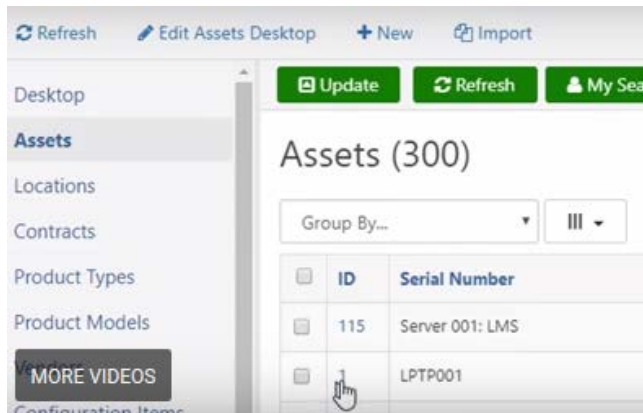


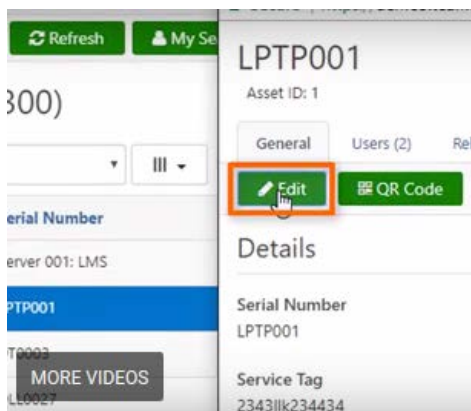
## Managing Attributes for Assets, Configuration Items (CIs) , Product Models and Contracts

### Assets

Users > Assets > Click Asset ID

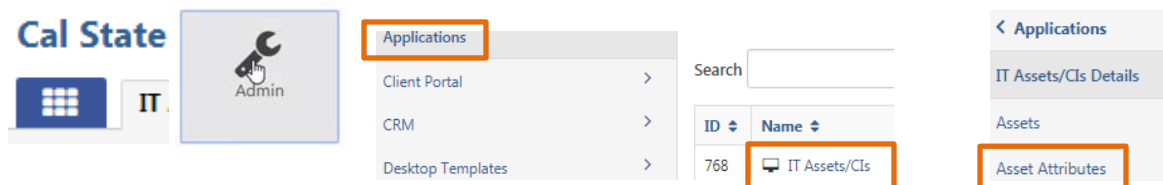


To see all fields/attributes in form, Click Edit



### Creating Asset Attributes

Go to Applications Menu > Admin > Applications > IT Assets/CIs > Asset Attributes



Click +New button, then complete details for Attribute (will apply to all assets within the CI/Assets application):

- Attribute Name
- Header Text (abbreviated name for reports)
- Attribute Type ( see image below for dropdown list)
- Sort Order (order of how custom attributes are displayed— default attributes display first, then custom)
- Description/Help
- Options: Updatable, Active
- Click Save button at top.

Attribute Type \*

▼

Checkbox List

Color

Date Picker

Date/Time Picker

Dropdown

Multiselect

Radio Button List (Horizontal)

Radio Button List (Vertical)

Text Area

Text Box

Yes/No Dropdown

New Asset Attribute - Google C...

Secure | https://csumb.teamdynamix...

Save

### New Asset Attribute

#### General

Attribute Name \*

Header Text \*

Attribute Type \*

Sort Order \*

Description/Help

Options

☐ Updatable (editable on update forms)

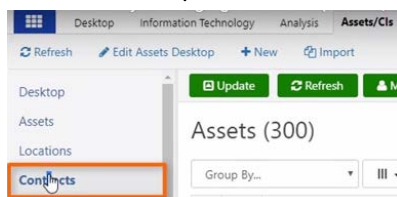
☒ Active

## Key Points: Asset Attributes

- **Applied** to all assets in the Assets/CIs application
- **Sort order** dictates display order in relation to other custom attributes on the page (all custom attributes appear below out-of-the-box fields)
- **Options**
  - Required – a value must be entered to save the record
  - Updateable – the attribute value can be changed during the update process as well as the edit process.
  - Active – this attribute will appear on the assets interface
- **Default Value** – Allows for a pre-populated value to appear in the attribute (does not apply to all attribute types)

## Contracts Attributes

Users > Assets/CIs > Contracts



Click on Contract Name List, click Edit and see all default fields

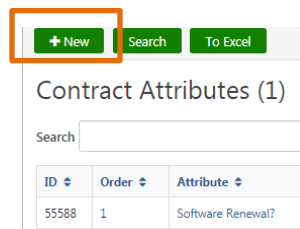


Creating Contract Attributes:

Applications Menu > Admin > Applications > IT Assets/CIs > Contract Attributes



Click +New button



Set up Contract Attribute similar to Asset Attribute:

New Contract Attribute

General

Attribute Name \*

Header Text \*

Attribute Type \*

Sort Order \*

Description/Help

Options

☐ Required

☒ Active

## Key Points: Contract Attributes

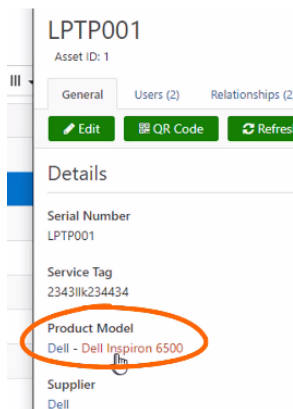
- Applied to all **Contracts** in the Assets/Cis application
- **Sort order** dictates display order in relation to other custom attributes on the page (all custom attributes appear below out-of-the-box fields)
- **Options**
  - Required – a value must be entered to save the record
  - Active – this attribute will appear on the assets interface
- **Default Value** – Allows for a pre-populated value to appear in the attribute (does not apply to all attribute types)

## Product Model Attributes

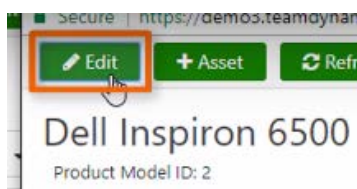
Users > Asset/Cis > Assets > Open Asset > Click on Asset ID



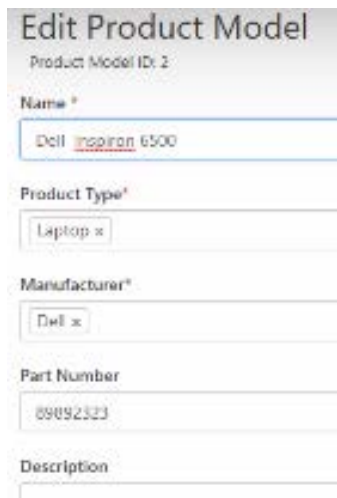
See Product Model associated with Asset



Click Edit button



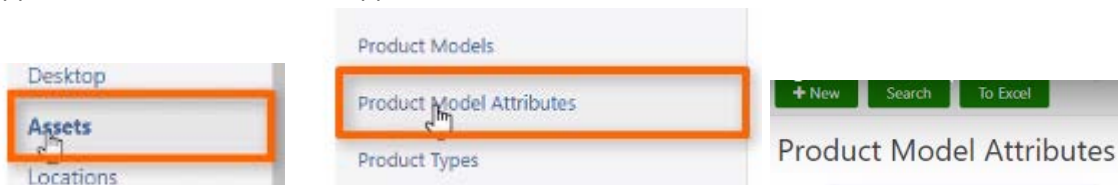
See default attributes followed by custom attributes



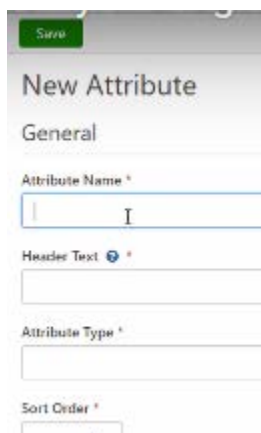
The screenshot shows the 'Edit Product Model' form. At the top, it says 'Product Model ID: 2'. Below this are several input fields: 'Name' with the value 'Dell Inspiron 6500', 'Product Type' with a dropdown showing 'Laptop x', 'Manufacturer' with a dropdown showing 'Dell x', 'Part Number' with the value '89092323', and a 'Description' field at the bottom.

Creating Product Model Attributes:

Applications Menu > Admin > Applications > IT Assets/CI s Assets > Product Model Attributes > +New



Create custom attribute



The screenshot shows the 'New Attribute' form. At the top, there is a 'Save' button. Below it is the title 'New Attribute' and a section header 'General'. The form contains four fields: 'Attribute Name' with a cursor, 'Header Text' with a help icon, 'Attribute Type' with a dropdown, and 'Sort Order' with a dropdown.

## Key Points: Product Model Attributes

- Applied to all **Product Models** in the Assets/Cis application
- **Sort order** dictates display order in relation to other custom attributes on the page (all custom attributes appear below out-of-the-box fields)
- **Options**
  - Required – a value must be entered to save the record
  - Active – this attribute will appear on the assets interface
- **Default Value** – Allows for a pre-populated value to appear in the attribute (does not apply to all attribute types)

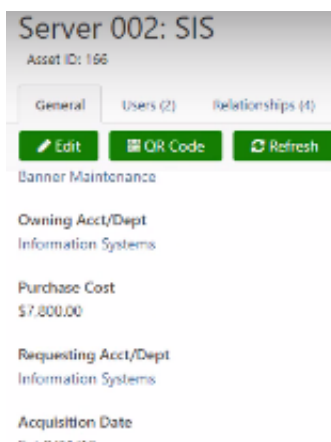
### Configuration Item (CI) Attributes

Can be applied to different configuration item types

Users > Assets/CIs > Configuration Items > Click on specific Configuration Item

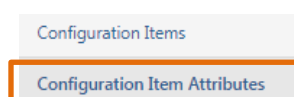


See default and custom attributes, click on Edit button at top for details and editing.



Configured on CI Type by CI Type Basis, so one type of CI Type can have a different set of attributes from another.

Applications Menu > Admin > Applications > IT Assets/CIs Assets > Configuration Item Attributes



See custom CI Attributes

Configuration Item Attributes (8)

Search  ☐ Active ☐ Inactive ☒ Both

ID	Order	Attribute	Global
5405	0	NAT Router	False
5416	1	Zone name	False
5425	2	Firewall	False

Click on attribute name to open detail, scroll down to bottom and see Associated Types



Check any Types that apply

## Key Points: CI Attributes

- Applied to specific **Configuration Item Types**
- **Sort order** dictates display order in relation to other custom attributes on the page (all custom attributes appear below out-of-the-box fields)
- **Options**
  - Required – a value must be entered to save the record
  - Active – this attribute will appear on the assets interface
- **Default Value** – Allows for a pre-populated value to appear in the attribute (does not apply to all attribute types)
- Associated Types define for which **Configuration Item Types** this attribute will appear.