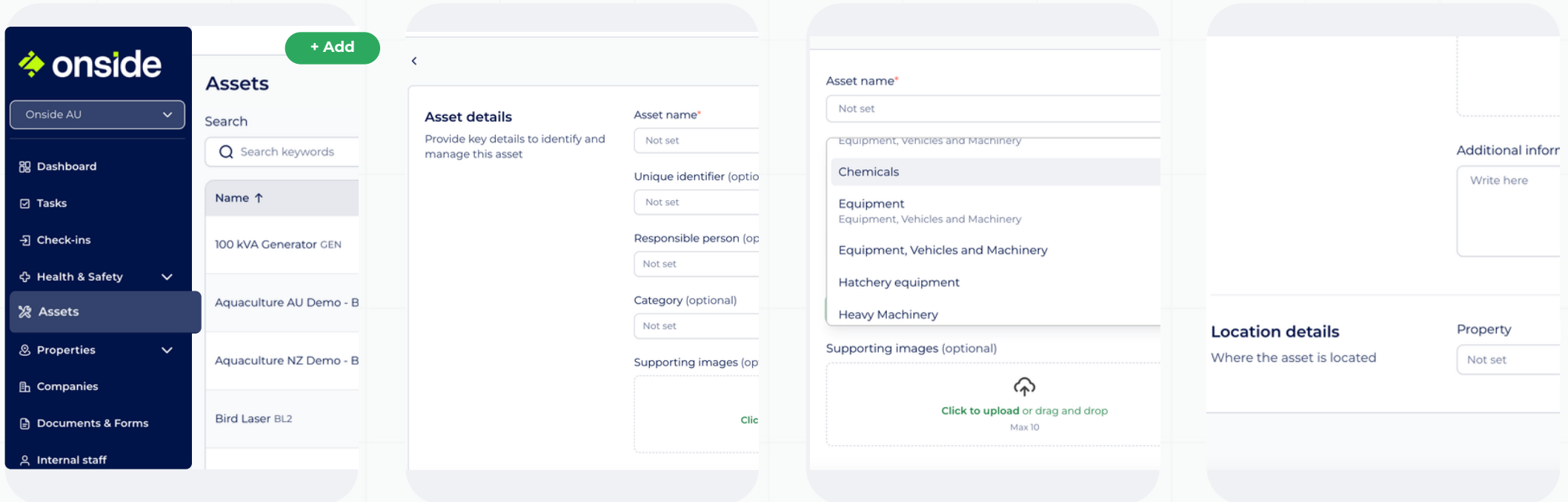


Add an asset - for property managers



The image shows four sequential screenshots of the onside web portal interface, numbered 1 through 4, illustrating the steps to add a new asset.

- Step 1:** The 'Assets' page with a sidebar menu on the left. The 'Assets' menu item is highlighted, and a green '+ Add' button is visible in the top right corner of the main content area.
- Step 2:** The 'Asset details' form. It includes fields for 'Asset name*', 'Unique identifier (optional)', 'Responsible person (optional)', and 'Category (optional)'. There is also a section for 'Supporting images (optional)' with a 'Click to upload or drag and drop' button.
- Step 3:** The 'Asset category' selection screen. It shows a list of categories: 'Chemicals', 'Equipment', 'Equipment, Vehicles and Machinery', 'Hatchery equipment', and 'Heavy Machinery'. The 'Equipment' category is selected.
- Step 4:** The 'Location details' form. It includes a 'Where the asset is located' field and a 'Property' dropdown menu. The 'Property' dropdown is currently set to 'Not set'.

1

ADD AN ASSET

In the web portal, go to Assets, then click '+ Add' in the top right.



2

ADD ASSET DETAILS

Enter the asset name, unique identifier (e.g. serial number), responsible person, and an image.

3

ADD ASSET CATEGORY

Categories are set up by your company admin, and will ask for more details that are specific to that category.

4

LINK A PROPERTY

Choose a property to link the asset to that you are a property manager for. Then click **'Save'** to finish.