

Asset Search

Search for Assets and view information on the asset

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

Search on an asset by

- 1. Scanning the asset tag
- 2. Searching for the product

↓↑

Asset Search

+

Asset:

● 100003

Epson till slip printer

Christchurch

New

Malcolm Granville



GL9656

Ford Ranger Red

Christchurch

Damaged

Malcolm Granville

4x4 Ford Ranger

Red Ford Ranger equipped for outdoors



● 100002

Godex Printer

Christchurch

Used

Malcolm Granville

Printer

Godex G530



Logged in as: Malcolm Granville

	A-Z	Sort the asset list by A-Z or Z-A
	+ (Add new asset)	Add a new Asset
	Asset Barcode scan area	Scan a barcode to find an asset Great with a scanner
	Barcode	Scan a barcode using the camera Best used with a phone

View the asset

Tap on the asset to view the details

☰

← Asset Details

Asset

Details

Notes

Asset Info

Actions

Linked Items

Activity Report

Attachments

Photos

Asset



Status:

● Available

Asset Number:

100003



Asset Name:

Epson till slip printer

Location:

Christchurch

Condition:

New

Logged in as: Malcolm Granville

Asset Menus

These menus are activated via the security against the user on the main system

Asset	View Basic information on the asset
Details	View Additional information like warranty, Next Service Date, Additional fields
Notes	View notes on the asset
Asset Info	View financial information on the asset eg. Cost price, supplier, when purchased
Actions	View all the actions done against the asset Create a new action on this asset by clicking on the Plus

Linked Items	View all linked items against the asset Click on the Plus icon to linked multiple assets to this asset
Activity Report	View all activities done on this asset
Attachments	See all attachments eg. photos, pdf documents etc
Photos	Add new photos or upload from gallery

Asset Information

View Basic information on the asset

	Save updated information on the asset
	GPS tag the asset If you don't see this icon, contact your administrator to add to your security profile

Asset



Status:

● Check Out

Asset Number:

GL9589



Asset Name:

Office Chair new Black leather

Location:

[Auckland](#)

Condition:

[Used](#)

Employee:

Charlotte Lockhart

Reference:

Office Chair 2

Description:

Fixed Asset Office Equipment Chair Black

Client:



Brand:

Hardware



Make:

Harddrive



Model:

External



Serial Number:

001D9A05278F



Comment:

GPS Location:

Picture	Default image of Asset
Status	Current Action status of Asset
Asset Number	Asset number, Asset barcode
Asset Name	Description and name of asset

Location	Current Location To update this field one is required to create an action against the asset
Condition	Current Condition To update this field one is required to create an action against the asset
Employee	Current Employee To update this field one is required to create an action against the asset
Reference	More information on this asset
Description	Long description describing this asset
Client	A client linked to this item
Brand	The Brand category of this asset
Make	The Make category of this asset
Model	The Model category of this asset
Serial Number	Serial number of asset
Comment	Comment on asset
GPS Location	The GPS coordinates

Revision #5

Created 7 November 2023 22:23:25 by Malcolm

Updated 10 February 2026 01:15:32 by Malcolm