

EQUIPMENT

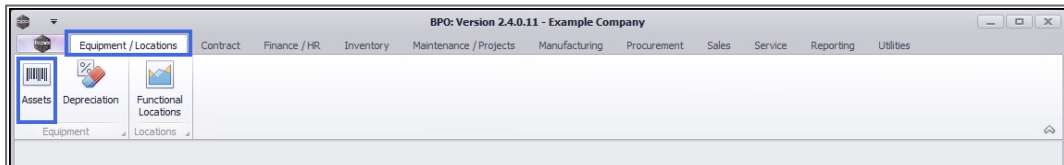
ASSETS - ADD - OTHER DATA

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 **add** information to this **Other Data** panel.

Ribbon Access: *Equipment and Locations* > *Assets*



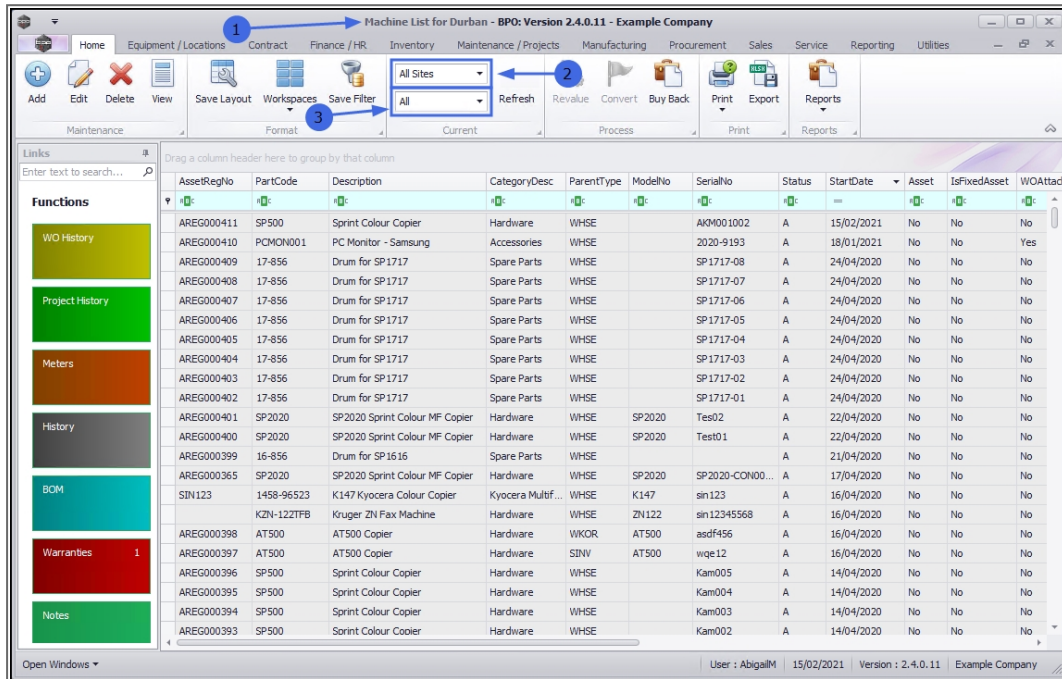
1. The **Machine List for []** screen will display.

THE SITE AND TYPE FILTERS

2. The screen will open with the default **Site** setting configured on the user.

Note: Refer to [Site Selection](#) for more information.

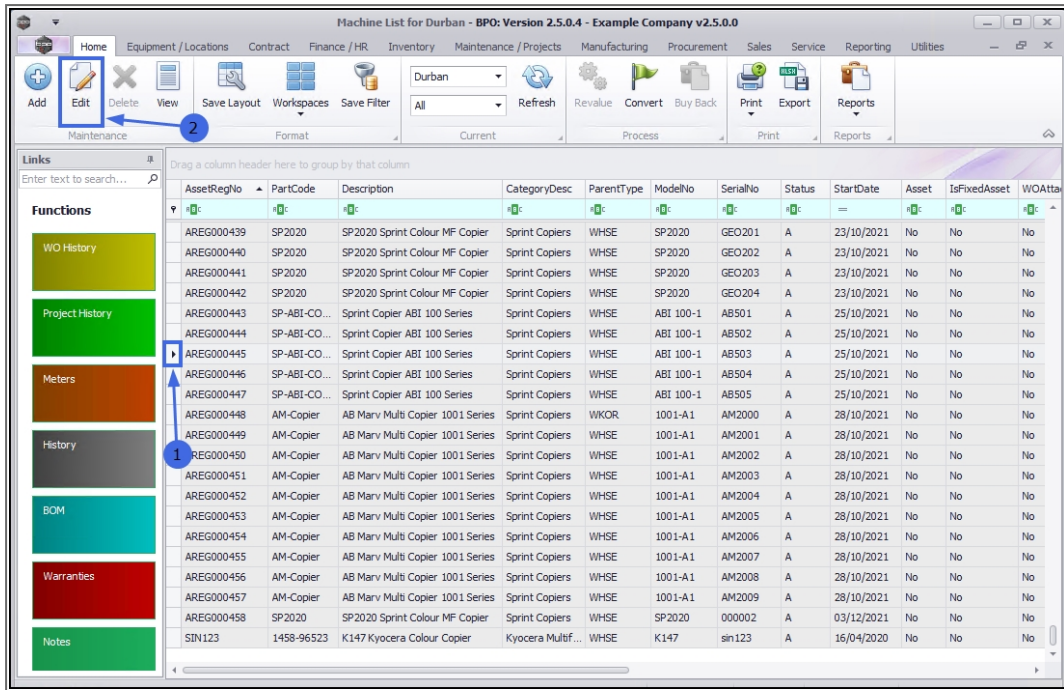
3. This screen will open by default in the **All** Type. You do not need to change this *Type* in order to add asset **other data**. If this screen is already open in another *Type* e.g. *Internal Assets*, then click on the **drop-down arrow** and select from the list, the *Type* that contains the asset you wish to work with.



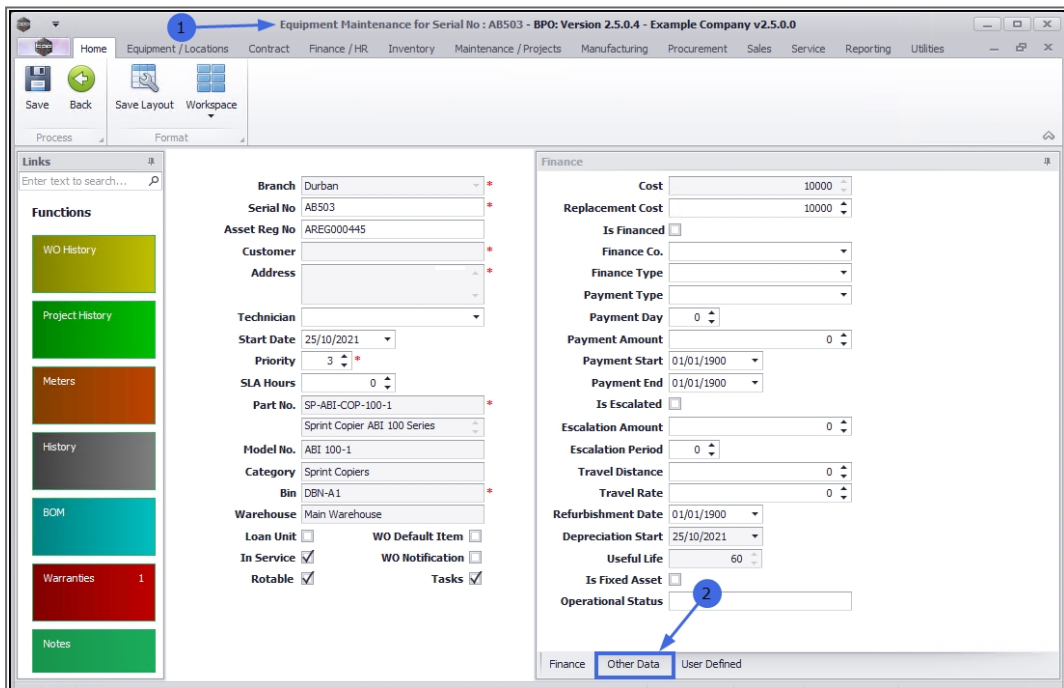
You can either add **other data** to an *existing* asset listed in this screen, or follow the processes to [add customer asset details](#) and [add customer asset finance details](#), before adding **other data** information to the newly added asset.

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

1. Select the **row** of the **asset** where you wish to **add** other data.
2. Click on **Edit**.



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

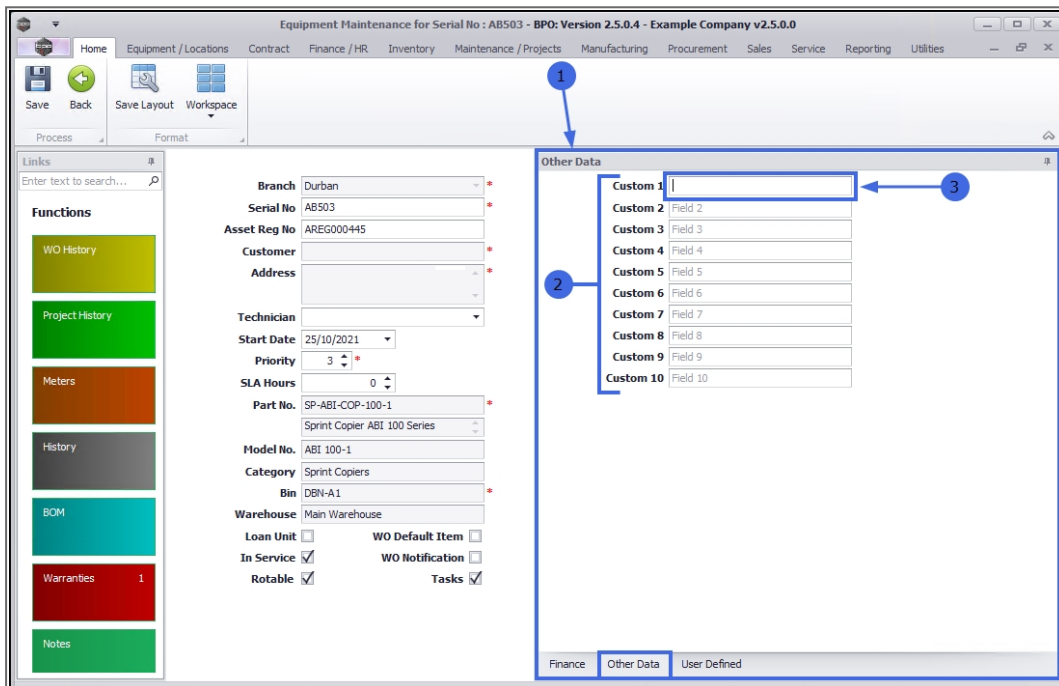


SELECT A DATA FIELD

1. The **Other Data** frame will expand.
2. Select any of the **blank** fields to type in additional information that you would like to log against the selected asset.

Remember: These field labels can be **re-named** to suit your company requirements.

3. In this image, **Other 1** has been selected.

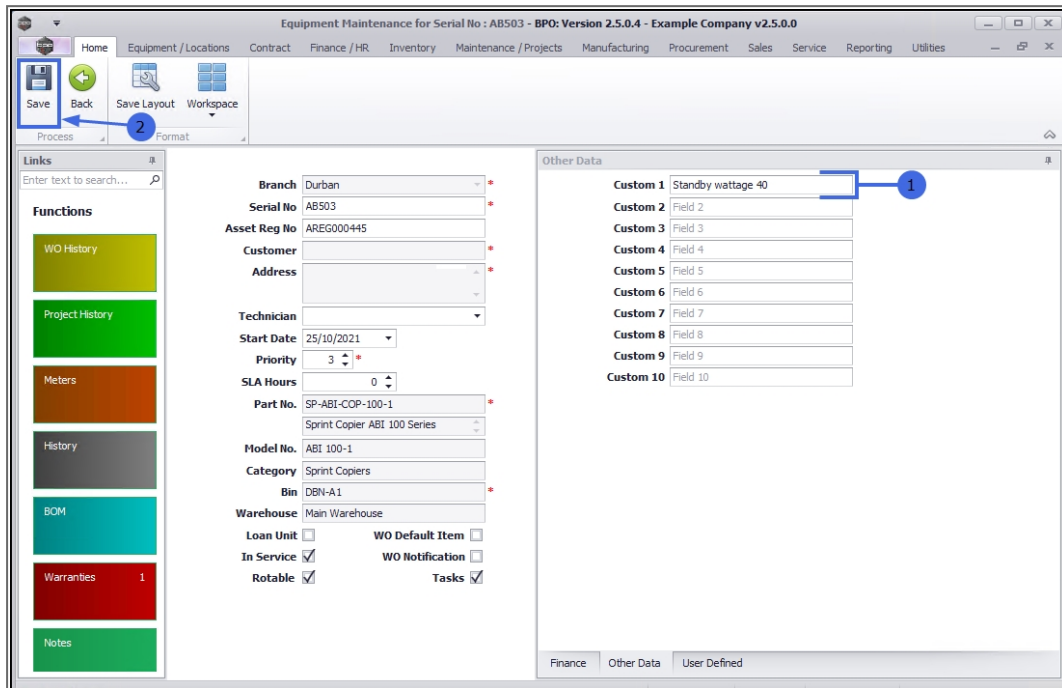


ADD NEW INFORMATION

1. Type the new information in the selected **Other Data** field.
 - In this example, the copier standby wattage information has been entered.

SAVE ADDED DATA

2. Click on **Save**.



- The additional data will be **saved** and you will return to the **Machine List for []** screen.

Related Topics

- [Assets - Add - Other Data](#)
- [Assets - Add - Finance Details](#)
- [Assets - Add - Other Data](#)
- [Assets - Add - User Defined](#)

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