

Updating Asset Physical Information



This guide provides a straightforward process for updating the physical information of assets, ensuring accurate records. It simplifies the editing process with clear steps, from modifying details to setting availability hours. By following this guide, users can efficiently manage asset data, leading to better resource utilization and organization. It's an essential tool for anyone looking to maintain up-to-date asset information effortlessly.

1

In this part of the guide, we will look at how you can update the information. For the asset's physical info. There are 2 areas you can update: first, the physical info itself. Click here.

The screenshot displays the 'micad pro' interface for an asset named 'Fire Door - 00004'. The asset's status is 'Expired' and its health is 'Average'. The 'PHYSICAL INFO' tab is selected, and an 'Edit' button is highlighted with a yellow circle. The 'AVAILABILITY TO USE' section shows a table of AV Times for each day of the week.

Day	AV Times
Mon	17:30 - 20:25
Tue	00:14 - 01:00
Wed	NA
Thu	15:00 - 17:00
Fri	NA
Sat	NA
Sun	NA

Physical Info

2

On this form you can update any of the main fields as if you were creating the asset. Click into the field you want to edit and make the changes.

micad pro

Ian Johnsc
Admin [devalph]

Edit Physical Info: Fire Door - 00004

Alt Reference ID *	DEV-RU-RU-00004	X
Asset Health	Average	X v
Asset Description *	Fire Door - 00004	X
Asset Status *	Expired	X v
Serial Number	5618A0B6-483A-49	X
Barcode	AV123456	X
Asset Type *	Fire Doors	X v
Asset Sub Type	ANAESTHETICS GEN EQUIP	X v
Model	CO2	X v
Manufacturer	SCHMITZ	X v
Unit	Single	X v

3

micad pro

Current Application
Asset

Edit Physical Info: Fire Door - 00004

Alt Reference ID *	DEV-RU-RU-00004	X
Asset Health	Average	X ^
Asset Status *	Good	
Serial Number		
Barcode	AV123456	X
Asset Type *	Fire Doors	X v
Asset Sub Type	ANAESTHETICS GEN EQUIP	X v
Model	CO2	X v
Manufacturer	SCHMITZ	X v
Unit	Single	X v

4 Click "Disposed"

Asset Register
Configuration

⌕ Edit Physical Info: Fire Door - 00004

Alt Reference ID *	DEV-RU-RU-00004	✕
Asset Health	Good	✕ ▼
Asset Description *	Fire Door - 00004	✕
Asset Status *	Expired	✕ ^
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	
	2	✕

5 When you have finished editing click "Save Changes"

Asset Description *	Fire Door - 00004	✕
Asset Status *	Disposed	✕ ▼
Serial Number	5618A0B6-483A-49	✕
Barcode	AV123456	✕
Asset Type *	Fire Doors	✕ ▼
Asset Sub Type	ANAESTHETICS GEN EQUIP	✕ ▼
Model	CO2	✕ ▼
Manufacturer	SCHMITZ	✕ ▼
Unit	Single	✕ ▼
Quantity *	2	✕

Cancel Save Changes

6 You will get a confirmation message "Data successfully saved."

The screenshot shows the 'Fire Door - 00004' asset page. At the top, a green notification bubble says 'Data successfully saved.' with a checkmark. Below the asset name, there are tabs for GENERAL, GROUP, PHYSICAL INFO, LOCATION, CUSTOM INFO, DOCUMENTS, and FINANCIALS. The 'PHYSICAL INFO' tab is active, showing a table of asset details. To the right, there is an 'AV TIMES' section with a table of availability hours for each day of the week.

PHYSICAL INFO		AVAILABILITY TO USE	
Asset Status	● Disposed	AV Times	
Asset ID	4	Mon	
Alt Reference ID	DEV-RU-RU-00004	Tue	
Asset Health	● Good	Wed	
Barcode	AV123456	Thu	
Asset Type	Fire Doors	Fri	
Asset Sub Type	ANAESTHETICS GEN EQUIP	Sat	
Asset Description	Fire Door - 00004	Sun	
Manufacturer	SCHMITZ	MEDIA	
Model	CO2		
Serial Number	5618A0B6-483A-49		
Unit	Single		

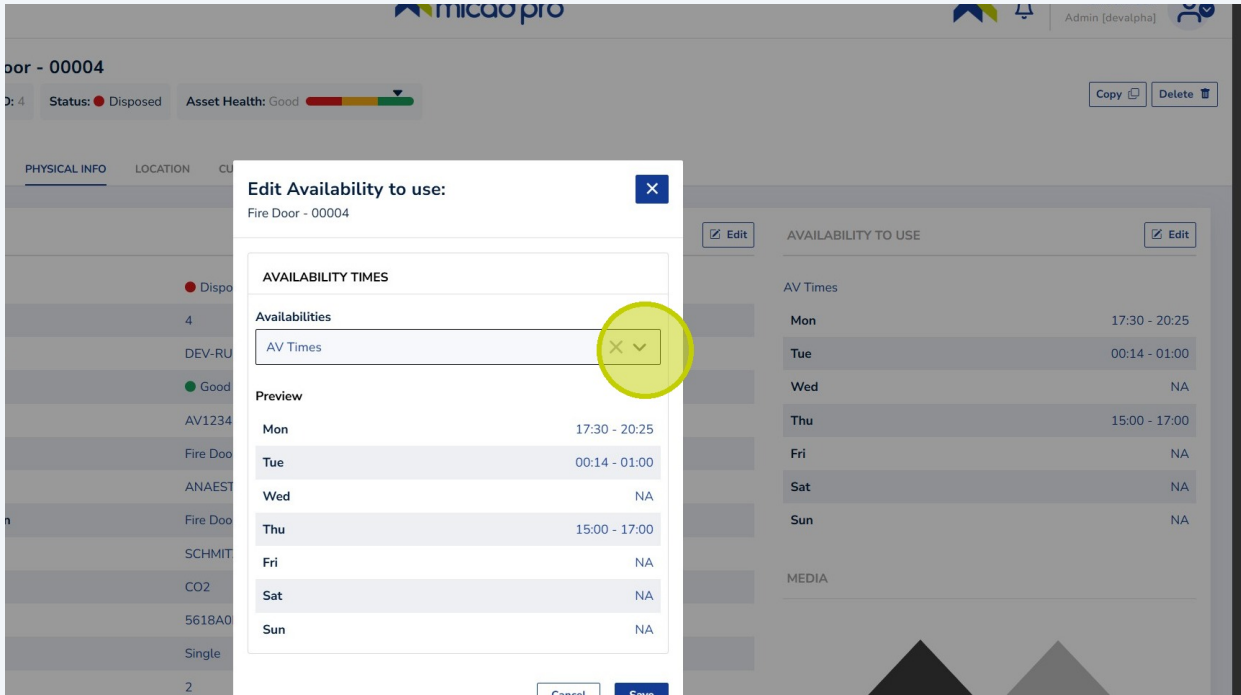
Availability Hours

7 You can now record what hours the asset is available to be used. Click here to choose a set of hours.

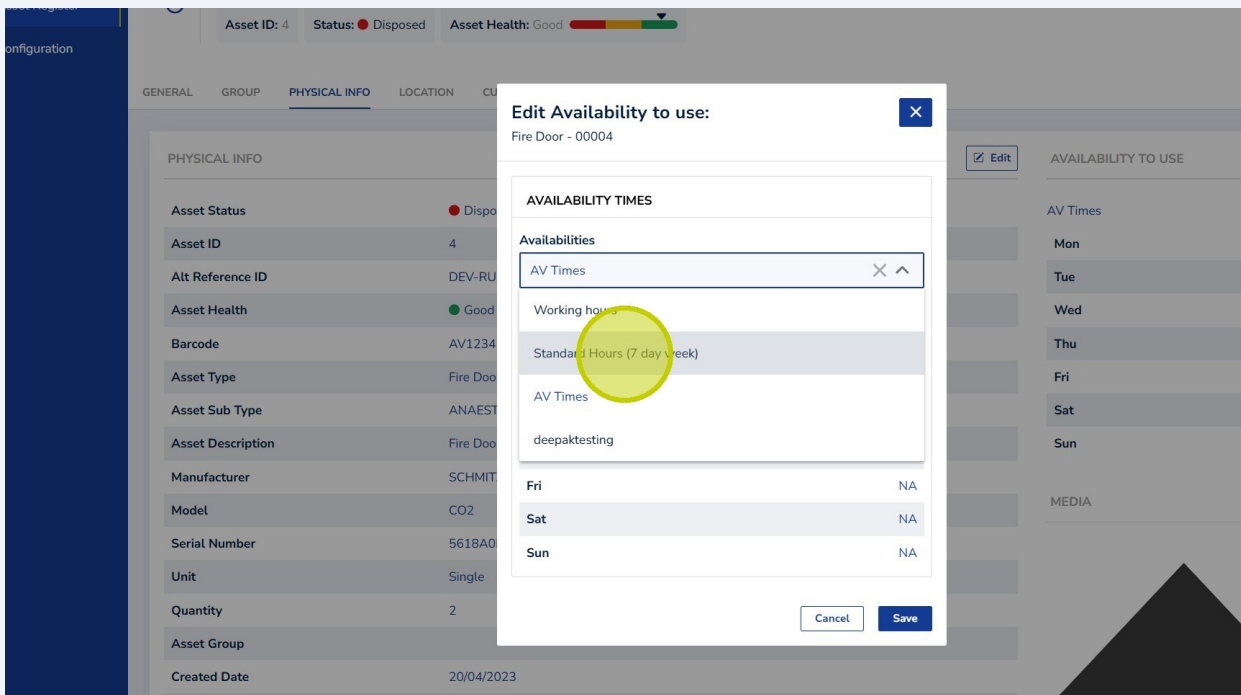
The screenshot shows the 'AV TIMES' section for the 'Fire Door - 00004' asset. The 'Edit' button in this section is circled in yellow. The table below shows the availability hours for each day of the week.

Day	Availability Hours
Mon	17:30 - 20:25
Tue	00:14 - 01:00
Wed	NA
Thu	15:00 - 17:00
Fri	NA
Sat	NA
Sun	NA

8 Click this icon to open the drop down



9 Choose from the list of options



10 Click "Save"

The screenshot displays a software interface for managing availability times. A modal dialog box titled "AVAILABILITY TIMES" is open, showing a preview of the schedule. The "Save" button at the bottom right of the dialog is highlighted with a yellow circle. In the background, the "AVAILABILITY TO USE" section shows a table of AV Times for various days.

Day	Time Range
Mon	17:30 - 20:25
Tue	00:14 - 01:00
Wed	NA
Thu	15:00 - 17:00
Fri	NA
Sat	NA
Sun	NA