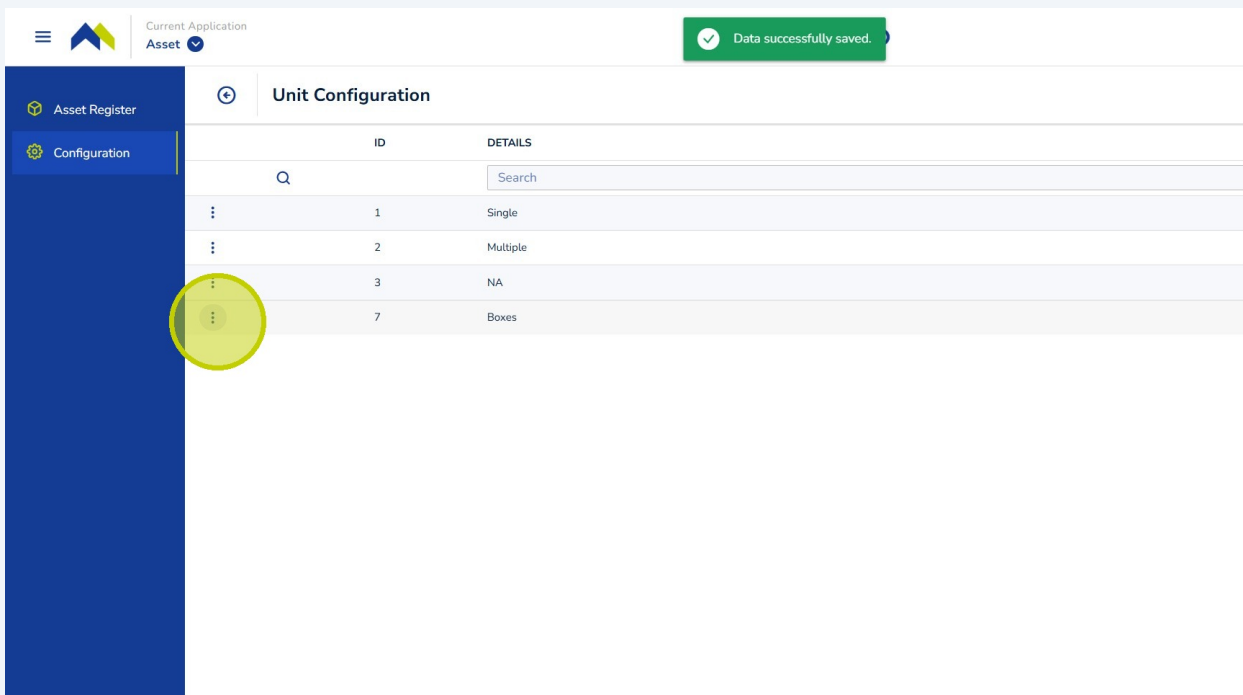
This screenshot is identical to the one above, showing the 'Unit Configuration' page. A yellow circle highlights the 'Box' unit (ID 7) at the bottom of the table, indicating that double-clicking it will open the unit for editing.

ID	DETAILS
1	Single
2	Multiple
3	NA
7	Box

8 Make the relevant changes. And click save.



9 Alternatively click the three dots and click edit.



10 Click here.

The screenshot shows the 'Unit Configuration' page in the Asset Register. The page has a dark blue sidebar with 'Asset Register' and 'Configuration' options. The main content area is titled 'Unit Configuration' and contains a table with the following data:

ID	DETAILS
1	Single
2	Multiple
3	NA
7	Boxes

A context menu is open over the row with ID 7, showing three options: 'Select', 'Edit', and 'Delete'. The 'Delete' option is highlighted with a yellow circle.

Deleting Units

11 To delete units, double-click on the record.

micadpro

Asset Register

Configuration

Unit Configuration

ID	DETAILS
1	Single
2	Multiple
3	NA
7	Boxes

12 Click "Delete"

Single

Multiple

NA

Boxes

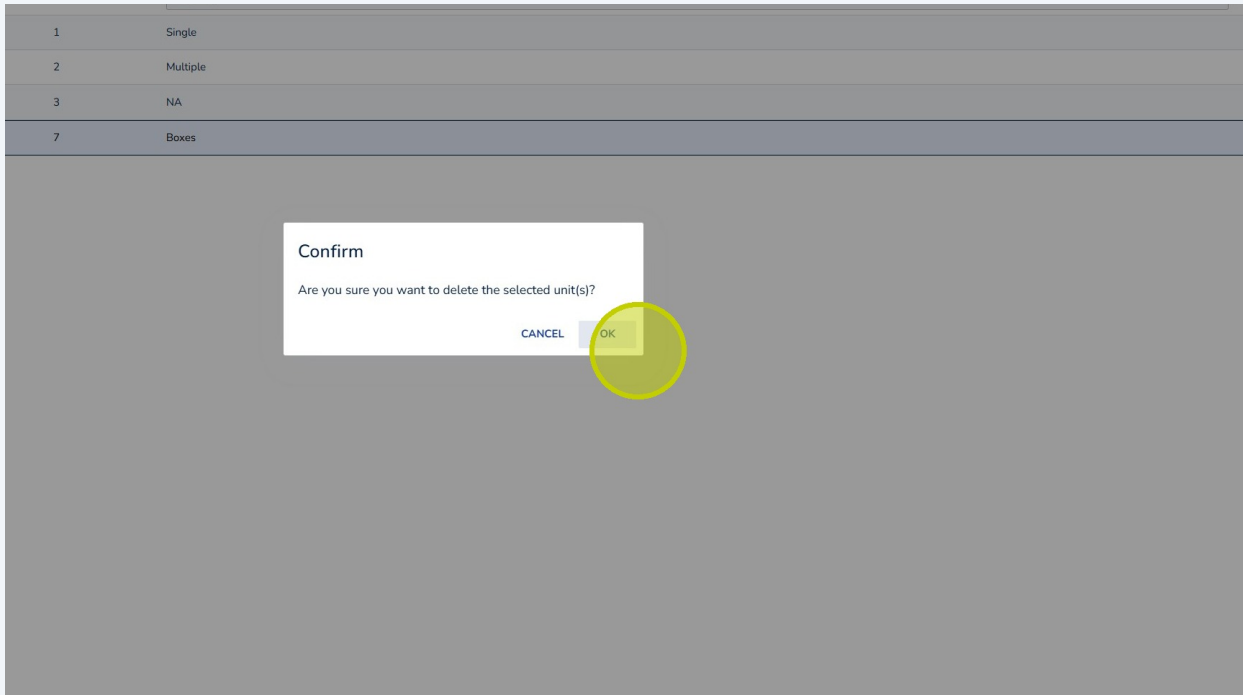
Edit Unit

Details *

Boxes

DELETE SAVE

13 click ok to confirm



14 Alternatively click on the three dots.



15 Click Delete.

Asset Register

Configuration

Unit Configuration

	ID	DETAILS
Q		Search
⋮	1	Single
⋮	2	Multiple
⋮	3	NA
⋮	7	Boxes

- Select
- Edit
- Delete

16 Click OK to confirm.

1 Single

2 Multiple

3 NA

7 Boxes

Confirm

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

CANCEL OK

17 If you wish to delete units in bulk, click on a record and choose select.

The screenshot shows the 'Unit 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 the following data:

ID	DETAILS
1	Single
2	Multiple
3	NA
7	Boxes

A yellow circle highlights the vertical ellipsis menu icon located to the left of the first record (ID 1).

18 Make your selection.

The screenshot shows the 'Unit Configuration' page in the micadpro application, identical to the previous one. A yellow circle highlights the vertical ellipsis menu icon for the first record (ID 1). A context menu is open over this icon, displaying the following options:

- Select
- Edit
- Delete

19 Click delete

The screenshot shows a software interface with a table containing three rows. Each row has a checked checkbox in the first column, a number in the second column, and a text label in the third column. The first row is highlighted. Below the table is a toolbar with several buttons: 'Edit', 'Delete' (highlighted with a yellow circle), 'Clear Selection', and 'Select All'. A status indicator at the bottom right shows '3 of 4 selected'. A blue sidebar on the left contains a 'Help' icon and a back arrow.

<input checked="" type="checkbox"/>	2	Multiple
<input checked="" type="checkbox"/>	3	NA
<input checked="" type="checkbox"/>	7	Boxes

3 of 4 selected

20 Click OK to confirm.

The screenshot shows a software interface with a table containing four rows. Each row has a number in the first column and a text label in the second column. A 'Confirm' dialog box is overlaid on the table, asking 'Are you sure you want to delete the selected unit(s)?'. The dialog box has two buttons: 'CANCEL' and 'OK' (highlighted with a yellow circle).

1	Single
2	Multiple
3	NA
7	Boxes

Confirm
Are you sure you want to delete the selected unit(s)?
CANCEL OK