

Uploading Documents



This guide is essential for anyone looking to efficiently manage and upload documents related to assets. It provides clear instructions for uploading, viewing, and deleting files, as well as setting a primary image for better organization. By following these steps, users can streamline their document management process, ensuring easy access and a more organized asset portfolio. For those looking to enhance their workflow, this guide is a valuable resource.

Uploading Files

1

In this guide, we're going to look at how you can upload images and documents to an asset and control what media image is displayed on the general tab. Click on Documents.

The screenshot displays the 'micadpro' interface for an asset named 'Fire Door - 00004'. The asset status is 'Disposed' and its health is 'Good'. The 'DOCUMENTS' tab is highlighted with a yellow circle. The interface is divided into several sections: 'PHYSICAL INFO' (Asset Status: Disposed, Asset ID: 4, Barcode: AV123456, Asset Type: Fire Doors, Asset Sub Type: ANAESTHETICS GEN EQUIP, Asset Description: Fire Door - 00004), 'AVAILABILITY TO USE' (Standard Hours: 09:00 - 17:00 for all days), 'LOCATION ADDRESS' (Region: C..TestR, Site: Jason, s, Building: builsnar, Floor: 1.1, Room: -), and 'FINANCIALS' (Date Purchased, Date Delivered, Date Assessed).

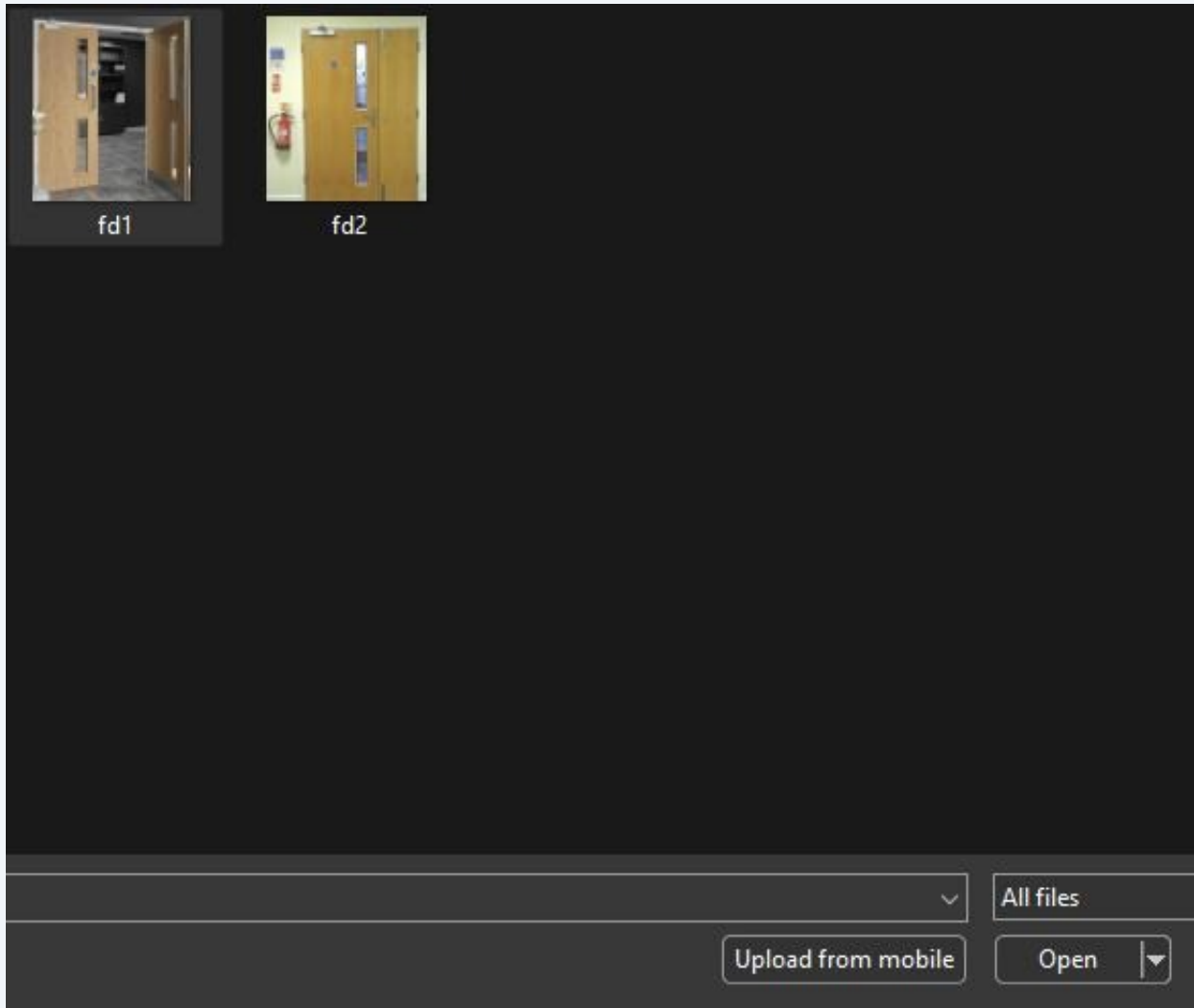
2

This table will show you all of the documents currently attached to an asset. To upload a new document, click Upload Files.

The screenshot displays the 'micad pro' interface. At the top, the logo is on the left, and user information 'Ian Johnson Admin [devalpha]' is on the right. Below the header, there's a section for 'Asset Group' with 'Asset ID: 430162', 'Status: Disposed', and 'Asset Health: Good'. Navigation tabs include 'PHYSICAL INFO', 'LOCATION', 'CUSTOM INFO', 'DOCUMENTS', and 'FINANCIALS'. A table with columns 'UPLOADED BY', 'ADDED', and 'FILE NAME' is present, with a yellow circle highlighting the 'Upload File' button in the top right corner of the table area.

3

A explorer/file picker window will open. Select the file you wish to upload and click Open.



4 This button will show the file being uploaded.

The screenshot shows the micad pro interface for an asset with ID 'bor - 00004'. The asset status is 'Disposed' and its health is 'Good'. The 'DOCUMENTS' tab is active, showing a table with columns 'UPLOADED BY', 'ADDED', and 'FILE NAME'. A blue button with an upload icon and the text 'Uploading...' is highlighted with a yellow circle. The table is currently empty.

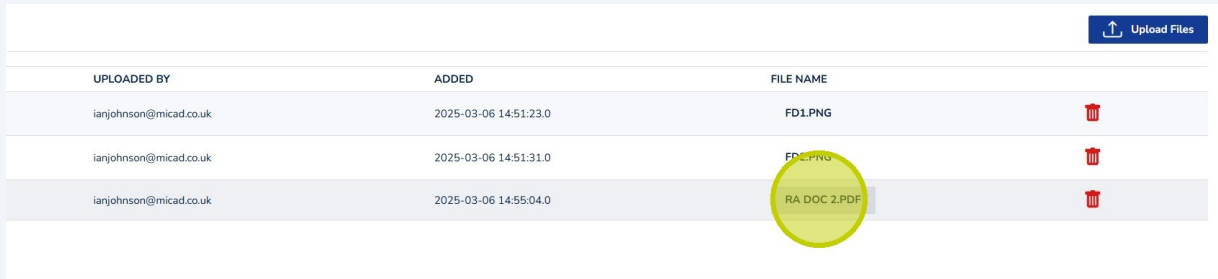
5 To upload another file simply repeat the above process.




The screenshot shows the micad pro interface for an asset with ID 'asset 430162'. The asset status is 'Disposed' and its health is 'Good'. The 'DOCUMENTS' tab is active, showing a table with columns 'UPLOADED BY', 'ADDED', and 'FILE NAME'. A blue button with an upload icon and the text 'Upload Files' is highlighted with a yellow circle. The table contains two rows of data:

UPLOADED BY	ADDED	FILE NAME
ianjohnson@micad.co.uk	2025-03-06 14:51:23.0	FD1.PNG
ianjohnson@micad.co.uk	2025-03-06 14:51:31.0	FD2.PNG

6

To view a file click on the filename. Currently the file will be downloaded to your local computer. In a later release we will add a document viewer.

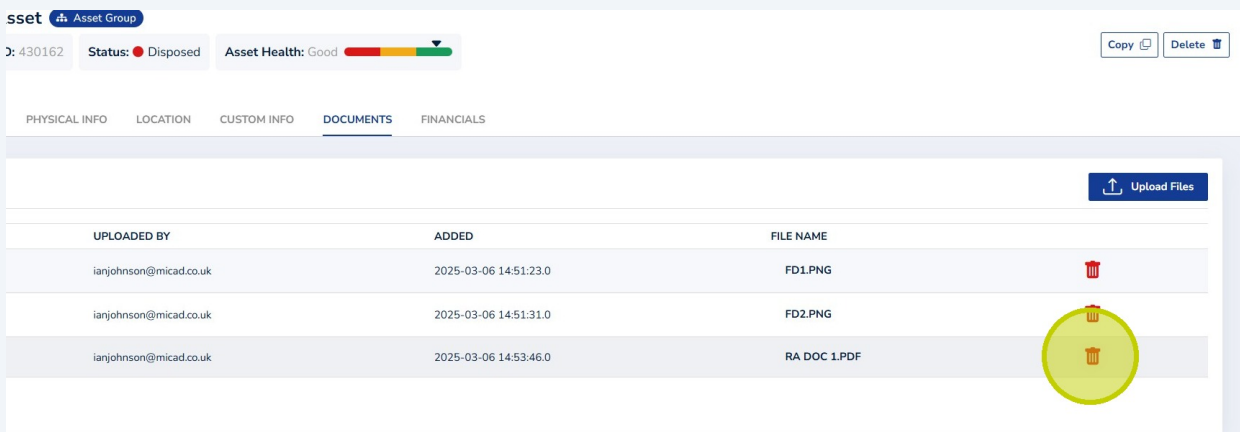


UPLOADED BY	ADDED	FILE NAME	
ianjohnson@micad.co.uk	2025-03-06 14:51:23.0	FD1.PNG	
ianjohnson@micad.co.uk	2025-03-06 14:51:31.0	FDL.PNG	
ianjohnson@micad.co.uk	2025-03-06 14:55:04.0	RA DOC 2.PDF	

Deleting Files

7

To remove a file from an asset click the red delete icon below.






sset Asset Group

430162 **Status:** ● Disposed **Asset Health:** Good ██████████

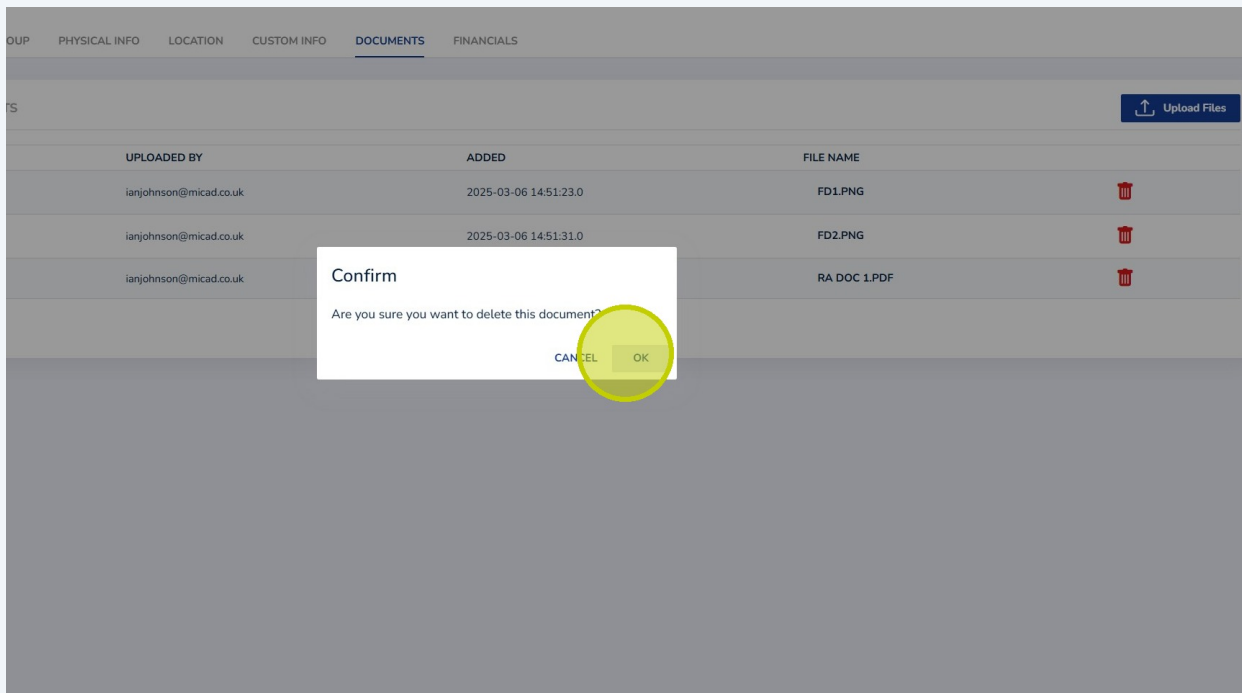
Copy Delete

PHYSICAL INFO LOCATION CUSTOM INFO **DOCUMENTS** FINANCIALS

UPLOADED BY	ADDED	FILE NAME	
ianjohnson@micad.co.uk	2025-03-06 14:51:23.0	FD1.PNG	
ianjohnson@micad.co.uk	2025-03-06 14:51:31.0	FD2.PNG	
ianjohnson@micad.co.uk	2025-03-06 14:53:46.0	RA DOC 1.PDF	

8

You will be prompted to confirm your choice or cancel. Clicking ok will delete the file from the asset.



Setting a Primary Image

9

If you upload multiple image files to an asset you have the option of setting the primary image for that asset. This image will then appear on the general and physical info tab. To change the primary image use the toggle below.

The screenshot shows the micadpro interface for asset 'Fire Door - 00004'. The 'DOCUMENTS' tab is selected, displaying a table with columns: PRIMARY, UPLOADED BY, ADDED, and FILE NAME. A yellow circle highlights the 'PRIMARY' column header. The table contains two rows of data.

PRIMARY	UPLOADED BY	ADDED	FILE NAME
<input type="checkbox"/>	ianjohnson@micad.co.uk	2025-03-06 10:00:35.0	FD1.PNG
<input type="checkbox"/>	ianjohnson@micad.co.uk	2025-03-06 10:00:54.0	FD2.PNG

10

Click "Physical Info"

The screenshot shows the micadpro interface for asset 'Fire Door - 00004'. The 'PHYSICAL INFO' tab is selected, highlighted by a yellow circle. The 'DOCUMENTS' tab is also visible, showing a table with columns: PRIMARY, UPLOADED BY, ADDED, and FILE NAME. The 'PRIMARY' column in this table has toggle switches for each row.

PRIMARY	UPLOADED BY	ADDED	FILE NAME
<input checked="" type="checkbox"/>	ianjohnson@micad.co.uk	2025-03-06 10:00:35.0	FD1.PNG
<input type="checkbox"/>	ianjohnson@micad.co.uk	2025-03-06 10:00:54.0	FD2.PNG


11 You can now see the primary image has been set.

● Disposed	
4	
DEV-RU-RU-00004	
● Good	
AV123456	
Fire Doors	
ANAESTHETICS GEN EQUIP	
Fire Door - 00004	
SCHMITZ	
CO2	
5618A0B6-483A-49	
Single	
2	
20/04/2023	
System User (Default)	

Standard Hours (7 day week)

Mon	09:00 - 17:00
Tue	09:00 - 17:00
Wed	09:00 - 17:00
Thu	09:00 - 17:00
Fri	09:00 - 17:00
Sat	09:00 - 17:00
Sun	09:00 - 17:00

MEDIA



12 If you wish to change the primary image click back into documents


Current Application
Asset


Asset Register

Configuration

GENERAL GROUP PHYSICAL INFO LOCATION CUSTOM INFO **DOCUMENTS** FINANCIALS

PHYSICAL INFO [Edit](#)

Asset Status	● Disposed
Asset ID	4
Alt Reference ID	DEV-RU-RU-00004
Asset Health	● Good
Barcode	AV123456
Asset Type	Fire Doors
Asset Sub Type	ANAESTHETICS GEN EQUIP
Asset Description	Fire Door - 00004
Manufacturer	SCHMITZ
Model	CO2
Serial Number	5618A0B6-483A-49
Unit	Single
Quantity	2
Asset Group	

AVAILABILITY TO USE

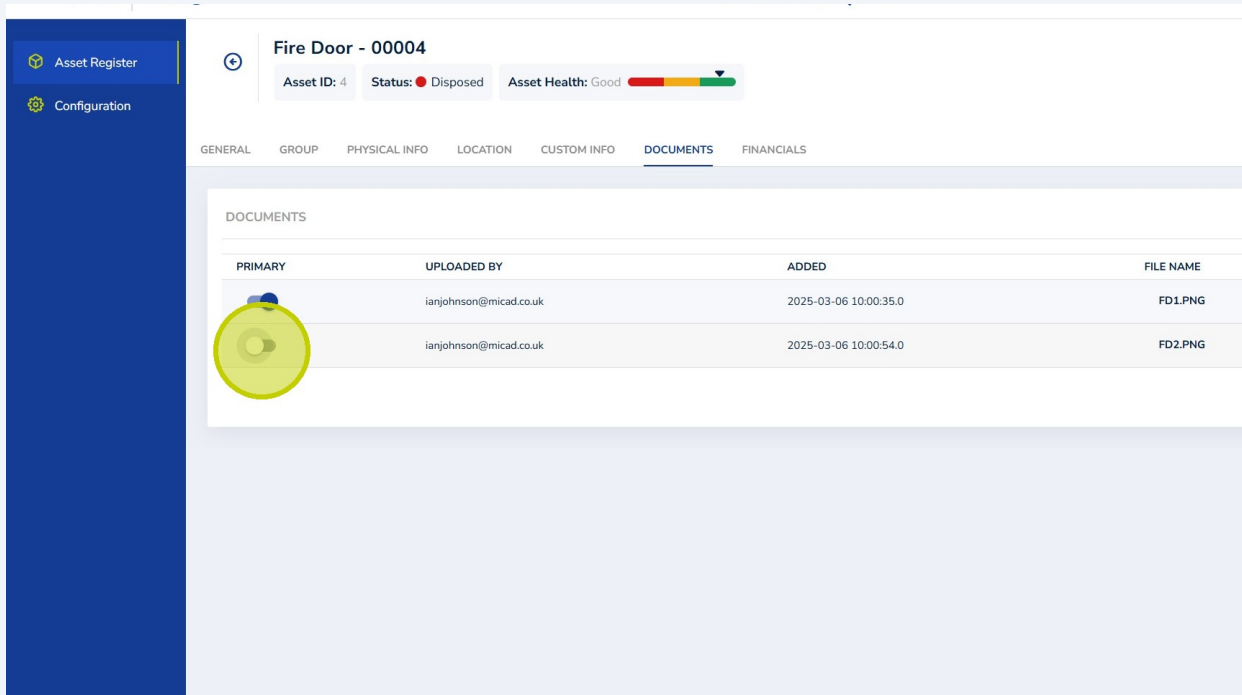
Standard Hours (7 day week)

Mon	
Tue	
Wed	
Thu	
Fri	
Sat	
Sun	

MEDIA



13 Toggle the alternate image you now want to make primary.



Asset Register
Configuration

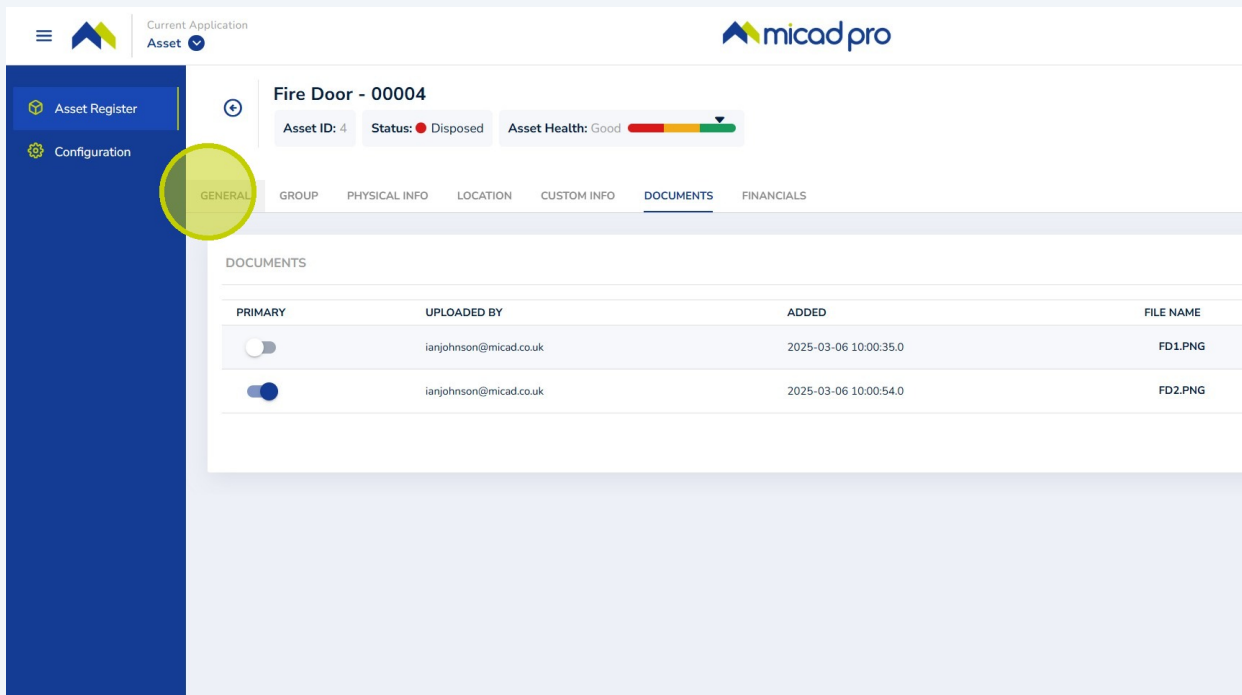
Fire Door - 00004
Asset ID: 4 Status: ● Disposed Asset Health: Good ■ ■ ■

GENERAL GROUP PHYSICAL INFO LOCATION CUSTOM INFO DOCUMENTS FINANCIALS

DOCUMENTS

PRIMARY	UPLOADED BY	ADDED	FILE NAME
<input type="radio"/>	ianjohnson@micad.co.uk	2025-03-06 10:00:35.0	FD1.PNG
<input checked="" type="radio"/>	ianjohnson@micad.co.uk	2025-03-06 10:00:54.0	FD2.PNG

14 Go to the General or Physical Info Tab



micadpro

Asset Register
Configuration

Fire Door - 00004
Asset ID: 4 Status: ● Disposed Asset Health: Good ■ ■ ■

GENERAL GROUP PHYSICAL INFO LOCATION CUSTOM INFO DOCUMENTS FINANCIALS

DOCUMENTS


PRIMARY	UPLOADED BY	ADDED	FILE NAME
<input type="radio"/>	ianjohnson@micad.co.uk	2025-03-06 10:00:35.0	FD1.PNG
<input checked="" type="radio"/>	ianjohnson@micad.co.uk	2025-03-06 10:00:54.0	FD2.PNG

15 The primary image will be instantly updated.

PHYSICAL INFO [VIEW ALL](#)

Asset Status	● Disposed
Asset ID	4
Barcode	AV123456
Asset Type	Fire Doors
Asset Sub Type	ANAESTHETICS GEN EQUIP
Asset Description	Fire Door - 00004

MEDIA [VIEW ALL](#)



AVAILABILITY TO USE

Standard Hours (7 day week)

Mon	09:00 - 17:00
Tue	09:00 - 17:00
Wed	09:00 - 17:00
Thu	09:00 - 17:00
Fri	09:00 - 17:00
Sat	09:00 - 17:00
Sun	09:00 - 17:00

LOCATION ADDRESS

Region
Site
Building
Floor
Room
Address

FINANCIALS

Date Purchased
Date Delivered
Date Accepted
Warranty Expires
Removal Date

Help

