# **View Location Assets**



This guide provides a simple way to view and filter location assets, helping users quickly find information and streamline asset management.



## 2 Select "Manage".



#### Use fields to filter results.

SONE TO ON	Ë			Q Search					
E Dashboard		Home > Locations						🖪 QA1 🛔	1to1 QA1 😧 🕞
Sites	>	Locations Sho	wing all 27 records				🕏 Columns 🛛 🔻 My Viev	ws 🖹 Export	+ Add New
Assets	>					C Refresh Colu	mn Finder	Page	Size 50 V
Students	>	View Applied: Standa	ard					i ugo	
		Location ID *	Description	Location Type	Site *	Polated User *	Assigned To Location	Assigned Assots	Hold Assats
Staff	>		Learnpron		5.115		Assigned to Excellent	Assigned Assets	
f Locations	~	Select	Select	Select	Select	Select	Select		
🖽 Manage		QAHS-Cart 10	QAHS-Cart 10 iPad cart	Bin	QAHS	Brian Hinson (BH100)	QAHS-RM101	<u>0</u>	<u>0</u>
Print Labels	-	QAES-Cart 20		Cart	QAES			0	0
Carlo Print Cableis		QAHS-Bin 1		Bin	QAHS			0	0
Help Desk	>	QAHS-Depot		Depot Repair	QAHS			<u>0</u>	Q
🏂 Parts	>	QAHS-Spare		Spare Inventory	QAHS			29	29
		QAES-Spare		Spare Inventory	QAES			<u>0</u>	<u>0</u>
s invoices	2	QAES-RM12		Room	QAES			Q	Q
Jmports	>	QAMS-Inventory		Inventory	QAMS			<u>0</u>	<u>0</u>
Reports	>	QAMS-RM10		Room	QAMS			Q	Q
*		QAMS-Cart 30		Cart	QAMS			Q	0
- Settings	>	QAMS-Spare		Spare Inventory	QAMS			Q	Q
		QAMS-Depot loc		Depot Repair	QAMS			Q	0
		QAMS-Bin		Bin	QAMS			Q	Q
		QAMS-RM20		Room	QAMS			<u>0</u>	<u>0</u>
		QAMS-Cart 20		Cart	QAMS			Q	Q
		QADO-Cart 12		Cart	QADO			Q	<u>0</u>
		4							

### **4** Find the desired location and select the number of assets.

			Q (Se	arch					
E Dashboard	Home > Locations							🖪 QA1 💄	1to1 QA1 🛛 🕞
Sites >	Locations she	owing all 27 records					🗘 Columns 🛛 🔻 My Viet	ws 🖹 Export	+ Add New
Assets >						C Defresh Colu	ma Finder	NA Baga	Rizo 50 M
Ctudente )	View Applied: Stand	tard				Reliesh Cold	inin Filider	✓ Fage	5126 50 4
Suuents 2	Location ID	Description		Leasting Tops	Cit- 0	Deleted Horse A	Assigned To Location A	Annine of Annata	Hald Assets
Staff >	Location ID ÷	Description	-	Location Type ÷	Site ÷	Related User ÷	Assigned to Location ÷	Assigned Assets	Held Assets
🏦 Locations 🛛 🗸	Select	Select		Select	Select	Select	Select		
🖽 Manage	QAHS-Cart 10	QAHS-Cart 10 iPad cart		Bin	QAHS	Brian Hinson (BH100)	QAHS-RM101	Q	Q
	QAES-Cart 20			Cart	QAES			Q	Q
Print Labels	QAHS-Bin 1			Bin	QAHS			Q	Q
Help Desk >	QAHS-Depot			Depot Repair	QAHS			Q	0
¥ Parts →	QAHS-Spare			Spare Inventory	QAHS			29	29
	QAES-Spare			Spare Inventory	QAES			Q	<u>0</u>
s Invoices >	QAES-RM12			Room	QAES			Q	Q
Jimports >	QAMS-Inventory			Inventory	QAMS			0	0
Reports >	QAMS-RM10			Room	QAMS			Q	Q
*	QAMS-Cart 30			Cart	QAMS			<u>0</u>	<u>0</u>
Settings >	QAMS-Spare			Spare Inventory	QAMS			Q	0
	QAMS-Depot loc			Depot Repair	QAMS			Q	Q
	QAMS-Bin			Bin	QAMS			Q	Q
	QAMS-RM20			Room	QAMS			<u>0</u>	<u>0</u>
	QAMS-Cart 20			Cart	QAMS			Q	0
	QADO-Cart 12			Cart	QADO			Q	0
	4								

# **5** The assets will be displayed.

ONE TO ONE	Q Search								
E Dashboard	Home > Locatio	Home > Locations > Assets for "QAHS-Spare"							
😭 Sites 🔿	Assets	Assets (29)							
🚹 Assets 💦	Asset ID	Serial Number	Туре	Manufacturer	Model	Computer Name	Held By	Actions	
💐 Students 🔿	17361	17361SN	Chromebook	Lenovo	Lenovo 500e Chromebook		QAHS-Spare	Ð	
Staff >	17360	17360SN	Chromebook	Lenovo	Lenovo 500e Chromebook		QAHS-Spare	Ð	
Locations ~	17359	173595N	Chromebook	Lenovo	Lenovo 500e Chromebook		QAHS-Spare	÷	
Print Labels	17372	173725N	Laptop	Apple	MacBook Air (M1, 2020)		QAHS-Spare	Ð	
Help Desk >	17371	17371SN	Laptop	Apple	MacBook Air (M1, 2020)		QAHS-Spare	Ð	
🖁 Parts 🔿	17370	173705N	Laptop	Apple	MacBook Air (M1, 2020)		QAHS-Spare	e	
Invoices >	17356	FVFCK39EMNHY	Laptop	Apple	MacBook Air (Retina, 13-inch, 2020)		QAHS-Spare	₽	
Reports >	17355	FVFCK39FMNHY	Laptop	Apple	MacBook Air (Retina, 13-inch, 2020)		QAHS-Spare	₽	
Settings >	17369	173695N	Laptop	Apple	MacBook Air (M1, 2020)		QAHS-Spare	₽	
	17350	FVFCK39CMNHY	Laptop	Apple	MacBook Air (Retina, 13-inch, 2020)		QAHS-Spare	Ð	
	17368	17368SN	Laptop	Apple	MacBook Air (M1, 2020)		QAHS-Spare	Ð	
	17367	17367SN	Laptop	Apple	MacBook Air (M1, 2020)		QAHS-Spare	Ð	
	62222	DMOVIVVEE1000	Chromobook	Lonovo	Lanava 100a Chramabaak 2nd Gan		0466 60000		
	1 of 2					< previous 1	2 go to next	> last >>	