

Access an Asset's PDF Data Sheet

To access an asset's PDF data sheet, open the Manage Asset Page in the Assets Module on the Main Menu. Use filters as needed and identify the asset/component you want to run a report on. Click the three-dot icon to the right of the asset title opening the Asset Management context menu.

Manage Assets + ...

Filters

Search Tags

☐ Show archived assets ☒ Show out of service assets and components

Set Filter Clear

+ -

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Title	Serial Number	Meters	Tags	Status
+ Equipment   	...	No Meters		
- Jump at it Cafe	...	No Meters		
↳ Bar	...	No Meters		
↳ Blender 	...	Blade change 		
↳ Refrigerator 	...	Test Motor 		
↳ Tables and chairs	...	No Meters		
+ Lockers	...	No Meters		
Meter	...	No Meters		
Sauna	...	No Meters		
+ Slow Flow Room	...	No Meters		

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- Complete Task
- Record Fault
- Update Meter Reading
- Task Schedule
- Run Report
- History
- Files
- Edit
- Manage Assignments
- Add Component
- Manage Components
- Duplicate
- Move
- View
- PDF Sheet
- QR Code
- Manage Meters
- Cost / Time Summary
- Archive

Select "PDF Sheet" from the context menu. This opens a PDF of the asset/component data sheet in the existing tab.

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Select the back button on your browser to return to the My Assets Page.

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