

Selecting Records



This guide offers a straightforward approach to selecting and managing records efficiently, whether individually or in bulk. It provides step-by-step instructions for actions like deletion and bulk selection, ensuring users can easily navigate the system. By utilizing this guide, you can streamline your record management tasks and enhance productivity, making it an essential resource for anyone looking to optimize their workflow.

Selecting a record

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In this section, we are going to look at the ways you can select records within the grid. A single click will highlight the record. You can do this on any record within the page. A double click will open the record.

Asset Register

Viewing: **Default**

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

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE
2	Fire Door - 00002	Stolen	Fire Doors	RESUSCITATOR RE:
3	Fire Door - 00003	Expired	Fire Doors	VENTIL. ALARM PN
6	Fire Door - 00006	Broken	Air Handling Unit	DENTAL ANAESTHI
7	Fire Door - 00007	Expired	Fire Doors	RESUSCITATION TR
13	Fire Door - 00013	Existing/In Use	Fire Door - 30min	BOYLES MACHINE
30	Fire Door - 00031	Existing/In Use	Pressure Vessel on DHW Heater	PIPELINE SECONDA
101	Fire Door - 00116	Existing/In Use	Air Handling Unit	VENTIL. ALARM PN
198	Virtual Asset System - Fire Doors Qty 197 - GF	Existing/In Use	Fire Door - 30min	ANAESTHETICS GE
520	00001-Main Fire Alarm Panel	Existing/In Use	Fire Door - 60min	BOYLES MACHINE
571	00053-Hydraulic Separator	Existing/In Use	Passenger Lift	ANAESTHETICS GE
2999	Virtual Asset System-Qty 3-Air Handling Units-1F	Existing/In Use	Extractor Fan	DENTAL ANAESTHI
3000	Virtual Asset System-Qty 5-Atmospheric Gas Burners-Condensing Boiler-BUILD	Existing/In Use	Air Handling Unit	BOYLES MACHINE
3001	Virtual Asset System-Qty 2-Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Extractor Fan	BOYLES MACHINE

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ID	DESCRIPTION	STATUS	TYPE	LOCATION
2	Fire Door - 00002	Stolen	Fire Doors	RESUSCITATOR RE
3	Fire Door - 00003	Expired	Fire Doors	VENTIL. ALARM PN
6	Fire Door - 00006	Broken	Air Handling Unit	DENTAL ANAESTHI
7	Fire Door - 00007	Expired	Fire Doors	RESUSCITATION TR
13	Fire Door - 00013	Existing/In Use	Fire Door - 30min	BOYLES MACHINE
30	Fire Door - 00031	Existing/In Use	Pressure Vessel on DHW Heater	PIPELINE SECOND
101	Fire Door - 00116	Existing/In Use	Air Handling Unit	VENTIL. ALARM PN
198	Virtual Asset System - Fire Doors Qty 197 - GF	Existing/In Use	Fire Door - 30min	ANAESTHETICS GE
520	00001 -Main Fire Alarm Panel	Existing/In Use	Fire Door - 60min	BOYLES MACHINE
571	00053 -Hydraulic Separator	Existing/In Use	Passenger Lift	ANAESTHETICS GE
2999	Virtual Asset System -Qty 3 -Air Handling Units -1F	Existing/In Use	Extractor Fan	DENTAL ANAESTHI
3000	Virtual Asset System -Qty 5 -Atmospheric Gas Burners -Condensing Boiler -BUILD	Existing/In Use	Air Handling Unit	BOYLES MACHINE
3001	Virtual Asset System -Qty 2 -Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Extractor Fan	BOYLES MACHINE
3002	Virtual Asset System -Qty 5 -Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Kingsway House DVR	ANAESTHETICS GE
3003	Virtual Asset System -Qty 4 -Atmospheric Gas Burner/Condensing Combination Boiler -GF	Existing/In Use	Passenger Lift	DENTAL ANAESTHI
3004	Virtual Asset System -Automatic Vehicle Barrier -Qty 2 -BUILD	Existing/In Use	Fire Door - External	RESUSCITATOR RE
3005	Virtual Asset System -Centrifugal Fans -Qty 3 -1F	Existing/In Use	Fire Door - 30min	PULMONARY FUNC

Rows per page: 50 | 1 - 50 of 140 | < >

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Each record has three dots on the left. Clicking these will open a submenu.

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

ID	DESCRIPTION	STATUS	TYPE
2	Fire Door - 00002	Stolen	Fire Doors
3	Fire Door - 00003	Expired	Fire Doors
6	Fire Door - 00006	Broken	Air Handling Unit
7	Fire Door - 00007	Expired	Fire Doors
13	Fire Door - 00013	Existing/In Use	Fire Door - 30min
30	Fire Door - 00031	Existing/In Use	Pressure Vessel on DHW H
101	Fire Door - 00116	Existing/In Use	Air Handling Unit
198	Virtual Asset System - Fire Doors Qty 197 - GF	Existing/In Use	Fire Door - 30min
520	00001 -Main Fire Alarm Panel	Existing/In Use	Fire Door - 60min
571	00053 -Hydraulic Separator	Existing/In Use	Passenger Lift
2999	Virtual Asset System -Qty 3 -Air Handling Units -1F	Existing/In Use	Extractor Fan
3000	Virtual Asset System -Qty 5 -Atmospheric Gas Burners -Condensing Boiler -BUILD	Existing/In Use	Air Handling Unit
3001	Virtual Asset System -Qty 2 -Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Extractor Fan
3002	Virtual Asset System -Qty 5 -Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Kingsway House DVR
3003	Virtual Asset System -Qty 4 -Atmospheric Gas Burner/Condensing Combination Boiler -GF	Existing/In Use	Passenger Lift
3004	Virtual Asset System -Automatic Vehicle Barrier -Qty 2 -BUILD	Existing/In Use	Fire Door - External

4 You can view the record from here by clicking 'View.'

ID	DESCRIPTION	STATUS	TYPE
2	Fire Door - 00002	Stolen	Fire Doors
3	Fire Door - 00003	Expired	Fire Doors
6	Fire Door - 00006	Broken	Air Handling Unit
7	Fire Door - 00007	Expired	Fire Doors
13	Fire Door - 00013	Existing/In Use	Fire Door - 30min
30	Fire Door - 00031	Existing/In Use	Pressure Vessel on DHW H
101	Fire Door - 00116	Existing/In Use	Air Handling Unit
	Virtual Asset System - Fire Doors Qty 197 - GF	Existing/In Use	Fire Door - 30min
	00001 - Main Fire Alarm Panel	Existing/In Use	Fire Door - 60min
	00053 - Hydraulic Separator	Existing/In Use	Passenger Lift
2999	Virtual Asset System - Qty 3 - Air Handling Units - 1F	Existing/In Use	Extractor Fan
3000	Virtual Asset System - Qty 5 - Atmospheric Gas Burners - Condensing Boiler - BUILD	Existing/In Use	Air Handling Unit
3001	Virtual Asset System - Qty 2 - Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Extractor Fan
3002	Virtual Asset System - Qty 5 - Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Kingsway House DVR
3003	Virtual Asset System - Qty 4 - Atmospheric Gas Burner/Condensing Combination Boiler - GF	Existing/In Use	Passenger Lift
3004	Virtual Asset System - Automatic Vehicle Barrier - Qty 2 - BUILD	Existing/In Use	Fire Door - External
3005	Virtual Asset System - Centrifugal Fans - Qty 3 - 1F	Existing/In Use	Fire Door - 30min

5 You can choose to delete the record.

ID	DESCRIPTION	STATUS	TYPE
2	Fire Door - 00002	Stolen	Fire Doors
3	Fire Door - 00003	Expired	Fire Doors
6	Fire Door - 00006	Broken	Air Handling Unit
7	Fire Door - 00007	Expired	Fire Doors
13	Fire Door - 00013	Existing/In Use	Fire Door - 30min
30	Fire Door - 00031	Existing/In Use	Pressure Vessel on DHW H
101	Fire Door - 00116	Existing/In Use	Air Handling Unit
	Virtual Asset System - Fire Doors Qty 197 - GF	Existing/In Use	Fire Door - 30min
	00001 - Main Fire Alarm Panel	Existing/In Use	Fire Door - 60min
	00053 - Hydraulic Separator	Existing/In Use	Passenger Lift
2999	Virtual Asset System - Qty 3 - Air Handling Units - 1F	Existing/In Use	Extractor Fan
3000	Virtual Asset System - Qty 5 - Atmospheric Gas Burners - Condensing Boiler - BUILD	Existing/In Use	Air Handling Unit
3001	Virtual Asset System - Qty 2 - Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Extractor Fan
3002	Virtual Asset System - Qty 5 - Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Kingsway House DVR
3003	Virtual Asset System - Qty 4 - Atmospheric Gas Burner/Condensing Combination Boiler - GF	Existing/In Use	Passenger Lift
3004	Virtual Asset System - Automatic Vehicle Barrier - Qty 2 - BUILD	Existing/In Use	Fire Door - External
3005	Virtual Asset System - Centrifugal Fans - Qty 3 - 1F	Existing/In Use	Fire Door - 30min

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A prompt will display asking you to confirm or cancel the record you are wanting to delete.

The screenshot shows a table of assets with columns for ID, DESCRIPTION, STATUS, TYPE, and SUB TYPE. A modal dialog titled 'Delete Assets' is open, displaying the asset ID '101 - Fire Door - 00116' and two buttons: 'Cancel' and 'Confirm'. A yellow circle highlights the 'Confirm' button.

ID	DESCRIPTION	STATUS	TYPE	SUB TYPE
2	Fire Door - 00002	Stolen	Fire Doors	RESUSCIT
3	Fire Door - 00003	Expired	Fire Doors	VENTIL A
6	Fire Door - 00006	Broken	Air Handling Unit	DENTAL
7	Fire Door - 00007	Expired	Fire Doors	RESUSCIT
13	Fire Door - 00013	Existing/In Use	Fire Door - 30min	BOYLES M
30	Fire Door - 00031	Existing/In Use	Pressure Vessel on DHW Heater	PIPELINE
101	Fire Door - 00116	Existing/In Use	Air Handling Unit	VENTIL A
198	Virtual Asset System - Fire Doors C	Existing/In Use	Fire Door - 30min	ANAESTH
520	00001-Main Fire Alarm Panel	Existing/In Use	Fire Door - 60min	BOYLES M
571	00053-Hydraulic Separator	Existing/In Use	Passenger Lift	ANAESTH
2999	Virtual Asset System -Qty 3 -Air Handling Units -1F	Existing/In Use	Extractor Fan	DENTAL
3000	Virtual Asset System -Qty 5 -Atmospheric Gas Burners -Condensing Boiler -BUILD	Existing/In Use	Air Handling Unit	BOYLES M
3001	Virtual Asset System -Qty 2 -Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Extractor Fan	BOYLES M
3002	Virtual Asset System -Qty 5 -Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Kingsway House DVR	ANAESTH
3003	Virtual Asset System -Qty 4 -Atmospheric Gas Burner/Condensing Combination Boiler -GF	Existing/In Use	Passenger Lift	DENTAL
3004	Virtual Asset System -Automatic Vehicle Barrier -Qty 2 -BUILD	Existing/In Use	Fire Door - External	RESUSCIT
3005	Virtual Asset System -Centrifugal Fans -Qty 3 -1F	Existing/In Use	Fire Door - 30min	PULMON

Selecting Multiple Records

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You can use the grid to select multiple records to perform certain actions. Click the 3 dots.

The screenshot shows the 'Asset Register' interface with a table of assets. A yellow circle highlights the three-dot menu icon next to the first three rows of the table.

ID	DESCRIPTION	STATUS	TYPE
2	Fire Door - 00002	Stolen	Fire Doors
3	Fire Door - 00003	Expired	Fire Doors
6	Fire Door - 00006	Broken	Air Handling Unit
7	Fire Door - 00007	Expired	Fire Doors
13	Fire Door - 00013	Existing/In Use	Fire Door - 30min
30	Fire Door - 00031	Existing/In Use	Pressure Vessel on DHW H
101	Fire Door - 00116	Existing/In Use	Air Handling Unit
198	Virtual Asset System - Fire Doors Qty 197 - GF	Existing/In Use	Fire Door - 30min
520	00001-Main Fire Alarm Panel	Existing/In Use	Fire Door - 60min
571	00053-Hydraulic Separator	Existing/In Use	Passenger Lift
2999	Virtual Asset System -Qty 3 -Air Handling Units -1F	Existing/In Use	Extractor Fan

8 Choose select

The screenshot shows the 'Asset Register' page. The left sidebar has 'Asset Register' and 'Configuration' options. The main area has a search bar and filters. The table below shows a list of assets with columns for ID, DESCRIPTION, STATUS, and TYPE. A context menu is open over the row with ID 3, with 'Select' highlighted.

ID	DESCRIPTION	STATUS	TYPE
2	Fire Door - 00002	Stolen	Fire Doors
3	Fire Door - 00003	Expired	Fire Doors
6	Fire Door - 00006	Broken	Air Handling Unit
7	Fire Door - 00007	Expired	Fire Doors
13	Fire Door - 00013	Existing/In Use	Fire Door - 30min
30	Fire Door - 00031	Existing/In Use	Pressure Vessel on DHW H
101	Fire Door - 00116	Existing/In Use	Air Handling Unit
198	Virtual Asset System - Fire Doors Qty 197 - GF	Existing/In Use	Fire Door - 30min
520	00001 - Main Fire Alarm Panel	Existing/In Use	Fire Door - 60min
571	00053 - Hydraulic Separator	Existing/In Use	Passenger Lift
2999	Virtual Asset System - Qty 3 - Air Handling Units - 1F	Existing/In Use	Extractor Fan
3000	Virtual Asset System - Qty 5 - Atmospheric Gas Burners - Condensing Boiler - BUILD	Existing/In Use	Air Handling Unit

9 This now puts the grid into selection mode

The screenshot shows the 'Asset Register' page in selection mode. The table has checkboxes in the ID column. The row with ID 3 is selected, and its checkbox is checked. A context menu is open over the row with ID 7, with 'Select' highlighted.

ID	DESCRIPTION	STATUS	TYPE	
<input type="checkbox"/>	2	Fire Door - 00002	Stolen	Fire Doors
<input checked="" type="checkbox"/>	3	Fire Door - 00003	Expired	Fire Doors
<input type="checkbox"/>	6	Fire Door - 00006	Broken	Air Handling Unit
<input type="checkbox"/>	7	Fire Door - 00007	Expired	Fire Doors
<input type="checkbox"/>	13	Fire Door - 00013	Existing/In Use	Fire Door - 30min
<input type="checkbox"/>	30	Fire Door - 00031	Existing/In Use	Pressure Vessel on DHW H
<input type="checkbox"/>	101	Fire Door - 00116	Existing/In Use	Air Handling Unit
<input type="checkbox"/>	198	Virtual Asset System - Fire Doors Qty 197 - GF	Existing/In Use	Fire Door - 30min
<input type="checkbox"/>	520	00001 - Main Fire Alarm Panel	Existing/In Use	Fire Door - 60min
<input type="checkbox"/>	571	00053 - Hydraulic Separator	Existing/In Use	Passenger Lift
<input type="checkbox"/>	2999	Virtual Asset System - Qty 3 - Air Handling Units - 1F	Existing/In Use	Extractor Fan
<input type="checkbox"/>	3000	Virtual Asset System - Qty 5 - Atmospheric Gas Burners - Condensing Boiler - BUILD	Existing/In Use	Air Handling Unit
<input type="checkbox"/>	3001	Virtual Asset System - Qty 2 - Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Extractor Fan

10 You can click the boxes to select which records you want as part of the selection.

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

ID	DESCRIPTION	STATUS	TYPE
<input type="checkbox"/>	2 Fire Door - 00002	Stolen	Fire Doors
<input checked="" type="checkbox"/>	3 Fire Door - 00003	Expired	Fire Doors
<input type="checkbox"/>	6 Fire Door - 00006	Broken	Air Handling Unit
<input checked="" type="checkbox"/>	7 Fire Door - 00007	Expired	Fire Doors
<input type="checkbox"/>	13 Fire Door - 00013	Existing/In Use	Fire Door - 30min
<input type="checkbox"/>	30 Fire Door - 00031	Existing/In Use	Pressure Vessel on DHW H
<input type="checkbox"/>	101 Fire Door - 00116	Existing/In Use	Air Handling Unit
<input type="checkbox"/>	198 Virtual Asset System - Fire Doors Qty 197 - GF	Existing/In Use	Fire Door - 30min
<input type="checkbox"/>	520 00001-Main Fire Alarm Panel	Existing/In Use	Fire Door - 60min
<input type="checkbox"/>	571 00053-Hydraulic Separator	Existing/In Use	Passenger Lift
<input type="checkbox"/>	2999 Virtual Asset System-Qty 3-Air Handling Units-1F	Existing/In Use	Extractor Fan
<input type="checkbox"/>	3000 Virtual Asset System-Qty 5-Atmospheric Gas Burners-Condensing Boiler-BUILD	Existing/In Use	Air Handling Unit
<input type="checkbox"/>	3001 Virtual Asset System-Qty 2-Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Extractor Fan
<input type="checkbox"/>	3002 Virtual Asset System-Qty 5-Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Kingsway House DVR
<input type="checkbox"/>	3003 Virtual Asset System-Qty 4-Atmospheric Gas Burner/Condensing Combination Boiler-GF	Existing/In Use	Passenger Lift
<input type="checkbox"/>	3004 Virtual Asset System-Automatic Vehicle Barrier-Qty 2-BUILD	Existing/In Use	Fire Door - External

11 Using the buttons at the bottom you can clear your selection or select all records on the page. The max records that can be selected in one go is 500.

Search Search Search Search

<input type="checkbox"/>	2 Fire Door - 00002	Stolen	Fire Doors
<input checked="" type="checkbox"/>	3 Fire Door - 00003	Expired	Fire Doors
<input type="checkbox"/>	6 Fire Door - 00006	Broken	Air Handling Unit
<input checked="" type="checkbox"/>	7 Fire Door - 00007	Expired	Fire Doors
<input type="checkbox"/>	13 Fire Door - 00013	Existing/In Use	Fire Door - 30min
<input type="checkbox"/>	30 Fire Door - 00031	Existing/In Use	Pressure Vessel on DHW H
<input checked="" type="checkbox"/>	101 Fire Door - 00116	Existing/In Use	Air Handling Unit
<input type="checkbox"/>	198 Virtual Asset System - Fire Doors Qty 197 - GF	Existing/In Use	Fire Door - 30min
<input type="checkbox"/>	520 00001-Main Fire Alarm Panel	Existing/In Use	Fire Door - 60min
<input type="checkbox"/>	571 00053-Hydraulic Separator	Existing/In Use	Passenger Lift
<input type="checkbox"/>	2999 Virtual Asset System-Qty 3-Air Handling Units-1F	Existing/In Use	Extractor Fan
<input type="checkbox"/>	3000 Virtual Asset System-Qty 5-Atmospheric Gas Burners-Condensing Boiler-BUILD	Existing/In Use	Air Handling Unit
<input type="checkbox"/>	3001 Virtual Asset System-Qty 2-Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Extractor Fan
<input type="checkbox"/>	3002 Virtual Asset System-Qty 5-Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Kingsway House DVR
<input type="checkbox"/>	3003 Virtual Asset System-Qty 4-Atmospheric Gas Burner/Condensing Combination Boiler-GF	Existing/In Use	Passenger Lift
<input type="checkbox"/>	3004 Virtual Asset System-Automatic Vehicle Barrier-Qty 2-BUILD	Existing/In Use	Fire Door - External

View Edit Delete
 Clear Selection Select All 3 of 50 selected

12 Click "Select All"

	Search	Search	Search	Search
<input type="checkbox"/>	2	Fire Door - 00002	Stolen	Fire Doors
<input type="checkbox"/>	3	Fire Door - 00003	Expired	Fire Doors
<input checked="" type="checkbox"/>	6	Fire Door - 00006	Broken	Air Handling Unit
<input type="checkbox"/>	7	Fire Door - 00007	Expired	Fire Doors
<input type="checkbox"/>	13	Fire Door - 00013	Existing/In Use	Fire Door - 30min
<input type="checkbox"/>	30	Fire Door - 00031	Existing/In Use	Pressure Vessel on DHW H
<input type="checkbox"/>	101	Fire Door - 00116	Existing/In Use	Air Handling Unit
<input type="checkbox"/>	198	Virtual Asset System - Fire Doors Qty 197 - GF	Existing/In Use	Fire Door - 30min
<input type="checkbox"/>	520	00001-Main Fire Alarm Panel	Existing/In Use	Fire Door - 60min
<input type="checkbox"/>	571	00053-Hydraulic Separator	Existing/In Use	Passenger Lift
<input type="checkbox"/>	2999	Virtual Asset System - Qty 3 - Air Handling Units - 1F	Existing/In Use	Extractor Fan
<input type="checkbox"/>	3000	Virtual Asset System - Qty 5 - Atmospheric Gas Burners - Condensing Boiler - BUILD	Existing/In Use	Air Handling Unit
<input type="checkbox"/>	3001	Virtual Asset System - Qty 2 - Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Extractor Fan
<input type="checkbox"/>	3002	Virtual Asset System - Qty 5 - Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Kingsway House DVR
<input type="checkbox"/>	3003	Virtual Asset System - Qty 4 - Atmospheric Gas Burner/Condensing Combination Boiler - GF	Existing/In Use	Passenger Lift
<input type="checkbox"/>	3004	Virtual Asset System - Automatic Vehicle Barrier - Qty 2 - BUILD	Existing/In Use	Fire Door - External

1 of 50 selected

13

	Search	Search	Search	Search
<input checked="" type="checkbox"/>	2	Fire Door - 00002	Stolen	Fire Doors
<input checked="" type="checkbox"/>	3	Fire Door - 00003	Expired	Fire Doors
<input checked="" type="checkbox"/>	6	Fire Door - 00006	Broken	Air Handling Unit
<input checked="" type="checkbox"/>	7	Fire Door - 00007	Expired	Fire Doors
<input checked="" type="checkbox"/>	13	Fire Door - 00013	Existing/In Use	Fire Door - 30min
<input checked="" type="checkbox"/>	30	Fire Door - 00031	Existing/In Use	Pressure Vessel on DHW H
<input checked="" type="checkbox"/>	101	Fire Door - 00116	Existing/In Use	Air Handling Unit
<input checked="" type="checkbox"/>	198	Virtual Asset System - Fire Doors Qty 197 - GF	Existing/In Use	Fire Door - 30min
<input checked="" type="checkbox"/>	520	00001-Main Fire Alarm Panel	Existing/In Use	Fire Door - 60min
<input checked="" type="checkbox"/>	571	00053-Hydraulic Separator	Existing/In Use	Passenger Lift
<input checked="" type="checkbox"/>	2999	Virtual Asset System - Qty 3 - Air Handling Units - 1F	Existing/In Use	Extractor Fan
<input checked="" type="checkbox"/>	3000	Virtual Asset System - Qty 5 - Atmospheric Gas Burners - Condensing Boiler - BUILD	Existing/In Use	Air Handling Unit
<input checked="" type="checkbox"/>	3001	Virtual Asset System - Qty 2 - Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Extractor Fan
<input checked="" type="checkbox"/>	3002	Virtual Asset System - Qty 5 - Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Kingsway House DVR
<input checked="" type="checkbox"/>	3003	Virtual Asset System - Qty 4 - Atmospheric Gas Burner/Condensing Combination Boiler - GF	Existing/In Use	Passenger Lift
<input checked="" type="checkbox"/>	3004	Virtual Asset System - Automatic Vehicle Barrier - Qty 2 - BUILD	Existing/In Use	Fire Door - External

50 of 50 selected

14 Alternatively you can block select. After the first record is selected.

	Search	Search	Search	Search
<input type="checkbox"/>	2	Fire Door - 00002	Stolen	Fire Doors
<input checked="" type="checkbox"/>	3	Fire Door - 00003	Expired	Fire Doors
<input type="checkbox"/>	6	Fire Door - 00006	Broken	Air Handling Unit
<input type="checkbox"/>	7	Fire Door - 00007	Expired	Fire Doors
<input type="checkbox"/>	13	Fire Door - 00013	Existing/In Use	Fire Door - 30min
<input type="checkbox"/>	30	Fire Door - 00031	Existing/In Use	Pressure Vessel on DHW H
<input type="checkbox"/>	101	Fire Door - 00116	Existing/In Use	Air Handling Unit
<input type="checkbox"/>	198	Virtual Asset System - Fire Doors Qty 197 - GF	Existing/In Use	Fire Door - 30min
<input checked="" type="checkbox"/>	520	00001-Main Fire Alarm Panel	Existing/In Use	Fire Door - 60min
<input type="checkbox"/>	571	00053-Hydraulic Separator	Existing/In Use	Passenger Lift
<input type="checkbox"/>	2999	Virtual Asset System-Qty 3-Air Handling Units-1F	Existing/In Use	Extractor Fan
<input type="checkbox"/>	3000	Virtual Asset System-Qty 5-Atmospheric Gas Burners-Condensing Boiler-BUILD	Existing/In Use	Air Handling Unit
<input type="checkbox"/>	3001	Virtual Asset System-Qty 2-Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Extractor Fan
<input type="checkbox"/>	3002	Virtual Asset System-Qty 5-Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Kingsway House DVR
<input type="checkbox"/>	3003	Virtual Asset System-Qty 4-Atmospheric Gas Burner/Condensing Combination Boiler-GF	Existing/In Use	Passenger Lift
<input type="checkbox"/>	3004	Virtual Asset System-Automatic Vehicle Barrier-Qty 2-BUILD	Existing/In Use	Fire Door - External

View Edit Delete
Clear Selection Select All 1 of 50 selected

15 Hold shift on the keyboard and click the bottom record in the batch of records you wish to select. This will then select all records in that range. This guide will later look at how to mass edit a selection of records. In this example we will click Delete.

	Search	Search	Search	Search
<input type="checkbox"/>	2	Fire Door - 00002	Stolen	Fire Doors
<input checked="" type="checkbox"/>	3	Fire Door - 00003	Expired	Fire Doors
<input checked="" type="checkbox"/>	6	Fire Door - 00006	Broken	Air Handling Unit
<input checked="" type="checkbox"/>	7	Fire Door - 00007	Expired	Fire Doors
<input checked="" type="checkbox"/>	13	Fire Door - 00013	Existing/In Use	Fire Door - 30min
<input checked="" type="checkbox"/>	30	Fire Door - 00031	Existing/In Use	Pressure Vessel on DHW H
<input checked="" type="checkbox"/>	101	Fire Door - 00116	Existing/In Use	Air Handling Unit
<input checked="" type="checkbox"/>	198	Virtual Asset System - Fire Doors Qty 197 - GF	Existing/In Use	Fire Door - 30min
<input checked="" type="checkbox"/>	520	00001-Main Fire Alarm Panel	Existing/In Use	Fire Door - 60min
<input type="checkbox"/>	571	00053-Hydraulic Separator	Existing/In Use	Passenger Lift
<input type="checkbox"/>	2999	Virtual Asset System-Qty 3-Air Handling Units-1F	Existing/In Use	Extractor Fan
<input type="checkbox"/>	3000	Virtual Asset System-Qty 5-Atmospheric Gas Burners-Condensing Boiler-BUILD	Existing/In Use	Air Handling Unit
<input type="checkbox"/>	3001	Virtual Asset System-Qty 2-Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Extractor Fan
<input type="checkbox"/>	3002	Virtual Asset System-Qty 5-Atmospheric Gas Burner Boiler Small and/or Wall Hung for Domestic/Light	Existing/In Use	Kingsway House DVR
<input type="checkbox"/>	3003	Virtual Asset System-Qty 4-Atmospheric Gas Burner/Condensing Combination Boiler-GF	Existing/In Use	Passenger Lift
<input type="checkbox"/>	3004	Virtual Asset System-Automatic Vehicle Barrier-Qty 2-BUILD	Existing/In Use	Fire Door - External

View Edit Delete
Clear Selection Select All 8 of 50 selected

16

This will display a prompt asking you to confirm if you wish to delete the selected records or cancel

