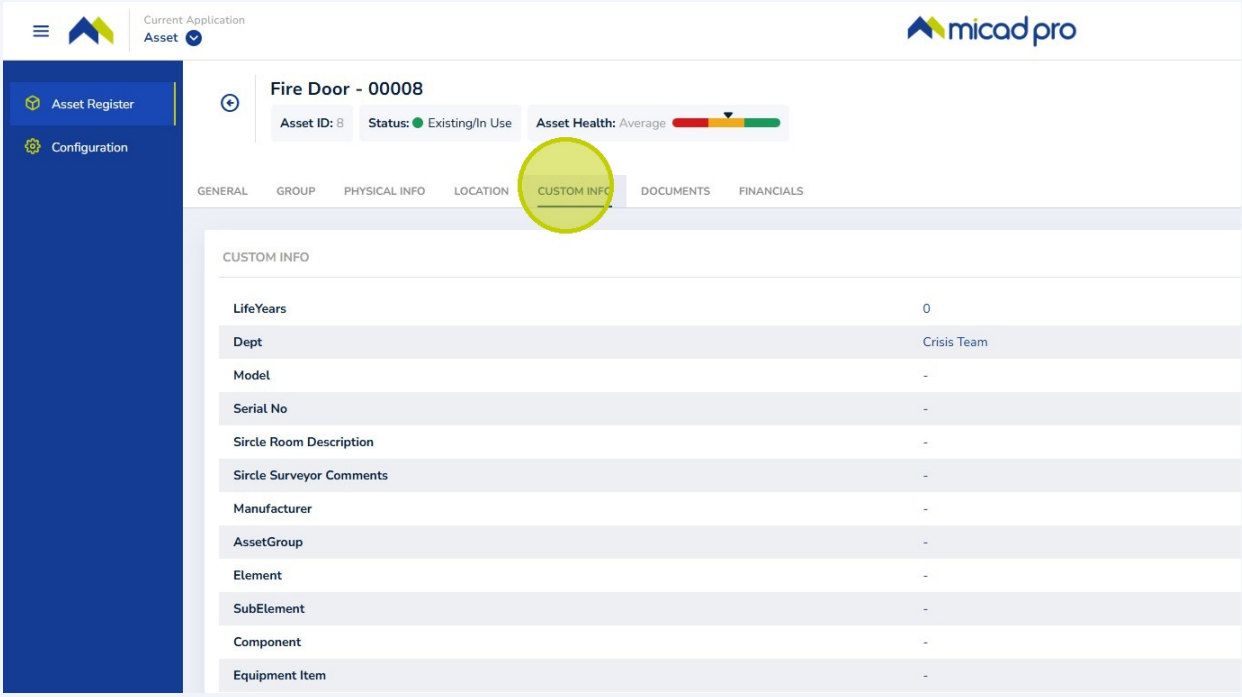
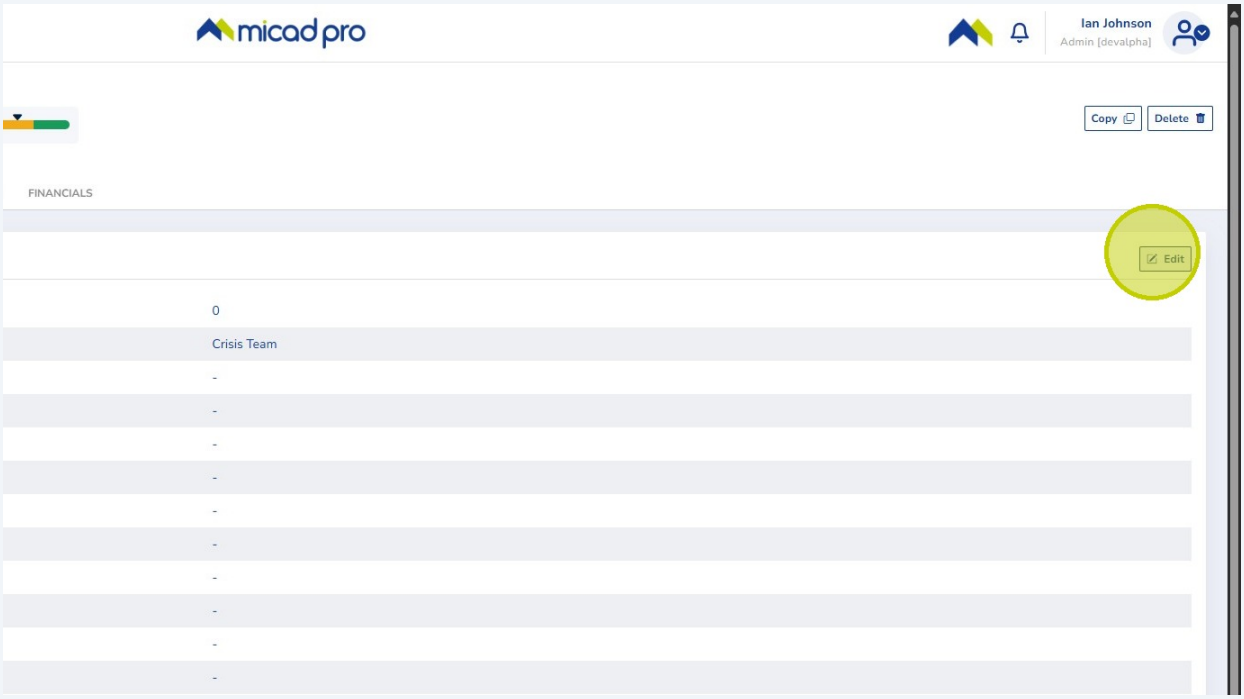
Editing Custom Information for an Asset

This guide provides a straightforward approach to editing custom information for assets, ensuring users can easily update details such as condition grades and dates. By following the simple steps outlined, individuals can efficiently manage asset information, enhancing organization and accuracy. It's an essential resource for anyone looking to optimize asset management processes.

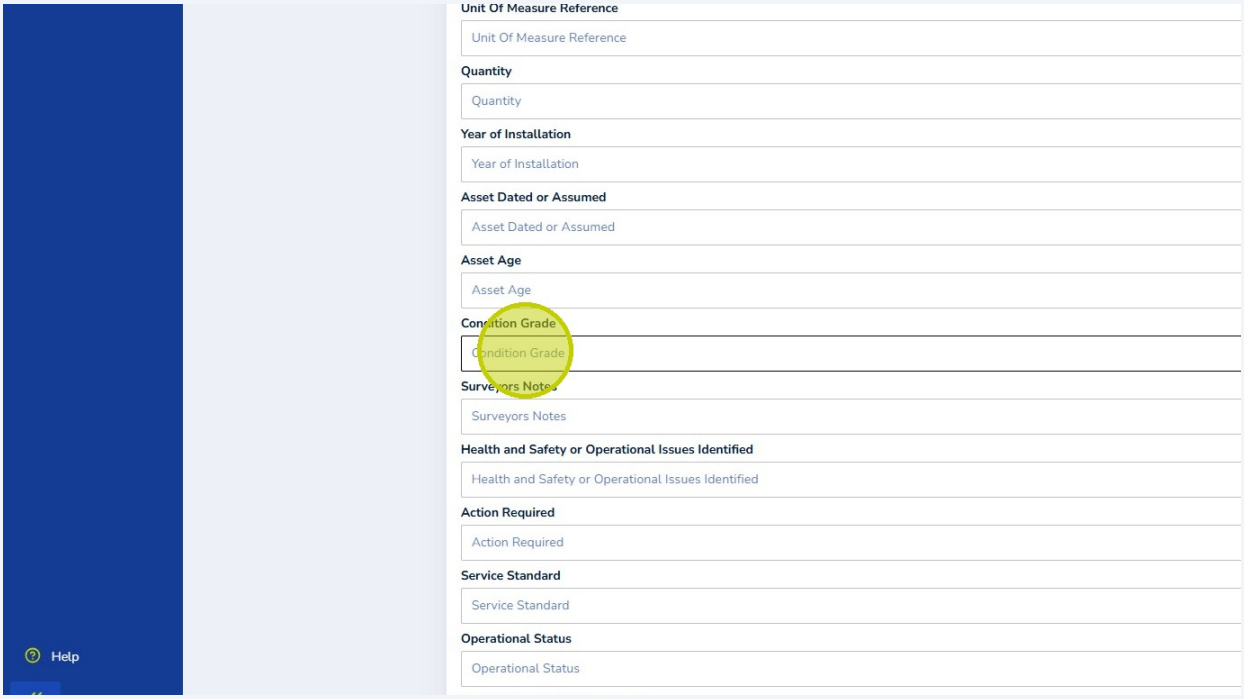
1 In this guide, we will look at the way you can update the fields within the custom info section.



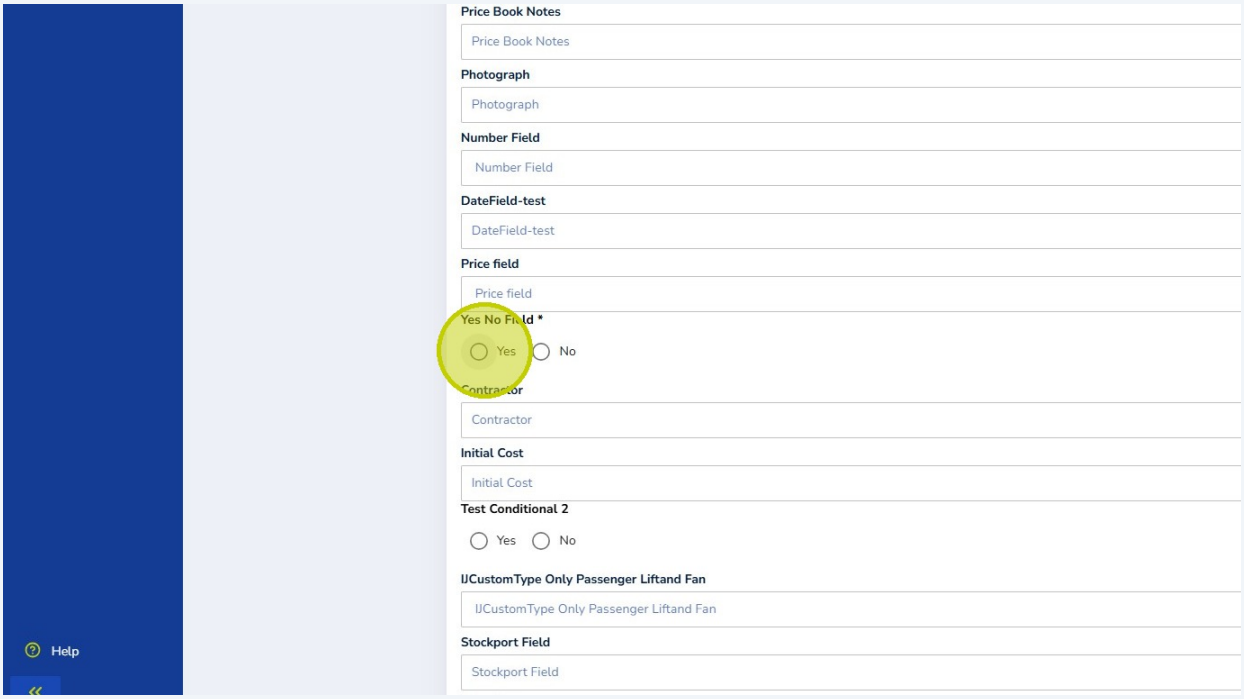
2 Click on edit.



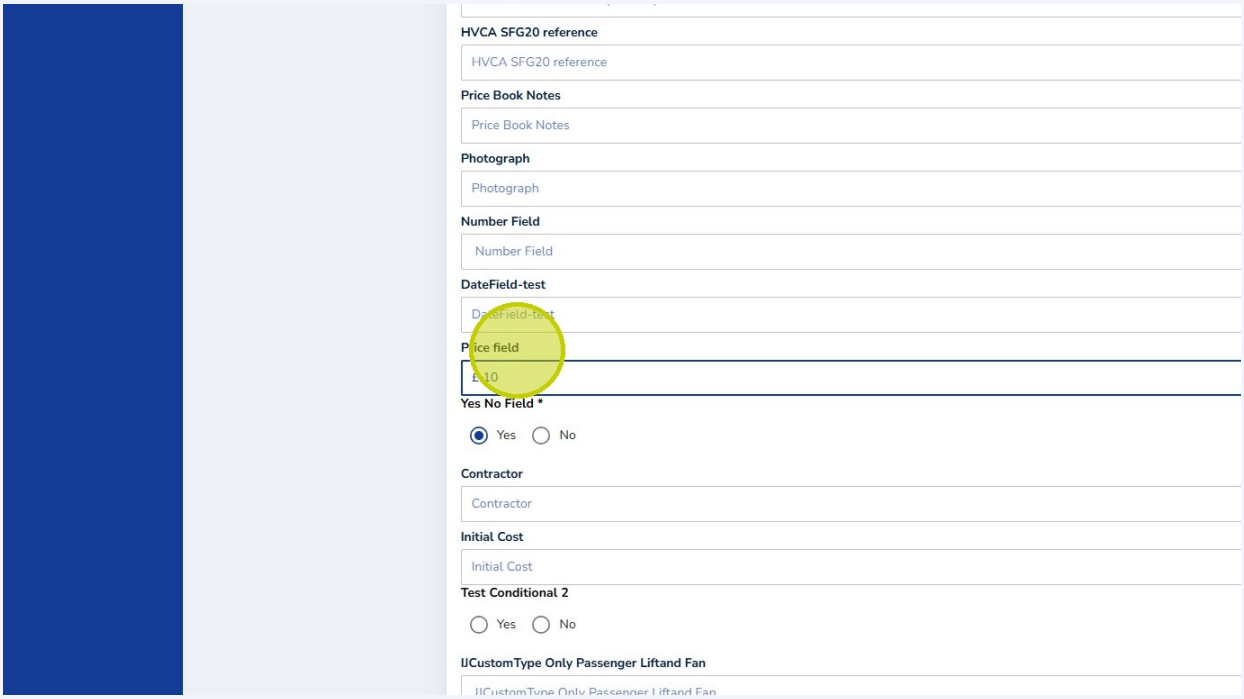
3 The fields will then be presented in edit mode. You can scroll up and down the page to edit the fields you require. Fields can be free text.



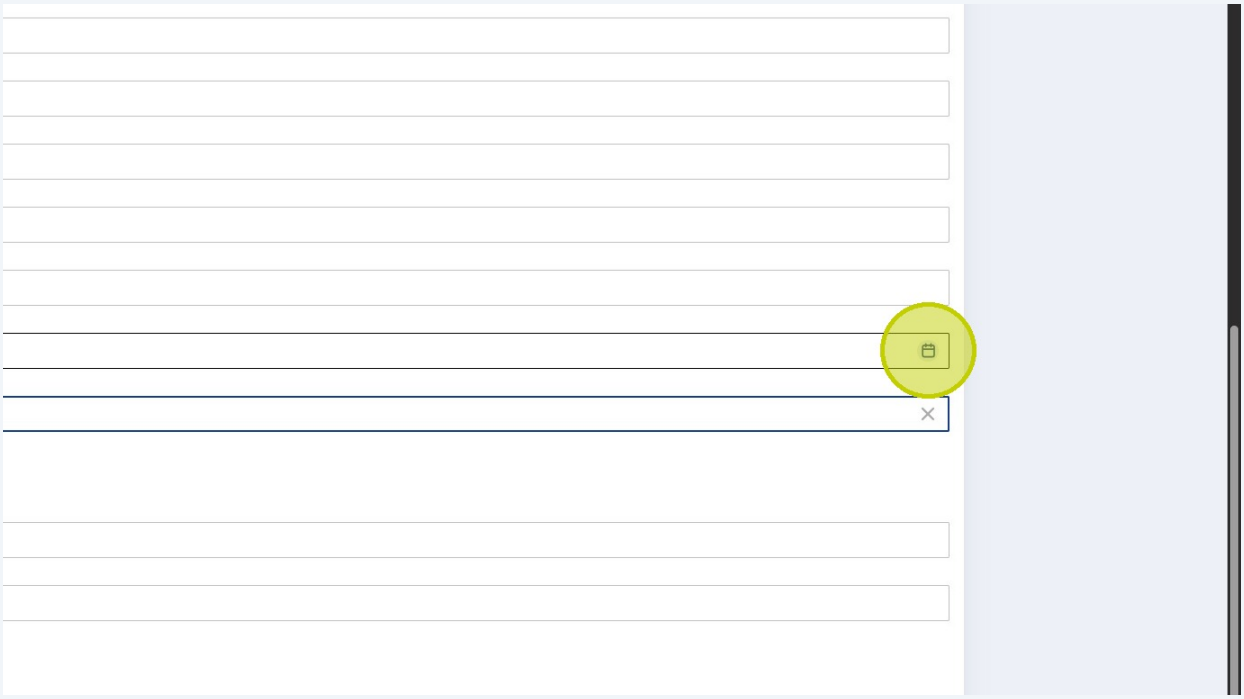
4 Yes or no radio buttons.



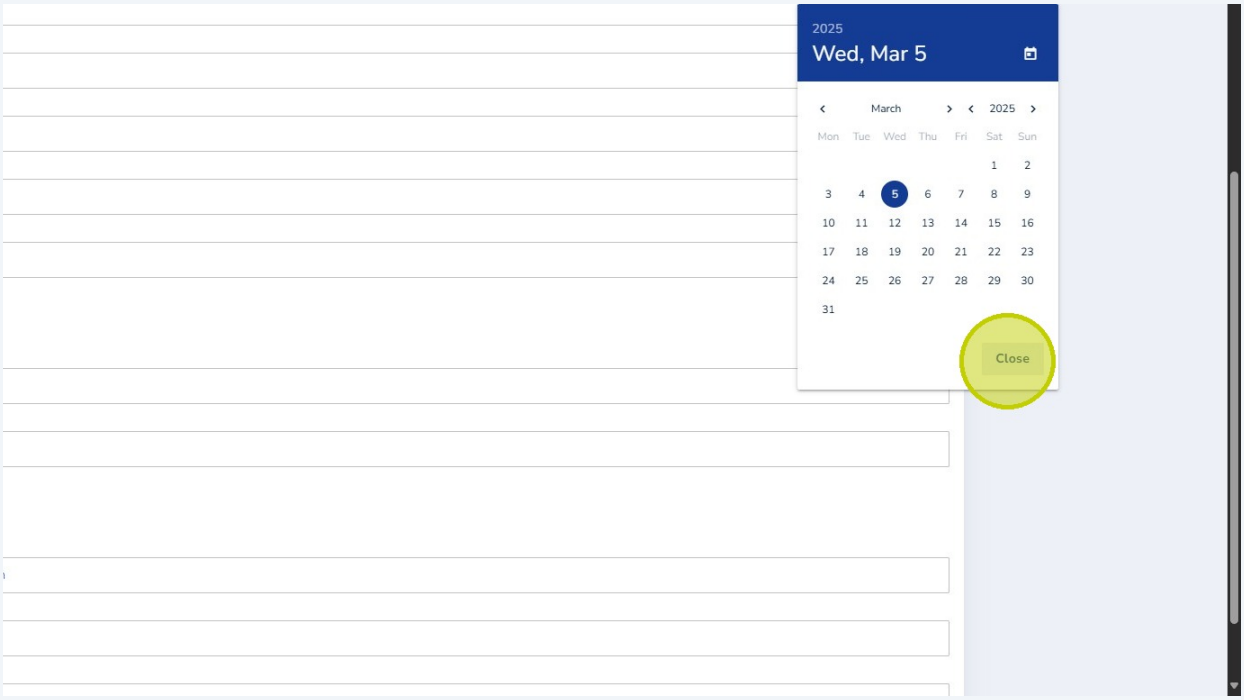
5 cost fields.



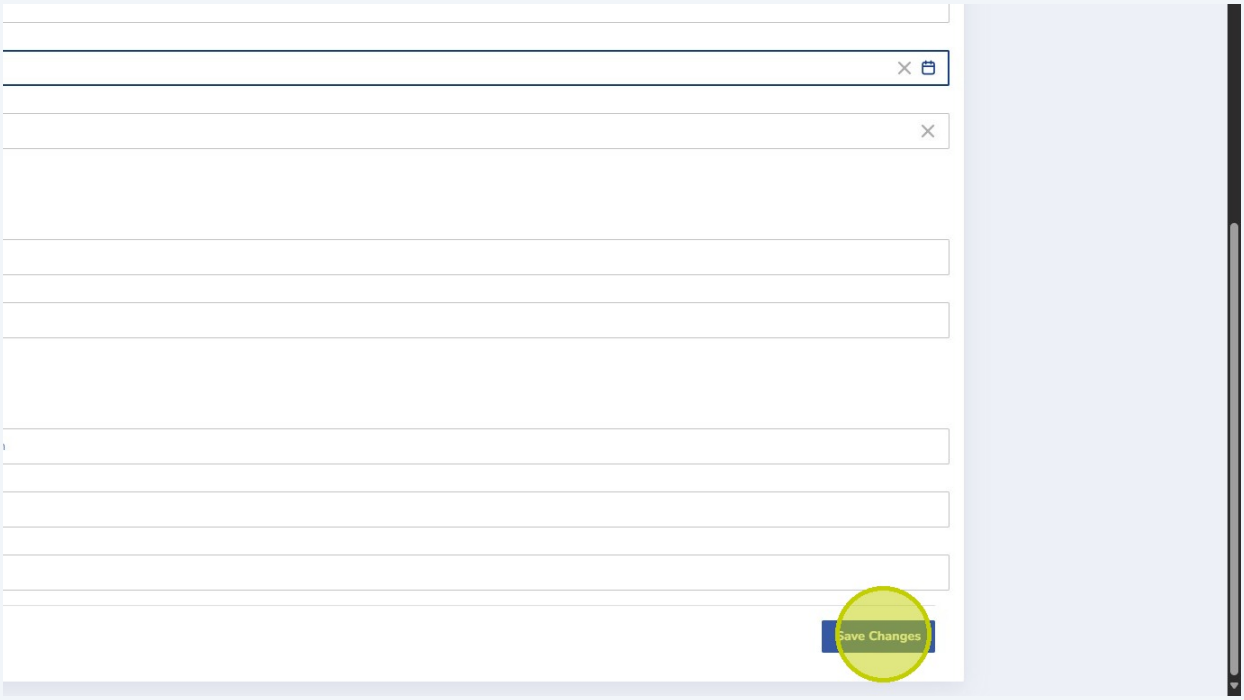
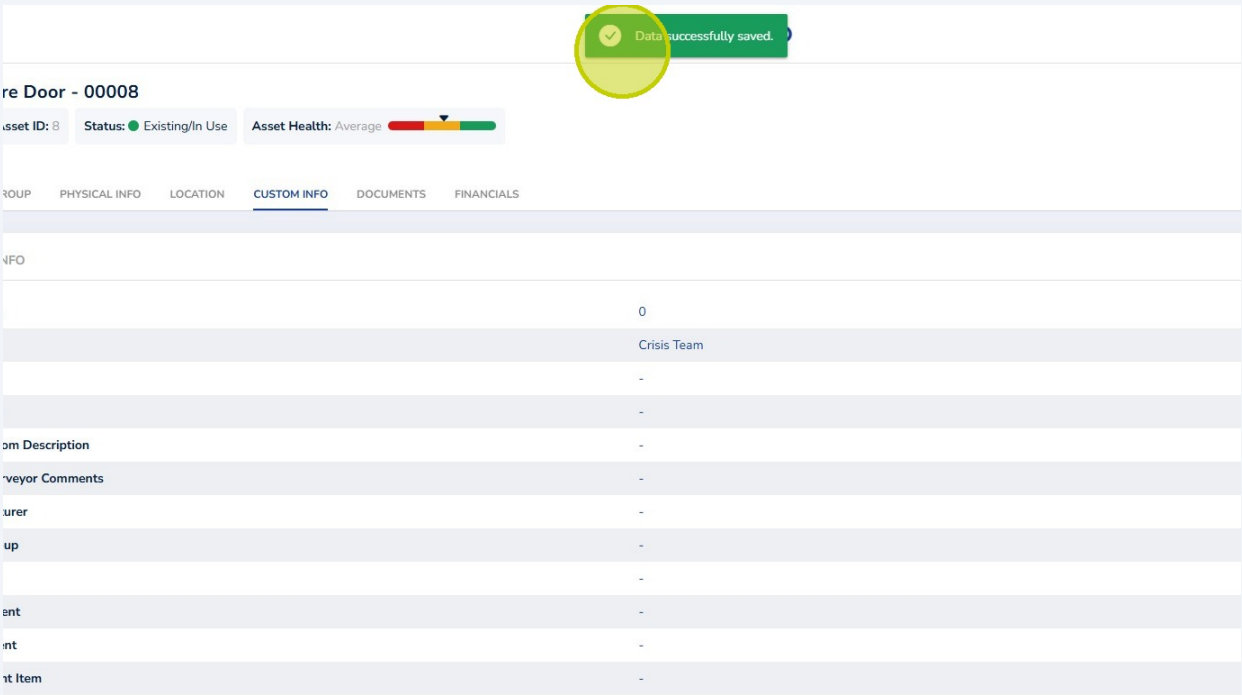
6 Or date fields



7



8 When you've made all your changes, scroll to the very bottom and confirm by clicking save changes.



9 You will get a confirmation message.