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

This screen allows you to make adjustments to the Asset counts in the system.

This screen contains only a details panel, which is immediately shown.

The following actions are available on the Details panel:

- **Save** - save a new record or changes to 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 enter the following information:

- *Transport Unit Code* - the transport unit being adjusted. You can enter the value directly or use the look-up provided. The screen will display a pop-up window displaying all the transport units configured in the system. You can configure these in the [Transport Units](#) screen. You can select a value by clicking on the row, or discard entry by closing the window.
- *Quantity* - the quantity to adjust.
- *Notes* - any notes to store against the adjustment.

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1 Asset Location Adjustments

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



2 Asset Locations








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

This screen allows you to maintain the Asset counts at locations in the system.


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

- *Location Code.*
- *Location Name.*
- *Owner Code.*
- *Transport Unit Code.*
- *Description.*
- *Quantity.*

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:

- *Location Code* - the location of the asset.
- *Location Name* - the location name.
- *Owner Code* - the owner code. You can enter the value directly or
- *Transport Unit Code* the transport unit. You can enter this directly or use the  **Lookup** button. The screen will display a list of all transport unit types. You can select a transport unit by clicking the row, or cancel entry by closing the window.
- *Description* - the description of the asset.
- *Quantity* - the quantity of this transport unit at the location.



3 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.

