Manage and Edit Assets



This guide offers a simple approach to managing and editing assets. It covers customizing views, filtering results, and making edits to streamline asset management, boost productivity, and ensure accurate records.

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2 Select "Manage".



3 Select "Columns" to customize your fields to view.

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4 Select the checkboxes to enable or disable.

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Use the fields to filter results, if needed.

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9 Select the "hyperlink" to open the record.

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10 Select the field that you wish to edit.

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Select "Save".

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