

Asset Actions

Create an action on multiple assets

Asset Actions video (2023 October) - [Asset Actions.mp4](#)

Actions logged against an asset are as follows:

1. Location
2. Condition
3. Issued to

Icons defined

	Full item details on grid
	Compact grid view
	Multiple item scanning
	Single item scanning Allows only one scan per asset
Send to Server Button	Updates the assets with the action

Asset Actions

Scanned Items

Issue By:

Malcolm Granville

Action:

Check Out

Issue To:

Malcolm Granville

Location:

Not Selected

Condition:

Not Selected

Return Date:

2023/11/08

Description:

Check Out

Add Asset

#1

GL9589

2023-09-20 14:54:30

Check Out

Malcolm – Malcolm Granville

Check Out

#2

ITW001

2023-09-20 14:54:24

Check Out

Malcolm – Malcolm Granville

Check Out

Send To Server [2]

Logged in as: Malcolm Granville

Issued By	The person who is issuing the action This can be a fixed field or activated for multiple users Multiple user is activated on security
Action	Select the action on the actions eg Check in or Check out etc
Issued To	Who are you issuing the assets to
Location	Where are the assets going to be located
Condition	What condition are the assets in
Return Date	An estimated return date
Description	Small description of the action on the assets
Batch No	Enter a batch number

Note: If you don't put anything into the Issue To, Location or Condition (eg they are left as Not selected) then the asset will retain its original log

Revision #4
Created 7 November 2023 23:21:47 by Malcolm

