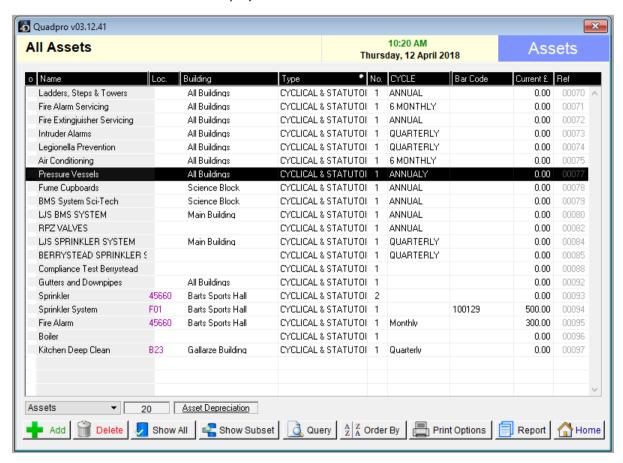
Quadpro Help Desk

Using an Asset

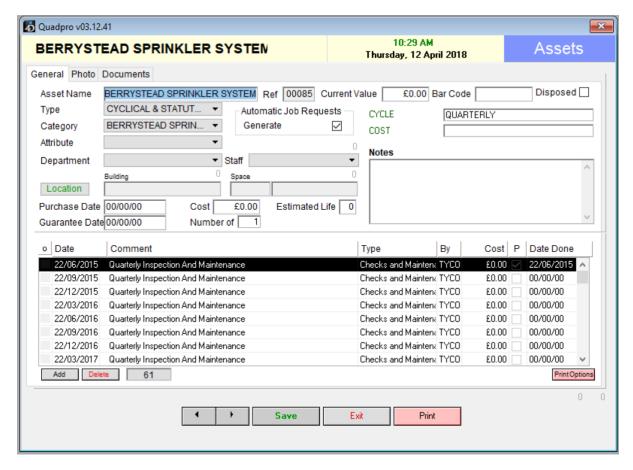
Using an Asset

To view all Assets within an establishment, select – **Assets > Assets Register**. You can also access this menu by clicking **Assets Register** on the Establishment Inspector Panel.

A full list of all assets will then be displayed like the view below.



To view an asset, double click on it to display the following view:



You may make changes to the assets by simply changing the details in the chosen fields.

To add a new Maintenance Item to the list click 'Add'.

If you want to delete a maintenance item, select 'Delete' from the menu once you have highlighted your chosen item.

To view the photo of the Asset, click 'Photo' from the tab along the top of the dialogue box.

To view the documents for this Asset, select 'Documents' From the following tab.