

# Creating A New Asset



This guide provides a step-by-step process for creating a new asset within a system, ensuring clarity and efficiency. It outlines how to input relevant asset information, navigate location hierarchies, and finalize the addition of assets. By following this guide, users can streamline their asset management tasks and avoid common pitfalls in data entry. Whether you're new to the system or need a refresher, this guide will enhance your asset creation experience.

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This section of the guide will demonstrate how to create an asset. From the asset register grid, click on create new asset.

The screenshot shows the micad pro interface. At the top right, the user is identified as Ian Johnson, Admin. A yellow circle highlights the '+ Create New Asset' button. Below the header, there is a search bar with the placeholder text 'Try searching Description contains Fire Alarm and Building is Main Block'. Below the search bar, there are filters for 'Individual Assets' (84,015) and 'Asset Groups' (140). The main area displays a table of assets with columns for Description, Status, Type, Sub Type, Region, Site, and Build. The table contains 12 rows of data, including various fire doors and air handling units.

DESCRIPTION	STATUS	TYPE	SUB TYPE	REGION	SITE	BUI
Fire Door - 00002	Stolen	Fire Doors	RESUSCITATOR RESPIRATRY	Tartarian Empire	Lost world	Chil
Fire Door - 00003	Expired	Fire Doors	VENTIL. ALARM PNEUMATIC	R.oss Hall Hospital	Ross Hall Hospital Main	Rec
Fire Door - 00004	Expired	Fire Doors	ANAESTHETICS GEN EQUIP	C..TestRegionLoc34	Jason	buil
Fire Door - 00005	Broken	Fire Doors	BOYLES MACHINE	R.oss Hall Hospital	Ross Hall Hospital Main	Rec
Fire Door - 00006	Broken	Air Handling Unit	DENTAL ANAESTHETIC EQUIP	R.oss Hall Hospital	Ross Hall Hospital Main	Rec
Fire Door - 00007	Expired	Fire Doors	RESUSCITATION TROLLEY	R.oss Hall Hospital	Ross Hall Hospital Main	Rec
Fire Door - 00008	Existing/In Use	Fire Doors	TestAV-ST	R.oss Hall Hospital	Ross Hall Hospital Main	Rec
Fire Door - 00009	Existing/In Use	Air Handling Unit	RESUSCITATION TROLLEY	R.oss Hall Hospital	Ross Hall Hospital Main	Rec
Fire Door - 00010	Existing/In Use	Extractor Fan	RESUSCITATION TROLLEY	R.oss Hall Hospital	Ross Hall Hospital Main	Rec
Fire Door - 00011	Existing/In Use	Fire Door - 60min	INCUBATOR	R.oss Hall Hospital	Ross Hall Hospital Main	Rec
Fire Door - 00012	Existing/In Use	Air Handling Unit	PULMONARY FUNCTION REC	R.oss Hall Hospital	Ross Hall Hospital Main	Rec

2 Complete the form. Fields marked with an asterisk are mandatory.

Application micad pro Ian Johnson Admin

1 PHYSICAL INFO 2 LOCATION INFO 3 ASSET SUMMARY

Create Asset

Physical Info

Alt Reference ID *	Alt Reference ID
Asset Health	Asset Health
Asset Description *	Asset Description
Asset Status *	Asset Status
Serial Number	Serial Number
Barcode	Barcode
Asset Type *	Asset Type
Asset Sub Type	Asset Sub Type
Model	Model
Manufacturer	Manufacturer

3 Some fields will be dropdowns.

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1 PHYSICAL INFO 2 LOCATION INFO 3 ASSET SUMMARY

Create Asset

Physical Info

Alt Reference ID *	ALT1234
Asset Health	Asset Health
Asset Description *	Asset Description
Asset Status *	Asset Status
Serial Number	Serial Number
Barcode	Barcode
Asset Type *	Asset Type
Asset Sub Type	Asset Sub Type
Model	Model
Manufacturer	Manufacturer

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application    lar Admin

1 PHYSICAL INFO 2 LOCATION INFO 3 ASSET SUMMARY

### Physical Info

Alt Reference ID *	ALT1234
Asset Health	Asset Health
Asset Description *	Not Set
Asset Status *	Good
Serial Number	Average
Barcode	Risk
Asset Type *	Barcode
Asset Sub Type	Asset Type
Model	Asset Sub Type
Manufacturer	Model
	Manufacturer

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### Create Asset

### Physical Info

Alt Reference ID *	ALT1234
Asset Health	Good
Asset Description *	Test Asset
Asset Status *	Asset Status
Serial Number	Existing/In Use
Barcode	Disposed
Asset Type *	Stolen
Asset Sub Type	Broken
Model	Existing / Not In Us
Manufacturer	Expired
Unit	Expired
Quantity *	NWWAS
	Quantity

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## Create Asset

Alt Reference ID *	ALT1234	✕
Asset Health	Good	✕ ▼
Asset Description *	Test Asset	✕
Asset Status *	Stolen	✕ ▼
Serial Number	Serial Number	
Barcode	Barcode	
Asset Type *	Asset Type	▼
Asset Sub Type	Asset Sub Type	▼
Model	Model	▼
Manufacturer	Manufacturer	▼
Unit	Unit	▼
Quantity *	Quantity	

Follow the steps to add a new

Back

Next Step

7



## Create Asset

<b>Physical Info</b>	Pressure Vessel on DHW Heater
	Passenger Lift
Alt Reference ID *	Kingsway House DVR
Asset Health	Extractor Fan
Asset Description *	Fire Doors
Asset Status *	Air Handling Unit
Serial Number	Fire Door - 30min
Barcode	Fire Door - 60min
Asset Type *	Asset Type
Asset Sub Type	Asset Sub Type
Model	Model
Manufacturer	Manufacturer
Unit	Unit
Quantity *	Quantity

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Finally select the quantity field and add a number of assets you would like for this record.

Follow the steps to add a new asset in the system

Asset Health	Good	X	▼
Asset Description *	Test Asset	X	
Asset Status *	Stolen	X	▼
Serial Number	Serial Number		
Barcode	Barcode		
Asset Type *	Fire Door - 60min	X	▼
Asset Sub Type	Asset Sub Type		▼
Model	Model		▼
Manufacturer	Manufacturer		▼
Unit	Unit		▼
Quantity *	Quantity		▼

Back

Next Step →

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Once you are happy with the data entered for the asset click Next Step

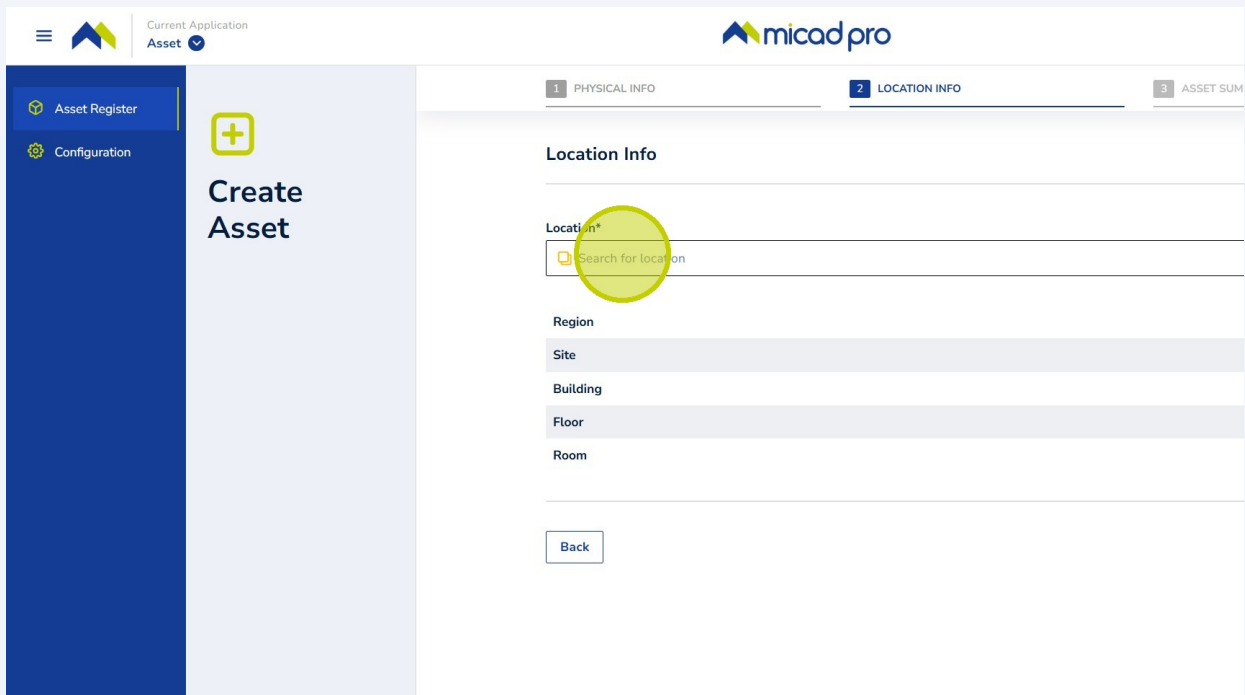
add a new

Asset Health	Good	X	▼
Asset Description *	Test Asset	X	
Asset Status *	Stolen	X	▼
Serial Number	Serial Number		
Barcode	Barcode		
Asset Type *	Fire Door - 60min	X	▼
Asset Sub Type	Asset Sub Type		▼
Model	Model		▼
Manufacturer	Manufacturer		▼
Unit	Unit		▼
Quantity *	1	X	

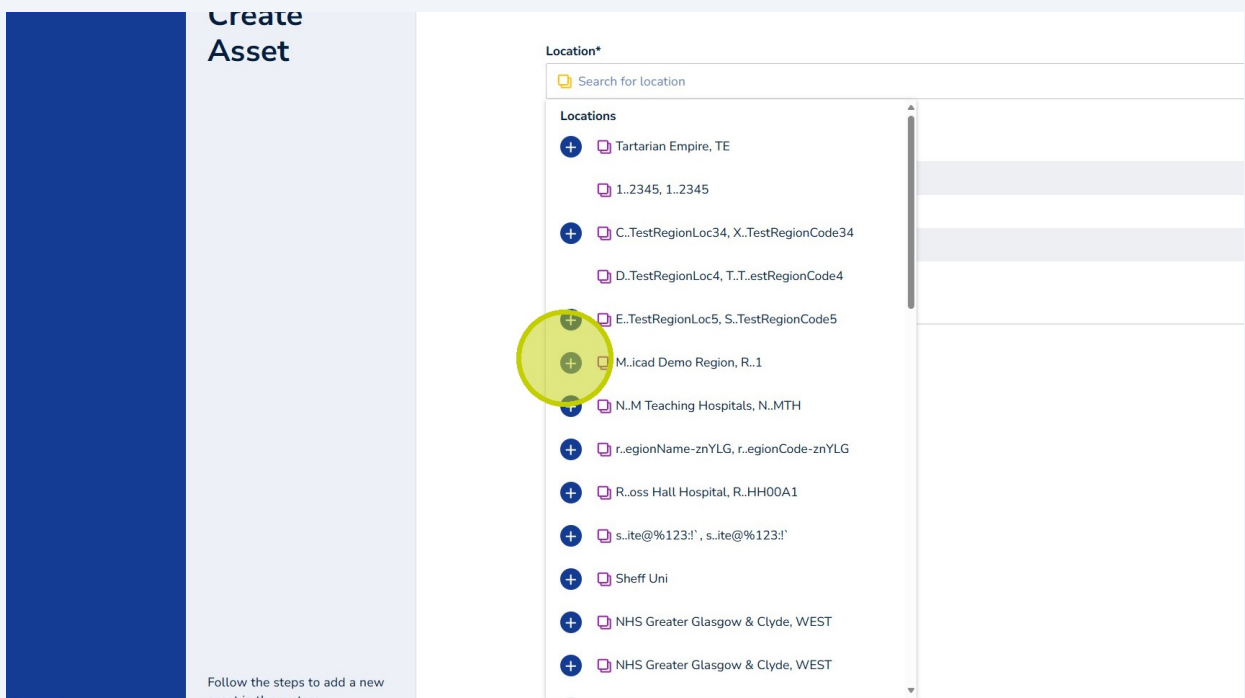
Back

Next Step →

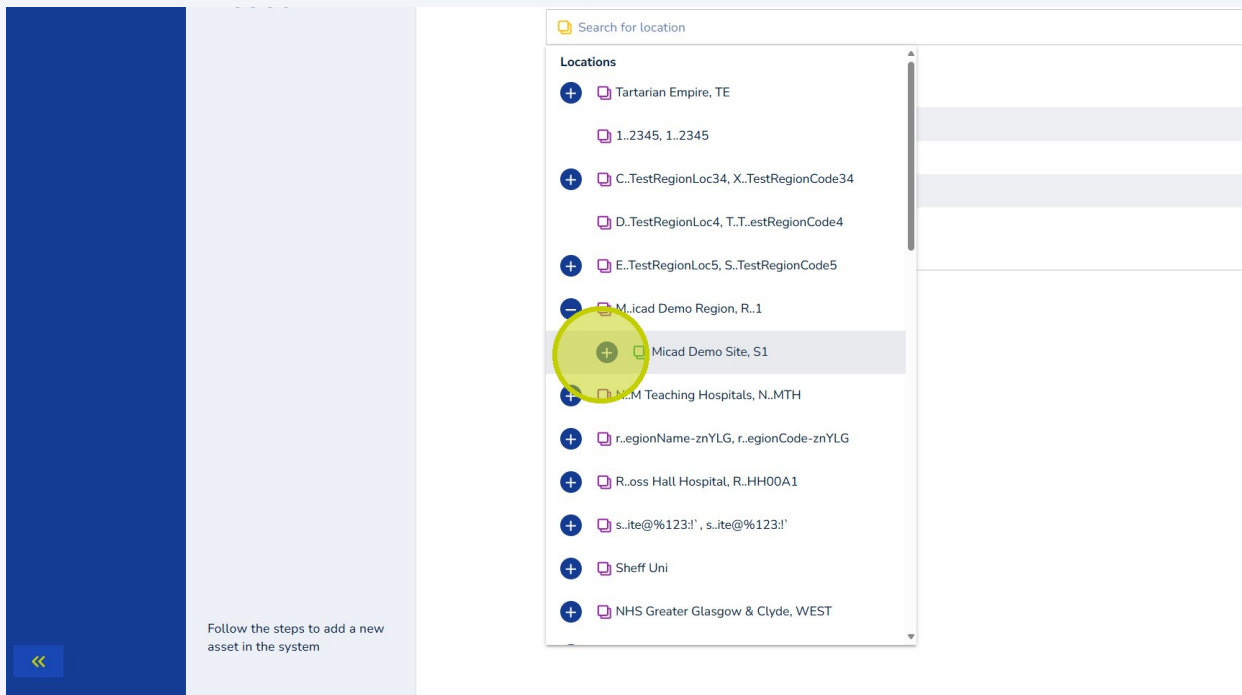
10 Click the "Search for location" field.



11 Locations are presented in the Region\Site\Building\Floor\Room hierarchy from the IPR.



## 12 You can click the plus icon to drill down to each level



Search for location

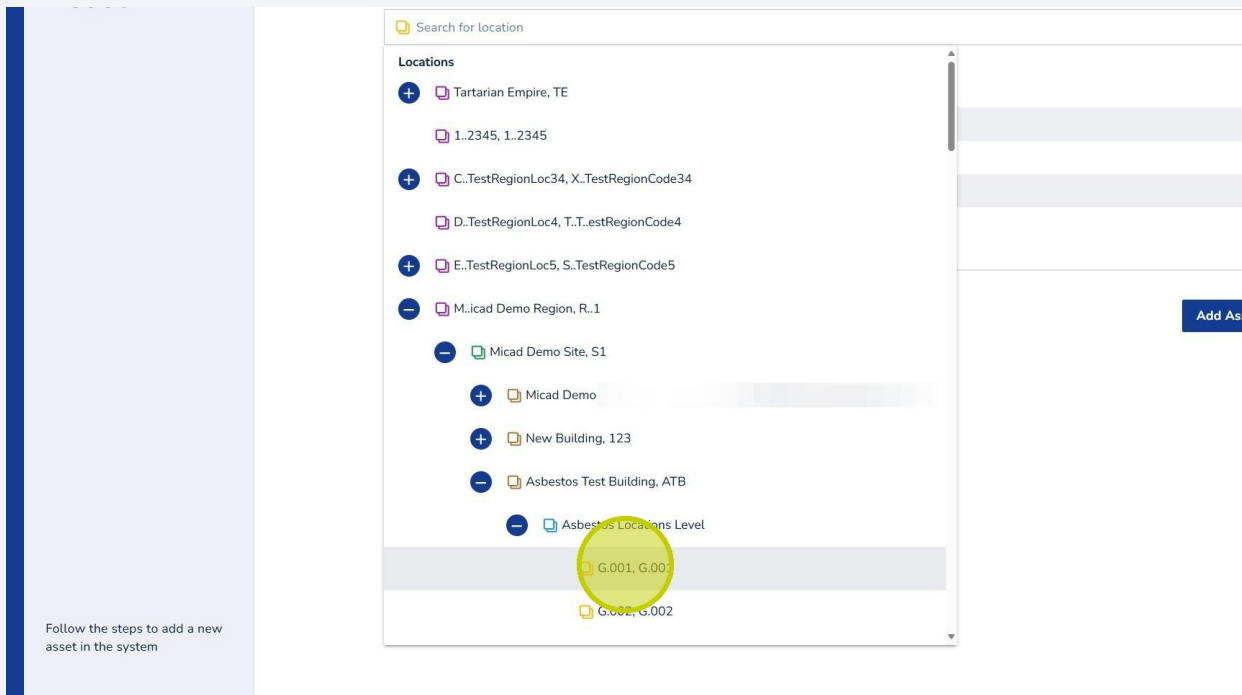
Locations

- + Tartarian Empire, TE
  - 1..2345, 1..2345
- + C..TestRegionLoc34, X..TestRegionCode34
  - D..TestRegionLoc4, T..estRegionCode4
- + E..TestRegionLoc5, S..TestRegionCode5
- M..icad Demo Region, R..1
  - + Micad Demo Site, S1**
  - + M..M Teaching Hospitals, N..MTH
- + r..egionName-znYLG, r..egionCode-znYLG
- + R..oss Hall Hospital, R..HH00A1
- + s..ite@%123!\*, s..ite@%123!\*
- + Sheff Uni
- + NHS Greater Glasgow & Clyde, WEST

Follow the steps to add a new asset in the system

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## 13 All the way to room level



Search for location

Locations

- + Tartarian Empire, TE
  - 1..2345, 1..2345
- + C..TestRegionLoc34, X..TestRegionCode34
  - D..TestRegionLoc4, T..estRegionCode4
- + E..TestRegionLoc5, S..TestRegionCode5
- M..icad Demo Region, R..1
  - Micad Demo Site, S1
    - + Micad Demo
    - + New Building, 123
    - Asbestos Test Building, ATB
    - Asbestos Locations Level
      - + G.001, G.001**
      - G.002, G.002

Follow the steps to add a new asset in the system

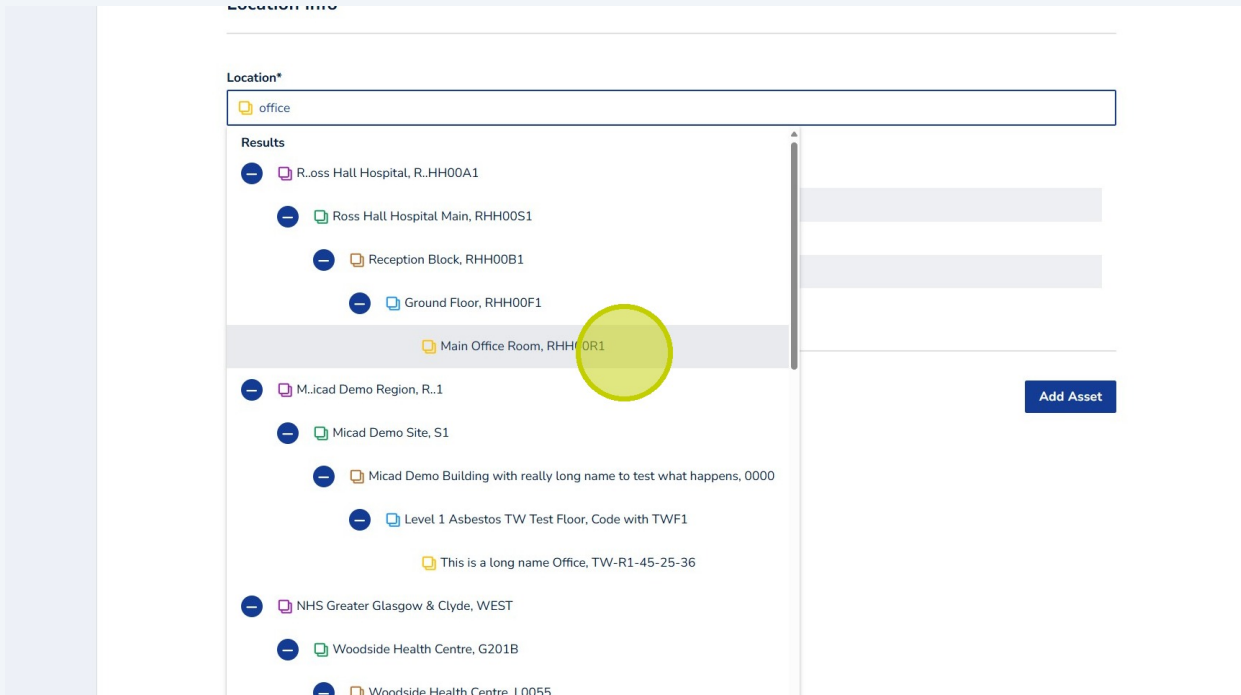
Add Asset

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Assets can be added at any level, clicking on the location description will make your selection.

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Alternatively you can use the location box you clicked in at the start of this page, to search for a location. In this example we have typed "office" which will then display all the locations matching that description.



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Click on the correct location after which you will be returned to the locations part of the form and you can click Add Asset to finish creating the asset

The screenshot shows a form for adding a new asset. The form is titled "Add a new" and contains the following fields:

- Location\***: A dropdown menu with "Main Office Room, RHH00R1" selected.
- Region**: A dropdown menu with "Ross Hall Hospital, R..HH00A1" selected.
- Site**: A dropdown menu with "Ross Hall Hospital Main, RHH00S1" selected.
- Building**: A dropdown menu with "Reception Block, RHH00B1" selected.
- Floor**: A dropdown menu with "Ground Floor, RHH00F1" selected.
- Room**: A dropdown menu with "Main Office Room, RHH00R1" selected.

At the bottom of the form, there are two buttons: "Back" and "Add Asset". The "Add Asset" button is highlighted with a yellow circle.

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You will be presented with a confirmation screen providing three options. View Added Asset will open up the record for the asset you just added. Back to Grid will take you back to the main asset register. Add Another Asset will repeat the process again taking you to page one of the create new asset form.

The screenshot shows a confirmation screen with the following elements:

- A blue checkmark icon inside a circle.
- The text "Success !" in bold.
- The text "Asset was successfully created" below the success message.
- Three buttons at the bottom: "View Added Asset" (highlighted with a yellow circle), "Back To Grid", and "Add Another Asset".

On the left side of the screen, there is a sidebar with the text "create asset" and a small icon above it.