

# Expense Management Asset Management

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## User Guide

**NEC** NEC Corporation

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# Contents

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<b>Introduction</b>	<b>1-1</b>
Asset Management Overview . . . . .	1-1
How This Guide is Organized . . . . .	1-2
<hr/>	
<b>Getting Started</b>	<b>2-1</b>
Accessing the Asset Management Module . . . . .	2-1
Asset Management Main Window . . . . .	2-1
Navigation Pane . . . . .	2-2
Data (Grid) Pane . . . . .	2-2
<hr/>	
<b>Asset Types</b>	<b>3-1</b>
Asset Types - Introduction . . . . .	3-1
Defining Asset Types . . . . .	3-1
Deleting a Defined Asset Type . . . . .	3-2
Defining Info Fields . . . . .	3-3
Editing Asset Type's Info Fields . . . . .	3-3
<hr/>	
<b>Assets</b>	<b>4-1</b>
Assets - Introduction . . . . .	4-1
Managing Assets . . . . .	4-1
Adding a New Asset . . . . .	4-2
Viewing and Editing an Asset . . . . .	4-2
Deleting an Asset . . . . .	4-3

Asset Dialog Box .....	4-3
General Tab .....	4-4
Charges Tab .....	4-6
Attachments Tab .....	4-9

---

# Figures

Figure	Title	Page
2-1	Module Selection Bar . . . . .	2-1
2-2	Asset Management Main Window (Assets sub-module selected) . . . . .	2-2
2-3	Filtering Results . . . . .	2-4
2-4	Saving Favorites . . . . .	2-4
3-1	Create Asset Type Dialog Box . . . . .	3-2
3-2	Data Protection Dialog Box (for asset type deletion) . . . . .	3-3
3-3	Info Fields Grid . . . . .	3-4
4-1	Asset Dialog Box . . . . .	4-4
4-2	Charges Tab . . . . .	4-6
4-3	Edit Recurring Charge Assignment Dialog Box . . . . .	4-8
4-4	Delete Recurring Charge Assignment Dialog Box . . . . .	4-8
4-5	Attachments Tab . . . . .	4-9



---

# Tables

Table	Title	Page
3-1	Info Fields (Fields description) . . . . .	3-4
4-1	Asset Dialog Box - General Tab Fields . . . . .	4-4
4-2	One Time Charge Fields . . . . .	4-6





# 1

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## Introduction

The *Expense Management Asset Management User Guide* introduces the Assets Management module - its components and displays. It provides information needed to manage assets, classify assets by type, and produce asset reports.

*Chapter Topics*

- [Introduction](#)
- [Getting Started](#)
- [Asset Types](#)
- [Assets](#)

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## Asset Management Overview

The Assets module is a tool that enables you to manage any type of asset. It is intended for managing equipment such as telephone sets, computers, printers, etc.

With the Asset Management module you can:

- Define the types of assets you wish to manage.
- Define up to 20 additional information fields for each asset type.
- Maintain asset's details:
  - Identification - type, name, serial number, and status
  - Assignment - assignee and assignment time period. The assignee can be either an organizational unit or an individual.
  - Purchasing data - vendor, original and current purchasing price, and warranty termination date
  - Physical location data
  - Charges - periodic or one-time charges
  - Attach files to assets
  - Type-specific details - the additional information fields defined for the asset type are handled just like any other field
- Filter the assets according to any combination of both general and type-specific fields and sort the filtered assets by any of these fields.
- Maintain and display history of changes for each asset.
- Export the selected assets to various file formats and import assets from a comma separated text file

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## How This Guide is Organized

- Chapter 1*  
*Introduction* This chapter outlines how to use the manual including the organization and chapter layout of the *Asset Management Module User Guide*.
- Chapter 2*  
*Getting Started* This chapter introduces you to the Asset Management Module basics.
- Chapter 3*  
*Asset Types* This chapter explains how to define and manage asset types and their asset type Info fields.
- Chapter 4*  
*Assets* This chapter explains assets, including the way they are recorded, modified, or deleted. It also covers asset details including purchasing and assignment data.

# 2

## Getting Started

This chapter introduces you to the Asset Management Module basics, including how to access the module, the Asset Management main window and navigation.

- Chapter Topics*
- [Accessing the Asset Management Module](#)
  - [Asset Management Main Window](#)

### Accessing the Asset Management Module

From the Module Selection Bar of the Application Suite window, select the CM tab, [see Figure 2-1](#).

**Figure 2-1** Module Selection Bar



NOTE

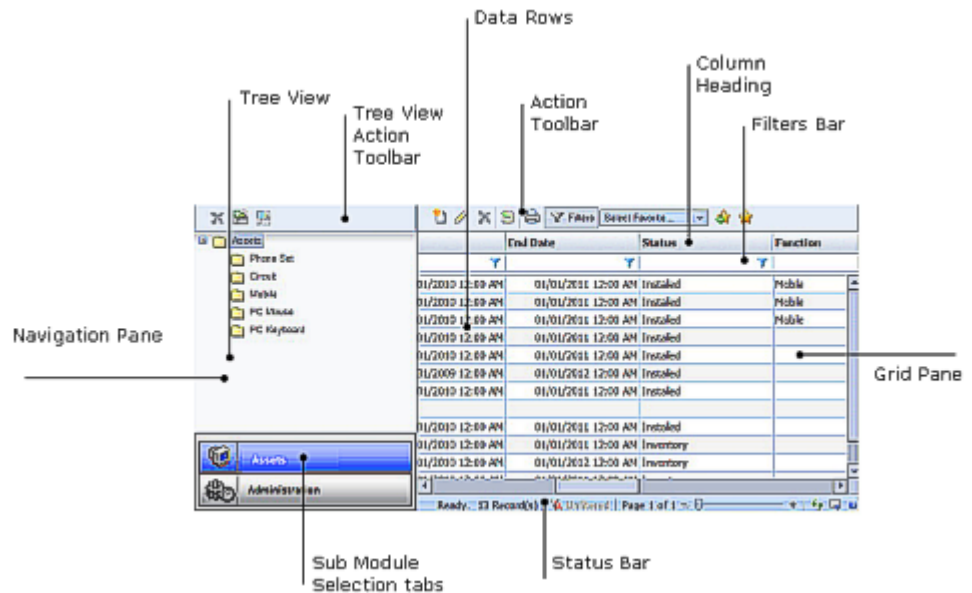
*If you have My Portal permission, and if Assets is one of your My Portal enabled components, you may access some of the assets functionality through My Portal.*

### Asset Management Main Window

The Asset Management main window is composed of following two parts as shown in [Figure 2-2](#).

- **Navigation pane** on the left hand side of the window
- **Grid pane** on the right hand side of the window

**Figure 2-2** Asset Management Main Window (Assets sub-module selected)



## Navigation Pane

At the bottom of the navigation pane, you will find the sub-module selection tabs. The upper part of the navigation pane display varies depending on the selected sub-module.

- If you select the **Assets** sub-module, this area displays the assets **Tree View** and the **Tree View** action toolbar (Figure 2-2). From this view you can select either all asset types or a specific asset type. The **Tree View** action toolbar contains action buttons related to asset types.
- If you select the **Administration** sub-module, available administration options are displayed.

## Data (Grid) Pane



The Data pane on the right hand side of the window displays data and toolbars appropriate to the option selected. For the **Assets** sub-module, this area contains the assets grid which is composed of the following parts:

- Action toolbar - contains the currently available tools and actions
- Column Heading bar - each column represents one data field of the current asset type
- Filter bar - where you define filters
- Data rows - each row represents one data record
- Status Bar - displays current status, paging information, and some additional action buttons

## Sorting Grid Records




In the assets grid, you can sort the displayed assets by any of the columns, but only by one column at a time. A small triangle in the column heading indicates the sort field and sort order.

Follow the steps below to sort grid records.

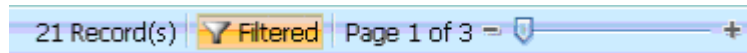
- Click in a column heading to sort by that column.
- The first time you click in the column heading, it is sorted in ascending order. A small triangle  in the column heading indicates the sort order.
- To reverse the sort order, click in the column heading again. The small triangle is reversed  indicating descending sort order.

## Filtering Grid Records

By setting filtering conditions, filtering enables you to display only records that match the defined filter fields. If more than one filter field is defined, only records matching all non-empty filter fields are displayed. To filter cable records, perform the following steps.

- Step 1** If the filter bar is not shown, right-click any of the column headings and select **Filter Bar**, or click **Filters**  on the action toolbar.
- Step 2** In a column to which you wish to apply a filter, click the filter icon  and select from the popup menu the appropriate relation for the filter.
- Step 3** Click in the filter cell (not on the icon). A value entering text box  displays.
- Step 4** Enter the appropriate value.
- Step 5** To activate all currently set filters now, press **Enter**, or wait until all filters are set and then activate all set filters at once in [Step 7](#).
- Step 6** Repeat steps 2 to 5 for each column to which you wish to apply a filter.
- Step 7** To activate all set filters, click any of the filter icons in the filters bar and select **Apply All Filters**.

The new selection is displayed. The paging information and tools on the status bar reflect the results of applying the filters as shown in [Figure 2-3](#).


**Figure 2-3** Filtering Results

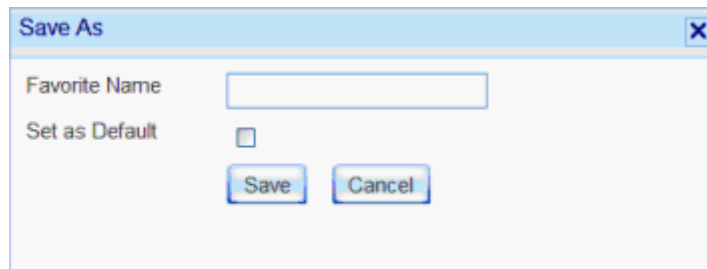
## Managing Favorites

Favorites enable you to assign a name and save the current filter and column setting so that you can use them again whenever you need them.

### Saving a Setting as a Favorite

To save the setting as a favorite, do the following.

- Step 1** Set the desired filter and activate it to ensure the setting is correct.
- Step 2** In the action toolbar, click **Add to Favorites** . [Figure 2-4](#) displays.

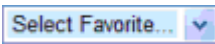
**Figure 2-4** Saving Favorites

- Step 3** In the **Save As** dialog box, type a name for this favorite filter setting. If you wish to make it your default filters setting, check the **Set as Default** check box.
- Step 4** Click **Save**.

The new setting is saved to your favorites list.




### Using a Favorite Filter Setting

To use a favorite filter setting, do the following.

- Step 1** In the action toolbar, open the **Select Favorite.....**  drop-down list.
- Step 2** Select the desired filter. The selected setting is applied.

### Organizing Favorites List

Favorite lists can be organized to suit your preferences. Favorites can be deleted, edited, or switched to another favorite. To organize favorites, do the following:

- Step 1** In the action toolbar, click **Organize Favorites**  .
- Step 2** In the **Organize Favorites** dialog box do one of the following:
- To delete a favorite, click in the favorite row to select it, then click **delete**  .
  - To edit a favorite, click in the favorite row to select it, and then click **Edit**  .
  - To change the default favorite, check or uncheck the default check box. There can be only one default favorite.
- Step 3** Close the **Organize Favorites** dialog box.

### Managing the Displayed Columns

You can control which columns to show and their order. However, this setting is not saved and is valid only for the current display.

### Hiding Columns

To hide one column from the display, right-click the heading of the column you wish to hide and select **Remove This Column** from the popup menu.

### Selecting the Displayed Column

To select the displayed columns, do the following.

- Step 1** Right-click anywhere in the column heading row and select **Select Columns** from the popup menu.
- A second popup menu opens with all the available asset columns displayed.
- Step 2** Click next to each column's name to alternately check or uncheck that column.
- Step 3** Once all columns are checked or unchecked to suit your needs, select **Apply Changes** from the second popup menu.

### Displaying All Columns

To display all columns, do the following.

- Step 1** Right-click anywhere in the column heading row and select **Select Columns** from the popup menu.
- Step 2** Select **Reset** from the second popup menu.

### Changing Column Order

The order the columns appear on the Asset Management main window can be changed by following the steps below.

- Step 1** Drag a column heading to another place in the column heading row until the border between two adjacent column headings becomes bold.
- Step 2** Drop the column heading in its new place.



# 3

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## Asset Types

This chapter explains how to define and manage asset types as well as their corresponding Info fields.

- Chapter Topics
- [Asset Types - Introduction](#)
  - [Defining Info Fields](#)

---

### Asset Types - Introduction

Asset types enable you to partition the managed assets into different types. Asset types constitute a flat (two-level) tree structure. All the defined asset types are displayed in the tree view.

Each asset type has 20 additional information fields called **Info Fields**. These fields can be used to store type-specific data. You can define how many of these fields to use, the type of data each fields should hold, whether or not to show it in the grid display, etc. Once these fields are defined, they are used just like any of the predefined fields. For example, you can:


- Enter and edit field value through the asset dialog box
- Sort and filter assets of that type according to this field

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#### Defining Asset Types


To define a new asset type, perform the following steps.

**Step 1** From the tree view, do one of the following:

- Click the assets root folder, then click **Create Asset Type**  in the tree view toolbar.
- Right-click the assets root folder and select **Create Asset Type** from the popup menu.

The Create Asset Type dialog box displays, [Figure 3-1](#).

**Figure 3-1** Create Asset Type Dialog Box

**Step 2** Supply asset type name and code. The code must be unique. You can also supply a description text. Then click **Update** .


## Deleting a Defined Asset Type

Follow the steps below to delete a defined asset type.



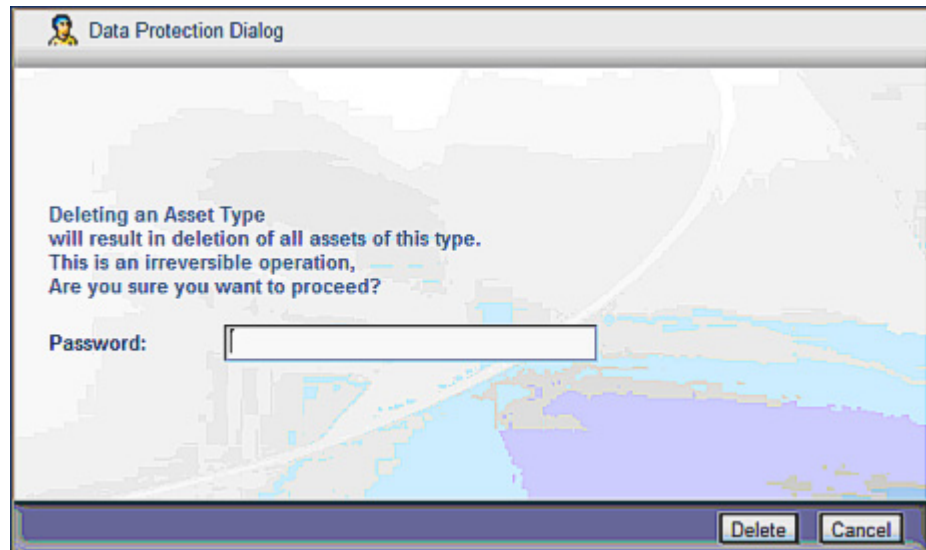
*Deleting an asset type deletes all assets of that type.*

**Step 1** From the tree view, do one of the following:

- Click the appropriate asset type folder, then click **Delete**  on the tree view toolbar.
- Right-click the appropriate asset type folder and select **Delete** from the popup menu.

The **Data Protection** dialog box for asset type displays, [Figure 3-2](#).

**Figure 3-2** Data Protection Dialog Box (for asset type deletion)




- Step 2** In the **Data Protection** dialog box, do one of the following:
- To delete the asset type, supply your password and click **Delete**.
  - To cancel the deletion, click **Cancel**.

## Defining Info Fields

When you define a new asset type, it is created with all its potential 20 Info fields. Their names in the database are **Info1** through **Info20**. You cannot add or delete Info fields or change their names. To use these raw fields, you have to make them visible and define their properties to suit your needs; otherwise, they remain invisible and cannot be used.

### Editing Asset Type's Info Fields

To edit the Info fields of an asset type, perform the following steps.

- Step 1** From the tree view, do one of the following:
- Click the appropriate asset type folder, then click Create Asset  on the tree view toolbar.
  - Right-click the appropriate asset type folder and select **Manage Additional Info** from the popup menu.

The Info fields grid displays, [Figure 3-3](#).

Figure 3-3 Info Fields Grid

Visible	Name	Label	Type	Mandatory	Default Value	Group	Show In Asset
<input checked="" type="checkbox"/>	Info1	Mouse type	Options List	<input type="checkbox"/>	Laser		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Info2	Cordless	Checkbox		<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	Info3						
<input type="checkbox"/>	Info4						
<input type="checkbox"/>	Info5						
<input type="checkbox"/>	Info6						
<input type="checkbox"/>	Info7						
<input type="checkbox"/>	Info8						
<input type="checkbox"/>	Info9						
<input type="checkbox"/>	Info10						
<input type="checkbox"/>	Info11						
<input type="checkbox"/>	Info12						
<input type="checkbox"/>	Info13						
<input type="checkbox"/>	Info14						
<input type="checkbox"/>	Info15						




Save

Step 2 In the Info fields grid, complete the fields described in Table 3-1.

Step 3 Click  to save the changes.

Table 3-1 Info Fields (Fields description)

Field	Description
Visible	To use an info field you must make it <b>visible</b> by checking this check box. Visible fields have appropriate data entry boxes in the Asset dialog box and may be shown in the assets grid. Uncheck this check box to make the field <b>invisible</b> . The system behaves as if the field doesn't exist, but any information already stored in the field is not discarded. When this field is made visible again, information is available.
Name	The name of the field in the database. You cannot change this name.
Label	The field's label in the user interface.
Type	Select the desired type from the drop down menu.
Text	Text fields can hold up to 50 characters of free text.

Field	Description
	<p><b>Option List</b></p> <p>Select <b>Option List</b> to define a closed set of pre-defined values for the field. In the <b>Asset</b> dialog box, these values will be available for selection from a drop-down list.</p> <p><b>To define the available options:</b></p> <ul style="list-style-type: none"> <li>• Click Edit  next to the options list.</li> <li>• In the upper text box of the <b>List Editor</b> dialog box, enter a value and press <b>New</b>  to transfer it to the list below.</li> <li>• Repeat the previous step for each predefined optional value.</li> <li>• To delete a value, select it and then click <b>Delete</b> .</li> <li>• When done, click <b>OK</b>.</li> </ul>
	<p><b>Checkbox</b></p> <p>Select <b>Checkbox</b> to define a true/false field.</p>
<b>Mandatory</b>	<p>For Info fields of type <b>Text</b> and <b>Option List</b>, check this box to make the field mandatory and uncheck it to make the field optional.</p> <p>For Info fields of type <b>Checkbox</b>, this field is not relevant.</p>
<b>Default Value</b>	<p>Define the default value of the field.</p>
<b>Group</b>	<p>Define a group name</p> <p>All fields with the same group names appear in the dialog box together under the heading of this group name. <b>Optional</b></p>
<b>Show in Asset</b>	<p>Display this field in the assets grid.</p>



# 4

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## Assets

This chapter explains assets, including the way they are recorded, modified, or deleted. It also covers asset details including purchasing and assignment data.

- Chapter Topics*
- [Assets - Introduction](#)
  - [Managing Assets](#)
  - [Asset Dialog Box](#)

---

### Assets - Introduction

Once an asset type and its type-dependent fields are defined, you can start entering or importing assets of that type.

Assets enable you to:

- Enter or modify asset details.
- Define periodic and/or one-time charges for the asset.
- Attach files to the asset.

Asset details include:

- Identification data - type, name, serial number, and status
- Assignment data - organizational unit or person and assignment time period
- Purchasing data - vendor, original and current purchasing price, and warranty termination date
- Physical location data - location, building, floor, room
- Additional info - up to 20 asset type-specific fields (see [“Defining Info Fields” on page 3-3](#)).

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### Managing Assets


Assets are managed by adding new assets, editing assets, or deleting assets.

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## Adding a New Asset

Follow the steps below to add a new asset.

**Step 1** In the assets main window, do one of the following:

—Click **Add**  in the action toolbar.

—Right-click any asset's data row and select **Add** from the popup menu.

The **Asset** dialog box displays with the **General** tab on top.


**Step 2** Complete the assets **General** tab fields as described in .

**Step 3** If you wish to define charge(s) for the asset, click the **Charges** tab and proceed as detailed in .

**Step 4** If you wish to attach document(s) to the asset, click the **Attachments** tab and proceed as described in .

**Step 5** When done, do one of the following:

—Click **Save**  to save the asset.

—Click **Save & New**  to save the asset and continue adding assets.

—Click one of the other asset tabs to continue entering or editing the asset.

---

## Viewing and Editing an Asset

Follow the procedure below to view and/or edit an asset.

**Step 1** In the assets main window, do one of the following:

—Select an asset, then click **Edit**  on the action toolbar.

—Right-click any assets data row and select **Edit** from the popup menu.

—Double-click on an asset.

The **Asset** dialog box displays with the General tab on top.


**Step 2** Edit the assets General tab fields as described in .

**Step 3** If you wish to view, edit, or define charge(s) for the asset, click the **Charges** tab and proceed as described in section.

**Step 4** If you wish to view, edit, or add to the asset's attachments, click the **Attachments** tab and proceed as described in section.

**Step 5** If you wish to view the change history of an asset, do one of the following:





- Select an asset and click **History**  on the action toolbar.
- Right-click any assets data row and select **History** from the popup menu.



NOTE

*You cannot add, edit, or delete history records. Instead, every time one of the assets general tab fields is changed, a new history record is created documenting when the change was done, who did it, and what was changed.*

**Step 6** When done, do one of the following:


- Click **Save**  to save the assets.
- Click **Save & New**  to save the asset and continue adding assets.
- Click one of the other asset tabs to continue editing the asset.

---

## Deleting an Asset

Use the procedure below to delete an asset.

**Step 1** In the assets main window, do one of the following:

- Click **Delete**  in the action toolbar.
- Right-click any asset's data row and select **Delete** from the popup menu.

**Step 2** In the **Delete Confirmation** dialog box, select  .

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## Asset Dialog Box

The Asset dialog box contains three tabs where asset information is entered. The three tabs are:

- General
- Charges
- Attachments

The Asset dialog box opens with the General tab on top, as depicted in [Figure 4-1](#).


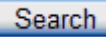


**Figure 4-1** Asset Dialog Box

### General Tab

The General tab contains various fields where information on a particular asset is recorded. Some of the fields are mandatory, while others are optional. The fields are described in [Table 4-1](#).

**Table 4-1** Asset Dialog Box - General Tab Fields

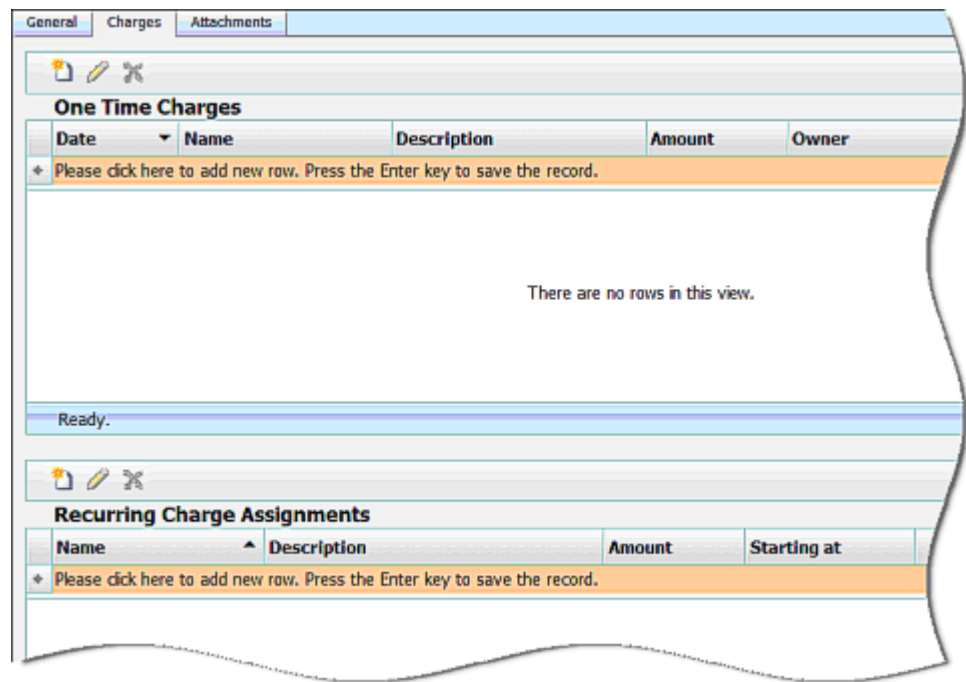
Field	Required	Description
Asset Name	Mandatory	A name identifying the asset. Up to 50 alpha, numeric, or special characters, including spaces. The name must be unique.
Serial Number	Optional	The serial number identifying the asset. You cannot change this field name.
Asset Type	Mandatory	Select the desired asset type from the drop down menu. If you opened the Add Asset dialog box with one of the asset types selected in the tree view, this asset type will be displayed in the field as its default value, but you can select any other type from the list.
Status	Optional	Select a status from the drop down menu. Available values are: <ul style="list-style-type: none"> <li>• Broken</li> <li>• Installed</li> <li>• Inventory</li> <li>• Pending Work Order</li> </ul>
Function	Optional	Select a function from the drop down menu. Available values are: <ul style="list-style-type: none"> <li>• Data</li> <li>• Mobile</li> <li>• Voice</li> </ul>

Field	Required	Description
Notes	Optional	Free text field. This field is not displayed in the grid.
Purchasing Price	Optional	The actual cost paid when this specific item was purchased.
Vendor	Optional	Enter vendor ID.
Vendor Purchasing Price	Optional	Price of purchasing a similar asset from the vendor. Default is 0.
Warranty Termination Date	Optional	The date on which the warranty on the asset terminates. Default value is today's date.
Location	Optional	Use these fields to describe the physical location of the asset.
Building	Optional	
Floor	Optional	
Room	Optional	
Assigned to	Mandatory	<p>The person or organizational unit to which the asset is assigned. If you leave this field empty, it will be "assigned" to Unassigned Devices.</p> <p>You can select the assignee in one of two ways.</p> <ul style="list-style-type: none"> <li>• Enter the name of the assignee.</li> <li>• Enter a sub-string of the assignee name. While you type, a list of all possible assignees (people and units alike) whose name contains the string entered so far displays. With each additional character entered, the list gets smaller. A click on one of the assignees in the list selects that assignee.</li> <li>• Click on the Select icon . The <b>Organization Units and Personnel Selection</b> dialog box opens. You can search by name, path, or both, and you can limit your search to specific organizational unit. Enter any part of the required name or path and click <b>Search</b> . Double-click the required unit or person to select it and click <b>OK</b>.</li> </ul>
Assignment Period	Mandatory	<p>Start</p> <p>The date the assignment starts. Default value is Jan 1, 2000. Enter a date manually, or click the calendar icon  to select a date.</p>
Assignment End Date	Mandatory	<p>End</p> <p>The date the assignment ends. Default value is Dec 31, 9999. Enter a date manually, or click the calendar icon  to select a date.</p>
Info Fields		Enter values for the Info Fields defined for the asset type.

## Charges Tab

The **Charges** tab ( contains two grids. A **One Time Charges** grid and a **Recurring Charge Assignments** grid. All currently defined charges for the asset are displayed on the **Charges** tab.


**Figure 4-2** Charges Tab




### Adding a New One Time Charge

To add a new one time charge, follow the steps below.

**Step 1** In the **One Time Charges** grid, do one of the following:

—Click **New**  on the action toolbar.

—Click the asterisk icon  on the far left of the top row.

The asterisk icon changes to an arrowhead  indicating the active row.

**Step 2** Edit the one time charge fields as described in [Table 4-2](#).

**Table 4-2** One Time Charge Fields

Field	Required	Description
Date	Mandatory	Date of the charge
Name	Mandatory	


Field	Required	Description
Description	Mandatory	Text describing the charge
Amount	Mandatory	The amount to charge
Owner	Display only	Assignee - the person or unit to whom the asset is assigned. Display only field.
Applied By	Display only	The user who entered the charge. Display only field.

### Assigning a New Recurring Charge


Recurring charges are defined in **Recurring Charges** in the **Administration** sub-module of the **Rating** module of the **Application Suite**. Here you only assign an existing recurring charge to the asset.

To assign a new recurring charge, follow the steps below.

**Step 1** In the Recurring Charges Assignment grid, do one of the following.

—Click **New**  in the action toolbar.

—Click the asterisk icon  on the far left of the top row.

The asterisk icon changes to an arrowhead  indicating the active row.

**Step 2** Enter the name of the defined recurring charge. When you start typing, a list of charges whose name starts with the characters entered so far displays. With each additional character entered, the list gets smaller. A click on one of the recurring charges in the list selects that charge.

**Step 3** Select when to start charging the new recurring charge, then click **OK**.

**Step 4** Press **Enter** to move the new charge to the grid.

### Editing an Existing Assignment of a Recurring Charge

To edit an existing recurring charge assignment, follow the steps below.

**Step 1** In the Recurring Charges Assignment grid, do one of the following.

—Double-click a charge.

—Select a charge, then click **Edit**  on the action toolbar. The **Edit Recurring Charge Assignment** dialog box displays, [Figure 4-3](#).


**Figure 4-3** Edit Recurring Charge Assignment Dialog Box

**Step 2** Select when to start charging this recurring charge, then click **OK**.

**Step 3** A dialog box with a warning message may appear. Click **OK** to continue.

### Deleting an Existing Recurring Charge Assignment

Perform the steps below to delete an existing recurring charge assignment.

**Step 1** In the Recurring Charges Assignment grid, select an assignment, then click **Delete**  on the action toolbar. The **Delete Recurring Charge Assignment** dialog box displays, [Figure 4-4](#).

**Figure 4-4** Delete Recurring Charge Assignment Dialog Box

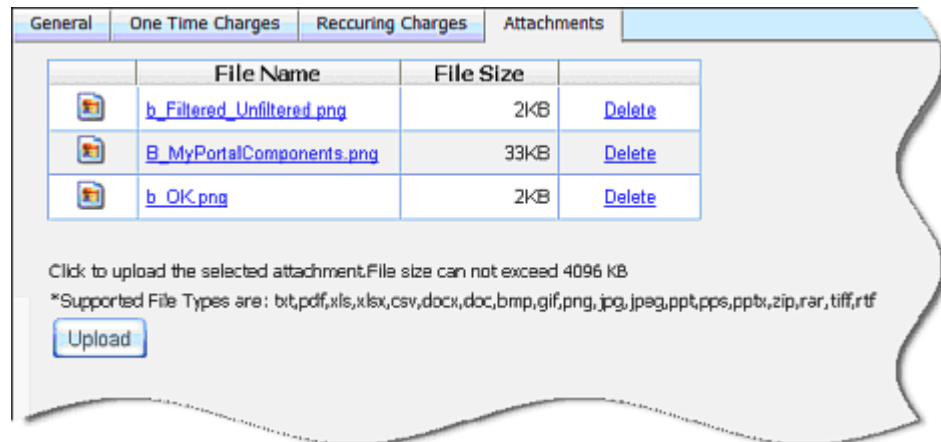
**Step 2** Select when to stop charging this recurring charge, then click **OK**.

**Step 3** A dialog box with a warning message may appear. Click **OK** to continue.

## Attachments Tab

When opened, a list of currently attached files displays, [Figure 4-5](#).

**Figure 4-5** Attachments Tab



### Adding an Attachment

To add an attachment, complete the steps below.

**Step 1** Click **Upload** .

A **Chose File to Upload** dialog box displays.

**Step 2** Select the desired file and click **Open**.

**Step 3** Press **Enter** to move the new charge to the grid.

### Deleting an Attachment

To delete an attachment, click the **Delete** link next to the file you wish to delete.





***For additional information or support on this NEC Corporation product, contact your NEC Corporation representative.***

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**Expense Management Asset Management User Guide**

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