
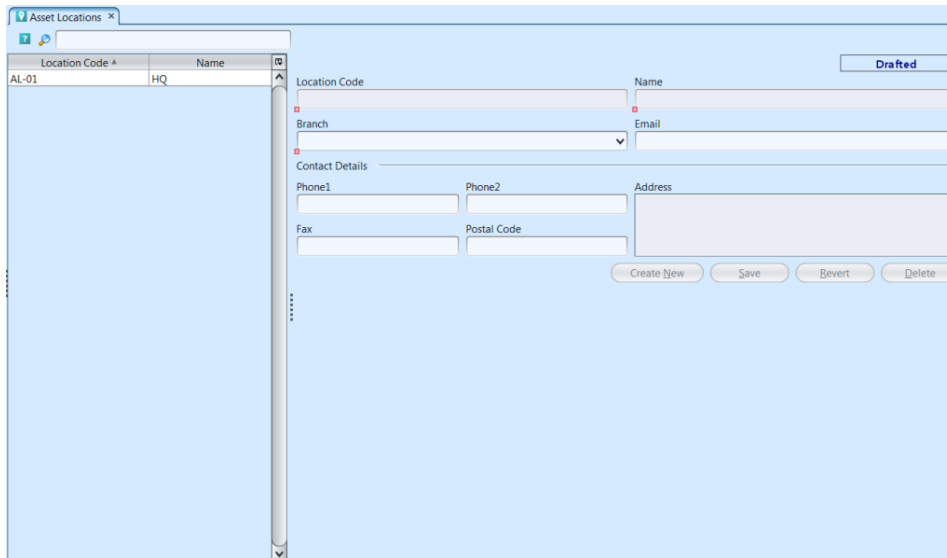


Asset Locations

Asset Locations view allows user to create and manage locations for company's assets for easier tracking.

Below actions are available under **"Asset Locations"**:

 Create new asset location, update, delete, view and search for location details, close



Field Name	Description	Mandatory Information
Location Code	Custom code for the asset location	Y
Name	Name of the asset location	Y
Branch	In which branch of the company is this location	Y
Email	Self-explanatory	N
Phone1	Self-explanatory	N
Phone2	Self-explanatory	N
Fax	Self-explanatory	N
Postal Code	Self-explanatory	N
Address	Self-explanatory	Y

Create New Asset Location

1. Click **"Create New"** button at the right side of

screen

The screenshot shows the 'Asset Locations' form in a web application. On the left, a table lists existing locations: AL-01 (HQ) and AL-02 (Warehouse). The main form area is for creating a new location. Fields include Location Code (AL-01), Name (HQ), Branch (HQ - Head Office), Email, Contact Details (Phone1, Phone2, Fax, Postal Code), and Address (203B Henderson Road #02-06, Singapore 159546). At the bottom right, a row of buttons includes 'Close Asset Location', 'Create New' (highlighted with a red box), 'Save', 'Revert', and 'Delete'. A 'Confirmed' button is visible at the top right.

2. Fill up location's information on right side of screen

3. Click **"Save"** button at the right side of screen when done

4. Click **"Confirm Location"** button at the right side of screen to confirm the location

This screenshot shows the same 'Asset Locations' form, but now with two locations listed in the table: AL-01 (HQ) and AL-02 (Warehouse). The form fields are populated with information for AL-02: Location Code (AL-02), Name (Warehouse), Branch (HQ - Head Office), Email, Address (AZ @ PL #01-02), and a 'Drafted' status at the top right. A 'Confirm approval?' dialog box is overlaid on the form, asking 'Are you sure you want to approve a document(s)?' with 'Yes' and 'No' buttons. The 'Confirm Asset Location' button at the bottom is highlighted with a red box.

Update Asset Location Details

1. Click on location to be updated, it will bring up the selected location details on the right side of the screen

2. Click **"Save"** button at the right side of the screen when done with the updates

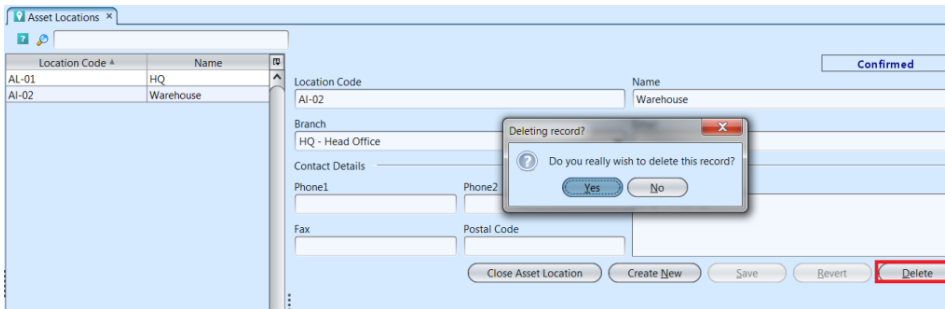
Delete Asset Location

1. Click on location to be deleted, it will bring up

the selected location on the right side of the screen

2. Click on **“Delete”** button at the right side of screen

3. Click on **“Yes”** button on the pop-up window to confirm location deletion



View and Search for Asset Location Details

1. Enter search parameter to filter the result, i.e. type in the location name in the search textfield box at the top left of the locations' table

2. Click on location to view, it will bring up the selected location details on the right side of the screen

Close Asset Location

1. Click on location to be closed, it will bring up the selected location on the right side of the screen

2. Click on **“Close Asset Location”** button at the right side of screen

3. Click on **“Yes”** button on the pop-up window to confirm asset location closing

Asset Locations

Location Code	Name
AL-01	HQ
AL-02	Warehouse

Location Code: AI-02 Name: Warehouse

Branch: HQ - Head Office

Address: AZ @ PL #01-02

Buttons: **Confirmed**, Close Asset Location, Create New, Save, Bevert, Delete

Confirm closing?

Are you sure you want to close a document(s)?

Yes No