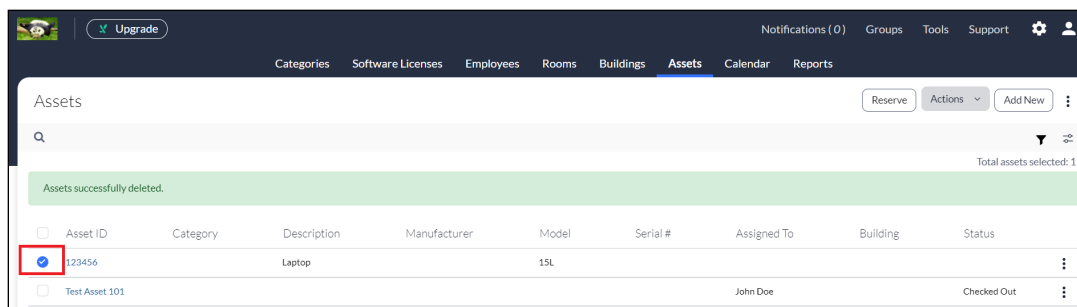


Reallocation

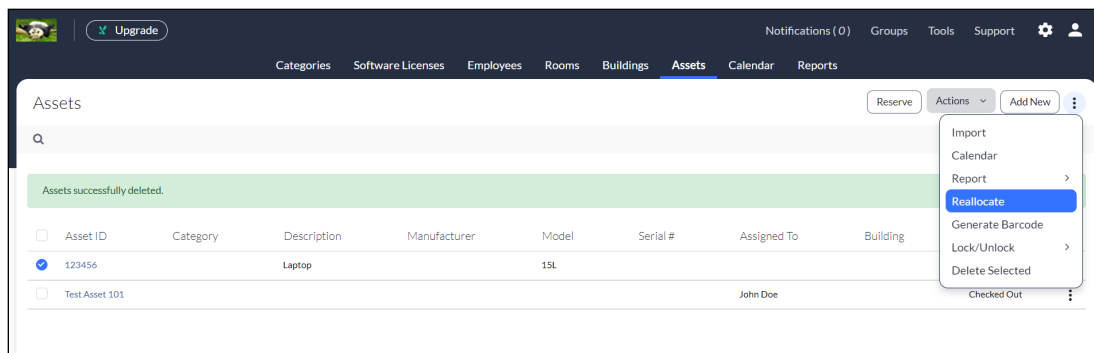
Reallocation provides you the ability to alter one field, changing multiple records at once.

To use the reallocation feature:

1. From your **Assets** page, select the checkbox next to the asset(s) you wish to reallocate.



2. Click the three vertical dots (ellipses) in the upper, right corner of the page, and then select **Reallocate**.



3. Select the fields you wish to modify. (Your selected fields will likely differ from those shown below.)

NOTE: You may select more than one however selecting more than one will change all selected fields for all selected Assets.

Fields Values Update

Select fields you want to modify

☐ Asset ID ☐ Category ☐ Description

☐ Manufacturer ☐ Model ☐ Serial #

☐ Operating System ☐ MAC Address ☐ IP Address

☐ Harddrive Size ☐ RAM ☐ Purchase From

☐ Purchase Date ☐ Cost ☐ Warranty Info

☐ Warranty Expiration Date ☐ End of Life Date ☐ Next Service Date

☐ Assigned To ☐ Building / Room ☐ Status

☐ Last Audit Date

[Check/Uncheck all](#)

[Continue](#)

4. Click **Continue** once you have completed your selection(s).

5. Enter the values for your selected fields, and then click **Continue**. (Your selected fields will likely differ from those shown below.)

Fields Values Update

Enter values for field

Model

Operating System

Next Service Date

Assigned To

[Back](#) [Continue](#)

You will receive a notification that you are about to make changes to your Asset(s).

6. Confirm that your changes are correct, and then select **Update Records**.

Fields Values Update

You are about to change 1 assets!

Model

Operating System

Next Service Date

Assigned To

[Back](#) [Update Records](#)

Your selected Assets are now updated.