

ASSET MANAGER

CREATE A NEW ASSET

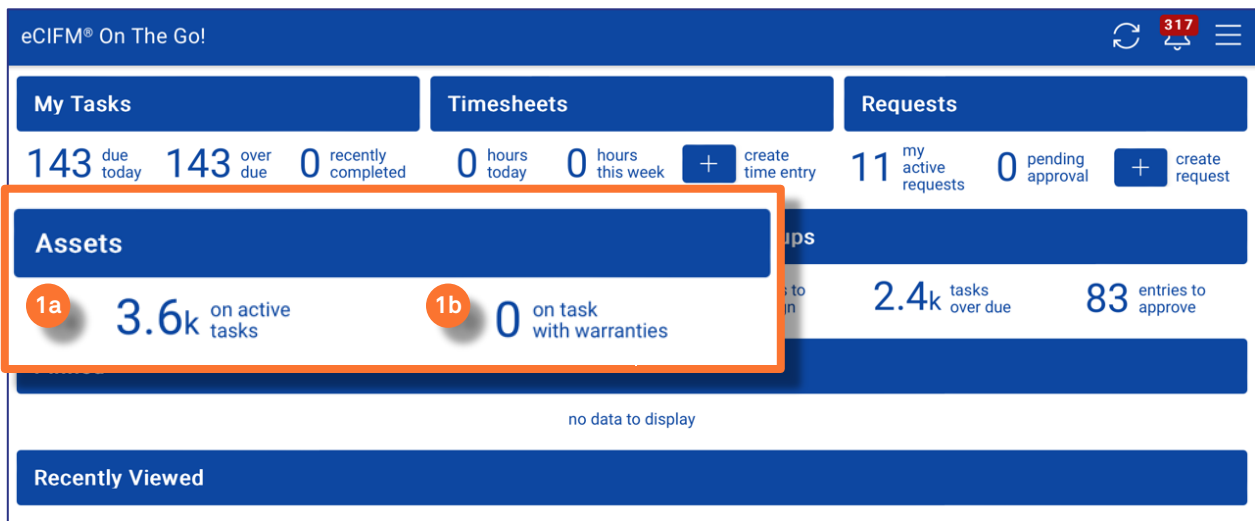
Provides guidance for creating a new Asset record in FC Mobile (OTG).

DIRECTIONS:

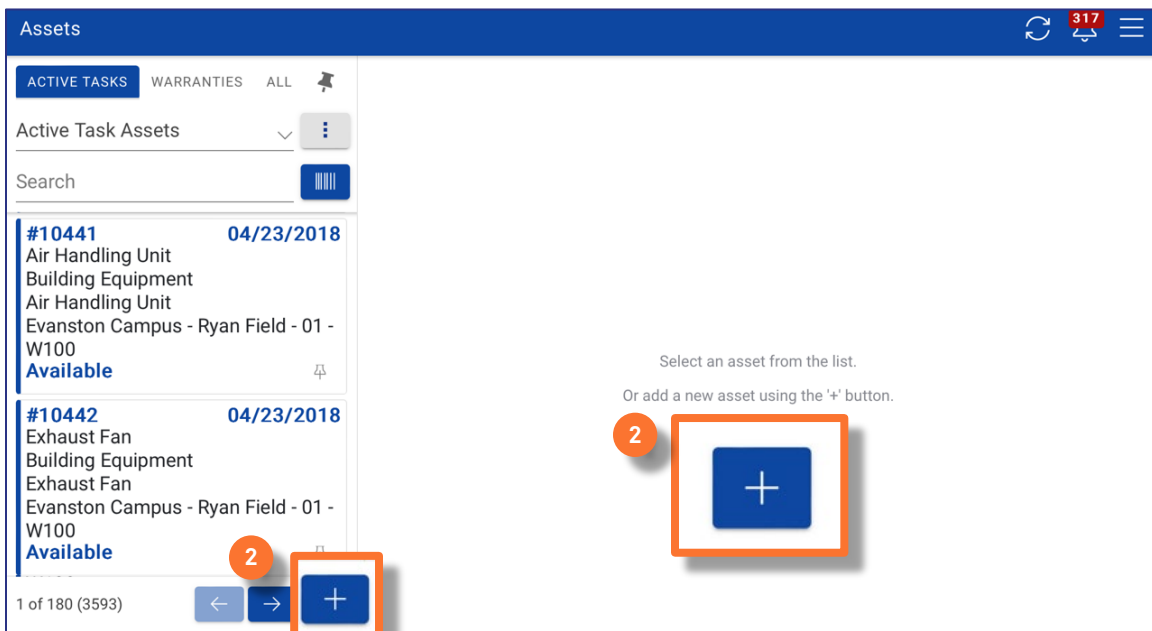
1 From the **Dashboard** screen: Tap within the **Assets** section to be taken to the Assets screen.

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.

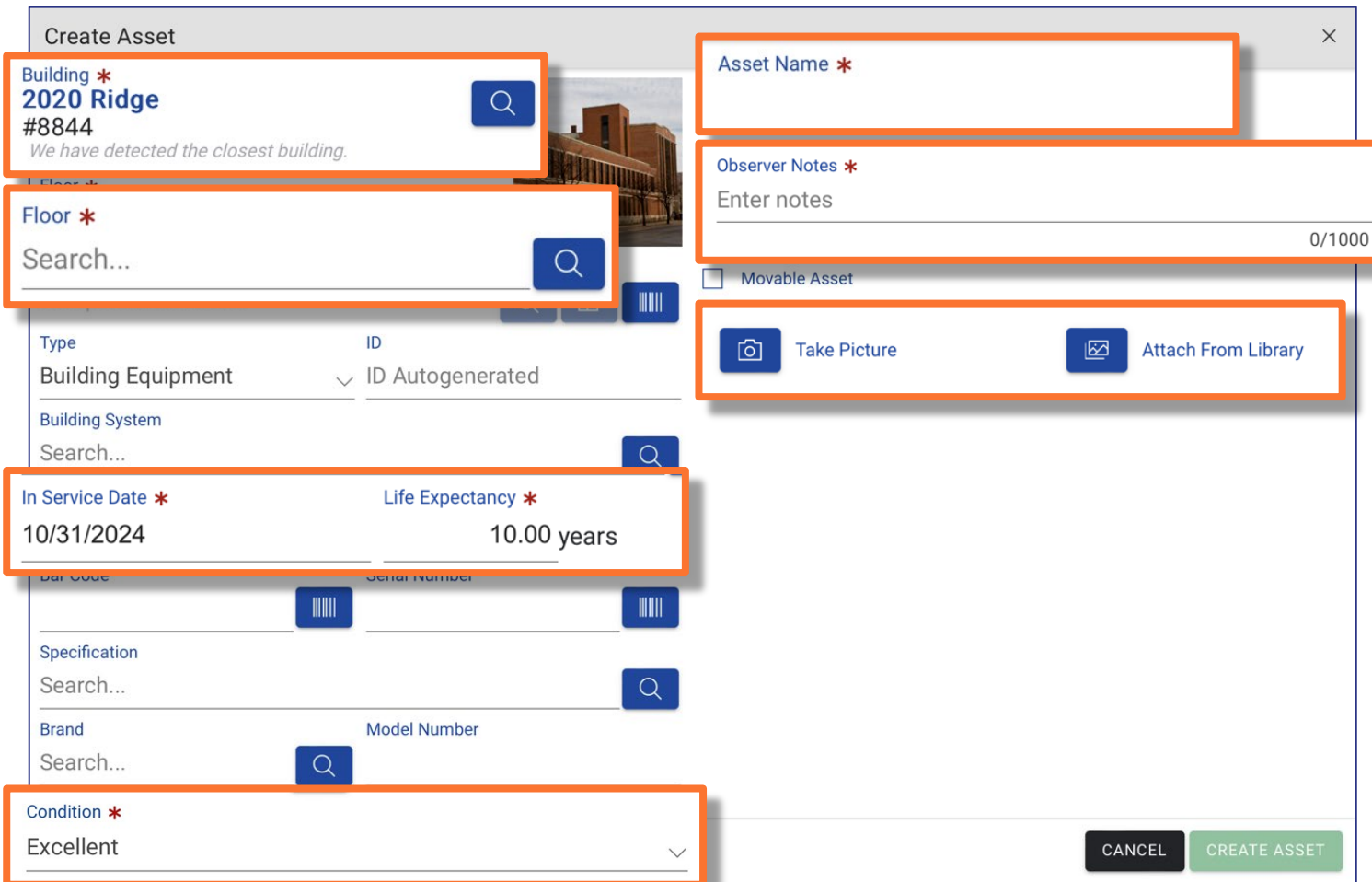
Life Expectancy – will default to 10 years.

Condition – drop down menu.

Asset Name – free type field.

Observer Notes – free type field.

Photo – not required, but highly suggested.



The screenshot shows the 'Create Asset' form with several fields highlighted by orange boxes:

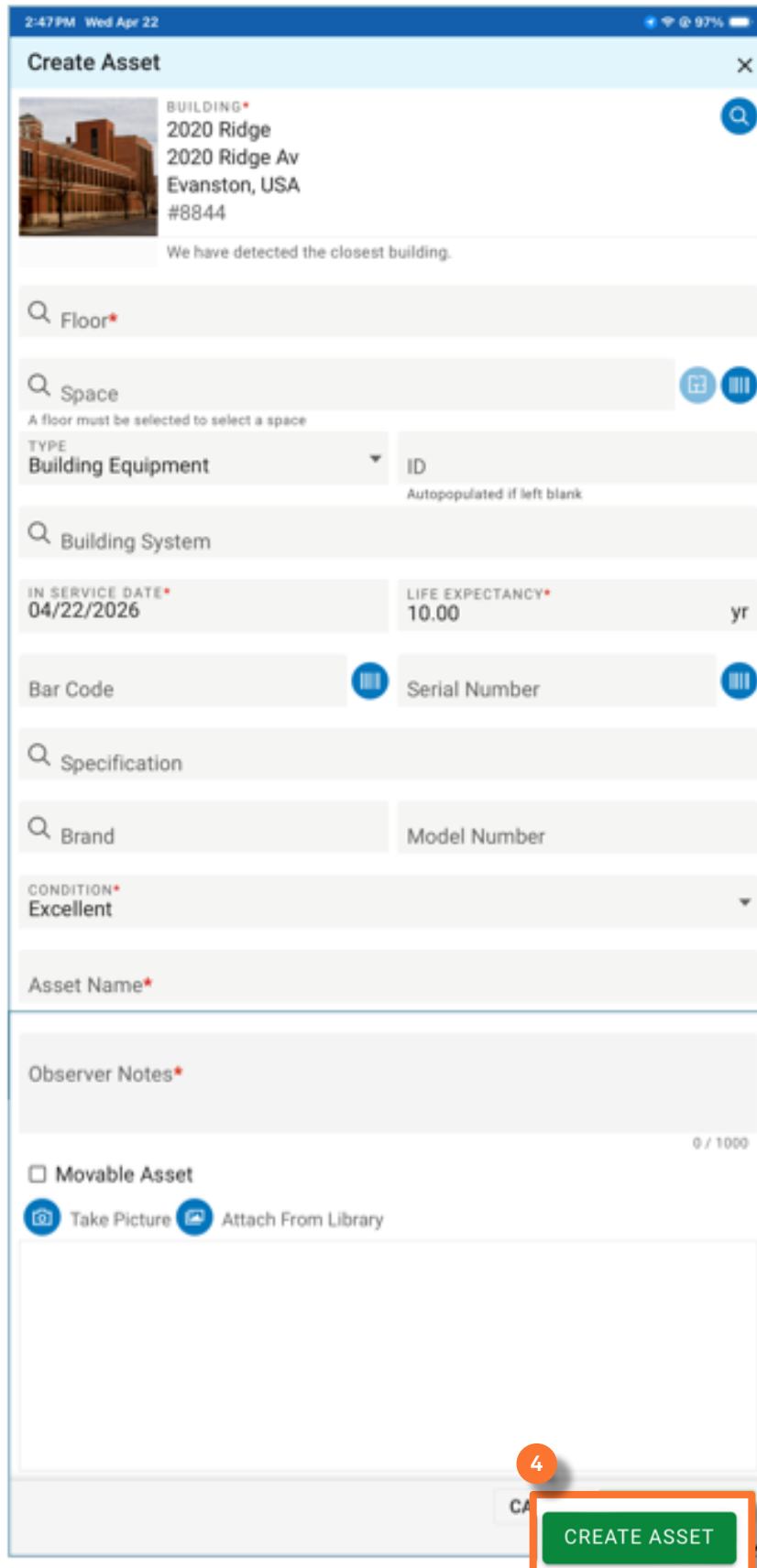
- Building ***: 2020 Ridge #8844. Below the text is a magnifying glass icon and a note: "We have detected the closest building."
- Floor ***: Search... with a magnifying glass icon.
- In Service Date ***: 10/31/2024
- Life Expectancy ***: 10.00 years
- Asset Name ***: (Empty text field)
- Observer Notes ***: Enter notes (0/1000)
- Condition ***: Excellent (dropdown menu)
- Take Picture** and **Attach From Library** buttons.

Other visible fields include: Type (Building Equipment), ID (ID Autogenerated), Building System (Search...), Bar Code, Serial Number, Specification (Search...), Brand, and Model Number (Search...). At the bottom right are CANCEL and CREATE ASSET buttons.

DIRECTIONS:

4

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





2:47 PM Wed Apr 22 97%


Create Asset

BUILDING*
2020 Ridge
2020 Ridge Av
Evanston, USA
#8844

We have detected the closest building.



Floor*

Space  
A floor must be selected to select a space

TYPE
Building Equipment  **ID**
Autopopulated if left blank


Building System

IN SERVICE DATE* 04/22/2026 **LIFE EXPECTANCY*** 10.00 yr

Bar Code  **Serial Number** 

Specification



Brand **Model Number**

CONDITION*
Excellent 

Asset Name*

Observer Notes* 0 / 1000

Movable Asset

 **Take Picture**  **Attach From Library**

CREATE ASSET