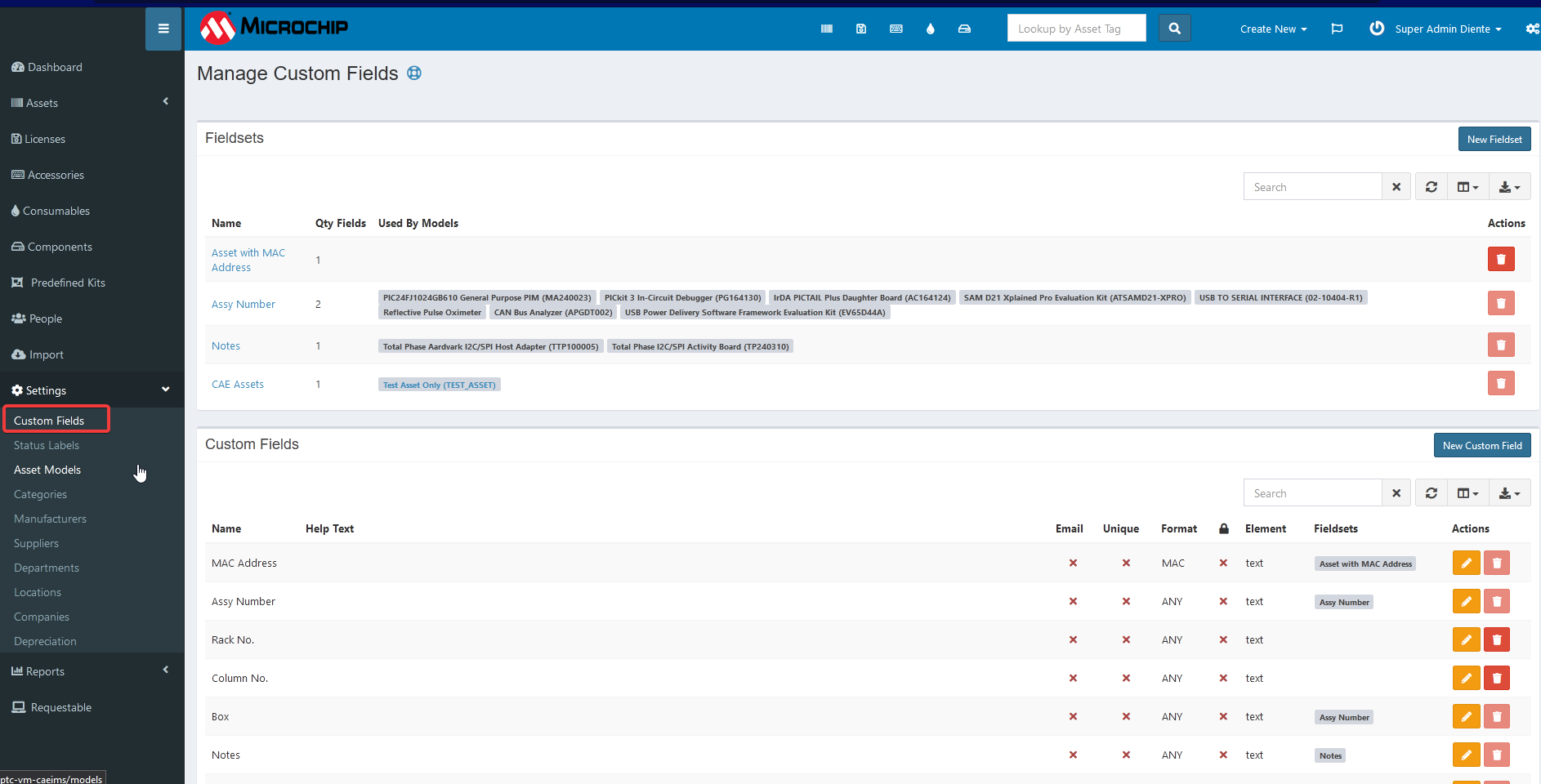
# Creating Custom Field “At Home?”

Custom Fields can be created in Settings > Custom Field:



Graphical user interface, text, application, email

Description automatically generated

# Creating Custom Fieldset “CAE Assets”

A Custom Fieldset should be created to include the custom field. “At Home?” custom field is included in “CAE Assets” fieldset.

Graphical user interface, text, application, email

Description automatically generated

Add ‘At Home?” field in “CAE Assets”.

Graphical user interface, application

Description automatically generated

Note: Required means needed to be filled-up so “At home?” is not required. Can be changed in the future.

# Tagging Assets with “At Home?” attribute

Graphical user interface, application

Description automatically generated

Graphical user interface, application

Description automatically generated

Initial Setup:

* CAE needs to audit all the assets that are “at home”.
* CAE needs to update their “All Assets” view.

Flow:

1. After checking out, CAE should modify this field.
2. After checking in, CAE should remove check on this field.

Disadvantages:

* Additional steps.
* Can be forgotten to update the field and then carried after checking in the asset back to the inventory.
* Not automatically updated after checking in.