

Adding an Attachment to an Existing Asset

Created on 2/19/2013 2:16:00 PM

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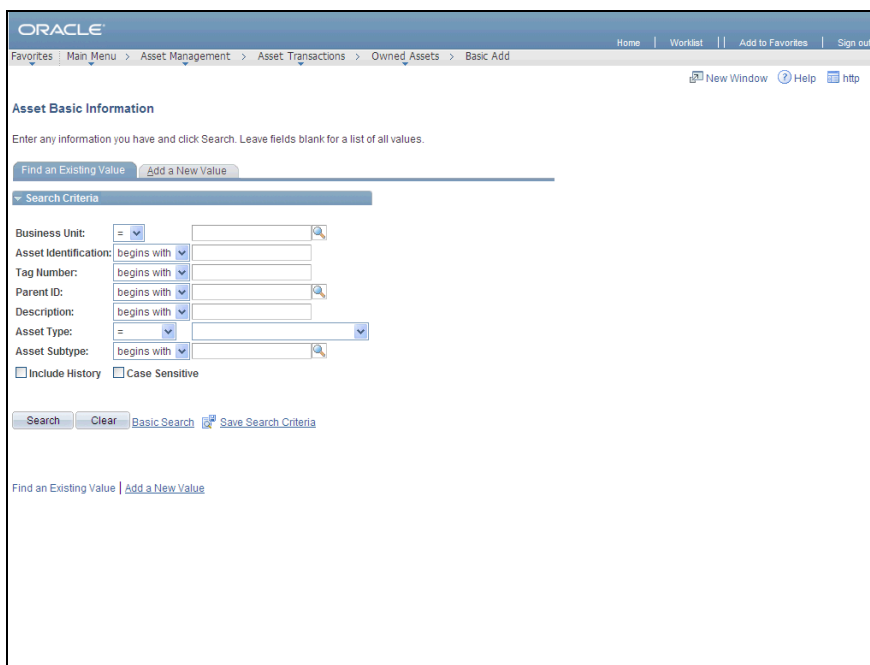
Adding an Attachment to an Existing Asset

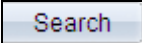


Use the **Attachments (0)** link on the **General Information** page to add attachments to an asset.

Procedure

Navigation: Asset Management > Asset Transactions > Owned Assets > Basic Add



Step	Action
1.	Use the Asset Basic Add Find an Existing Value page to locate the asset to which an attachment will be added. Enter AESM1 into the Business Unit field.
2.	Enter 1027 into the Asset Identification field.
3.	Click the Search button. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Entry Work | Asset

Unit: AESM1 Asset ID: 1027 Gas regulator specialty upe Tag: 1027 Disposed

Asset Information

Description: Gas regulator specialty upe Short Desc: Gas regula

CAP #: Seq #:

Taggable Asset Tag Number: 1027

Asset Class: Asset Type: Equipment Region Code:

Asset Subtype: Capitalized Asset

*Asset Status: Disposed New Asset

Acquisition Date: 02/01/1981 Placement Date: 02/01/1981

Collateral Asset: Available For Use

*Acquisition Code: Purchased In Physical Use

FERC Code: Composite Asset Composite Asset ID:

Financing Code: Fair Value: 0.000 Appraisal Date: Last Update:

Replacement Cost: Index Name: Subindex Name: Parent/Child: None Parent ID:

Threshold ID: Profile ID: TEQUIPMENT Federally Funded Asset?

Book Page Set R and D Info... Attachments (0)

Fair Value Details

Step	Action
4.	Click the Attachments (0) link to add an attachment to the asset. Attachments (0)

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

Asset Management

Attachments

Unit AESM1 Asset ID 1027 Gas regulator specialty upe Tag Number 1027 Disposed

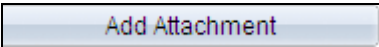
Details Personalize | Find | View All | First 1 of 1 Last

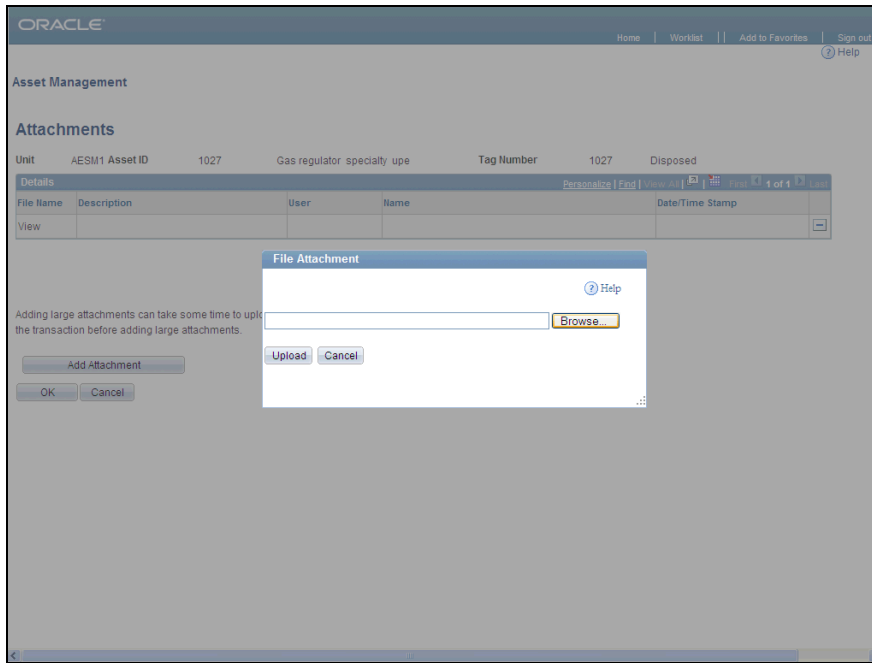
File Name	Description	User	Name	Date/Time Stamp
View				

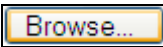
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

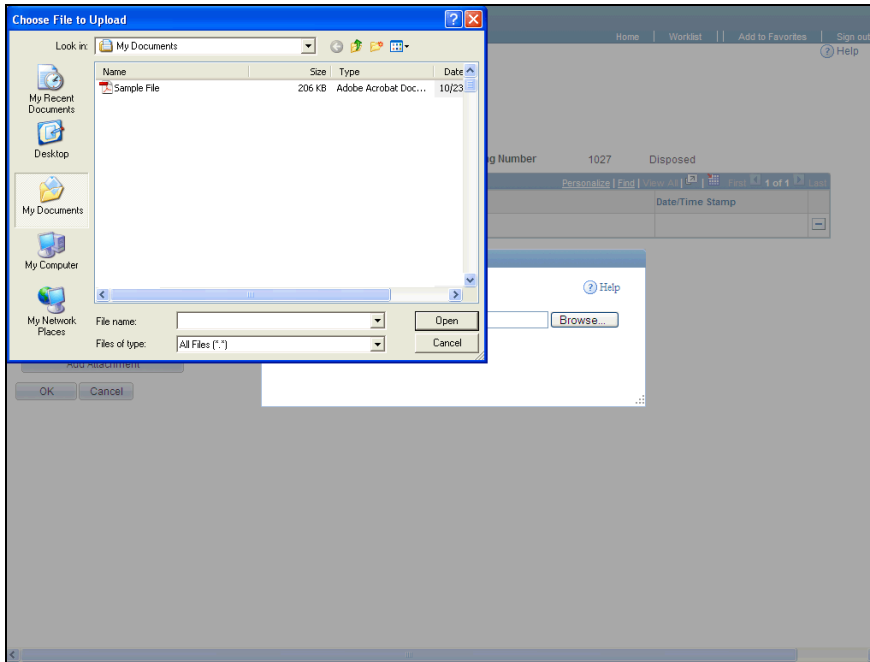
Add Attachment

OK Cancel

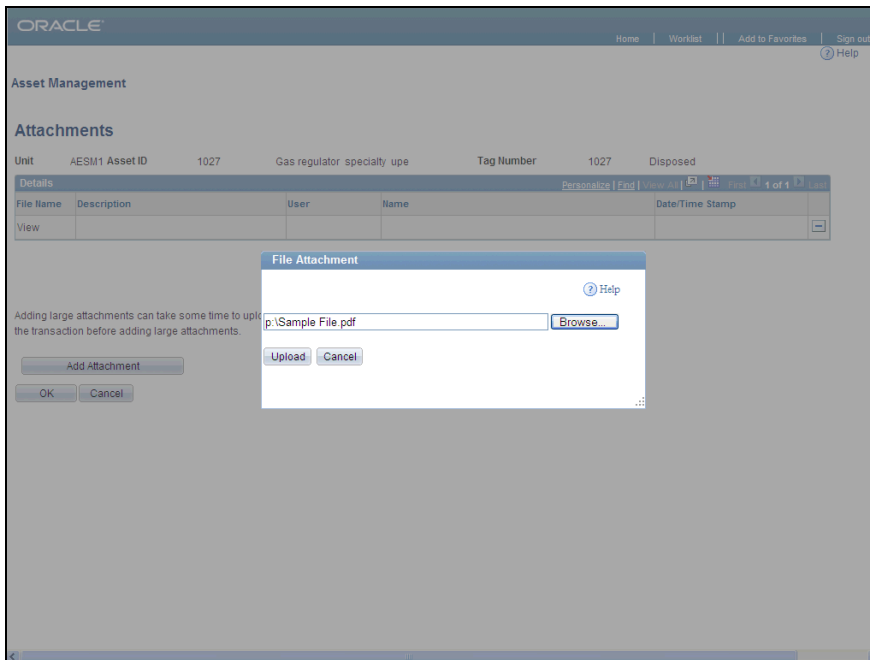
Step	Action
5.	Click the Add Attachment button. 

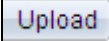


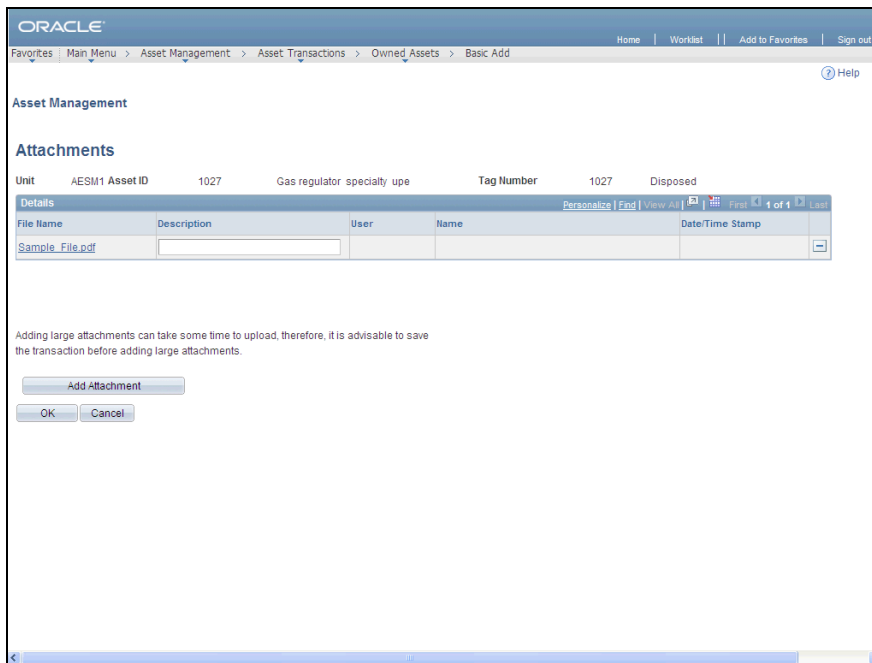
Step	Action
6.	Click the Browse... button to locate the file to be attached. 

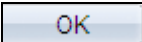


Step	Action
7.	Click the Sample File list item.
8.	Click the Open button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Open</div>



Step	Action
9.	Click the Upload button. 



Step	Action
10.	Enter Sample File into the Description field.
11.	Click the Add Attachment button to upload additional files for this asset. Assets can have multiple attachments. The same file cannot be attached to an asset twice.
12.	Click the OK button. 

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Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | Asset Entry Work | Asset

Unit: AEM1 | Asset ID: 1027 | Gas regulator specialty upe | Tag: 1027 | Disposed

Asset Information

Description: Gas regulator specialty upe | Short Desc: Gas regula

CAP #: | Seq #: |

Taggable Asset | Tag Number: 1027

Asset Class: | Asset Type: Equipment

Asset Subtype: | Region Code: |

*Asset Status: Disposed | Capitalized Asset

Acquisition Date: 02/01/1981 | New Asset

Placement Date: 02/01/1981 | Available For Use

Collateral Asset: | In Physical Use

*Acquisition Code: Purchased | Composite Asset

FERC Code: | Composite Asset ID: |

Financing Code: |

Fair Value: 0.00 USD | Appraisal Date: |

Replacement Cost: | Last Update: |

Index Name: |

Subindex Name: |

Parent/Child: None | Parent ID: |

Threshold ID: |

Profile ID: EQUIPMENT

Federally Funded Asset?

[Book Page](#) | [Set R and D Info...](#) | [Attachments \(1\)](#)

[Fair Value Details](#)

Step	Action
13.	The Attachments (1) link now indicates that one file has been attached to the asset.
14.	End of Procedure.