

Edit an Asset

To edit an asset, open the Manage Assets Page in the Assets Module on the Main Menu. Use filters as needed and identify the asset/component whose details you want to edit. Click the three-dot icon to the right of the asset title opening the Asset Management Context Menu.

The screenshot shows the 'Manage Assets' page. At the top, there's a search bar and a 'Tags' dropdown. Below that, there are checkboxes for 'Show archived assets' and 'Show out of service assets and components'. The main area contains a table of assets. The 'Blender' asset is selected, and its context menu is open, showing options like '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		No Meters		Red
+ Equipment		No Meters		Red
- Jump at it Cafe		No Meters		Yellow
Bar		No Meters		Green
Blender		No Meters		Green
Refrigerator		No Meters		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

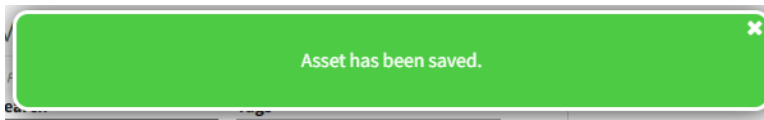
Select "Edit" from the context menu opening the Edit Asset Modal.

The 'Edit Asset' modal form contains the following fields and options:

- Title: Circuit Equipment
- Description: (Empty text area)
- Tags: Select Some Options
- Manufacturer: (Empty text field)
- Model Number: (Empty text field)
- Serial Number: (Empty text field)
- ☐ Critical Component
- Critical Spares: (Empty text area)
- ☐ Allow users who are expired in assigned certification roles to perform tasks
- ☐ Send an alert when the asset changes from Past Due (red) to OK (green)
- ☒ Send an alert when the asset changes to Warn (yellow)
- ☒ Send an alert when the asset changes to Past Due (red)
- Asset Type: (Dropdown menu)
- Buttons: Save, Cancel

Key details about the asset can be added directly from this modal, an asset type can be assigned, and alert preferences can be altered as desired.

Click the "Save" after making the desired changes.



A popup confirms that the asset edits have been saved.

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