



Asset Update - Attachments

1. Navigate to the **Asset Management > Update** menu.
2. Select the appropriate radio buttons for the asset type.
3. Enter search criteria to narrow your results, if you wish.
4. Select the **Search** button - the **Search Results** page displays

The Asset Update process allows you to add attachment(s) to assets.

Search Criteria			
End Item Serial	<input checked="" type="radio"/>	Accountable	<input type="radio"/>
Component	<input type="radio"/>	Non-Accountable	<input type="radio"/>
Bulk	<input type="radio"/>	Both	<input checked="" type="radio"/>
Asset Id	<input type="text"/>		...
Stock Nbr	<input type="text"/>		...
Serial Nbr	<input type="text"/>		
Custodian Nbr	<input type="text"/>		...
Loc	<input type="text"/>		...
Sub Loc	<input type="text"/>		
Lot Nbr	<input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

Basic Update - Attachments

Steps 5-8 not pictured

5. Select the asset for which you want to add an attachment.
6. Select the **Continue** button - the **Selected Rows** page displays.
7. Select the **Basic Update** radio button.
8. Select the **Continue** button - the **Basic Update** page displays.
9. Select the **Add** button - the **Upload File** page displays.

Basic Accounting Agency			
Asset Id	HR1026000230	Stock Nbr	703500R501470
Basic			
Asset Id Prefix		Auto Assign	<input type="checkbox"/>
Asset Id	HR1026000230		
Serial Nbr	7641ZS805	Inv By Serial Nbr	<input type="checkbox"/>
Chg Qty		Loc	BLDG 4 ...
Sub Loc		* Cond Cd	A-Svcbl(w/o Qual) v
/ Sys Id		Cntr/PO Nbr	
Doc Nbr	CL100130911001 ...	Lot Nbr	
Expr Dt		*Local Rcpt Dt	12/08/2009
Rcvd By		*Origl In Svc Dt	12/08/2009
DOD Serial Nbr			
Attachments	No Attachments Available <input type="button" value="Add"/>		
Remarks	<input type="text"/>		
History Remarks	SERIAL NUMBER ENTERED INCORRECTLY DURING RECEIPT		
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			

- Attachment file type may only be .jpg, .jpeg, .gif, and .pdf
- Attachment file size cannot exceed 1MB



Attachments

If you want to attach more than one file, repeat steps 10-12 for each attachment.

10. Select the **Browse** button – choose the file to upload (the **File Path** field displays the menu path of the attachment to be uploaded).
11. Enter a description into the mandatory Description (**Desc**) field.
12. Select the **Add** button – the attachment displays in the **Temporary Attachments** grid.
13. Select the **Attach** button – displays the **Asset Update Basic** page.

Upload File

Asset Id: HR1026000230

*File Path: C:\Documents and Settings\theresa_hatcher\Desktop\ZEBRA R110Xi.pdf Browse...

*Desc: printer documentation

Primary: ☐

Add

Temporary Attachments

Attach Cancel

Upload File

Asset Id: HR1026000230

*File Path: Browse...

*Desc:

Primary: ☐

Add

Temporary Attachments

	File Name	Desc	Size	Type
Remove	20130401_102622_(HR1026000230)_a1cfb8eaca2b471ead98	printer documentation	301.97KB	PDF

Attach Cancel

The **Primary** checkbox can be used to set the image being attached as the default image for the asset.



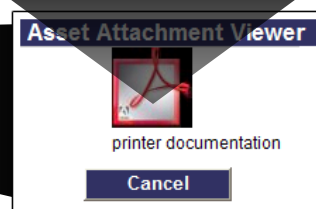


Attachments

- From the **Asset Update Basic** page, you may view your attachments.
- Select the **Attachment** hyperlink- the **Asset Attachment Viewer** page displays (thumbprints display for each attachment)

- You can view all attachments, one at a time, for an asset by selecting the arrows at the bottom of the **Attachment – Webpage Dialog** box.
- You are able to delete an attachment for an asset by selecting the **Delete** button at the bottom of the **Attachment – Webpage Dialog** box

Basic Accounting Agency			
Asset Id	HR1026000230	Stock Nbr	703500R501470
Basic			
Asset Id Prefix		Auto Assign	<input type="checkbox"/>
Asset Id	HR1026000230		
Serial Nbr	7641ZS805	Inv By Serial Nbr	<input type="checkbox"/>
Chg Qty		Loc	BLDG 4
Sub Loc		* Cond Cd	A-Svcbl(w/o Qual)
i Sys Id		Cntrl/PO Nbr	
Doc Nbr	CL100131341001	Lot Nbr	
Expr Dt		*Local Rcpt Dt	12/08/2009
Rcvd By		*Origl In Svc Dt	12/08/2009
DOD Serial Nbr			
Attachments	1 Attachments Add		
Remarks			
History Remarks			
Update Cancel			



- Double-click the thumbprint of the attachment you wish to view – the **Attachment – Webpage Dialog** box displays.
- Select the **Close** button to return to the **Asset Attachment Viewer** page.
- Select the **Cancel** button to return to the **Asset Update Basic** page.
- Select the **Update** button to complete the process.

If you have more than one attachment, the number of attachments will display as part of the hyperlink in front of the word **Attachment** on the **Asset Update Basic** page.