Setting up an Asset List

The Asset List in the left-hand pane can be setup to display only those assets a User requires. Once a specific list is setup, FAMIS will record this detail and only display this list of assets in the Asset List pane upon User login.

The Asset List tab opens with the current active profile.

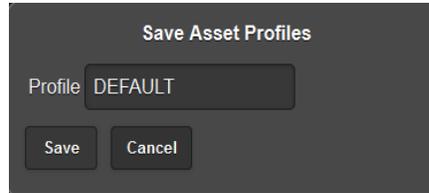**To set up an Asset List, complete the following steps:**

1. Select the Asset List tab from the Work Tabs pane.

2. Click the Clear All button.

3. Place a tick in the box next to each asset required.

4. Click the Submit button

Note: The <u>Save Asset Profiles</u> window appears

5. Type a new *Profile Name* in the <u>Profile</u> field and click the <u>Save</u> button.
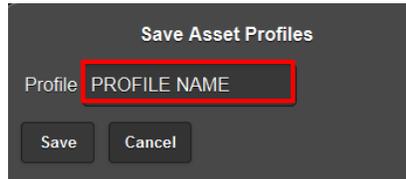
(**Note:** The next time the User exits and re-enters FAMIS, the new *Profile* will be used and the Asset List pane will display only those Assets included in the new Profile. The <u>Asset List</u> tab is not available to all users).
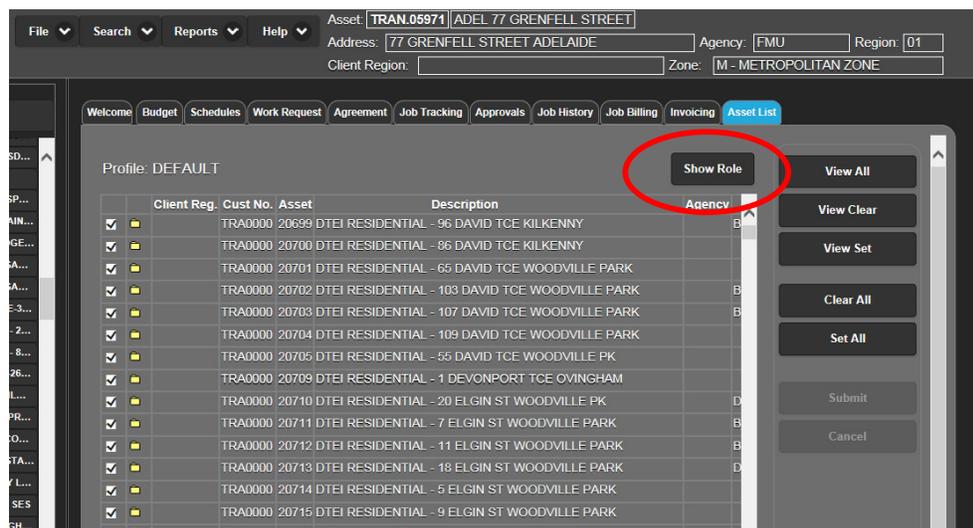
Display another Profile

FAMIS allows Users to set up more than one profile. Once set-up, Users can alternate between profiles as necessary.

From the <u>Asset List</u> tab, complete the following steps:

1. Click the <u>Profiles</u> button.
2. Select another Profile and click the <u>Apply</u> button.
   (**Note:** The *Asset List* pane closes down and the new Profile list is displayed).

The *Show Role* button

The <u>Show Role</u> button has been designed for Agencies with a large number of Assets being looked after by several people. It displays all Assets for that User as a crosscheck that each Asset has been assigned and ticked.