# **Quick Add Assets**



This guide offers a quick, efficient way to add assets, with clear steps for entering key details like purchase info and serial numbers. Tips for multiple entries boost productivity, making inventory management faster and easier.



### 2 Select "Quick Add".



# Select any option.

		Q Search	
E Dashboard	Home > Assets > Quick Add		閏 1to1QA 💄 1to1 QA 🔮 €+
Sites >	Quick Add		
🖵 Assets 🗸 🗸	Туре *	Select An Option	
🗄 Manage	Model *	Select An Option	
Assign	Site *	Select An Option	
Turn In	Status *	Active × •	
Print Labels	Room Number		
😂 Bulk Update	+ Purchasing Informa	ation	
<b>7</b> Bulk Assign	+ Device Information		
Quick Add	Removed S/N Prefix		
V Inventory Audit	Print Label	○ Yes ● No	
💌 Students >	Focus Input	Serial Number O Asset ID	
 Staff →	Asset ID	● Serial Number O Auto Generated O Manual	
m Locations >			
🔎 Help Desk 🗲	Serial Number *		
羚 Parts >	+ADD		
s Invoices >			
🚽 Imports >			
Reports >			

#### 4 Select "Purchasing Information" if needed.



#### Select "Device Information" if needed.



### Select a "Print Label" option.

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Sites >	IP Address					-
	Mac Address					
	Computer Name					
Hanage	Support End Date	× Clear				
Assign	Last Active	× Clear				
Turn In	Last Inactive	× Clear				
Frint Labels	Asset Condition	Select An Option				
😂 Bulk Update	IMEI Number					
P Bulk Assign	SIM Card Number					
. Oviet Add	Screen Size	Select An Option 🔹				
+ Quick Add	Removed S/N Prefix					
Inventory Audit	Print Label	○ Yes ● No				a.
💌 Students >	Focus Input	Serial Number     O Asset ID				I
Staff >	Asset ID	Serial Number O Auto Generated O Manual				I
Help Desk >	Serial Number *					I
X Parts >						
s Invoices >	+ADD					I
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# Select a "Focus Input" option.

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🔥 Dashboard 🔒	Home > Assets > Quick Add		🖪 1to1QA 💄 1to1 QA	• •
Sites >	IP Address			^
	Mac Address			
	Computer Name			
🕀 Manage	Support End Date	× Clear		
Assign	Last Active	× Clear		
Turn In	Last Inactive	× Clear		
Print Labels	Asset Condition	Select An Option		
📚 Bulk Update	IMEI Number			
<b>7</b> Bulk Assign	SIM Card Number			
	Screen Size	Select An Option		
T Quick Add	Removed S/N Prefix			
Inventory Audit	Print Label	O Yes   No		- 11
🐱 Students 🔉	Focus Input	Serial Number OAsset ID     Sets which field will initially receive		
💄 Staff 🛛 🗲		input between adds.		
	Asset ID	● Serial Number O Auto Generated O Manual		
🙇 Help Desk >	Carial Number *			
羚 Parts >	Senai Number			
s Invoices >	+ADD			
imports >				
Reports > 🔻				v

### 8 Select an "Asset ID" option.

		Q Search				
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	Mac Address					
	Computer Name					
🞛 Manage	Support End Date	× Clear				
Assign	Last Active	× Clear				
Turn In	Last Inactive	× Clear				
Print Labels	Asset Condition	Select An Option 👻				
😂 Bulk Update	IMEI Number					
P Bulk Assign	SIM Card Number					
	Screen Size	Select An Option 👻				
Quick Add	Removed S/N Prefix					
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fit Locations >	Asset ID	● Serial Number ○ Auto Generated ○ Manual				
🔎 Help Desk >						
🏂 Parts 🔹 🗲	Serial Number *					
s Invoices >	+ADD					
🚽 Imports >						
Reports >					¥	

### **9** Enter "Serial Number" then click "Add".

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Dashboard	Home > Assets > Quick Add		圜 1to1QA 💄 1to1 (	QA
Sites >	IP Address			
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A55613 V	Computer Name			
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Assign	Last Active	× Clear		
Turn In	Last Inactive	× Clear		
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Quick Add	Removed S/N Prefix			
Inventory Audit	Print Label	O Yes 🔹 No		
Students >	Focus Input	Serial Number O Asset ID		
Staff >	Asset ID	Carial Number O Auto Generated O Manual		
Locations >		Senai Hamber - Sinato denerated - Simandar		
Help Desk >	Carial Number *			
Parts >	Serial Number *			
Invoices >	+ADD			
Imports >				
Reports	-			

Tip! Options will remain on screen until closed for next new add, just enter the next serial number and click add.