

# **Asset Manager**

Administrator

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## Asset Manager

In the menu *System > Master Data > Asset Manager* you can view at the associated asset managers in the system.

	Name	Anrede	Titel	Telefon	Mobiltelefon	Email
	Manfred Demo	Mr				

Table of existing asset Managers

Name:

Gender: **Mr**

Title:

Phone:

Mobile phone:

Email:

Description, text: **Beschreibung, Text**

User accounts:

**Save** **Back**

Form to create or edit asset manager

Now fill in the fields of the form:

Name: First and second name, respectively the company Name, when it's an organisation.

Salutation

Title

Telephone

Mobile

Email: when an email is filled in on this place, then it will be used for notification after the modification of an object.

Description, text: a text field for auxiliary information to the asset manager

With click on the button: *Save* the new asset manager will be assumed in the system.

To brake off the process you can conventionally return to the first step, that ist the Flexigrid table.

With the button: *Export excel* you can start the export of the list of activated asset manager.

You can choose in the dialog to view or to save the list in the system. In the second case you will be asked to the path of the target folder.

**Yet you have another question leave it on this site for the metamagix-support-team.**