

Getting Started in Asset Panda

So you've got this great, new Asset Panda application. Exciting, isn't it? If you're like us, you just can't wait to unwrap this new toy and see it in action. You'll find some helpful information (below) to steer you in the right direction.

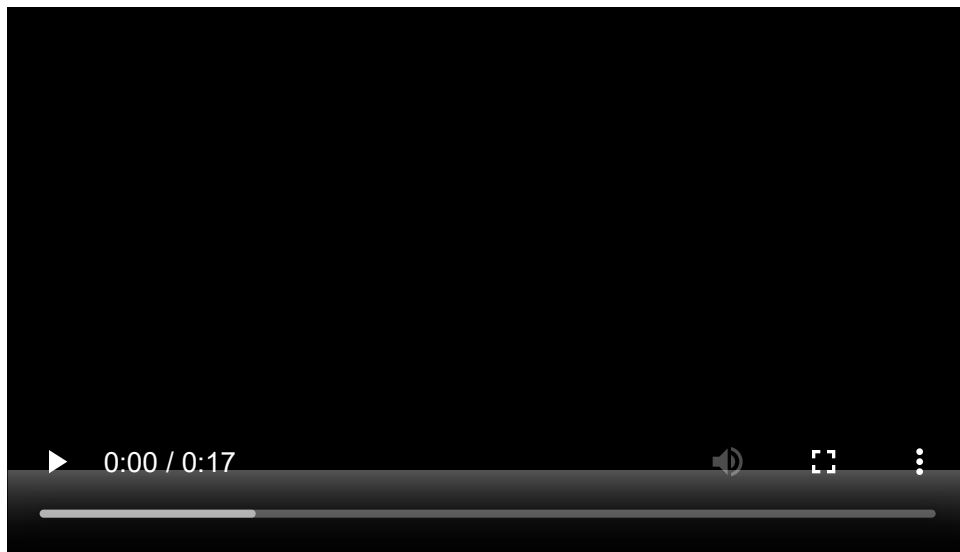
Of course, our **Asset Panda Online Knowledge Center** (where you are now) is here to help you with step-by-step instructions on how to handle these tasks. (See [Knowledge Center](#) for additional, helpful information.)

Getting started steps

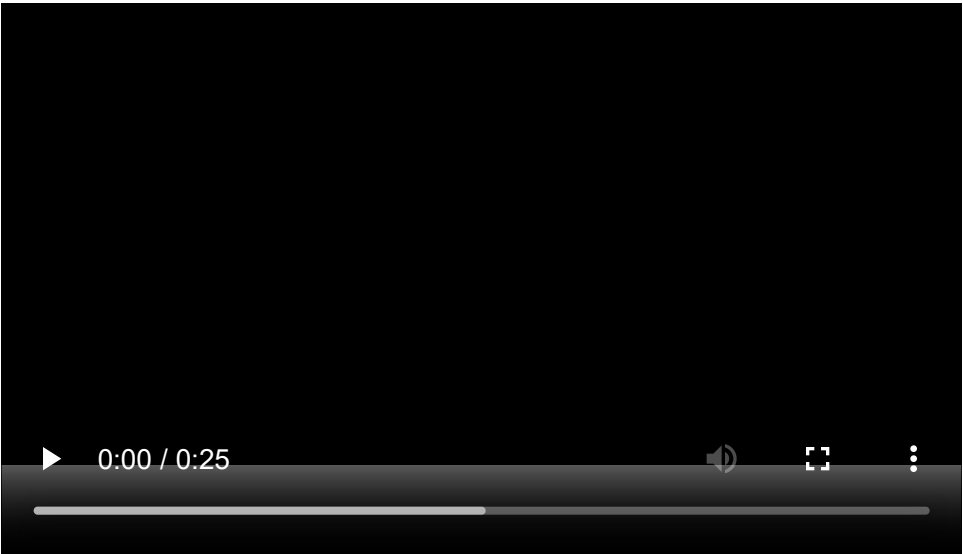
One of the first questions you may have is, "Where do I start?"

We recommend that you browse through the steps below to help get started. You can click on any of the links to take you directly to those topics to learn more, and/or click on the videos to get a quick snapshot of each of these objects and where they are located within the Asset Panda application:

Step 1 - [Groups](#)



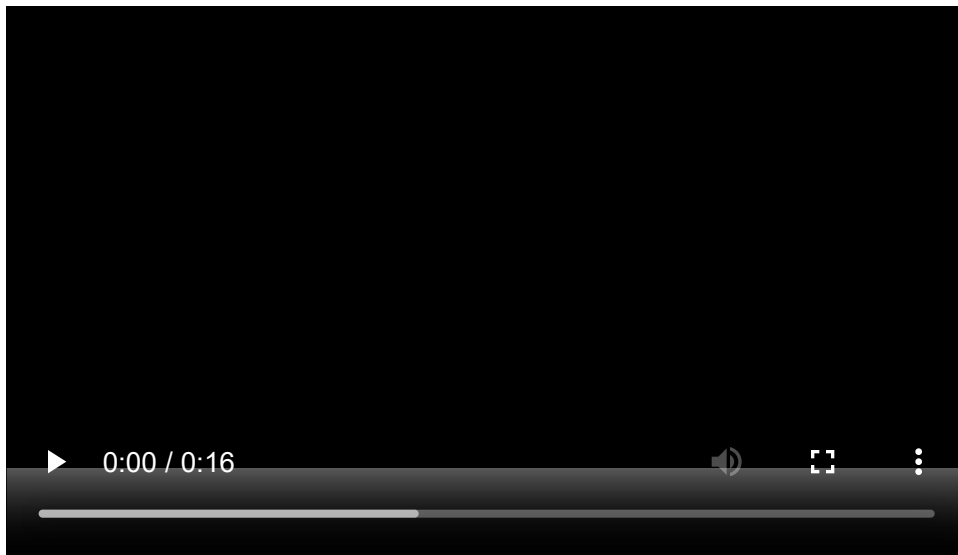
Step 2 - [Records](#)



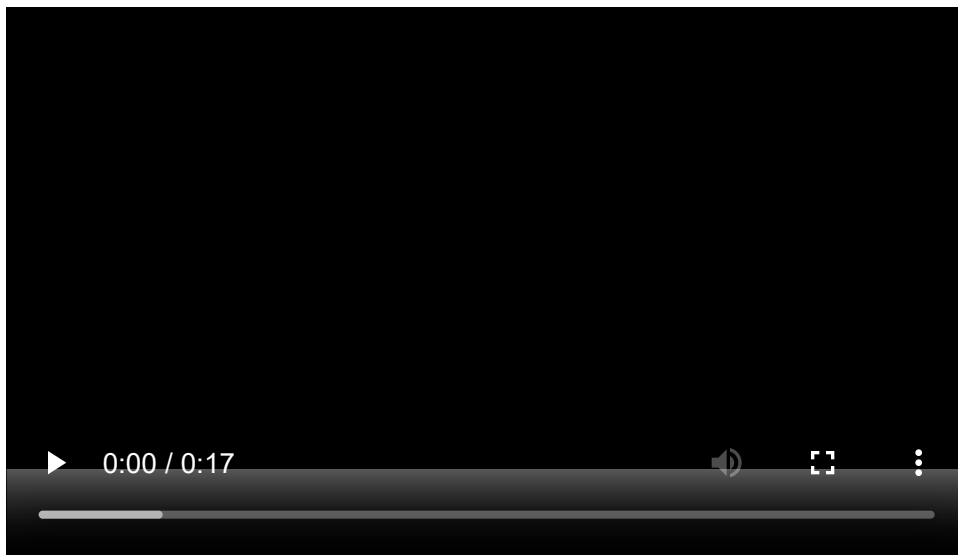
Step 3 - [Fields](#)



Step 4 - [Actions](#)




Step 5 - [Reports](#)



Getting started section

Our **Getting Started** section (accessed by selecting the **Getting Started** button on the top of every page) also provides helpful tips and videos to help you get started with Asset Panda.



Upgrade

Getting Started

Notifications (1)GroupsToolsSupport

AssetsCategoriesBuildingsEmployeesAsset CategoriesInventoryCalendarReports

asset panda

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Upgrade

AssetsKitsComponents

Groups

Select Group Settings to set and/or change settings within your Groups.

Notification (0)GroupsToolsSupport

IndexCalendarRooms

Groups

Add New Group

Name	Show in sidebar	
Assets	<input checked="" type="checkbox"/>	Edit New Field Action Notifications Custom Fields Group Settings Operations
Categories	<input checked="" type="checkbox"/>	Edit New Field Action Notifications Custom Fields Group Settings Operations Delete
Locations	<input type="checkbox"/>	Edit New Field Action Notifications Custom Fields Group Settings Operations Delete
Employees	<input checked="" type="checkbox"/>	Edit New Field Action Notifications Custom Fields Group Settings Operations Delete

Navigating Asset Panda

- Groups are a subset of data
- Use the submenu to open your groups
- Add and view records from within your groups
- Customize your account through your Group Settings

How to view an asset record

How to add a record