Assets

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1 Assets

⚠️ **Warning**: This is an incomplete guide.

This screen allows you to maintain the assets in the system.

You can query data by and/or choose to display data as follows:

- *Unique ID* - a system-generated unique ID.
- *Asset ID*.
- *Transport Unit Code*.
- *Owner Type*.
- *Owner Code*.
- *Location Code*.
- *Quantity*.
- *Active*.
- *Created By*.
- *Created Date*.
- *Last Updated By*.
- *Last Updated Date*.
- *Last Active Change By*.
- *Last Active Change Date*.
- *Last Process Id*.
- *Update Counter*.

The following actions are available on the Details panel:

- 🗋 **New** - create a new record.
- 💾 **Save** - save a new record or changes to an existing record.
- 🗑 **Delete** - delete an existing record.
- ⦿ **Help** - help on this screen.
- ↺ **Undo** - undo change made since last save.
- ✐ **Clear** - clear all fields.
- ▬ **Toggle** - toggle display of all accordion headers.

You can change or add the following information:

- *Asset ID* - the unique ID of the trackable asset.
- *Transport Unit Code* - the transport unit type. You can maintain these in the Transport Units screen. You can enter the code directly or use the ⊞ **Lookup** button provided. The screen will display a pop-up window of all transport unit types in the system. You can select a code by clicking on the row, or cancel entry by closing the window.
- *Owner Type* - a drop-down list identifying the owner of the asset. Values: Organisation; Supplier; Customer.
- *Owner Code* - the owner of the asset. This may be an organisation, carrier or customer, dependent on the owner type selection above. The screen will label this appropriately based on this selection. You can maintain the data in the Organisation, Carriers and Customer screens respectively. You can enter the code directly or use the ⊞ **Lookup** button provided. The screen will display a pop-up window of all data of that type in the system. You can select a code by clicking on the row, or cancel entry by closing the window.
- *Location Code* - the location of the asset. You can maintain these in the Locations screen. You can enter the code directly or use the ⊞ **Lookup** button provided. The screen will display a pop-up window of all locations in the system. You can select a code by clicking on the row, or cancel entry by closing the window.
- *Quantity* - the quantity of that asset. Usually 1.

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