How to add an asset?

help2.fracttal.com/hc/en-us/articles/25013544567693-How-to-add-an-asset

There are 2 methods adding assets to the Fracttal platform:

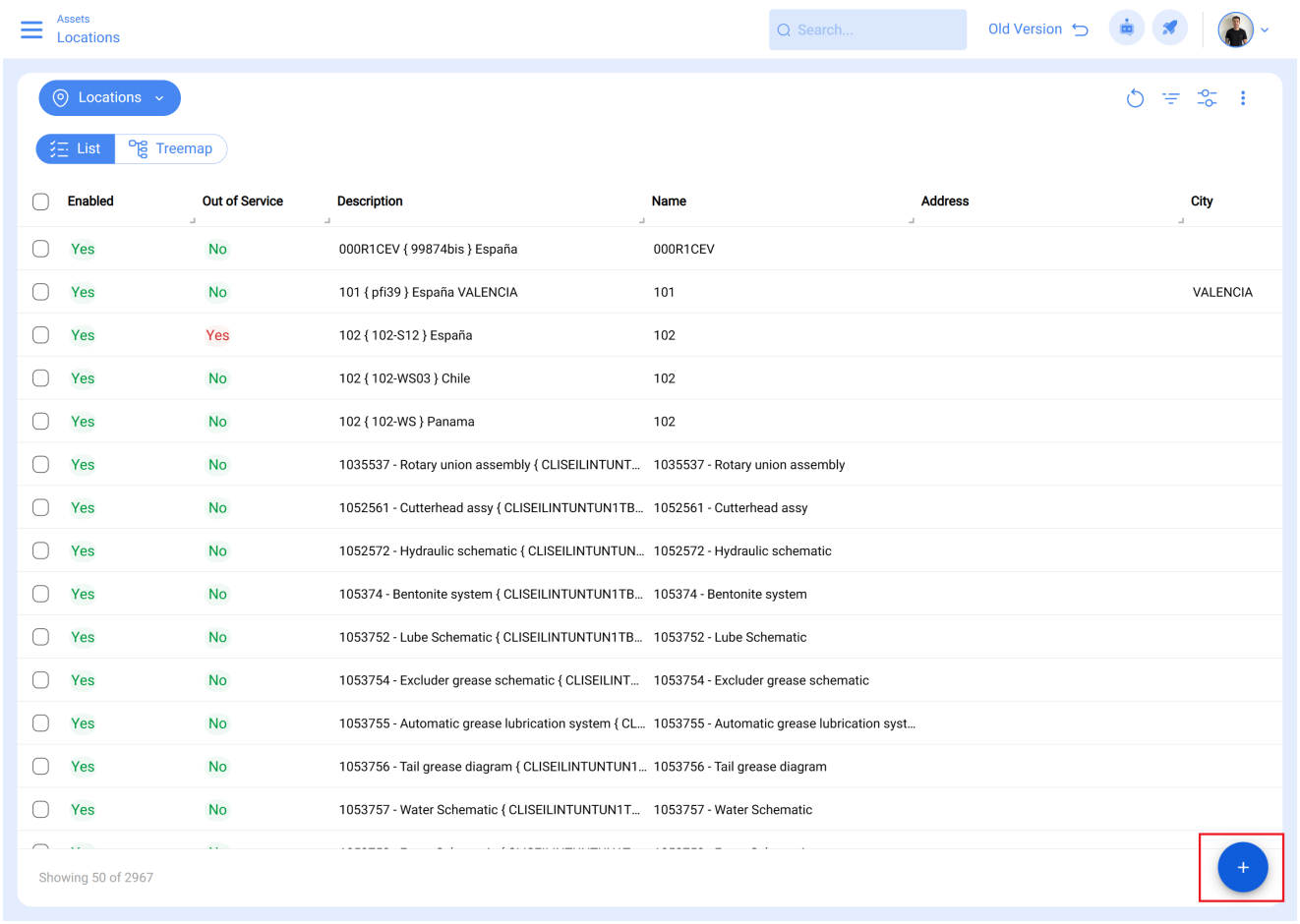
- Method 1 – Manually (one by one directly in the platform)
- Method 2 – meaning a Bulk Import (through importing excel based import sheets)

(**Note**: refer to the imports section on how to add a group / bulk assets)

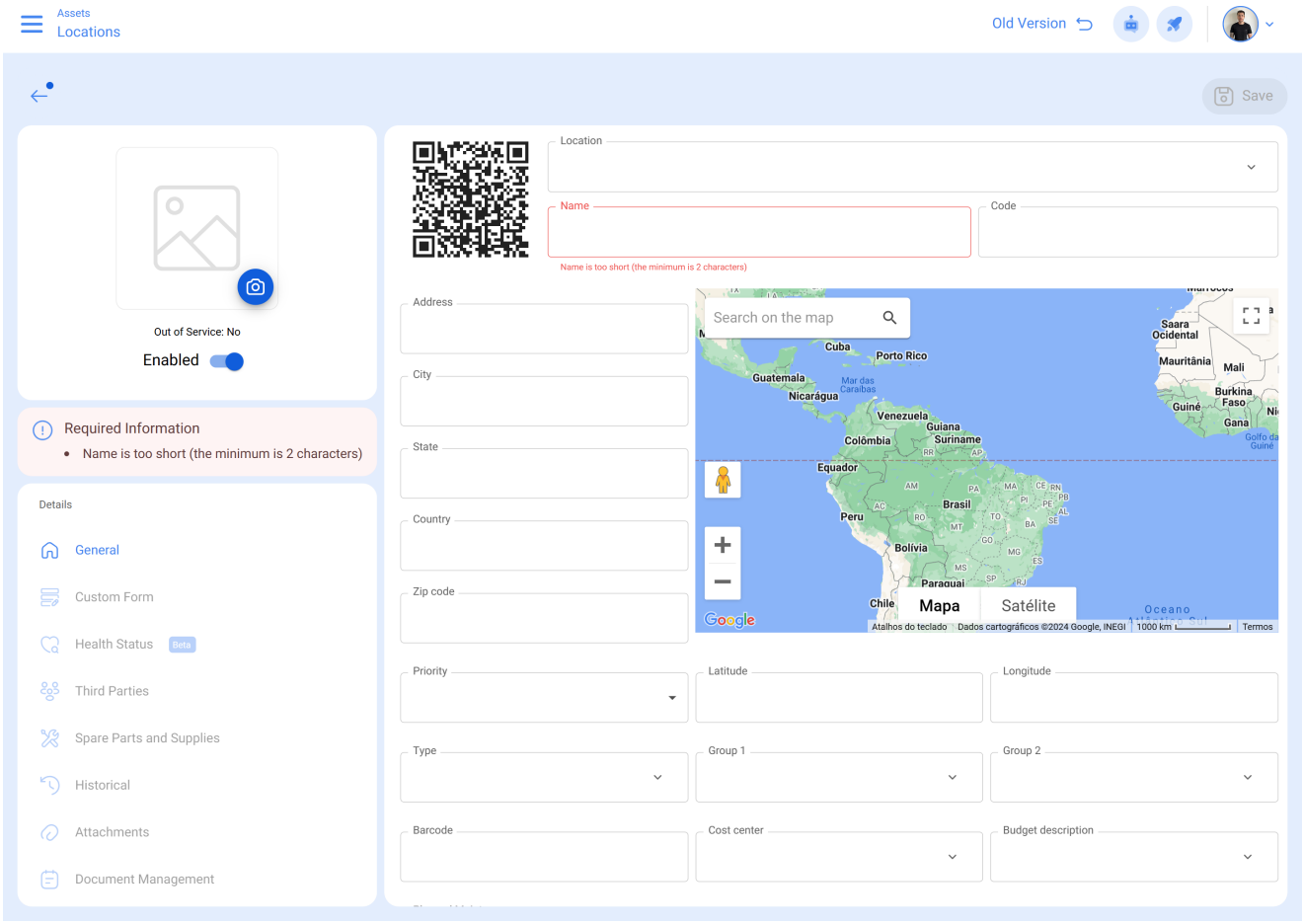
Method 1: Adding assets manually

In order to add an asset manually in the system:

1. Enter the asset type view corresponding to the asset type you want to add (Locations, Equipment, Tools, Spare Parts and Supplies, Digital) or simply hover over the “Add” button at the bottom right corner of the “All Assets” view and select the preferred asset type import.



2. An add new asset window will open to fill in all the required fields attributed to the asset in the “General” tab. (These attributes may vary depending on the type of asset we are dealing with).



Here's a brief explanation of each of the attributes found in the assets window:

General: A tab where you can find all the general information associated with the asset**.**

1. **Equipment name:** Refers to the name with which the asset is identified.
2. **Model:** Refers to the model of the asset.
3. **Serial number:** Refers to the serial number associated with the asset (usually the one established by the equipment manufacturer is used).
4. **Code:** A unique identification code assigned to the asset by the user within the system.
5. **Bar code:** The bar code of the asset.
6. **Priority:** A function that allows the assets to be catalogued according to their priority.
7. **Type:** Associates the asset with its particular asset grouping / type.

8. **Classification 1 and 2:** Refer to the free fields left by the platform for users to classify the asset completing them as required.
9. **Provider:** The provider associated with the asset.
10. **Purchase Date:** The date on which the asset was purchased.
11. **Located in or is part of:** Corresponds to the location where the asset is located within the system.
12. **Hours of average daily use:** Refers to the total average daily operating hours performed by the asset (by default the system establishes 24 hours of daily use). This value is extremely important for the calculation of the indicators in the system.
13. **Visible to all:** Anoption that permits asset-viewing rights for all users regardless of the hierarchical level of the user account.
14. **Planned Maintenance:** Refers to the maintenance task plan to which the asset is linked.
15. **Notes:** Text type fields where you can add a note associated with the asset.
16. **Photo:** belonging to the asset in question.
17. **QR Code:** acode automatically generated by the system once the asset is created.

Custom Forms: custom fields / groups in which assets can be categorized by utilizing a common set of fields or labels that can be created and customized as required. This option is Ideally used for asset information that cannot be added in the general tab, such as the technical specifications of the equipment.

Financial: Corresponds to the linear depreciation of the asset, which is calculated based on the start date, percentage of annual depreciation, purchase, replacement, and salvage costs.

Suppliers of the product: List where the third parties that are associated with the asset can be added as a reference.

Spare Parts and Supplies: List where the Spare Parts and Supplies used in the asset can be added as a reference.

Histories: Tab where you can view the history of tasks, resources, and availability associated with the asset.

Attachments: Tab where you can add the different attachments associated with the asset.

Document Management: Tab where you can add the different documents or guarantees subject to expiration associated with the asset.

Active: Option that allows you to enable or disable an asset so that it appears / desappears in maintenance activities.

Out of Service: State in which an asset is stopped due to a functional failure (this option comes directly from the asset failure)

Note: The information shown above is referential for equipment-type assets. Certain attributes may vary depending on the type of asset to which information is being added.

3. Finally, after completing all the fields required to register the asset, click on the “Save” button to finish the asset creation process.