

Creating, Editing & Deleting Views



This guide offers a straightforward approach to managing views, including their creation, modification, and deletion. It provides step-by-step instructions that streamline the process, making it accessible for users of all skill levels. By following this guide, users can effectively customize their data presentation, enhancing their organizational workflow and efficiency. It's an essential resource for anyone looking to optimize their experience with view management.

1

In this section of the guide, we're going to look at creating views. When the asset register opens, you're presented with the default view, which has a few columns automatically displayed. From the viewing area, click on create view.

The screenshot shows the 'Asset Register' interface in the 'micad pro' application. The left sidebar contains 'Asset Register' and 'Configuration'. The main area has a search bar with the text 'Try searching Description contains Fire Alarm and Building is Main Block'. Below the search bar are filters for 'All Assets' (84,155), 'Individual Assets' (84,015), and 'Asset Groups' (140). A 'Create View' button is highlighted with a yellow circle. Below the filters is a table with the following columns: ID, DESCRIPTION, STATUS, TYPE, SUB TYPE, and REGION. The table contains 12 rows of data, all related to 'Fire Door' assets.

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE	REGION
2	Fire Door - 00002	Stolen	Fire Doors	RESUSCITATOR RESPIRATRY	Tartarian Empire
3	Fire Door - 00003	Expired	Fire Doors	VENTIL ALARM PNEUMATIC	R.oss Hall Hospital
4	Fire Door - 00004	Expired	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

2

On this page, we can customize our view to begin. Give the view a name. Click over the text at the top and give it a name.

Editing: **Default**

TITLE	DISPLAY
ID	<input checked="" type="checkbox"/>
DESCRIPTION	<input checked="" type="checkbox"/>
STATUS	<input checked="" type="checkbox"/>
TYPE	<input checked="" type="checkbox"/>
SUB TYPE	<input checked="" type="checkbox"/>
REGION	<input checked="" type="checkbox"/>
SITE	<input checked="" type="checkbox"/>
BUILDING	<input checked="" type="checkbox"/>
FLOOR	<input checked="" type="checkbox"/>
ROOM	<input checked="" type="checkbox"/>
ROOM CODE	<input checked="" type="checkbox"/>
CREATED AT	<input checked="" type="checkbox"/>
ALT REFERENCE1	<input type="checkbox"/>
BARCODE	<input type="checkbox"/>
MODEL NAME	<input type="checkbox"/>
SERIAL NUMBER	<input type="checkbox"/>
QUANTITY	<input type="checkbox"/>

Filters: WHERE

No filtering has been applied to any columns.

Sorting: No s

3

Editing: **New View**

TITLE	DISPLAY
ID	<input checked="" type="checkbox"/>
DESCRIPTION	<input checked="" type="checkbox"/>
STATUS	<input checked="" type="checkbox"/>
TYPE	<input checked="" type="checkbox"/>
SUB TYPE	<input checked="" type="checkbox"/>
REGION	<input checked="" type="checkbox"/>
SITE	<input checked="" type="checkbox"/>
BUILDING	<input checked="" type="checkbox"/>
FLOOR	<input checked="" type="checkbox"/>
ROOM	<input checked="" type="checkbox"/>
ROOM CODE	<input checked="" type="checkbox"/>
CREATED AT	<input checked="" type="checkbox"/>
ALT REFERENCE1	<input type="checkbox"/>
BARCODE	<input type="checkbox"/>
MODEL NAME	<input type="checkbox"/>
SERIAL NUMBER	<input type="checkbox"/>
QUANTITY	<input type="checkbox"/>

Filters: WHERE

No filtering has been applied to any columns.

Sorting: No s

4

Next choose which columns you would like displaying in the view. You can choose them individually. As many as you want.

TYPE	<input checked="" type="checkbox"/>
SUB TYPE	<input checked="" type="checkbox"/>
REGION	<input checked="" type="checkbox"/>
SITE	<input checked="" type="checkbox"/>
BUILDING	<input checked="" type="checkbox"/>
FLOOR	<input checked="" type="checkbox"/>
ROOM	<input checked="" type="checkbox"/>
ROOM CODE	<input checked="" type="checkbox"/>
CREATED AT	<input checked="" type="checkbox"/>
ALT REFERENCE1	<input type="checkbox"/>
BARCODE	<input checked="" type="checkbox"/>
MODEL NAME	<input type="checkbox"/>
SERIAL NUMBER	<input type="checkbox"/>
QUANTITY	<input type="checkbox"/>
SYSTEM	<input type="checkbox"/>
SUPPLIER NAME	<input type="checkbox"/>
MANUFACTURER NAME	<input type="checkbox"/>
UNIT DESCRIPTION	<input type="checkbox"/>

SELECT ALL | CLEAR ALL | ADD NEW FILTER | CLEAR ALL | ADD SOR

5

Or using the tool at the bottom you can choose to select all

TYPE	<input checked="" type="checkbox"/>
SUB TYPE	<input checked="" type="checkbox"/>
REGION	<input checked="" type="checkbox"/>
SITE	<input checked="" type="checkbox"/>
BUILDING	<input checked="" type="checkbox"/>
FLOOR	<input checked="" type="checkbox"/>
ROOM	<input checked="" type="checkbox"/>
ROOM CODE	<input checked="" type="checkbox"/>
CREATED AT	<input checked="" type="checkbox"/>
ALT REFERENCE1	<input type="checkbox"/>
BARCODE	<input checked="" type="checkbox"/>
MODEL NAME	<input type="checkbox"/>
SERIAL NUMBER	<input checked="" type="checkbox"/>
QUANTITY	<input type="checkbox"/>
SYSTEM	<input checked="" type="checkbox"/>
SUPPLIER NAME	<input type="checkbox"/>
MANUFACTURER NAME	<input type="checkbox"/>
UNIT DESCRIPTION	<input type="checkbox"/>

SELECT ALL | CLEAR ALL | ADD NEW FILTER | CLEAR ALL | ADD SOR

6

You can also move the columns around. Using these lines, click and hold with your mouse, drag and drop to reorder the columns.

The screenshot shows a column configuration interface. On the left, a list of columns is displayed, each with a three-line handle icon and a checked checkbox. The columns are: STATUS, TYPE, SUB TYPE, REGION, SITE, BUILDING, FLOOR, ROOM, ROOM CODE, CREATED AT, ALT REFERENCE1, BARCODE, MODEL NAME, SERIAL NUMBER, QUANTITY, SYSTEM, SUPPLIER NAME, MANUFACTURER NAME, and UNIT DESCRIPTION. A yellow circle highlights the 'CREATED AT' row. Below the list are buttons for 'SELECT ALL' and 'CLEAR ALL'. To the right of the list is a large white area with the text 'No filtering has been applied to any columns.' Below this area are buttons for 'ADD NEW FILTER' and 'CLEAR ALL'. On the far right, a vertical grey bar contains the text 'No s' and a button for 'ADD SOR'.

7

Next. In the middle of the screen, we can apply filters to particular views.

The screenshot shows a view configuration interface. At the top, it says 'Current Application' and 'ing: New View'. Below this, there are three main sections: 'Columns', 'Filters', and 'Sorting'. The 'Columns' section on the left has a table with columns 'TITLE' and 'DISPLAY'. The rows are: ID, DESCRIPTION, ALT REFERENCE1, STATUS, TYPE, SUB TYPE, REGION, SITE, BUILDING, FLOOR, ROOM, ROOM CODE, CREATED AT, BARCODE, MODEL NAME, SERIAL NUMBER, and QUANTITY. Each row has a checked checkbox in the 'DISPLAY' column. The 'Filters' section in the middle has a 'WHERE' label and a large white area with the text 'No filtering has been applied to any columns.' A yellow circle highlights the top of this area. The 'Sorting' section on the right has a vertical grey bar with the text 'No sorting'.

8 Click add filter in the bottom left.

The screenshot shows a filter configuration interface. On the left, there is a list of fields with checkboxes, all of which are checked. The fields are: STATUS, TYPE, SUB TYPE, REGION, SITE, BUILDING, FLOOR, ROOM, ROOM CODE, CREATED AT, BARCODE, MODEL NAME, SERIAL NUMBER, QUANTITY, SYSTEM, SUPPLIER NAME, MANUFACTURER NAME, and UNIT DESCRIPTION. Below this list are buttons for 'SELECT ALL' and 'CLEAR ALL'. To the right of the list is a large, empty white box. At the bottom of this box, there are buttons for 'ADD NEW FILTER' and 'CLEAR ALL'. A yellow circle highlights the 'ADD NEW FILTER' button. On the far right, there is a vertical bar with the text 'No s' and an 'ADD SOR' button at the bottom.

9 Click in the box.

The screenshot shows a filter configuration interface. On the left, there is a list of columns with checkboxes, all of which are checked. The columns are: ID, DESCRIPTION, ALT REFERENCE1, STATUS, TYPE, SUB TYPE, REGION, SITE, BUILDING, FLOOR, ROOM, ROOM CODE, CREATED AT, BARCODE, MODEL NAME, SERIAL NUMBER, and QUANTITY. Below this list are buttons for 'SELECT ALL' and 'CLEAR ALL'. To the right of the list is a filter configuration area. At the top of this area is the text 'Filters'. Below it is a 'WHERE' clause with a search box containing the text 'Try searching Description contains Alpha X Cell'. Below this is an 'AND' clause with another search box containing the text 'Try searching Description contains Alpha X Cell'. A yellow circle highlights the search box in the 'WHERE' clause. On the far right, there is a vertical bar with the text 'No s' and a 'Sorting' button at the top.

10

This box is to be used like the natural language search. For example, start typing the column name, followed by the values you are looking to filter on.

11

Clicking add a new filter again, will add another box to apply more filters

The screenshot shows a software interface for editing a view. On the left, there is a 'Columns' section with a list of fields and their 'DISPLAY' status. The fields are: ID, DESCRIPTION, ALT REFERENCE1, STATUS, TYPE, SUB TYPE, REGION, SITE, BUILDING, FLOOR, ROOM, ROOM CODE, CREATED AT, BARCODE, MODEL NAME, SERIAL NUMBER, and QUANTITY. All fields have a checked box in the 'DISPLAY' column. On the right, there is a 'Filters' section with a 'WHERE' clause. It contains two filter boxes. The first filter box contains 'Description contains fir'. The second filter box contains 'Try searching description contains Alpha X Cell'. A yellow circle highlights the search input area of the second filter box. To the right of the filters, there is a 'Sorting' section with a 'No s' label.

12 In the below example we are now filtering on the status column

The screenshot shows a software interface for editing a 'New View'. On the left, a 'Columns' panel lists various fields with checkboxes for display. The 'Filters' panel on the right shows a 'WHERE' clause with two conditions: 'Description contains fir' and 'Status is Operational Status'. A yellow circle highlights the 'Status' dropdown menu in the second filter condition, which is currently set to 'Operational Status'. A 'Sorting' panel on the far right shows 'No s'.

13

The screenshot shows the same software interface as in slide 12. The 'Filters' panel shows the same two conditions. A yellow circle highlights the 'Status' dropdown menu, which is now open, showing a list of status options: 'Select All', 'Existing/In Use', 'Disposed', 'Stolen', 'Broken', 'Existing / Not In Us', 'Expired', 'NWWAS', and 'IS BLANK'. The 'Sorting' panel on the far right shows 'No s'.

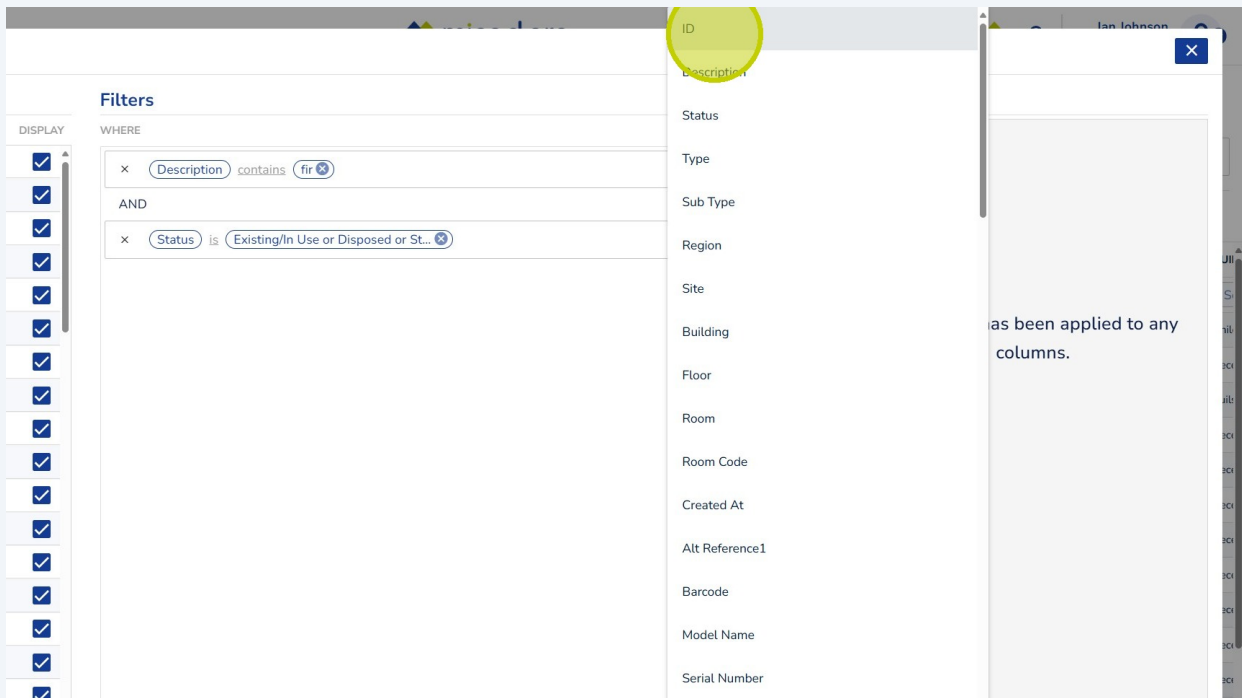
14 Finally, on the right, we can sort the columns in a particular order.

The screenshot displays a software interface with two main panels: 'Filters' on the left and 'Sorting' on the right. The 'Filters' panel has a 'WHERE' section with a filter rule: 'Description contains fir'. Below it is an 'AND' section with a dropdown menu open, showing a list of status options: 'Select All', 'Existing/In Use', 'Disposed', 'Stolen', 'Broken', 'Existing / Not In Us', 'Expired', 'NWWAS', and 'IS BLANK'. A yellow circle highlights the 'Existing/In Use' option. The 'Sorting' panel on the right contains the text: 'No sorting has been applied to any columns.'

15 After clicking add sorting, choose the column you'd like to sort and whether you want the data in ascending or descending order.

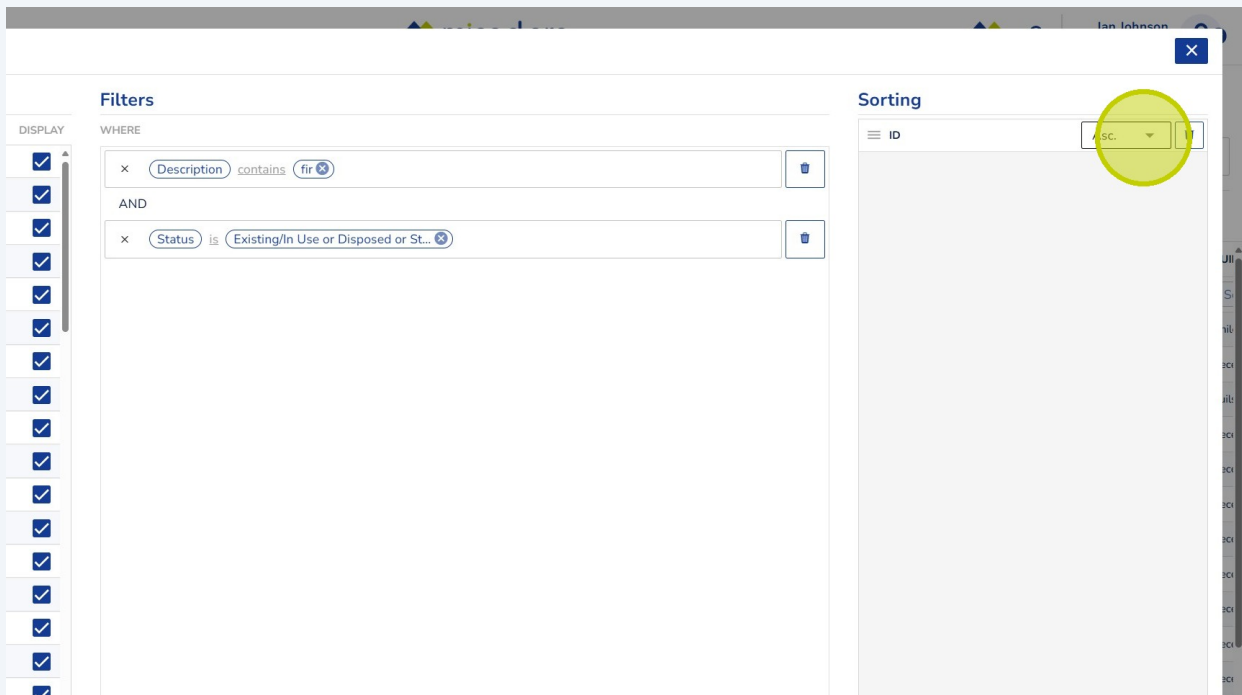
The screenshot shows the same software interface as in step 14. The 'Filters' panel now shows a filter rule: '(Status) IS (Existing/In Use or Disposed or St...)'. The 'Sorting' panel still displays 'No sorting has been applied to any columns.' At the bottom of the interface, there are buttons for 'ADD NEW FILTER', 'CLEAR ALL', 'ADD SORTING', and 'CLEAR ALL'. A yellow circle highlights the 'ADD SORTING' button. A 'Save' button is also visible at the bottom right.

16



The screenshot shows a 'Filters' panel on the left with two filter rules: 'Description contains fir' and 'Status is Existing/In Use or Disposed or St...'. A list of fields is shown on the right, with 'ID' highlighted in a yellow circle. A message on the right side of the interface reads 'has been applied to any columns.'

17 Ascending is chosen by default



The screenshot shows the 'Filters' panel on the left and a 'Sorting' panel on the right. The 'ID' field is selected for sorting, and the 'Ascending' option is highlighted with a yellow circle.

18 Click here to change to descending

The screenshot shows a search interface with two main panels: 'Filters' and 'Sorting'. The 'Filters' panel is on the left, featuring a 'DISPLAY' column with 15 checkboxes and a 'WHERE' section with two filter rules. The first rule is 'Description contains fir' and the second is 'Status is Existing/In Use or Disposed or St...'. The 'Sorting' panel is on the right, showing a table with a header 'ID' and a sorting dropdown menu. The dropdown menu is open, showing 'Asc.' and 'Desc.' options, with 'Desc.' highlighted by a yellow circle.

19 Click save.

The screenshot shows the same search interface as in the previous step, but with the 'Save' button highlighted by a yellow circle. The 'Save' button is located at the bottom right of the interface. The 'Filters' panel is on the left, and the 'Sorting' panel is on the right. The 'Save' button is a blue button with the text 'Save' in white.

20

Now in the viewing area, click the arrow. Your new view will be displayed for you to select.

The screenshot shows the 'Asset Register' page in the 'micadpro' application. The left sidebar has 'Asset Register' and 'Configuration' options. The main area has a 'Viewing: Default' dropdown menu with a downward arrow highlighted by a yellow circle. To the right of the dropdown is a 'Create View' button. Below the dropdown are filters for 'All Assets' (84,155), 'Individual Assets' (84,015), and 'Asset Groups' (140). A search bar contains the text 'Try searching Description contains Fire Alarm and Building is Main Block'. Below the search bar is a table with columns: ID, DESCRIPTION, STATUS, TYPE, SUB TYPE, and REGION. The table lists 12 rows of fire door assets with various statuses like 'Stolen', 'Expired', 'Broken', and 'Existing/In Use'.

21

Click "New View"

The screenshot shows the 'Asset Register' page with the 'Viewing' dropdown menu open. The dropdown menu has 'Default' selected and a 'New View' option highlighted with a yellow circle. The 'Create View' button is also visible. The table below shows the same list of fire door assets as in the previous screenshot.

22

Your new view will be displayed for you to select.

The screenshot shows the 'Asset Register' page in the 'micadpro' application. The 'Viewing:' dropdown is set to 'New View' and is highlighted with a yellow circle. Below it, there are filters for 'All Assets' (84,155), 'Individual Assets' (84,015), and 'Asset Groups' (140). A search bar contains the text 'Try searching Description contains Fire Alarm and Building is Main Block'. Below the search bar is a table with columns: ID, DESCRIPTION, ALT REFERENCE1, STATUS, TYPE, and SUB TYPE. The table contains 15 rows of asset data.

ID	DESCRIPTION	ALT REFERENCE1	STATUS	TYPE	SUB TYPE
430162	Test Asset	12345	Disposed	Passenger Lift	RESUSCITATION T
430160	Deepakkkkkkkkkkkkkkkkkkkkk	55	Stolen	Extractor Fan	
430159	hvjvvvvvvvvvvvvvv	34556	NWWAS	Air Handling Unit	PULMONARY FUN
430150	Fire Door - 00002	DEV-RU-RU-00002	Stolen	Fire Doors	RESUSCITATOR RI
430149	wetret	430149	Disposed	Passenger Lift	
430148	test24e232	430148	Existing/In Use	Passenger Lift	
430147	resare	Test1234	Disposed	Pressure Vessel on DHW Heater	
430134	testingbydeepak	430134	Expired	Kingsway House DVR	INCUBATOR
430133	12345789jgdcssssc	430133	Disposed	Air Handling Unit	RESUSCITATION T
430131	deepaktesting12345677	430131	Existing/In Use	Fire Door - 30min	BOYLES MACHINE
430130	Fire Door	430130	Existing/In Use	Fire Doors	

23

Clicking the arrow next to the view name, will open up a list of your available views as well as a search box, where you can search for the view name.

The screenshot shows the 'Asset Register' page with the 'Viewing:' dropdown menu open. The dropdown menu has a search box with the text 'Select or search a view:' and a list of views: 'Default', 'iView', and 'New View'. The 'New View' view is highlighted with a yellow circle. The rest of the page is the same as in the previous screenshot.

26 The star will turn yellow showing it as a favoured view

Asset Register

Viewing: **New View** Try searching Description contains Fire Alarm and Building is Main Block

Show: All Assets 84,155 Individual Assets 84,015 Asset Groups 140

ID	DESCRIPTION	ALT REFERENCE1	STATUS	TYPE	SUB TYPE
430162	Test Asset	12345	Disposed	Passenger Lift	RESUSCITATION T
430160	Deepakkkkkkkkkkkkkkkkkkkkkkk	55	Stolen	Extractor Fan	
430159	hvjvvvvvvvvvvvvvv	34556	NWWAS	Air Handling Unit	PULMONARY FUN
430150	Fire Door - 00002	DEV-RU-RU-00002	Stolen	Fire Doors	RESUSCITATOR RI
430149	wetret	430149	Disposed	Passenger Lift	
430148	test24e232	430148	Existing/In Use	Passenger Lift	
430147	resare	Test1234	Disposed	Pressure Vessel on DHW Heater	
430134	testingbydeepak	430134	Expired	Kingsway House DVR	INCUBATOR
430133	12345789jgdcsssc	430133	Disposed	Air Handling Unit	RESUSCITATION T
430131	deepaktesting12345677	430131	Existing/In Use	Fire Door - 30min	BOYLES MACHINE
430130	Fire Door	430130	Existing/In Use	Fire Doors	

27 If you want to make any changes to a view, having the view selected, click edit view. This will allow you to make any changes to the columns, filters, or sorting.

Asset Register

Viewing: **New View** Try searching Description contains Fire Alarm and Building is Main Block

Show: All Assets 84,155 Individual Assets 84,015 Asset Groups 140

ID	DESCRIPTION	ALT REFERENCE1	STATUS	TYPE	SUB TYPE
430162	Test Asset	12345	Disposed	Passenger Lift	RESUSCITATION T
430160	Deepakkkkkkkkkkkkkkkkkkkkkkk	55	Stolen	Extractor Fan	
430159	hvjvvvvvvvvvvvvvv	34556	NWWAS	Air Handling Unit	PULMONARY FUN
430150	Fire Door - 00002	DEV-RU-RU-00002	Stolen	Fire Doors	RESUSCITATOR RI
430149	wetret	430149	Disposed	Passenger Lift	
430148	test24e232	430148	Existing/In Use	Passenger Lift	
430147	resare	Test1234	Disposed	Pressure Vessel on DHW Heater	
430134	testingbydeepak	430134	Expired	Kingsway House DVR	INCUBATOR
430133	12345789jgdcsssc	430133	Disposed	Air Handling Unit	RESUSCITATION T
430131	deepaktesting12345677	430131	Existing/In Use	Fire Door - 30min	BOYLES MACHINE
430130	Fire Door	430130	Existing/In Use	Fire Doors	

28 Click here.

The screenshot shows a software interface with a header 'Editing: New View'. On the left, there is a 'Columns' section with a table of columns and their display status. The 'Filters' section is empty and contains the text 'No filtering has been applied to any columns.' A yellow circle highlights the 'Filters' section.

TITLE	DISPLAY
ID	<input checked="" type="checkbox"/>
DESCRIPTION	<input checked="" type="checkbox"/>
ALT REFERENCE1	<input checked="" type="checkbox"/>
STATUS	<input checked="" type="checkbox"/>
TYPE	<input checked="" type="checkbox"/>
SUB TYPE	<input checked="" type="checkbox"/>
REGION	<input checked="" type="checkbox"/>
SITE	<input checked="" type="checkbox"/>
BUILDING	<input checked="" type="checkbox"/>
FLOOR	<input checked="" type="checkbox"/>
ROOM	<input checked="" type="checkbox"/>
ROOM CODE	<input checked="" type="checkbox"/>
CREATED AT	<input checked="" type="checkbox"/>
BARCODE	<input checked="" type="checkbox"/>
MODEL NAME	<input checked="" type="checkbox"/>
SERIAL NUMBER	<input checked="" type="checkbox"/>
QUANTITY	<input checked="" type="checkbox"/>

29 Alternatively, you can delete a view using this button. After you confirm deletion, you'll be returned to the default view.

The screenshot shows a software interface with a 'Columns' section on the left and a 'Filters' section on the right. The 'Columns' section has a table of columns and their display status. The 'Filters' section is empty and contains the text 'No filtering has been applied to any columns.' At the bottom left, there is a 'Delete View' button highlighted with a yellow circle. At the bottom right, there is an 'ADD SOR' button.

TITLE	DISPLAY
STATUS	<input checked="" type="checkbox"/>
TYPE	<input checked="" type="checkbox"/>
SUB TYPE	<input checked="" type="checkbox"/>
REGION	<input checked="" type="checkbox"/>
SITE	<input checked="" type="checkbox"/>
BUILDING	<input checked="" type="checkbox"/>
FLOOR	<input checked="" type="checkbox"/>
ROOM	<input checked="" type="checkbox"/>
ROOM CODE	<input checked="" type="checkbox"/>
CREATED AT	<input checked="" type="checkbox"/>
BARCODE	<input checked="" type="checkbox"/>
MODEL NAME	<input checked="" type="checkbox"/>
SERIAL NUMBER	<input checked="" type="checkbox"/>
QUANTITY	<input checked="" type="checkbox"/>
SYSTEM	<input checked="" type="checkbox"/>
SUPPLIER NAME	<input checked="" type="checkbox"/>
MANUFACTURER NAME	<input checked="" type="checkbox"/>
UNIT DESCRIPTION	<input checked="" type="checkbox"/>

30

Click "OK"

