

Prerequisites: Job Aid: WorkCenter Overview - All Roles

The **Asset Information** page can be customized to display sections that are most commonly edited during the Curation process. Page layout customizations are saved upon exit by individual user. When the Asset Information page is next displayed the page customizations are active.

Navigate to the Asset information page via the WorkCenter and **Click** on a Pending Transaction for Curation Review. If you do not have a Pending Transaction, navigate to the WorkCenter **Links Section**, **Manage Assets** and select the **Asset Information** link. A search page is opened to find an existing value, enter the applicable criteria to open an equipment record.

- From the Asset Information page, **Select** the **Customize Page Layout** hyperlink.
- 2 The Customize Page Layout window is displayed. From this page you can select default display conditions for sections of Asset information page: Hide Section, Collapse Section and Uncollapse Section. The recommended action is to collapse non-commonly edited sections keeping commonly edited sections open for editing.
- 3 Select the following recommended sections as collapsed for the page: Manufacture Information, Maintenance Information, Location Information, Custodian Information, License Information, and Physical and Custom Attributes. Click OK to save your changes and be returned to the Asset Information page.
- Sections of the Account Information page can also be manually collapsed. The following sections are not selectable from the Customize Page Layout window and are selected manually to collapse. Scroll down the page to find the: Utilization and Maintenance Workbench sections. Click the collapse section lcon for each to minimize the section.

The recommended remaining sections uncollapsed include: Asset Structure, Additional Information, Comments

Business Unit SFCMP	Asset ID 000812002797	Curated		
Tag Number 812002797	Asset Status In Service	Custodial Re	viow	
Nick Name	Profile ID E6712			
Description ULTRA CENTRIFUGE		Acquisition Dat		4
		Placement Da	te 02/01/1982	
etailed Description ULTRA CENTRIFUGE				
Attachments (0)	Customize Page Layout			4
Asset Structure				
Equipment Category	A	Asset Type Equipment	t s	~
	Asse	et Subtype	Q	
Component of		Order Ontons for		
Tag Number		3		Use
Tag Number	Hide		Uncollapse Section	Use
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