

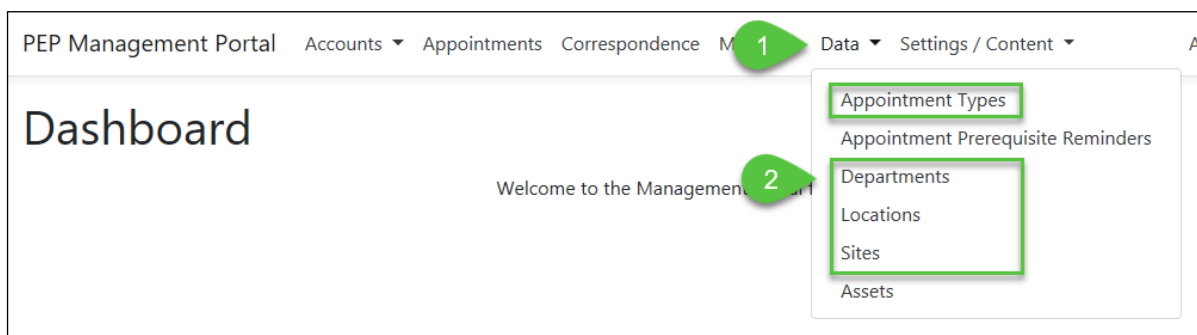
How to associate assets

Scenario

This guide shows how to associate an asset to a site, location, department or appointment type.

Associate assets

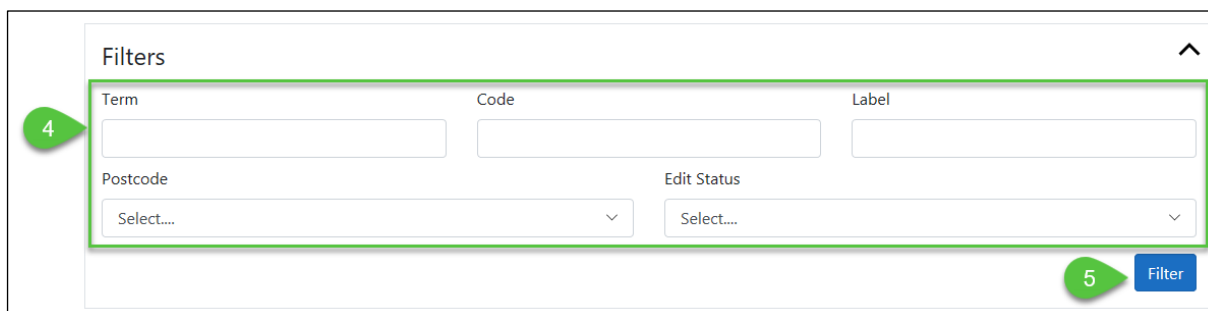
1. Select the **'Data'** menu
2. **Select** the data item you need to associate the asset to from the drop down list:



3. Select the **Filters** drop down



4. **Enter** the name of the appointment type, department, location or site you wish to update
5. Select **'Filter'**.



6. Alternatively, find the data item by locating it in the list at the bottom of the screen:

Code ▾	Label	Postcode	Edit Status	
NT001	Newtown General Hospital	NT1 1NT	Complete	Edit - View
NT001	Newtown General Hospital	NE7 7DN	In Progress	Edit - View

7. Locate the item in the list/results and click **'Edit'**

Code	Label	Postcode	Edit Status
NT001	Newtown General Hospital	NT1 1NT	Complete 7 Edit - View

8. Select **'Add Asset'**

9. Type in the **Label** of the asset you wish to add

10. Select the document in the results

Associate Assets

8 Add Asset

9 How

10 FIN - How to find us

11. The selected file will display

12. Repeat to add any additional assets

13. Update the **Edit Status** for the data item as per your organisations operating procedures, if required

14. Click **'Submit'**

Associate Assets

Add Asset

Label	Filename	
FIN - How to find us	How to find us Newtown General Hospital.pdf	Remove

Submit Cancel

15. All appointments with within this site, location, department or appointment type will now display this document in the **Associated Documents** section. When selected, the file can be viewed (website only) or downloaded (website and app).

Associated Documents

How to find us >

➤

View Document >

Download Document >

16. To remove an Asset select **Remove**. Changes will be applied after clicking Submit.

Label	Description	
Comfortable clothing	Please wear comfortable clothing and shoes to your appointment	Remove

Submit Cancel

17. When Assets are associated or removed this reflects for the patient immediately in the App.