

Additional Options Overview

help2.fracttal.com/hc/en-us/articles/25019084539405-Additional-Options-Overview

The additional options menu is available on most asset modules. (Facilities / Equipment / Spare Parts / Tools / Digitals) and provides the user with additional functionalities available within the assets module such as, printing or exporting asset information.

How to enter the additional options menu

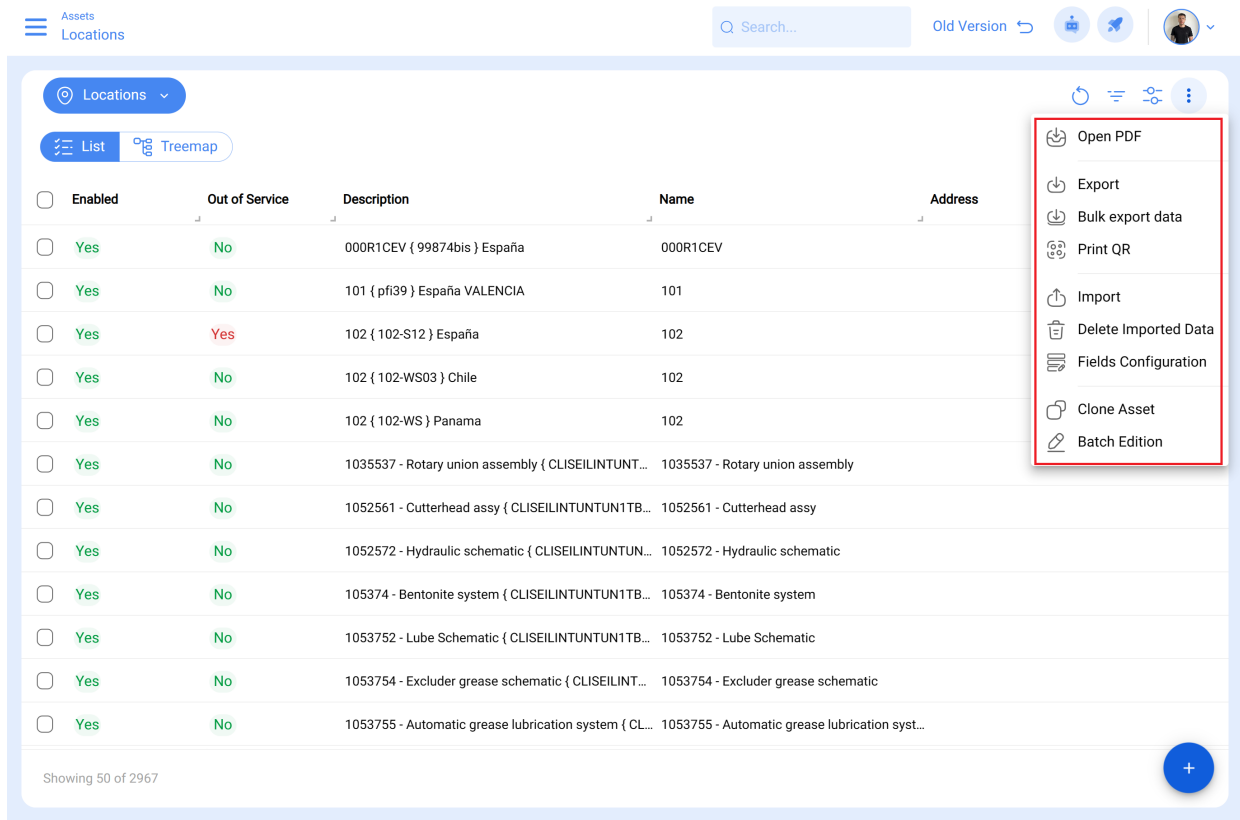
In order to enter to the additional options menu:

1. Click on the “additional options” button located in the upper right corner of the assets window.

The screenshot shows the 'Assets Locations' interface. At the top, there is a search bar and navigation options like 'Old Version'. Below the search bar, there are tabs for 'Locations' and 'List/Treemap'. A table lists various asset locations with columns for 'Enabled', 'Out of Service', 'Description', 'Name', 'Address', and 'City'. The 'Enabled' column contains 'Yes' or 'No' with green or red indicators. The 'Out of Service' column contains 'No' or 'Yes' with green or red indicators. The 'Description' column contains detailed asset information. The 'Name' and 'Address' columns contain the asset name and address respectively. The 'City' column contains the city name. At the bottom of the table, it says 'Showing 50 of 2967'. A red box highlights the additional options menu icon (three vertical dots) in the top right corner of the table area.

Enabled	Out of Service	Description	Name	Address	City
<input type="checkbox"/> Yes	No	000R1CEV { 99874bis } España	000R1CEV		
<input type="checkbox"/> Yes	No	101 { pfi39 } España VALENCIA	101		VALI
<input type="checkbox"/> Yes	Yes	102 { 102-S12 } España	102		
<input type="checkbox"/> Yes	No	102 { 102-WS03 } Chile	102		
<input type="checkbox"/> Yes	No	102 { 102-WS } Panama	102		
<input type="checkbox"/> Yes	No	1035537 - Rotary union assembly { CLISEILINTUNT...	1035537 - Rotary union assembly		
<input type="checkbox"/> Yes	No	1052561 - Cutterhead assy { CLISEILINTUNTUN1TB...	1052561 - Cutterhead assy		
<input type="checkbox"/> Yes	No	1052572 - Hydraulic schematic { CLISEILINTUNTUN...	1052572 - Hydraulic schematic		
<input type="checkbox"/> Yes	No	105374 - Bentonite system { CLISEILINTUNTUN1TB...	105374 - Bentonite system		
<input type="checkbox"/> Yes	No	1053752 - Lube Schematic { CLISEILINTUNTUN1TB...	1053752 - Lube Schematic		
<input type="checkbox"/> Yes	No	1053754 - Excluder grease schematic { CLISEILINT...	1053754 - Excluder grease schematic		
<input type="checkbox"/> Yes	No	1053755 - Automatic grease lubrication system { CL...	1053755 - Automatic grease lubrication syst...		

2. A dropdown will appear with all the available menu options. Select the preferred option from the list.



The additional options menu contains the following features:

- **Open PDF:** This option allows the user to print or download the information on the selected assets in PDF format.
- **Export:** This option allows the user to export the information on the selected assets in Excel format (.xlsx).
- **Bulk Export:** This option allows the user to bulk export all the information of the selected module in Excel format (.xlsx).
- **Print QR:** This option allows the user to print or download the QR codes of the selected assets in PDF format.
- **Import:** This option allows for a bulk upload of data to the system by means of Excel spreadsheets (import sheets).
- **Delete imported data:** This option allows the user to bulk delete all the information from the last import that was performed (when performing an import to the system, a validation code is automatically generated and emailed to the user account that performed the import).
- **Fields configuration:** This option allows the user to configure certain parameters displayed in the asset module (Name, Manufacturer, Model, Serial number, Extra 1 and 2) as well as the concatenation of the description field.

- **Clone asset:** This option allows the user to clone an asset (all the attributes will be cloned except the code which remain unique for each asset in the system).
- **Batch edition:** This option allows you to batch edit all the assets that have been selected. To use this option, at least 2 assets must be selected.

Note: To apply any of the above-mentioned functions, the asset/s should be selected first.