

**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.

- 1 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.
- 4 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 icon for each to minimize the section.

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

