



DIRECTIONS:

3 Complete the required fields:

Building name – will autofill based on location. Type on the magnifying glass to make changes.

Floor – includes roof.

In Service Date – will default to the date entered.

Life Expectancy – will default to 10 years.

Condition – drop down menu.

Asset Name – free type field.

Observer Notes – free type field.

Photo – not required, but highly suggested.

The screenshot shows the 'Create Asset' form with several fields highlighted by orange boxes:

- Building ***: 2020 Ridge #8844. Below the text is a magnifying glass icon and the note: "We have detected the closest building."
- Floor ***: Search...
- In Service Date ***: [Date field]
- Life Expectancy ***: [Number field]
- Asset Name ***: [Text field]
- Observer Notes ***: Enter notes... 0/1000
- Condition ***: Excellent

At the bottom right of the form are two buttons: "CANCEL" and "CREATE ASSET".



Create Asset
✕

Building *
Simpson Que...
#8886
We have detected the closest building.

Floor *
04

Space
Search...

Type ID
Building Equipment ID Autogenerated

Building System
Search...

In Service Date * **Life Expectancy ***
10/31/2024 10.00 years

Bar Code Serial Number

Specification
Search...

Brand Model Number
Search...

Condition *

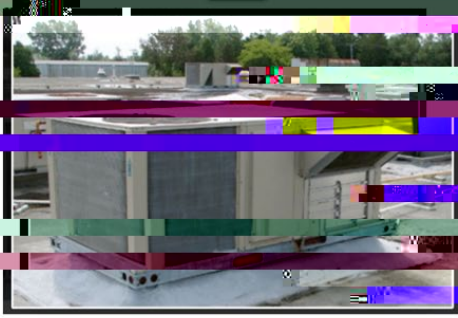
Asset Name *
NEW ASSET

Observer Note
Full description of asset and as much additional personalia

56/1000

Movable Asset

Take Picture



CANCEL
CREATE ASSET