

Asset Manager

The **Asset Management** interface allows your lodge to track and manage lodge-owned assets. It includes checkout and due date functionality to manage where assets are at any given time.

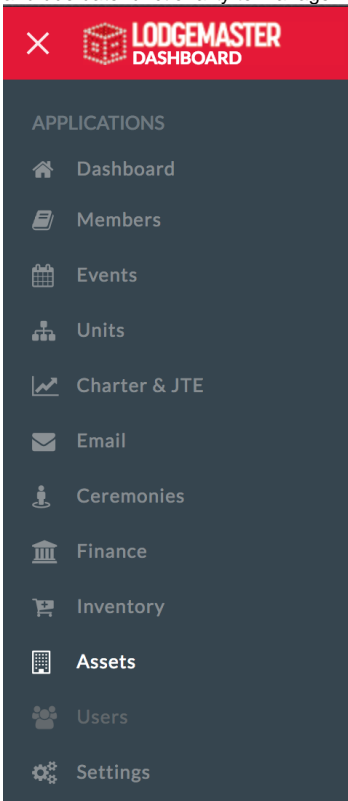


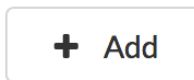
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Managing Assets

Assets are listed in the main table. The "Name" column shows a unique name for the asset. The "Check Out" column shows the date the asset was checked out (if checked out). The "Member" column shows the member who checked out the asset. If a due date is set, the "due date" column has that date.

Adding Assets



To add an asset, click . The following dialogue box will display. Add a name and click "Save," or click "Cancel" to cancel.

A screenshot of a dialog box titled 'ADD ASSET' with a red header and a white body. The header has a white 'X' icon in the top right corner. The body contains a label 'Name: *' followed by a text input field. At the bottom right of the dialog box are two buttons: 'Save' and 'Cancel'.

Updating Assets

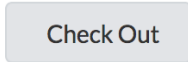


To update the name of the asset, select the asset in the table and click

. The following dialogue box will open. Change the name, and click "save."

A dialog box titled "UPDATE ASSET" with a close button (X) in the top right corner. It contains a label "Name: *" followed by a text input field containing the word "Boat". At the bottom right, there are two buttons: "Save" and "Cancel".

Checking Out Assets

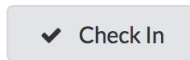


To check out an asset, select it in the table. Click

. The following dialogue box will display. Begin typing the last name of a member, and the software will auto-correct the member. Add a due date if applicable then click save.

A dialog box titled "CHECK OUT OALM LAPTOP" with a close button (X) in the top right corner. It contains a label "Member: *" followed by a search input field with the placeholder text "Search...". Below that is a label "Due Date:" followed by a date input field with a calendar icon. At the bottom right, there are two buttons: "Check Out" and "Cancel".

Checking In Assets



To check in an asset, select it in the table. Click

. The following dialogue box will display. Click "yes" to check in, click "no" to cancel.

A dialog box titled "ASSET CHECK IN" with a close button (X) in the top right corner. It contains a red question: "Are you sure you want to check in asset Test Asset?". At the bottom right, there are two buttons: "Yes" and "No".

Additional Documentation