mSupply allows you to manage assets you may have in your facility such as computers and vehicles.

In order to use this function users will need to have assets enabled in page 3 of permissions. See Managing users

The functionality allows you to record

- The location of the asset
- It's current condition
- A unique ID you've given it (e.g. the license plate if a vehicle, or the serial number of a computer)

Showing the asset list

Choose Special > Show Assets

New Dele	e Duplicate Report				Type All Location All	• O	
	is populate negoti				Status All	*	
Serial	Description	Location	Type	Status	Condition	Note	
	Facsimile - Sharp FD-P610	CMS		In use/opera	Working		
3026980481315	Filing cabinet	CMS		In use/opera	Working		
	Filing cabinet (copy)	CMS		In use/opera	Working		
	Filing cabinet [copy] 2	CMS		In use/opera	Working		
7114127	Finger print machine with colour (black and grey)	CMS		In use/opera	Working		
OC1A	Oxygen Cylinder			Full			
0605083259	Phone, white extension (ext 152)	CMS		In use/opera	Working		
8397769	Photocopier - Sharp AR-M207	CMS		In use/opera	Working		
41/091301236	Thermal printer - Zebra TLP 2844	CMS		In use/opera	Working		
Registration - G 661	gistration - G 661 Truck - Kia Bongo			In use/opera	Working		
Registration - G 942	Truck - Toyota	CMS		In use/opera	Working		
	Total sho						

Setup

Before starting to track your items you may need to set up the kinds of data you are tracking. For instance. If you are tracking Oxygen cylinders you may want to keep records of whether they are full or empty. To do this we would set up a "Status" field.

To do this click on **Setup**

16				Assets					•
ew New	 Duplicate	neport					Type All Location All Status All	v Setup	
Serial		Description		Location	Type	Status	Condition	Note	
									^
			Total shown:	0					
<									-

A new window will open:

🏚 Asset attri	bute	—		×
Show Cor	idition) ~	1		
	Delete			
2	Description			~
				Ų
	Cancel		ОК	

To setup tracking for our oxygen cylinders we would choose "Status" at the top field (1). Then click "New" (2). Type in Full and click OK. Repeat the process for "Empty"

Now you have two statuses set up that can be linked to an asset.

搶 Asset attri	bute			×
Show Sta	tus			
New	Delete			
	Description			
Empty				~
Full				
In storage				
In use/operat	ing			
Under repair				
-				
				\vee
	Cance	el 👘	OK	

Let's create an asset to track.

New

Clicking **New** Opens a window allowing you to enter new assets:

🏚 New asset.						×
Details Log						
Name Serial number Type Status Note		Condition Location		•		
	Empty		Cancel		OK	

In this example I have created the Asset: Oxygen Cylinder. I have recorded its serial number and I have chosen the Status: Full.

Editing an Asset

If you want to change one of the Conditions, Type, Status or Location of an asset you can do so by double clicking the asset from the Show Assets window.

Assets	te Duplicate Report	Type All V Location All V Status All V Setup
Serial 41,091301236	Description Thermal printer - Zebra TLP 2844	Location Type Status Condition Note
8397769 0605083259 7114127 3026980481315 Registration - G 942 Registration - G 942 OC1A		Details Log Name Oxygen Cylinder Serial number OCLA Type None Condition None Status Full Location None Note
٤	Total sho	Cancel OK

You can switch between the **Details** and **Log** tabs to either edit the fields or view the log for this asset.

Previous: FrontlineSMS Integration Next: ARV regimen data recording

From: https://docs.msupply.org.nz/ - mSupply documentation wiki

Permanent link: https://docs.msupply.org.nz/other_stuff:assets?rev=1571255621



