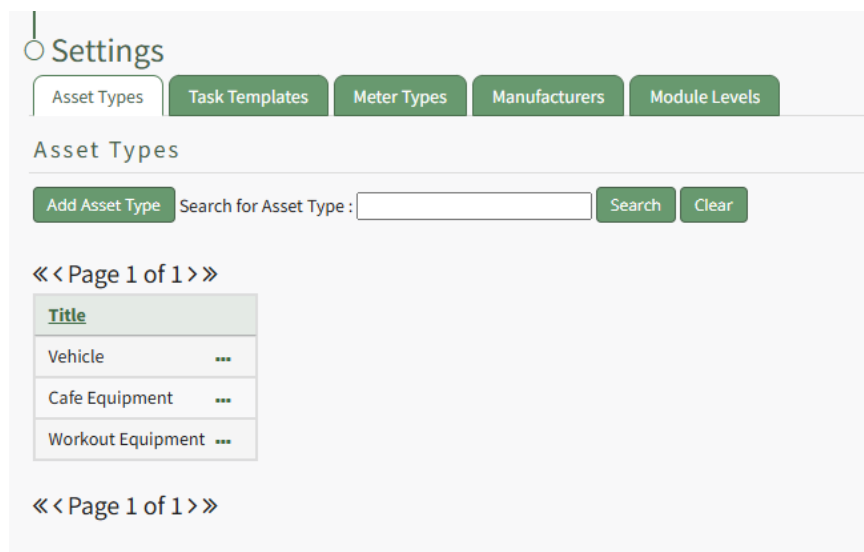


Add Fields to an Asset Type

In order to include unique, customized additional information regarding an Asset, you must first create an asset type and then add fields to it. This allows your organization to specify whatever information they choose to regarding their assets.

How To: Create a New Asset Type

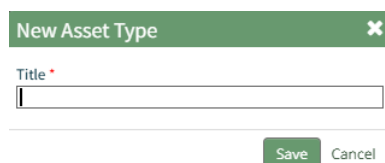
To create a new asset type, open the Asset Types Tab on the Settings Page of the Assets Module.



The screenshot shows the 'Settings' page with the 'Asset Types' tab selected. Below the tab are buttons for 'Task Templates', 'Meter Types', 'Manufacturers', and 'Module Levels'. The 'Asset Types' section includes an 'Add Asset Type' button, a search input field, and 'Search' and 'Clear' buttons. Below this is a table with the following content:

Title
Vehicle ...
Cafe Equipment ...
Workout Equipment ...

Selecting the “Add Asset Type” button opens the New Asset Type modal.



The screenshot shows the 'New Asset Type' modal with a title input field and 'Save' and 'Cancel' buttons.

Input the title of the New Asset Type and click “Save”.

The newly created Asset Type will now show in the table on the Asset Type tab on the Settings page and is ready for you to add fields to.

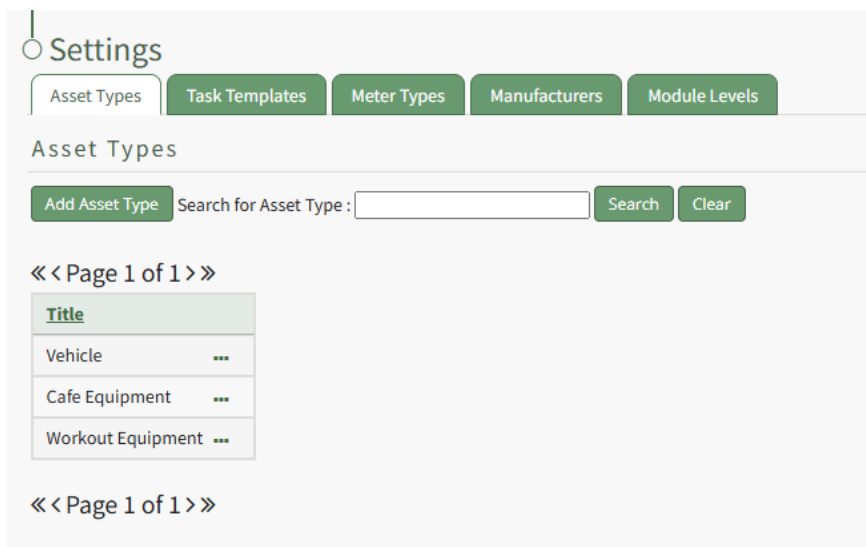
How To: Add Fields to an Asset Type

In order to include unique, customized additional information regarding an Asset, you must first create an asset type and then add fields to it. This allows your organization to specify

whatever information they choose to regarding their assets.

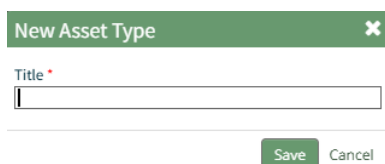
How To: Create a New Asset Type

To create a new asset type, open the Asset Types Tab on the Settings Page of the Assets Module.



The screenshot shows the 'Settings' page with the 'Asset Types' tab selected. The page has a header with 'Settings' and a navigation bar with tabs for 'Asset Types', 'Task Templates', 'Meter Types', 'Manufacturers', and 'Module Levels'. Below the navigation bar, the 'Asset Types' section is visible. It includes an 'Add Asset Type' button, a search input field with the placeholder 'Search for Asset Type:', and 'Search' and 'Clear' buttons. Below the search area, there are pagination controls showing '<< Page 1 of 1 >>'. A table lists existing asset types: 'Vehicle', 'Cafe Equipment', and 'Workout Equipment', each with a three-dot menu icon to its right. At the bottom of the table area, there are more pagination controls showing '<< Page 1 of 1 >>'.

Selecting the “Add Asset Type” button opens the New Asset Type modal.



The screenshot shows the 'New Asset Type' modal. It has a green header with the title 'New Asset Type' and a close button (X). Below the header, there is a text input field labeled 'Title *'. At the bottom of the modal, there are two buttons: 'Save' and 'Cancel'.

Input the title of the New Asset Type and click “Save”.

The newly created Asset Type will now show in the table on the Asset Type tab on the Settings page and is ready for you to add fields to.

How To: Add Fields to an Asset Type

In order to include unique, customized additional information regarding an Asset, you must first create an asset type and then add fields to it. This allows your organization to specify whatever information they choose to regarding their assets.

How To: Create a New Asset Type

To create a new asset type, open the Asset Types Tab on the Settings Page of the Assets Module.

Settings

Asset Types Task Templates Meter Types Manufacturers Module Levels

Asset Types

Add Asset Type Search for Asset Type: Search Clear

« < Page 1 of 1 > »

Title
Vehicle ...
Cafe Equipment ...
Workout Equipment ...

« < Page 1 of 1 > »

Selecting the “Add Asset Type” button opens the New Asset Type modal.

New Asset Type ✕

Title *

Save Cancel

Input the title of the New Asset Type and click “Save”.

The newly created Asset Type will now show in the table on the Asset Type tab on the Settings page and is ready for you to add fields to.

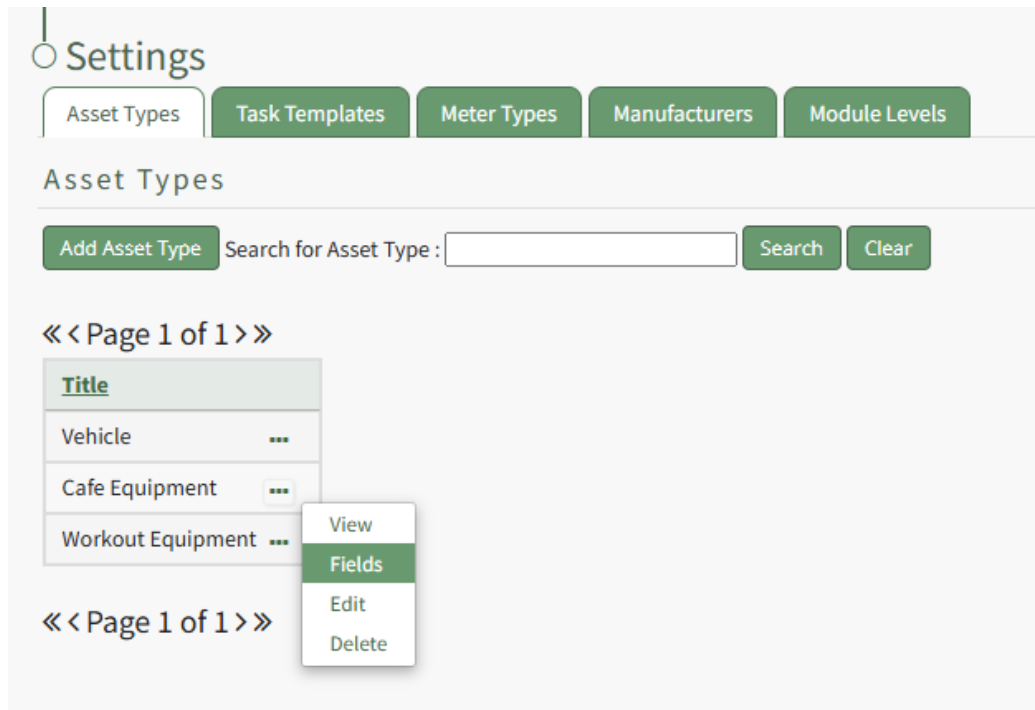
How To: Add Fields to an Asset Type

In order to include unique, customized additional information regarding an Asset, you must first create an asset type and then add fields to it. This allows your organization to specify whatever information they choose to regarding their assets.

How To: Create a New Asset Type

{{@470}}

To add additional fields to an asset type, go to the Asset Types Tab on the Settings Page of the Assets Module. Click the three-dot icon to the right of the Asset Type title to open the Asset Type Context Menu.



Select "Fields" from the context menu opening the Asset Type Fields Page.

◁ Fields for Cafe Equipment

Asset Types Task Templates Meter Types Manufacturers Module Levels

Add Field Search for Field: Search Clear

◀◀ Page 1 of 1 ▶▶

	Label		Field	Validation
+	Power	...	text	
+	Cord Length	...	text	
+	Drainage Required	...	checkbox	
+	Generator Required	...	checkbox	

◀◀ Page 1 of 1 ▶▶

Click the "Add Field" button opening the New Field Modal.

New Field ✕

Label *

Field Type

Validation

Field / Validation Description

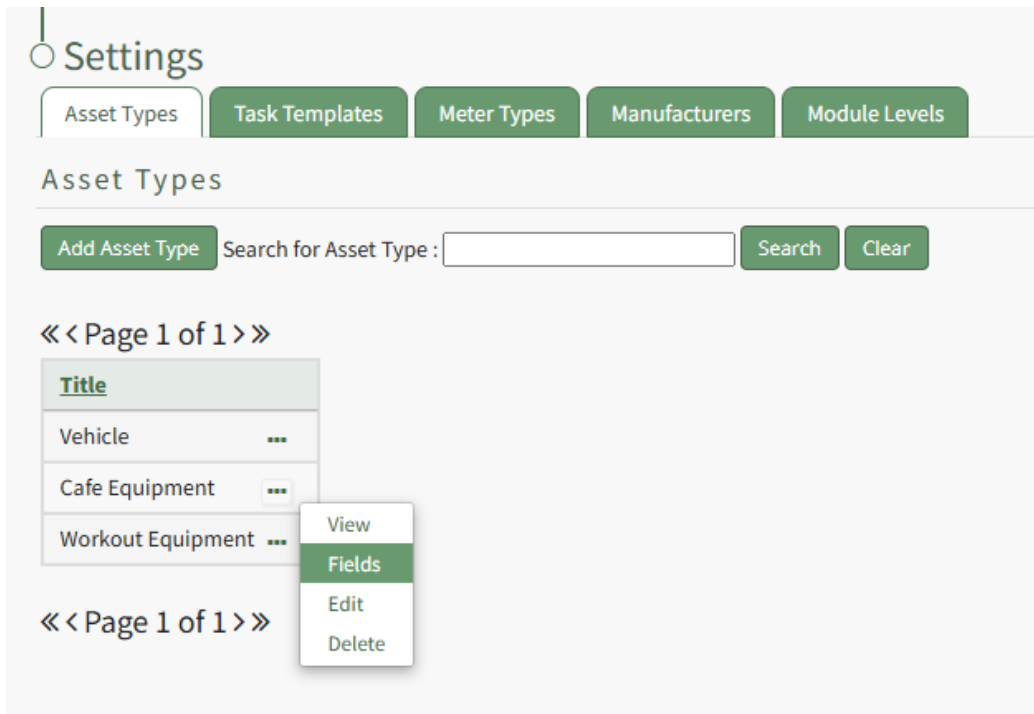
Input a label for the field and select the field type from a dropdown menu. Options include: text field, number, password field, text box, date field, and checkbox.

Validation uses standard JavaScript RegExp constructor for validating Field input values entered by end-users. Entering a RegExp validation string will check against the input value.

Include a description of the field of validation (optional).

Select "Save" and a popup confirms that the asset has been saved. The new field now shows on the Asset Type Field Page.

To add additional fields to an asset type, go to the Asset Types Tab on the Settings Page of the Assets Module. Click the three-dot icon to the right of the Asset Type title to open the Asset Type Context Menu.



Select "Fields" from the context menu opening the Asset Type Fields Page.

< Fields for Cafe Equipment

Asset Types

Task Templates

Meter Types

Manufacturers

Module Levels

Add Field

Search for Field :

Search

Clear

« < Page 1 of 1 > »

	Label		Field	Validation
+	Power	...	text	
+	Cord Length	...	text	
+	Drainage Required	...	checkbox	
+	Generator Required	...	checkbox	

« < Page 1 of 1 > »

Click the "Add Field" button opening the New Field Modal.

New Field ✕

Label *

Field Type

Validation

Field / Validation Description

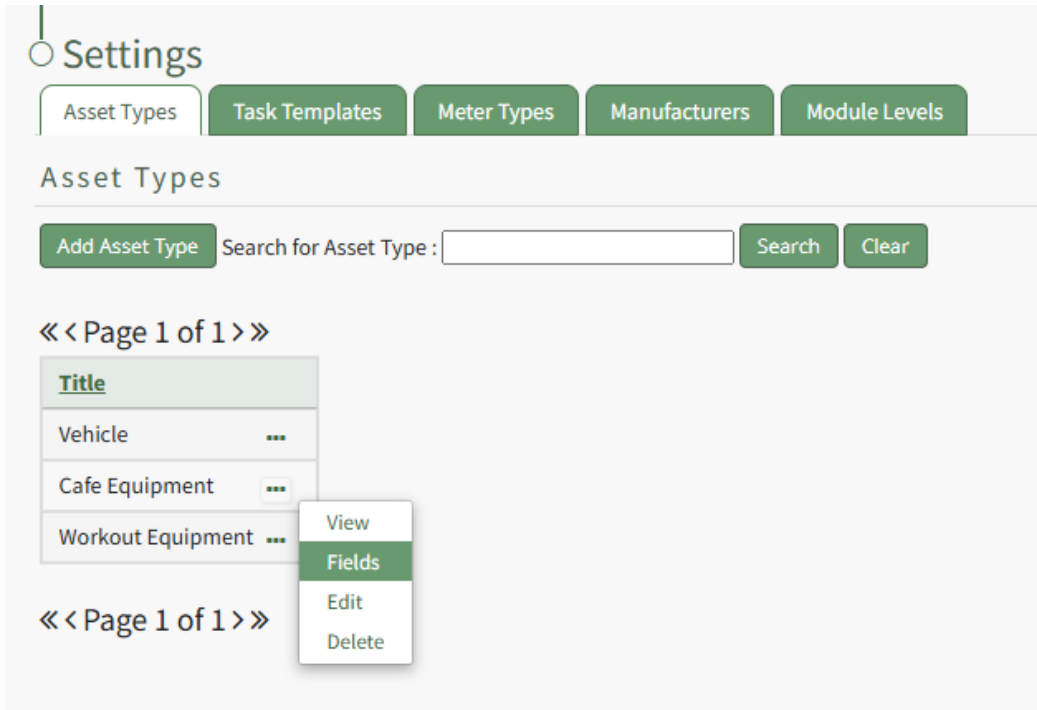
Input a label for the field and select the field type from a dropdown menu. Options include: text field, number, password field, text box, date field, and checkbox.

Validation uses standard JavaScript RegExp constructor for validating Field input values entered by end-users. Entering a RegExp validation string will check against the input value.

Include a description of the field of validation (optional).

Select "Save" and a popup confirms that the asset has been saved. The new field now shows on the Asset Type Field Page.

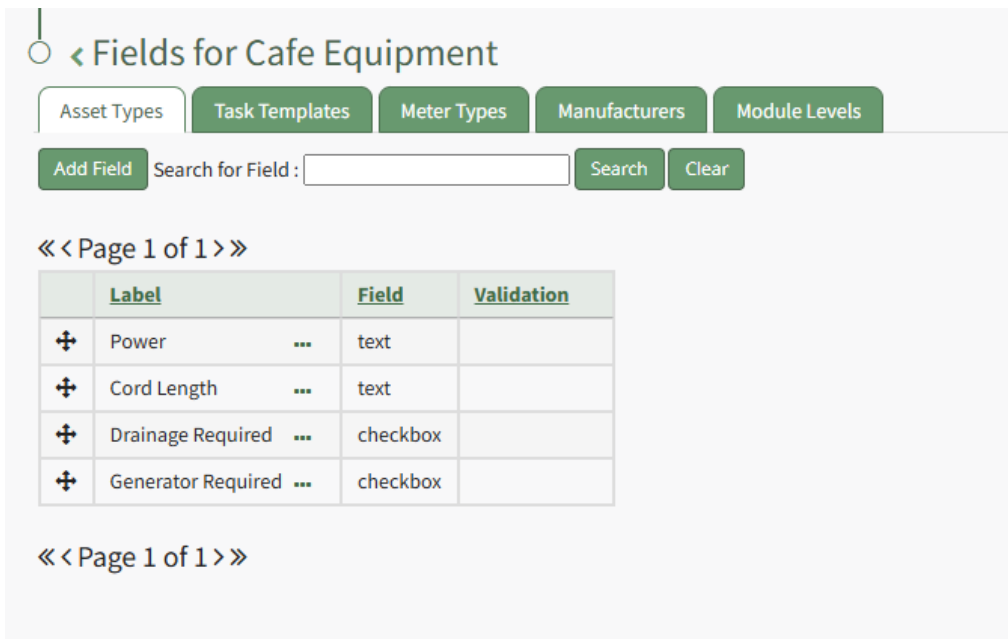
To add additional fields to an asset type, go to the Asset Types Tab on the Settings Page of the Assets Module. Click the three-dot icon to the right of the Asset Type title to open the Asset Type Context Menu.



The screenshot shows the 'Settings' page with the 'Asset Types' tab selected. Below the tabs, there is a search bar for asset types and a table of asset types. The 'Cafe Equipment' row has a context menu open, with 'Fields' highlighted.

Title
Vehicle ...
Cafe Equipment ...
Workout Equipment ...

Select "Fields" from the context menu opening the Asset Type Fields Page.



The screenshot shows the 'Fields for Cafe Equipment' page. It features a search bar for fields and a table listing existing fields. The 'Add Field' button is located at the top left of the table area.

	Label	Field	Validation
+	Power ...	text	
+	Cord Length ...	text	
+	Drainage Required ...	checkbox	
+	Generator Required ...	checkbox	

Click the "Add Field" button opening the New Field Modal.

The screenshot shows a 'New Field' dialog box with the following elements:

- Title Bar:** 'New Field' with a close button (X).
- Label:** A text input field with a red asterisk indicating it is required.
- Field Type:** A dropdown menu currently set to 'Text Field'.
- Validation:** A text input field for entering a JavaScript RegExp validation string.
- Field / Validation Description:** A larger text input field for an optional description.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

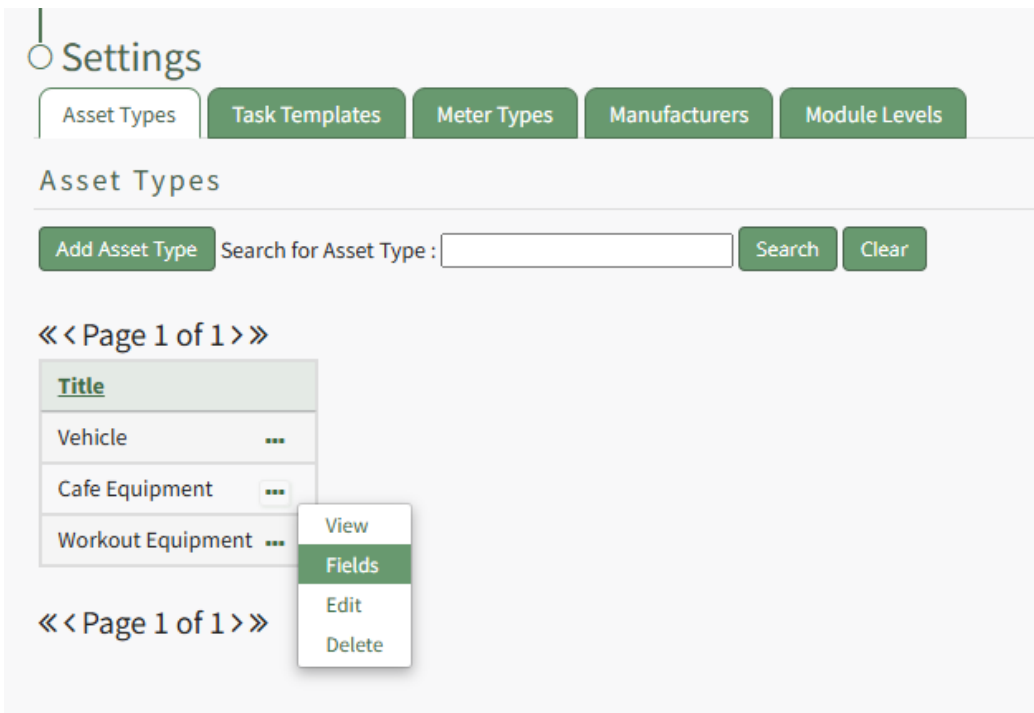
Input a label for the field and select the field type from a dropdown menu. Options include: text field, number, password field, text box, date field, and checkbox.

Validation uses standard JavaScript RegExp constructor for validating Field input values entered by end-users. Entering a RegExp validation string will check against the input value.

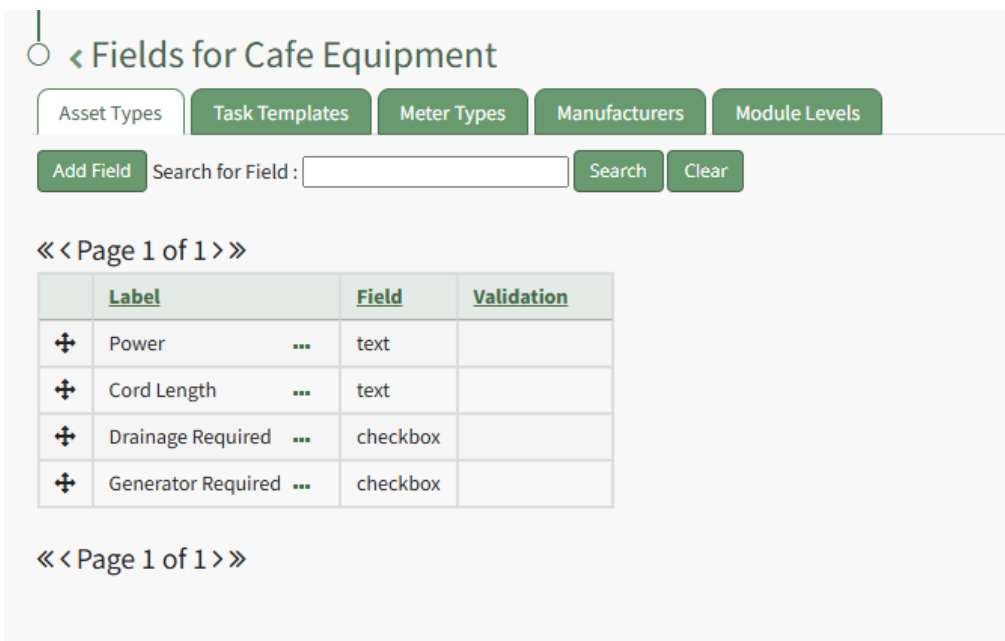
Include a description of the field of validation (optional).

Select “Save” and a popup confirms that the asset has been saved. The new field now shows on the Asset Type Field Page.

To add additional fields to an asset type, go to the Asset Types Tab on the Settings Page of the Assets Module. Click the three-dot icon to the right of the Asset Type title to open the Asset Type Context Menu.



Select "Fields" from the context menu opening the Asset Type Fields Page.



Click the "Add Field" button opening the New Field Modal.

The screenshot shows the 'New Field' modal form. It has a title bar with 'New Field' and a close button. The form contains the following fields: 'Label' (required, text input), 'Field Type' (dropdown menu with 'Text Field' selected), 'Validation' (text input), and 'Field / Validation Description' (text area). At the bottom, there are 'Save' and 'Cancel' buttons.

Input a label for the field and select the field type from a dropdown menu. Options include: text field, number, password field, text box, date field, and checkbox.

Validation uses standard JavaScript RegExp constructor for validating Field input values entered by end-users. Entering a RegExp validation string will check against the input value.

Include a description of the field of validation (optional).

Select "Save" and a popup confirms that the asset has been saved. The new field now shows on the Asset Type Field Page.

Revision #3

Created 2025-12-07 20:21:55 UTC by Mitzi Orkus

Updated 2026-01-23 01:14:31 UTC by Mitzi Orkus