

Assign/Unassign Users and Certification Roles to an Asset

To assign or unassign users and certification roles for a specific asset, open the Manage Asset Pages in the Assets Module on the Main Menu. Use filters as needed and identify the asset/component you want to assign/unassign users and roles to. Click the three-dot icon to the right of the asset title opening a context menu.

The screenshot shows the 'Manage Assets' page with a table of assets. A context menu is open for the asset 'Bench Press Machine #1', highlighting the 'Manage Assignments' option.

Title	Serial Number	Meters	Tags	Status
Equipment		No Meters		Red
Bench Press	9487656	No Meters		Yellow
Bench Press Machine #1		No Meters		Green
Bench Press Machine #2		No Meters		Grey
Cybox Cable Crossover		No Meters		Red
Hack Squat Machine		No Meters		Red
Hammer Strength Iso-Lateral DY Row		No Meters		Red
Pec Fly and Rear Delt		No Meters		Red
Seated Calf Raise		No Meters		Red
Jump at it Cafe		No Meters		Yellow
Bar		No Meters		Green
Blender		Blade change		Green
Refrigerator		Test Motor		Green
Tables and chairs		No Meters		Green
Lockers		No Meters		Green
Meter		No Meters		Green
Sauna		No Meters		Red
Slow Flow Room		No Meters		Green

Select "Manage Assignments" from the context menu opening the Asset Assignments Modal.

The screenshot shows the 'Assignments for Bench Press Machine #1' modal. It features a search box labeled 'Assignments' with the placeholder text 'Select Some Options'. Below the search box are two buttons: 'Save Assignments' and 'Cancel'.

Click in the textbox beneath Assignments and a dropdown menu will allow you to assign the asset to multiple individuals or certification roles.

Assignments for Bench Press Machine #1 ✕

Assignments

Boris Wilson (bwilson) ✕ JF Shift Manager (role) ✕

Save Assignments Cancel

To unassign an individual, click the X icon to the right of the user name or certification role.

When done, select the "Save Assignments" button.



A popup confirms that the asset assignments were saved.

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