

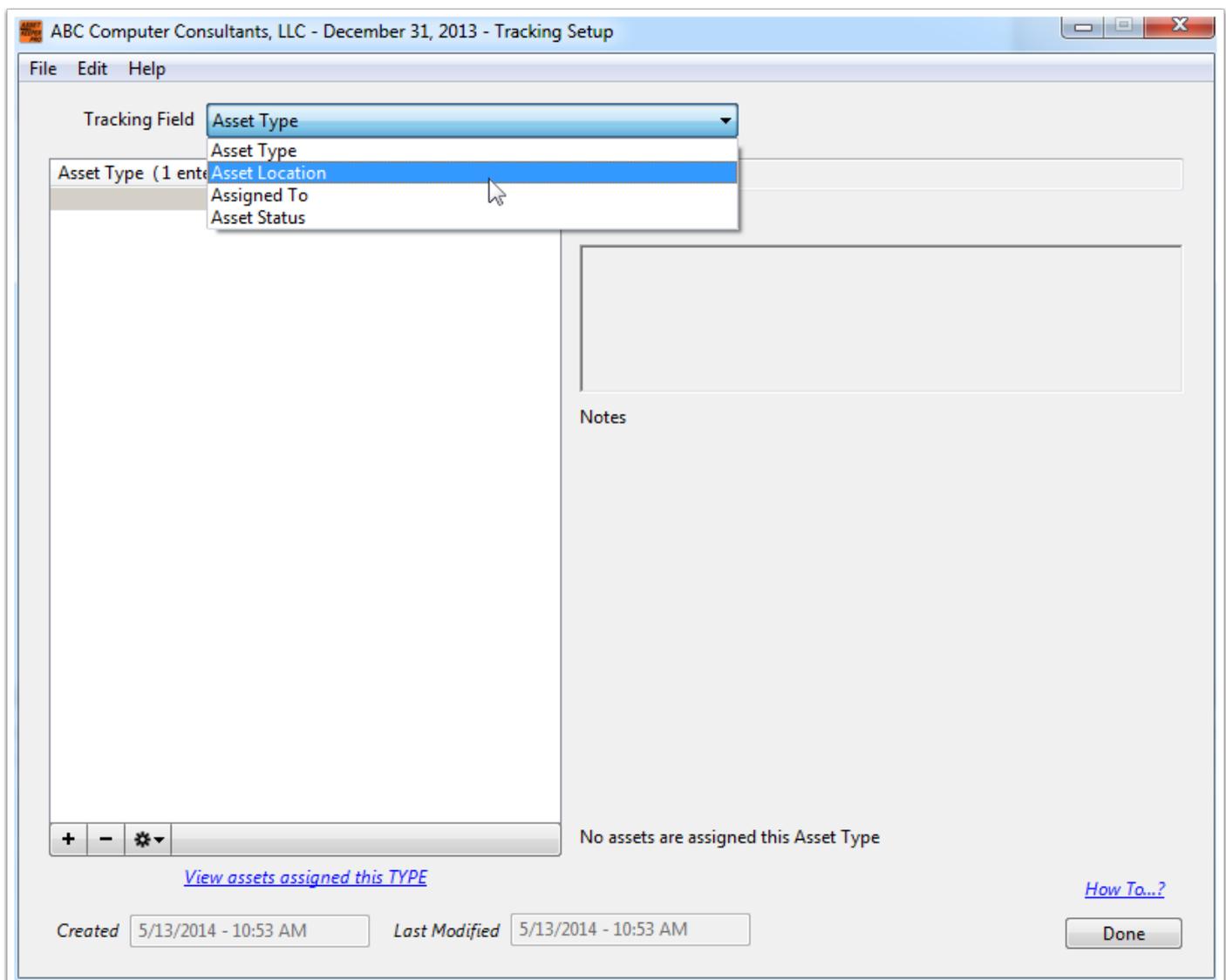
# Asset Keeper Pro - Tracking Setup

## Tracking Setup

If you have tracking turned on for a client, you can set up tracking information in advance on the Tracking Setup screen.

To add tracking values in advance, access the Tracking Setup option by selecting that option in the Assets menu. Note, that these can also be setup via the plus buttons next to the tracking fields on the Add / Edit screen Tracking tab.

When the Tracking Setup screen is displayed, you first need to choose what tracking field to work on by selecting the appropriate field from the drop-down list. For our example, we have chosen the location field.



## Tracking Setup

The grid on the left and fields on the right will denote what field is selected.

Clicking the "+" (plus) button allows you to enter a new asset location .

Clicking the "-" (minus) button allows you to delete an asset location.

To edit asset locations, highlight the asset location and click the cog wheel button.

Once you are in add or edit mode, you can enter information for the location on the right. When you click the "Save" button the asset location is saved to the table and can now be set as an asset's location on the tracking tab of the Add / Edit screen.

The screenshot shows a software window titled "ABC Computer Consultants, LLC - December 31, 2013 - Tracking Setup". The window has a menu bar with "File", "Edit", and "Help". Below the menu bar is a "Tracking Field" dropdown menu set to "Asset Type".

The main area is divided into two sections. On the left, there is a table with the header "Asset Type (1 entered)". Below the table are three buttons: a plus sign (+), a minus sign (-), and a cog wheel icon with a dropdown arrow. On the right, there are two text input fields: "Description" and "Notes".

At the bottom of the window, there are two date fields: "Created" and "Last Modified", both showing "5/13/2014 - 10:53 AM". There are also "Save" and "Cancel" buttons, and a "How To...?" link.

Three callout boxes with arrows pointing to the interface elements provide instructions:

- The top callout box points to the "Description" and "Notes" fields and contains the text: "Enter the description of the asset location and any notes."
- The middle callout box points to the plus and minus buttons and contains the text: "Click the + button to add an asset location. Click the - button to delete an asset location."
- The bottom callout box points to the cog wheel button and contains the text: "Click the wheel to edit a highlighted asset location."