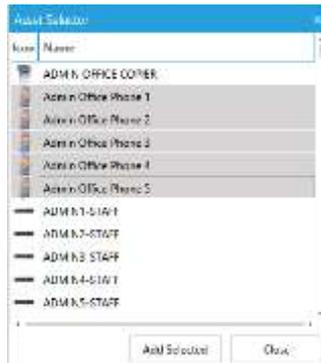


Notice that under this category we have four subcategories listed, but we also have some individual assets displayed under the Telephony Systems category. These are VoIP phones, and they are currently in the wrong place. In this exercise, we are going to move them and place them under the VoIP Devices category, where they belong.

Click on the *Multiple* tab and then select *Edit*.

Within the Multiple Edit Wizard, click the *Add* button.



Using the Asset Selector, block select all the *Admin Office Phones*. You can block select by clicking on the first occurrence in the list, scrolling down and then pressing the shift key whilst clicking the last entry in the list.

You can also use the *Ctrl* key to select individual assets from the list.

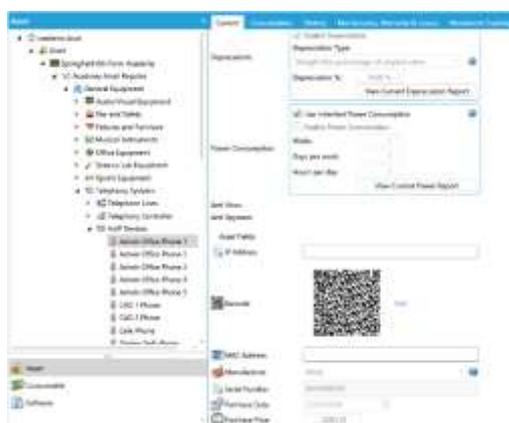
After you have made your selections, click the *Add Selected* button, then click the *Next* button.

Tick the *Asset Category* option.

Use the pull-down selector to highlight the category that you wish to place the selected assets into, in this case the VoIP Devices category.

Finally, click on the *Finish* button.

Click your browser's refresh button to update and reload the webpage.



Then navigate back to *Assets/General Equipment/Telephone Systems and VoIP Devices*.

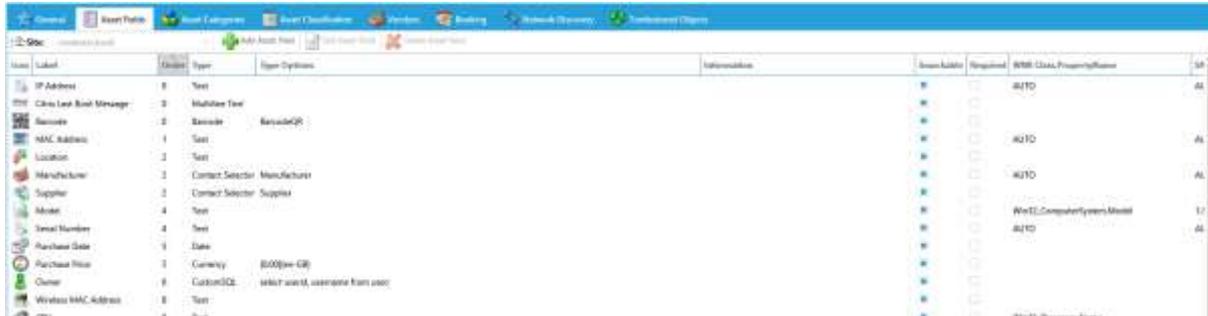
You will see that the selected assets have now been added to that category.

Open up one of the VoIP Device assets and scroll down and examine the asset fields.

You may notice something missing: it would be good to see the telephone number that has been assigned to this device.

One of the key features of Asset Manager is that it gives you complete control over what asset fields are associated with particular asset categories, so the next step is to assign a *Telephone Number* field to these phones.

Navigate to the *Main Menu* and select *Preferences*, and then *Asset Manager Settings*. Click the *Asset Fields* tab.



If you scroll down the current asset fields, you will notice that there is no existing field for telephone numbers: we are therefore going to add one.



Click on the *Add Asset Field* button in the toolbar.

This brings up the *Add New Asset Field* window.

Whilst it might look quite complex at first sight, adding a new Telephone Number field is quite straightforward.

Probably the most complex part of this form is the *Network Scan Mappings*. This section is used to autopopulate the field during network scan tasks.

Information such as telephone numbers cannot be picked up easily during the scanning process, so this field needs to be entered manually.

The field icon is displayed against the telephone number field when we open up an asset and examine it. Whilst this isn't required, it does provide a visual reference that helps draw attention.

Asset Manager has comprehensive library of icons already in place, but you can also add your own if you wish. In this example we will use the browse facility and select an existing icon from the library.

Click the *Browse* button.

Scroll down the contents of the image library until you find a suitable telephone icon, and tick the *Select* box. To complete the selection process, press the *Insert* button.



Next we need to enter a name for this asset field in the *Field label* box: here we have used *Telephone Number or Extension*.

The Display Order value determines the location of this field when examining the asset. A value of zero (0) means that it will be at the top of the list, whilst larger numbers mean it will be displayed lower down in the list.

Next we can select the asset field *Type*. This is where we define the type of information we want this field to contain: there is quite a choice! Use the drop-down list box to show you the options. Most of the field types available are fairly self-explanatory.

In this example we are going to select *Number*. The *Type Options* box that appears below allows you to enter a default value that will appear. In the case of a telephone number this is inappropriate, so we will leave it blank.

The information box allows you to enter custom text that will appear as a help popup against the field whenever an individual asset is viewed. Use the *Test* icon to see what it will look like when in use. Simply place the mouse pointer over the blue information icon.

The *Options* selections allow you to specify if you can perform searches based upon the values contained within this field. You can also specify whether this field is mandatory or not. If you select the *Required* option, you won't be able to save any asset containing this field without specifying a value.



As noted earlier, a telephone number cannot easily be scanned, so needs to be manually entered against each asset. Therefore, in this example we are leaving this section blank.

Visibility and *Editability* are security controls for this asset field. You have the ability to control who can see and ultimately who can edit the contents of your asset fields. Whilst something as simple as a Telephone Number field may not need any specific security, there are some situations where you might wish to use this feature.

When you have made all of your selection, click the *Save Asset Field* button.

The Asset Fields table will refresh, and you will be able to see the newly added *Telephone Number* or *Extension* field in the table.

Icon	Label	Order	Type	Page Options	Information	Searchable	Required	WMI Class/Property/Name
	IP Address	0	Text			<input checked="" type="checkbox"/>	<input type="checkbox"/>	AUTO
	Circle Last Broadcast Message	0	Multiple Text			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Barcode	0	Barcode	Barcode2D		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Telephone Number or Extension	0	Number			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	MAC Address	1	Text			<input checked="" type="checkbox"/>	<input type="checkbox"/>	AUTO
	Location	2	Text			<input checked="" type="checkbox"/>	<input type="checkbox"/>	

The next step is to allocate this field to our *VoIP Devices* category.

Click on the *Asset Categories* tab. Locate the VoIP Devices category from the table displayed and double click on it.

Name	Icon	Description	Asset Fields	Searchable	Public	Visibility	Updated	Updated By
Springfield 5th Form Assembly				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2014 09:46:29	coachlin
Asset Category		Anything under this category can be made available for locating and monitoring.	Location, Purchase Date, Purchase Price, Model Serial #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Audio/Visual Equipment		Container for general audio and video equipment.	IP Address, Location, Manufacturer, Model, Supplier In	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2014 09:05:17	coachlin
Fire and Safety		Container for fire and safety equipment.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2014 11:33:26	coachlin
Medical Instruments		Container for medical instruments etc.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21/08/2012 10:07:55	Administrator
Office Equipment		Container for all office and related equipment.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21/08/2012 10:25:40	Administrator
Digital Storage Systems				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21/08/2012 10:26:09	Administrator
Fac Machines				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21/08/2012 10:26:52	Administrator
Photocopiers				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21/08/2012 10:26:54	Administrator
Science Lab Equipment				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21/08/2012 10:26:14	Administrator
Sports Equipment				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21/08/2012 10:26:49	Administrator
Telephone Systems		Telephones and communications systems.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21/08/2012 10:26:17	Administrator
Telephone Lines		Incoming telephone lines.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21/08/2012 10:25:45	Administrator
Telephone Control		Switching equipment and controllers.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21/08/2012 11:39:16	Administrator
VoIP Devices		Telephones.	IP Address, MAC Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21/08/2012 11:38:00	Administrator
Whiteboards (non-interactive)		Hand held point to point (pen) sets.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21/08/2012 11:40:05	Administrator
Whiteboards (interactive)		Whiteboards/blackboards and flip charts.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21/08/2012 11:40:04	Administrator
ICT Assets		Container for all ICT related equipment.	GPS, Number of CPUs, Operating System, Box Volume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19/02/2014 10:53:52	coachlin
Unclassified Auto-Discovered Assets		Container for auto-discovered assets that have not been categorised automatically.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2014 11:41:29	coachlin
Auto Building			Has Projector, Has Whiteboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2014 09:26:42	coachlin
Devenish Building			Has Projector, Has Whiteboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2014 09:26:00	coachlin
Sparks Center			Has Projector, Has Whiteboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2014 09:26:17	coachlin
Trent Building			Has Projector, Has Whiteboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2014 09:26:21	coachlin



This opens the main asset category details window.

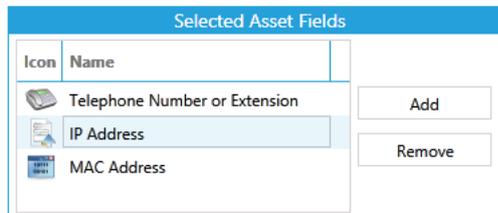
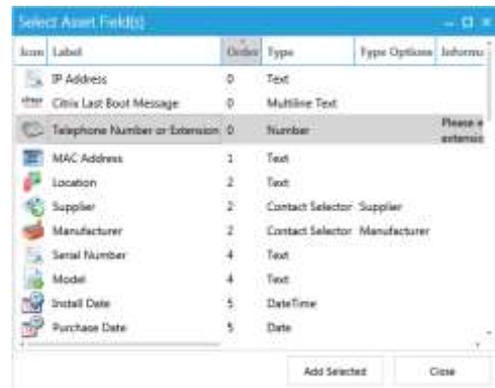
Take a moment to look at some of the attributes that are associated with asset categories.

As with asset fields, you can allocate an appropriate icon and specify whether it is searchable, and towards the bottom of the form is the visibility security filter control.

Notice also the *Depreciation* and *Power Consumption* options. Here you can set custom values that will be associated with any asset contained within the category.

However, we want to add *the Telephone Number or Extension* field.

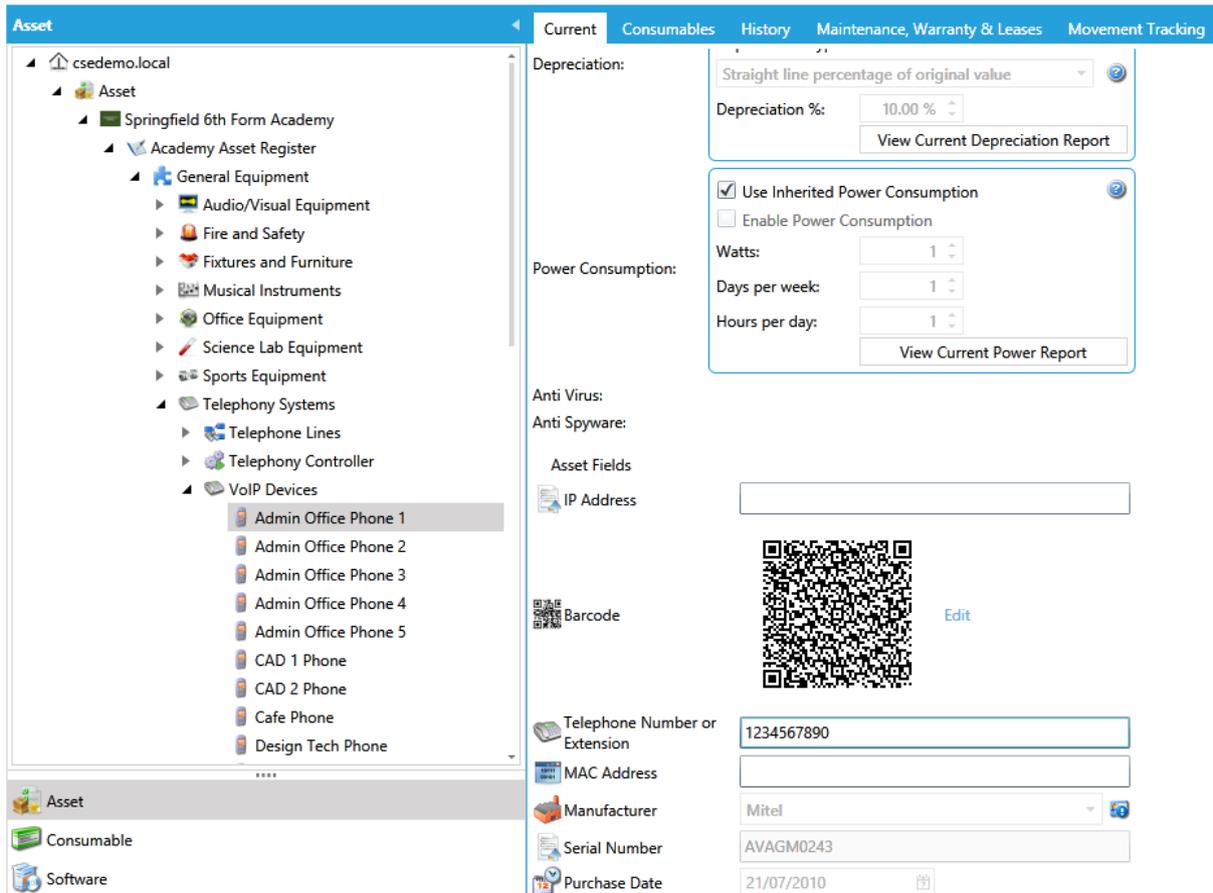
Click the *Add* button. Select the *Telephone Number or Extension* field, and click the *Add Selected* button.



This adds the *Telephone Number or Extension* field to the *VoIP Devices* category.

To finish, click the *Save Asset Category* button in the toolbar.

Finally, navigate back to Asset Manager and open up one of the VoIP devices.



Telephone Number or Extension now appears at the top of the asset fields assigned to this device.

Now at your own pace...

This has been quite a long exercise, but hopefully it has shown you the flexibility that the system provides in terms of asset categories, how you can move things around, and how you can add your own asset fields and assign them.

Why not take a look at the different data types that can be assigned to fields and experiment with adding and removing fields from various categories? Have a look at some of the various tabs such as *History* and see how the system logs all changes made.

Try deleting some fields and categories and explore how the system manages these functions. Hint – after deleting some objects, look at the *Tombstoned Objects* tab under Asset Manager Settings.

You don't need to worry about breaking or damaging the demo system. It reverts itself automatically back to a default starting point each night.