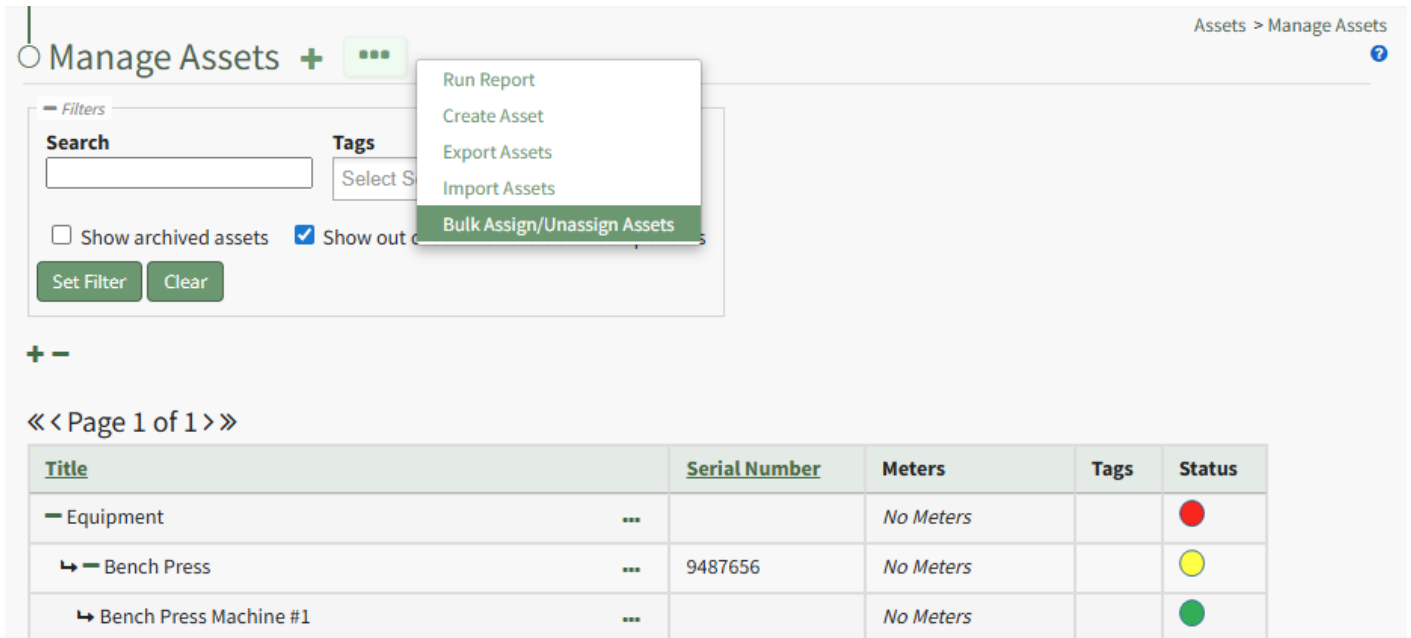


Bulk Assign / Unassign Assets

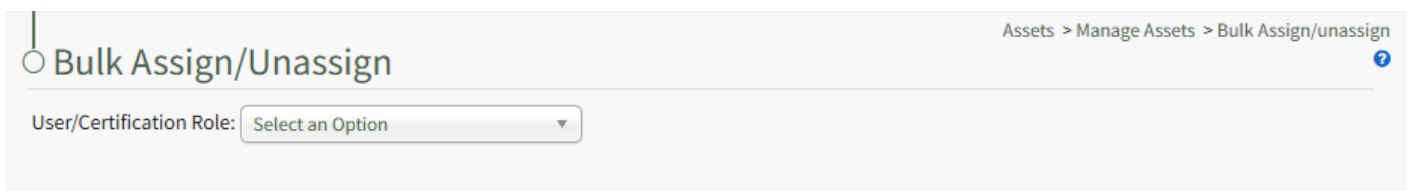
To bulk assign / unassign users to assets, open the Manage Asset Page in the Assets Module on the Main Menu. Click the three-dot icon to the right of the Manage Assets Page header opening the Manage Assets Page Context Menu.



The screenshot shows the 'Manage Assets' page. At the top right, the breadcrumb 'Assets > Manage Assets' is visible. The main header 'Manage Assets' has a plus sign and a three-dot menu icon. A context menu is open, listing options: 'Run Report', 'Create Asset', 'Export Assets', 'Import Assets', and 'Bulk Assign/Unassign Assets' (which is highlighted in green). Below the menu, there are filter controls: a search box, a 'Tags' dropdown, and checkboxes for 'Show archived assets' (unchecked) and 'Show out of stock' (checked). There are 'Set Filter' and 'Clear' buttons. Below the filters, there are expand/collapse icons '+ -' and a pagination indicator '<< Page 1 of 1 >>'. A table with the following data is shown:

Title	Serial Number	Meters	Tags	Status
Equipment	...	No Meters		Red
↳ Bench Press	9487656	No Meters		Yellow
↳ Bench Press Machine #1	...	No Meters		Green

Select "Bulk Assign/Unassign Assets" from the context menu to open the Bulk Assign/Unassign Page.



The screenshot shows the 'Bulk Assign/Unassign' page. The breadcrumb 'Assets > Manage Assets > Bulk Assign/unassign' is at the top right. The main header 'Bulk Assign/Unassign' has a plus sign and a three-dot menu icon. Below the header, there is a 'User/Certification Role:' label followed by a dropdown menu with 'Select an Option' as the selected value.

From the User/Certification Role dropdown menu, select the individual user or certification role that you wish assign/unassign assets to. The Bulk Assignment Table is now visible.

Selecting the plus or minus sign icon to the left of the filter box will expand/collapse the assets and their components in the table. Selecting the plus or minus sign icon to the left of the asset title in the table will expand/collapse the specified asset.

Bulk Assign/Unassign

User/Certification Role: Only show assigned

Asset	<input checked="" type="checkbox"/> Individual Assignment	Assignment Via Role(s)
+ Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
+ Jump at it Cafe	<input checked="" type="checkbox"/>	<input type="checkbox"/>
+ Lockers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Meter	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sauna	<input checked="" type="checkbox"/>	<input type="checkbox"/>
+ Slow Flow Room	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Selecting the checkbox assigns the asset to the user/certification role.

Deselecting a checkbox unassigns the asset from the user/certification role.

Changes are automatic on the Bulk Assign/Unassign Page and do not need to be saved to be reflected in the system.

Revision #4

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