

Adding Assets Manually to Fix Asset System

Items obtained by means other than with a PO, or not received with a barcode, will need to be added to the system manually.

1 – In the Fixed Asset Information screen, select the plus sign at the top left corner of the page. This will put you in Add mode so you can add a new asset.

2 – All fields will be blank. Add the following information; (red stars are required boxes)

- Asset ID or bar code
- Desc – item description
- Primary – choose a Primary Code
- Secondary – choose a Secondary Code (Fixed Assets Tech can add new codes.)
- Status – AC for active
- Asset ID button – add as much information here that you have
- Loc button – put your **school's numerical ID** under location;

The following will show up on reports;

Room: room number or abbreviation identifier such as SHOP or GYM

Room Name: teacher/student name.

You can also identify assets purchased with special monies such as grants or Title 1 money, that need to stay at a certain school or with a specific teacher, under the Room Name.

This is also where you will put a lost asset in the **FIND room with the date it went missing in the room name field. **

- You can add Warranty or Lease information if desired
- Press Enter key, Record Accepted box will appear if accepted.