

MANUAL – RECORD ASSET DETAILS

Versie 1.2

STEP 1

The screenshot shows the 'noclaims' web application interface. The top navigation bar includes 'Home', 'Client', and 'Supplier' dropdowns. The left sidebar shows a tree view with 'Contractors BV' and various regions and buildings, with 'Building 01' selected. The main content area is titled 'Home' and has tabs for 'Asset details', 'Activities', 'Tickets', 'Building dossiers', 'Components', and 'Invoices'. The 'Asset details' tab is active, showing 'Building 01' with an address: 'Street 01 01, 1000 AA Amsterdam, Netherlands'. Below this are buttons for '+ Add tag' and 'Add additional information'. To the right, there are sections for 'Contacts' (with a '+ Add contact' button and a table of contacts) and 'Supplier information' (with a message 'No supplier information added yet'). Two green callout boxes with arrows point to the 'Asset details' tab and the pencil icon in the 'Contacts' section.

1A. Go to 'Asset details'

Contact	Role	Phonenumber
Mr. Example 1 Anonymous	Asset Manager	
Ms. Example 2 Anonymous	Director	
Ms. Example 3 Anonymous	Portfolio Manager	

1B. Click on pencil

STEP 2


Edit Building 01

Type *

Folder Asset Country Portfolio

2A. Select type

Icon



Name *

Building 01

2B. Verify name of shopping center

Comments

Empty text area for comments.

2C. Add comments if needed

Control-it object number

Empty text field for control-it object number.

2D. Ignore

Country

Netherlands

Portfolio

Portfolio 1

2E. Verify name of portfolio

Street

Street 01

House number

01

Postal code

1000 AA

Place

Amsterdam

Phonenumber

Empty text field for phonenumber.

Fax number

Empty text field for fax number.

Email

Empty text field for email.

Open from

Empty text field for open from, with a "hours" button to the right.

Open until

Empty text field for open until, with a "hours" button to the right.

2F. Fill in information

2G. Save