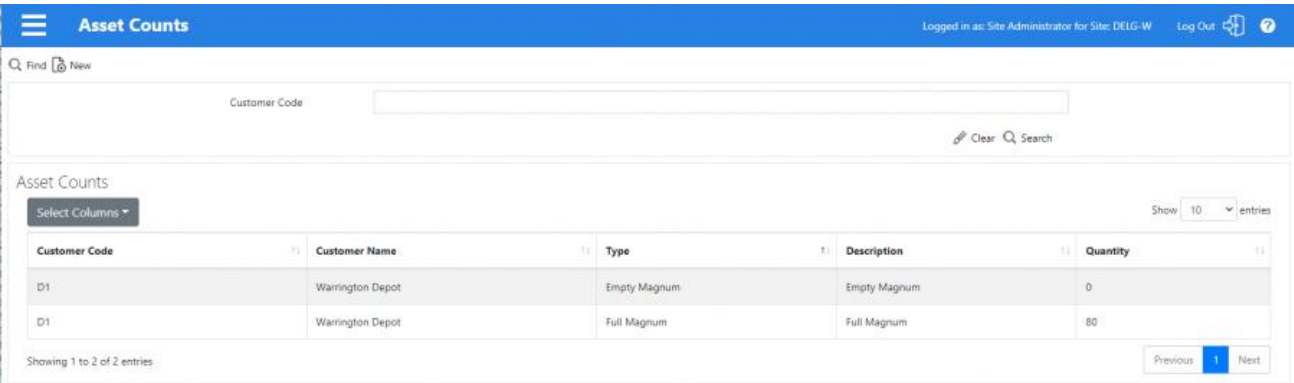# Asset Counts

Contents

1 Asset Counts

This screen allows you to view and maintain the asset counts within the system.

This page provides functionality to view, create and edit assets held at customer locations.

The screen allows you to filter data by:

- *Customer Code* - the screen will show you matching customers as you type.

Once you have entered the criteria, click **Search**. The screen will display a table of all the matching data.

Asset Counts Search Panel and Results table

A single line is displayed per asset count found.

Each column can be sorted by clicking on the column header - clicking again will reverse the sort sequence.

The columns displayed are:

- *Customer Code*
- *Customer Name*
- *Type* - the asset type
- *Description* - the asset description
- *Quantity* - the quantity of this asset at this location.

1.1 New Assets

Once you You can create new vehicles by clicking the provided **New** button at the top of the screen.

New Asset Count Pop-up

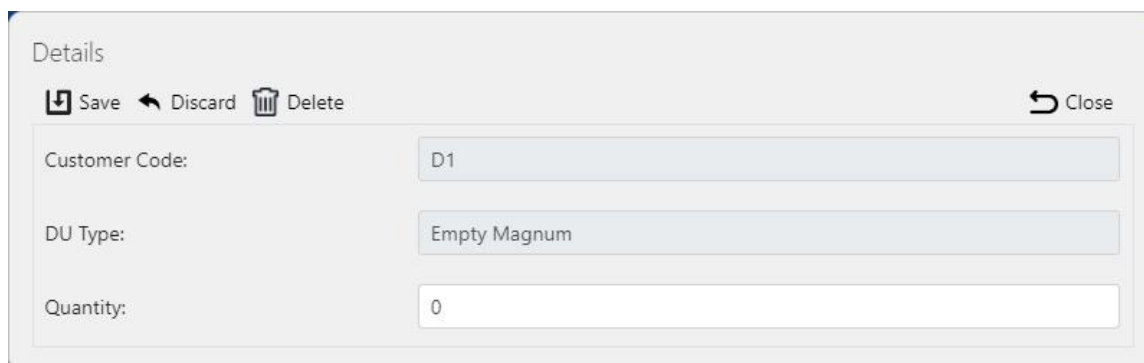You can enter the following details:

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- *Customer Code* - from a drop-down list
- *DU Type* - the asset type, from a drop-down list
- *Quantity* - the quantity of this asset at this location.

When changes are complete, you can click **Save** to save the changes, or **Close** to close the pop-up without saving the changes.

1.2 View/Edit Asset Counts

You can view and edit vehicles by clicking the **Select** button against the line in the table. The screen will display a pop-up showing all the details of the asset count.

View/Edit Asset Count Pop-up

You can edit the asset count by clicking the provided **Edit** button.

You can edit the following elements:

- *Quantity*.

When changes are complete, you can click **Save** to save the changes. If you don't want to save your changes, you can click **Cancel** to stop editing, or **Close** to close the pop-up without saving the changes.

You can click the **Delete** button to delete the vehicle - the screen will ask you to confirm before the asset count is deleted.

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