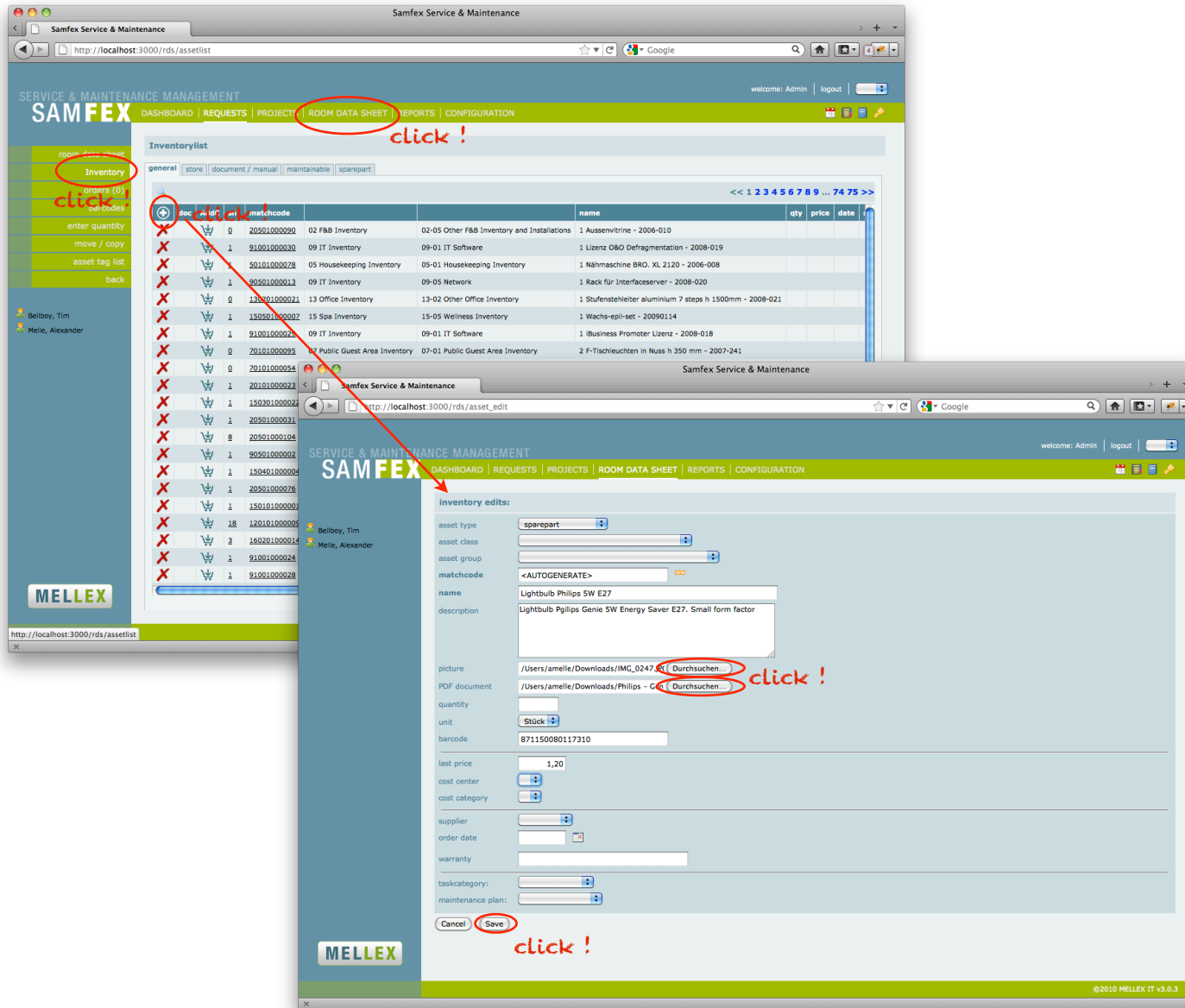


# Add asset with picture



Open Inventory and add asset (+).  
Select the desired asset type, class and group. Enter matchcode or select autonumbering. Click the picture search button and browse your filesystem for the picture you want to add.  
Repeat the search to add a pdf document as well.  
Click Save

- ✓ picture will be formatted to 280px x 280px.
- ✓ jpg, png, gif are good picture types
- ✓ maximum length for filenames is 45 characters

# Add asset with picture

The screenshot shows the SAMFEX web application interface. The top navigation bar includes 'SERVICE & MAINTENANCE MANAGEMENT', 'SAMFEX', and various menu items like 'DASHBOARD', 'REQUESTS', 'PROJECTS', 'ROOM DATA SHEET', 'REPORTS', and 'CONFIGURATION'. The left sidebar contains navigation options such as 'room data sheet', 'Inventory', 'orders (0)', 'barcodes', 'enter quantity', 'move / copy', 'asset tag list', and 'back'. The main content area displays the 'Inventorylist' with a table of assets. The table has columns for 'doc', 'AddC', 'an', 'matchcode', 'name', 'qty', 'price', 'date', 'supplier', 'description', 'created', and 'cost center'. Two rows are visible: one for 'Lampe 60W' and one for 'Lightbulb Philips 5W E27'. The 'doc' column for the lightbulb row contains a document icon, which is circled in red. Below the inventory list, the 'Inventory edits' form is shown for the selected asset. The form includes fields for 'asset type', 'asset class', 'asset group', 'matchcode', 'name', 'description', 'picture', 'PDF document', 'quantity', 'unit', 'barcode', 'last price', 'cost center', 'cost category', 'supplier', 'order date', 'warranty', 'taskcategory', and 'maintenance plan'. The 'picture' field contains a photo of a Philips lightbulb. A red circle highlights a small 'X' icon in the top right corner of the picture field, indicating the option to remove the image. At the bottom of the form are 'Cancel' and 'Save' buttons. The MELLEX logo is visible in the bottom left corner of the application window.

doc	AddC	an	matchcode	name	qty	price	date	supplier	description	created	cost center
X			600000000001	Lampe 60W	-12	0,00			Lampe 60W	28.07.11, 11:39	
X			600000000002	Lightbulb Philips 5W E27	0	1,20			Lightbulb Pgilips Genie 5W Energy Saver E27. Small form factor	19.09.11, 09:40	

In the inventory list you the document icon (📄) indicates an attached document. Click on the icon to show the document.

The inventory details show the picture. To remove the picture click (✖)