

EQUIPMENT

ASSETS - EDIT - OTHER DATA

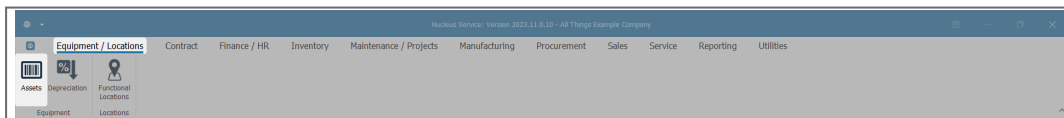
An **Other Data** panel has been added to the 'New Equipment' and 'Equipment Maintenance' screens. The fields in this panel are available to add and track custom data relevant to the selected asset. These fields can hold extra information that is not covered by the static data fields already in this screen. For example, any additional information concerning an asset that a user may wish to keep note of, but that is not default to the system.

Other Data fields are also useful for describing the capabilities or characteristics of an asset. These fields can be re-labelled to suit your company requirements.

Follow the process below to **edit** information in this **Other Data** panel.

ASSET LISTING SCREEN

Ribbon Select **Equipment and Locations > Assets**



- The **Machine Listing** screen will be displayed.

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	UsefulLife	IsFinancial	PaymentTy...	SupplierNo...	FinanceTy...	PaymentDay
Sprint Multi Functional Copier	A300	A300-38296751	A300	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	A500T	A500T-81227702	A500T	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	A9603	A9603-0259423	A9603	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	A990	A990-79939007	A990	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	AV5588	AV5588-99487269	AV5588	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	BF1470	BF1470-58075119	BF1470	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	B29352	B29352-84039403	B29352	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	C9800	C9800-84555546	C9800	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	CD7752	CD7752-98637847	CD7752	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	CT3690	CT3690-83617863	CT3690	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	D08750	D08750-83955554	D08750	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	D96547	D96547-91142229	D96547	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	D549600	D549600-17186312	D549600	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	EA3V866	EA3V866-56846448	EA3V866	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	EC7536	EC7536-69835409	EC7536	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	EE0258	EE0258-91209854	EE0258	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	EV1P559	EV1P559-90097518	EV1P559	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	F9214	F9214-84294603	F9214	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	F98528	F98528-77522811	F98528	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	FW8520	FW8520-86142055	FW8520	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	GL6547	GL6547-65971345	GL6547	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	GH4564	GH4564-37265793	GH4564	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	H1475P	H1475P-11445157	H1475P	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	HV1591	HV1591-10708704	HV1591	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	IP9885	IP9885-39929256	IP9885	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	JQ3537	JQ3537-49186181	JQ3537	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	K3500	K3500-09716569	K3500	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1
Sprint Multi Functional Copier	K90323	K90323-40271894	K90323	Gardening Fechold Outsourcing	Sales	04 Oct 2...	A	Retail - ORL...	No	CTRT	No	0	No				1

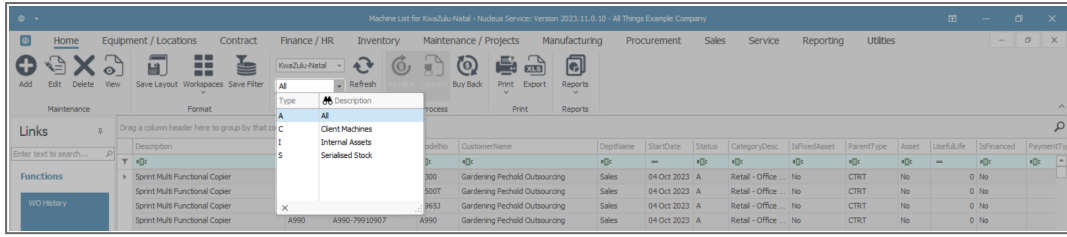
Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

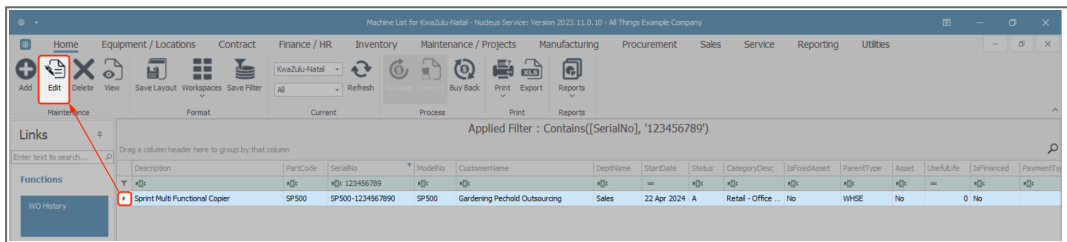
If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

- By default, this screen will open with the **Type** filter set to **'All'**, listing all of the assets on the system (Customer Assets, Internal Assets and Serialised Stock Items).
- You can click on the **drop-down arrow** in the **Type** field and select an alternative Type, (such as Client Machines), if required.



SELECT THE ASSET

- Select the **row** of the **asset** you wish to **edit**.
- Click on **Edit**.



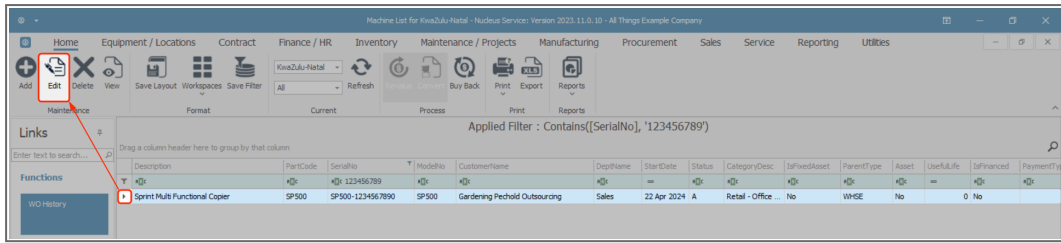
- The **Equipment Maintenance for Serial No: []** screen will open.
- If the Other Data frame is not expanded, click on the **Other Data** tab.

OTHER DATA

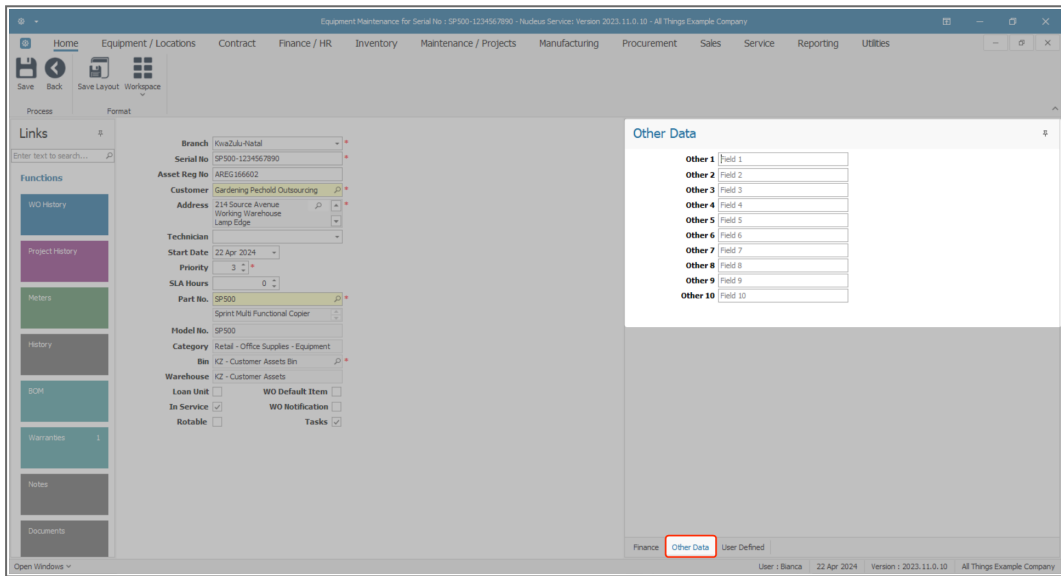
You can either add **other data** to an existing asset listed in this screen, or follow the processes to [add customer asset details](#) and [add customer asset finance details](#), before adding **other data** information to the newly added asset.

In this process **other data** will be added to an existing asset.

- Select the **row** of the **asset** you wish to **edit**.
- Click on **Edit**.



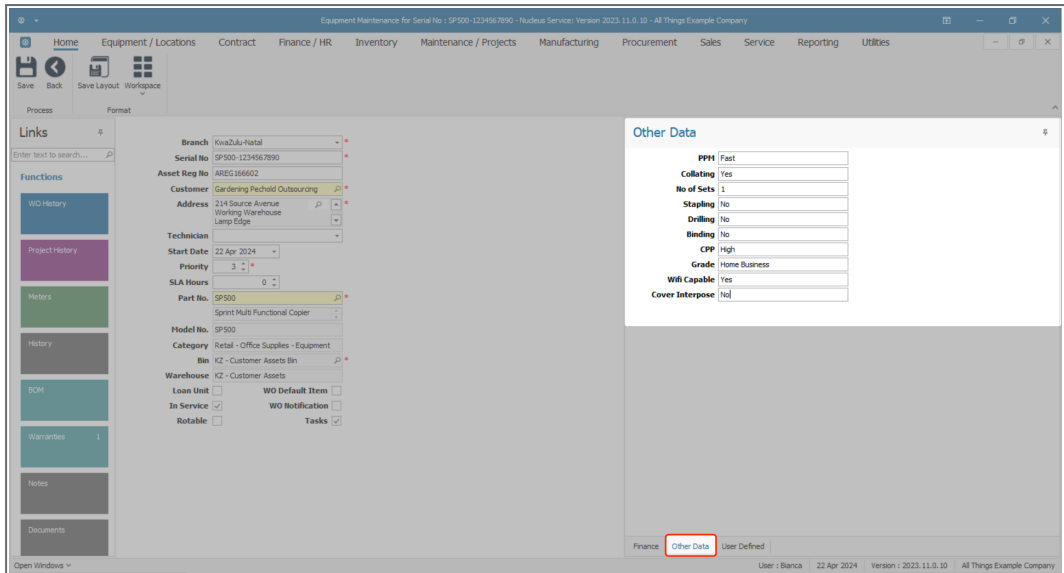
- The **Equipment Maintenance for Serial no: []** screen will open.
- If the Other Data frame is not already open, click on the **Other Data** tab.



OTHER DATA FIELDS

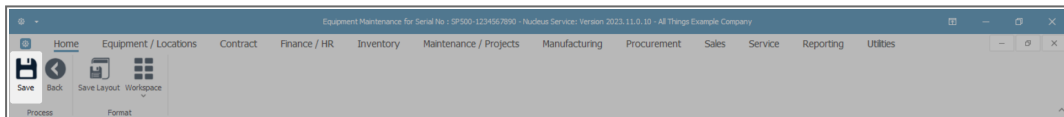
Remember: These field labels can be **re-named** to suit your company requirements in User Rights. In the example below, I have populated the other data category headings to show what this could look like.

- Click in a field to type the new information (or edit the current information if exists).
 - In this example, the Pages Per Minute information has been entered.

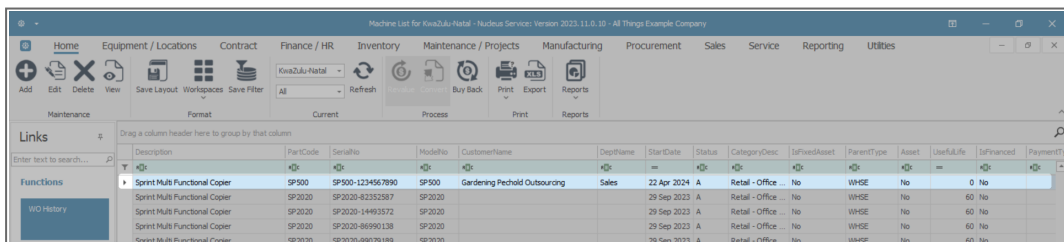


SAVE ADDED DATA

- Click on **Save**.



- You will return to the **Machine List for []** screen.
- You will be able to view the added customer asset in the data grid.



Related Topics

- [Assets - Edit - Asset Details](#)
- [Assets - Edit - Finance Details](#)

- [Assets - Edit - Other Data](#)
- [Assets - Edit - User Defined](#)

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