

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”.

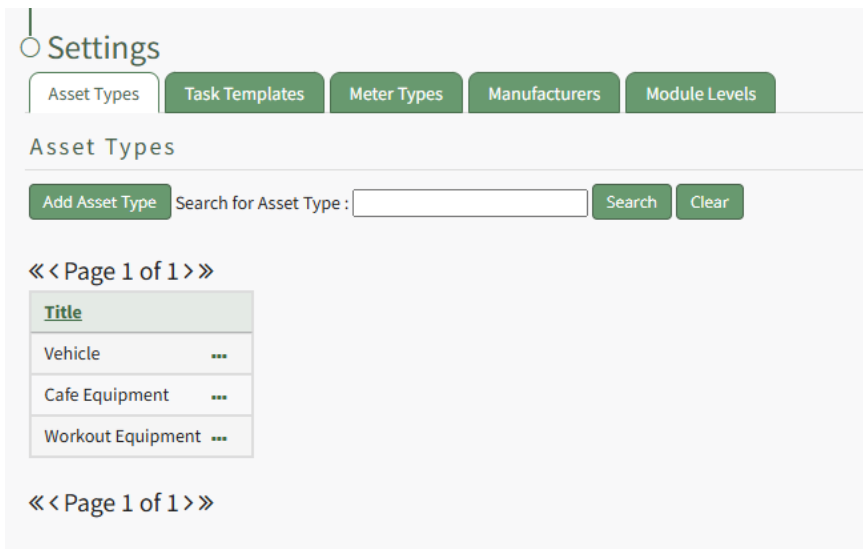
The newly created Asset Type will now show in the table on the Asset Type tab on the Settings page and is ready for you to add fields to.

How To: Add Fields to an Asset Type

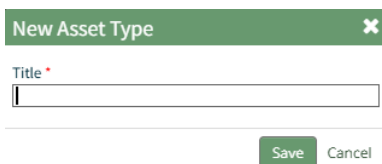
In order to include unique, customized additional information regarding an Asset, you must first create an asset type and then add fields to it. This allows your organization to specify whatever information they choose to regarding their assets.

How To: Create a New Asset Type

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



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



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

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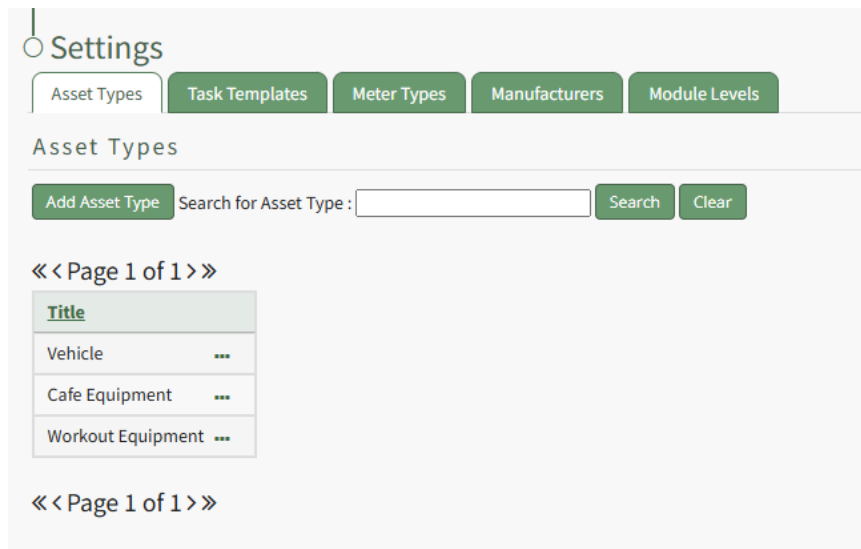
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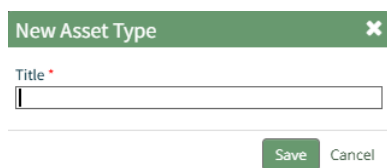
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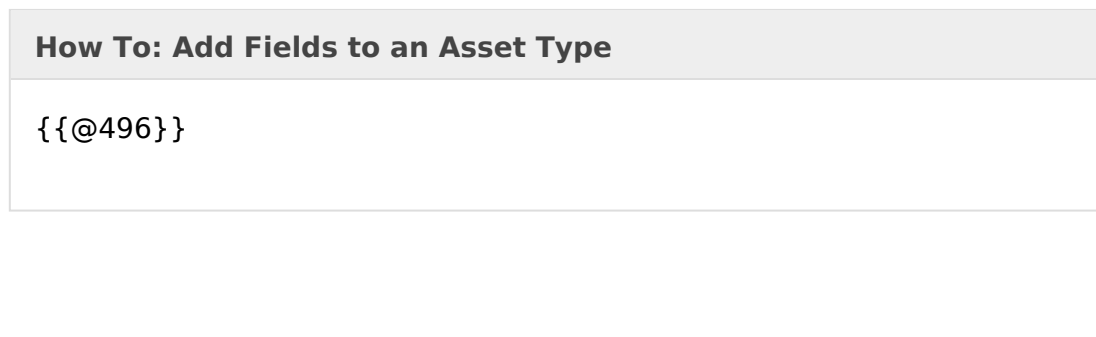


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Input the title of the New Asset Type and click “Save”.

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.



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.

Settings

Asset Types Task Templates Meter Types Manufacturers Module Levels

Asset Types

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<< Page 1 of 1 >>

| Title | |
|-------------------|-----|
| Vehicle | ... |
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<< Page 1 of 1 >>

- View
- Fields**
- Edit
- Delete

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.

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

- Label ***: A text input field.
- Field Type**: A dropdown menu with 'Text Field' selected.
- Validation**: A text input field.
- Field / Validation Description**: A text area with a small icon in the bottom right corner.
- 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.

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Asset Types Task Templates Meter Types Manufacturers Module Levels

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« < Page 1 of 1 > »

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

< Fields for Cafe Equipment

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Add Field Search for Field: Search Clear

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

« < Page 1 of 1 > »

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

The screenshot shows a 'New Field' dialog box. It has a title bar with 'New Field' and a close button. Below the title bar are four input fields: 'Label' (with a red asterisk indicating it's required), 'Field Type' (a dropdown menu currently showing 'Text Field'), 'Validation', and 'Field / Validation Description'. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

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.

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 > »

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Asset Types

Task Templates

Meter Types

Manufacturers

Module Levels

Add Field

Search for Field :

Search

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« < Page 1 of 1 > »

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| + | 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.

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

- Label:** A text input field.
- Field Type:** A dropdown menu currently showing 'Text Field'.
- Validation:** A text input field for entering a JavaScript RegExp.
- Field / Validation Description:** A text area 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.

Revision #3

Created 2025-12-07 20:09:57 UTC by Mitzi Orkus

Updated 2026-01-23 17:02:23 UTC by Mitzi Orkus