

ASSET MANAGER

CREATE A NEW ASSET

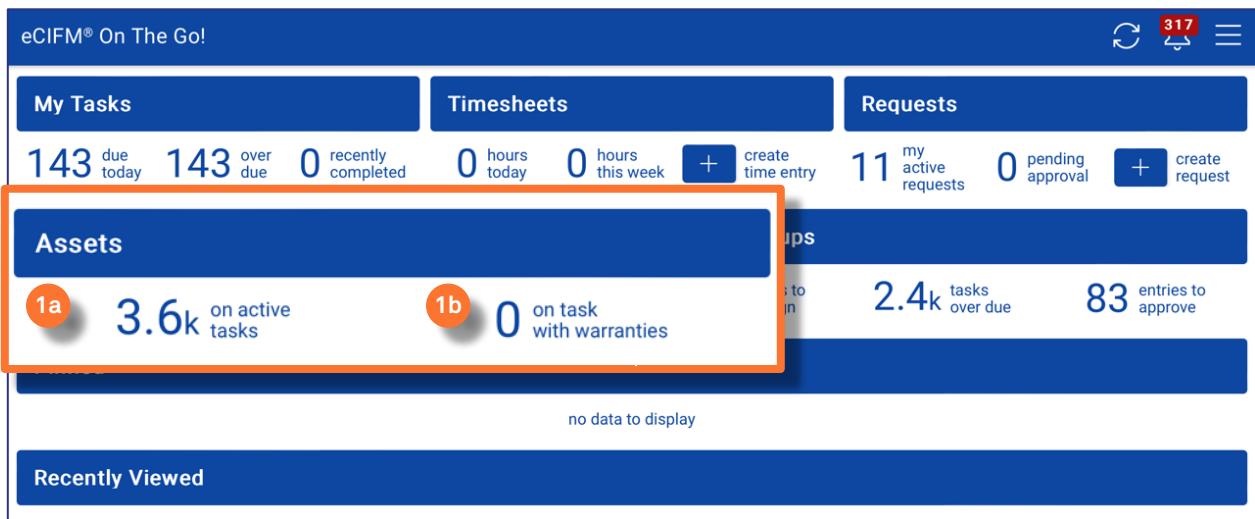
Provides guidance for creating a new Asset record in FC Mobile (OTG).

DIRECTIONS:

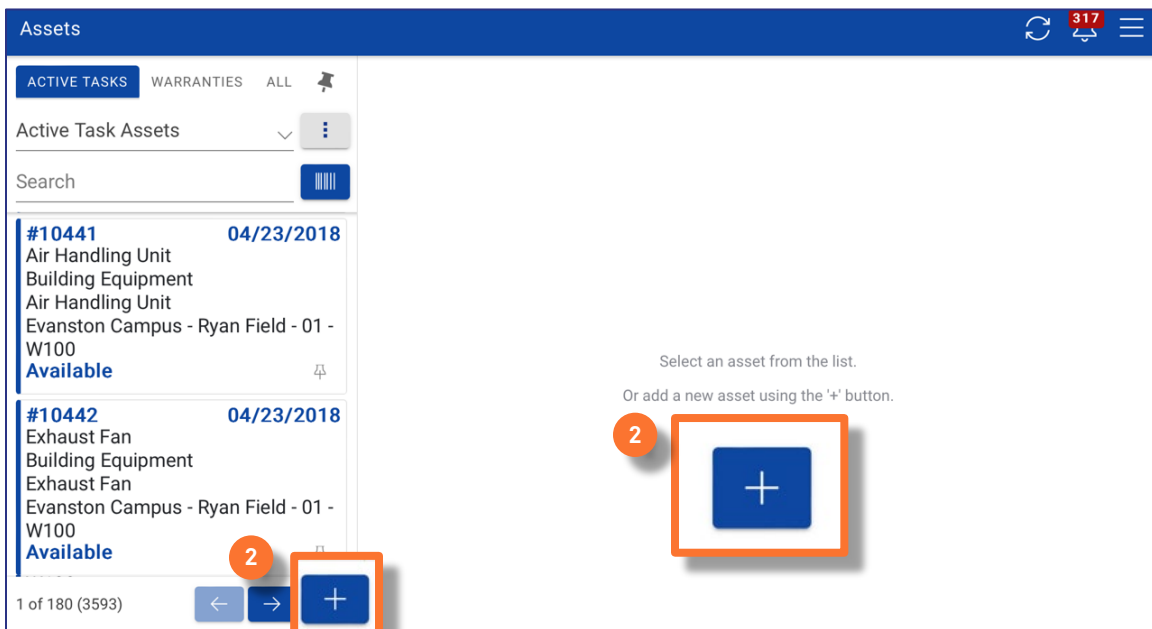
1 From the **Dashboard** screen: Tap within the **Assets** section to be taken to the Assets screen.

1a **On Active Tasks:** all Assets that are linked to the Active Tasks you are assigned to as a resource.

1b **On Task with Warranties :** Assets that contain warranty information.



2 From the **Assets** screen, tap the **blue plus sign** located at the center of the screen.



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.

Create Asset

Building *
2020 Ridge
#8844
We have detected the closest building.

Floor *
Search...

Type: Building Equipment | ID: ID Autogenerated

Building System: Search...

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

Barcode: | Serial Number: |

Specification: Search... | Brand: | Model Number: Search...

Asset Name *

Observer Notes *
Enter notes (0/1000)

Movable Asset

Take Picture | Attach From Library

Condition *
Excellent

CANCEL **CREATE ASSET**



DIRECTIONS:

4 Once all the required fields are complete, tap the **Create Asset** button to SAVE.

Create Asset
✕

Building *
Simpson Querrey
#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 Notes *
Full description of asset and as much detail as possible 56/1000

Movable Asset

Take Picture Attach From Library





CANCEL
CREATE ASSET