

Attach an Asset Library File to an Asset

To attach an Asset Module library file to an asset, open the Manage Assets Page in the Assets Module on the Main Menu. Click the three-dot icon to the right of the asset title opening the Asset Management Context Menu.

The screenshot shows the 'Manage Assets' interface. At the top, there are search and filter options. Below is a table of assets with columns for Title, Serial Number, Meters, Tags, and Status. A context menu is open for the 'Pilates Balls' asset, listing various actions such as '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', and 'Archive'.

Title	Serial Number	Meters	Tags	Status
↳ Circuit Equipment	987CHD345	No Meters		●
↳ Bench Press	9487656	No Meters		●
↳ Bench Press Machine #1		No Meters		●
↳ Bench Press Machine #2		No Meters		●
↳ Circuit Pilates Balls		No Meters		●
↳ Cybex Cable Crossover	9487656	No Meters		●
↳ Hack Squat Machine	12425	No Meters		●
↳ Hammer Strength Iso-Lateral DY Row	77523	No Meters		●
↳ Pec Fly and Rear Delt	12425	No Meters		●
↳ Seated Calf Raise	9487656	No Meters		●
↳ Equipment		No Meters		●
↳ Jump at it Cafe		No Meters		●
↳ Lockers		No Meters		●
Meter		No Meters		●
Sauna		No Meters		●
↳ Slow Flow Room		No Meters		●
↳ Slow Flow Equipment		No Meters		●
↳ Pilates Balls		No Meters		●






Select "Files" from the context menu opening the Asset Files Modal.

The screenshot shows the 'Files' modal. It has a green header with a close button. Below the header, there is text: 'Upload files such as operating manuals that are related to the asset here. Upload files related to a task, such as a maintenance log, or a renewed license as part of completing the task. [View task history](#)'. There are two buttons: 'Upload' and 'Library'. Below these is a file input field containing 'Cafe Cleanliness Standard' with a green folder icon and a close button. At the bottom, it says 'File suggestions for /' and 'No unattached files found'.

Select the "Library" button to open the Library Modal.

Library ✕

Search entire library

- (No Manufacturer Specified)
 - (No Model Specified)
 - Maintenance
 - Morning Prep Checklist.docx 
 - Produce Grocery List.docx 
 - Morning Prep Checklist.docx 
 - Morning Prep Checklist.docx 
 - Uncategorized
 - assets-import-template.csv 

Input the file name or a word in the title and press “Go” to search for the file. Use the plus and minus sign icons to expand and collapse the modal.

Click the paperclip icon to attach the file to the asset. The new file will now show in the asset's Files Modal.

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