# User Guide for Easy Asset Management

Create on 2022-03-11

# Overview

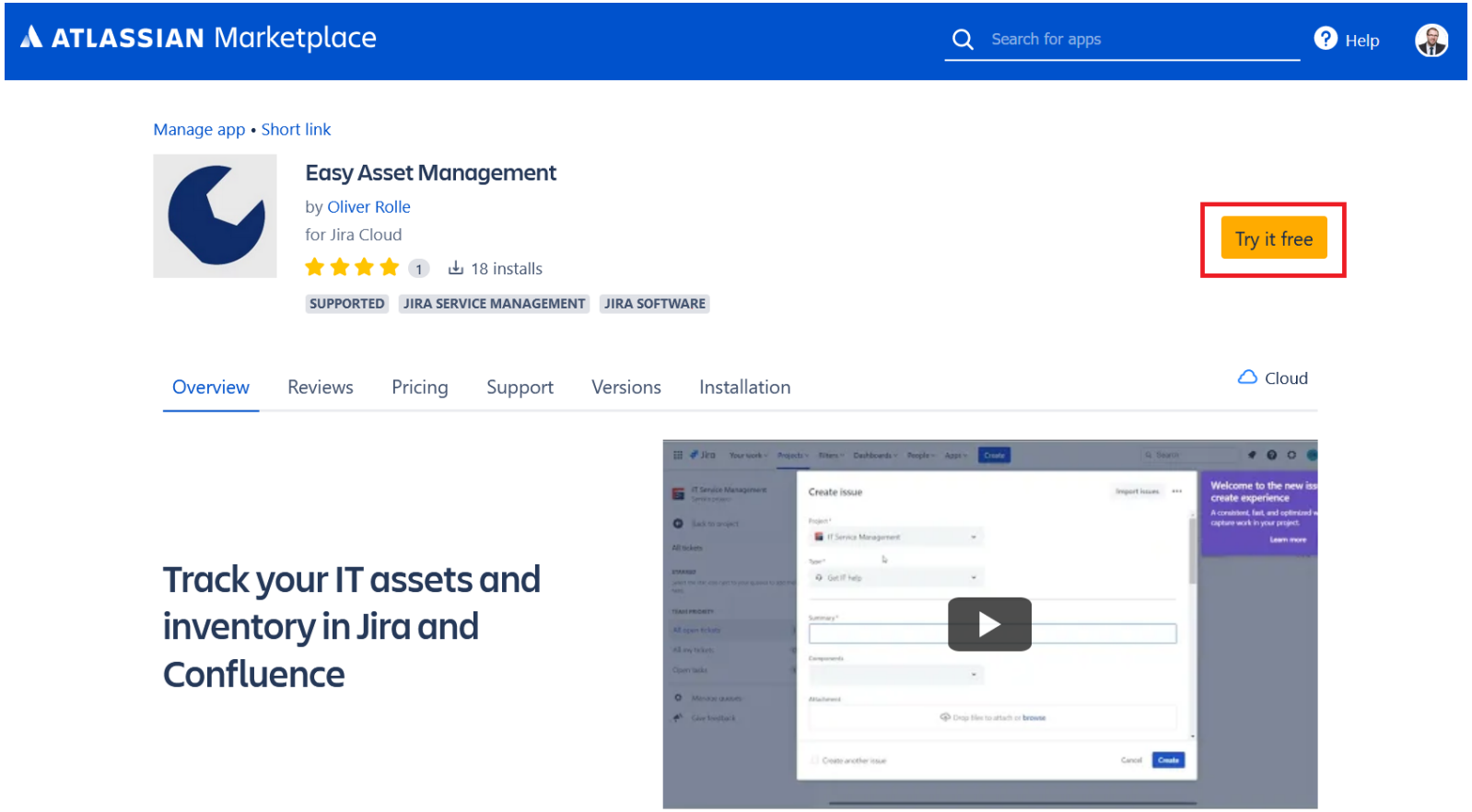
1. Installation
2. First start and initial setup
3. How to create, copy, edit and delete assets
4. Search and sort assets
5. How to link Jira Issues with your assets
6. Settings

# Installation

# Installation (1)

Install **Easy Asset Management** from the Atlassian Marketplace

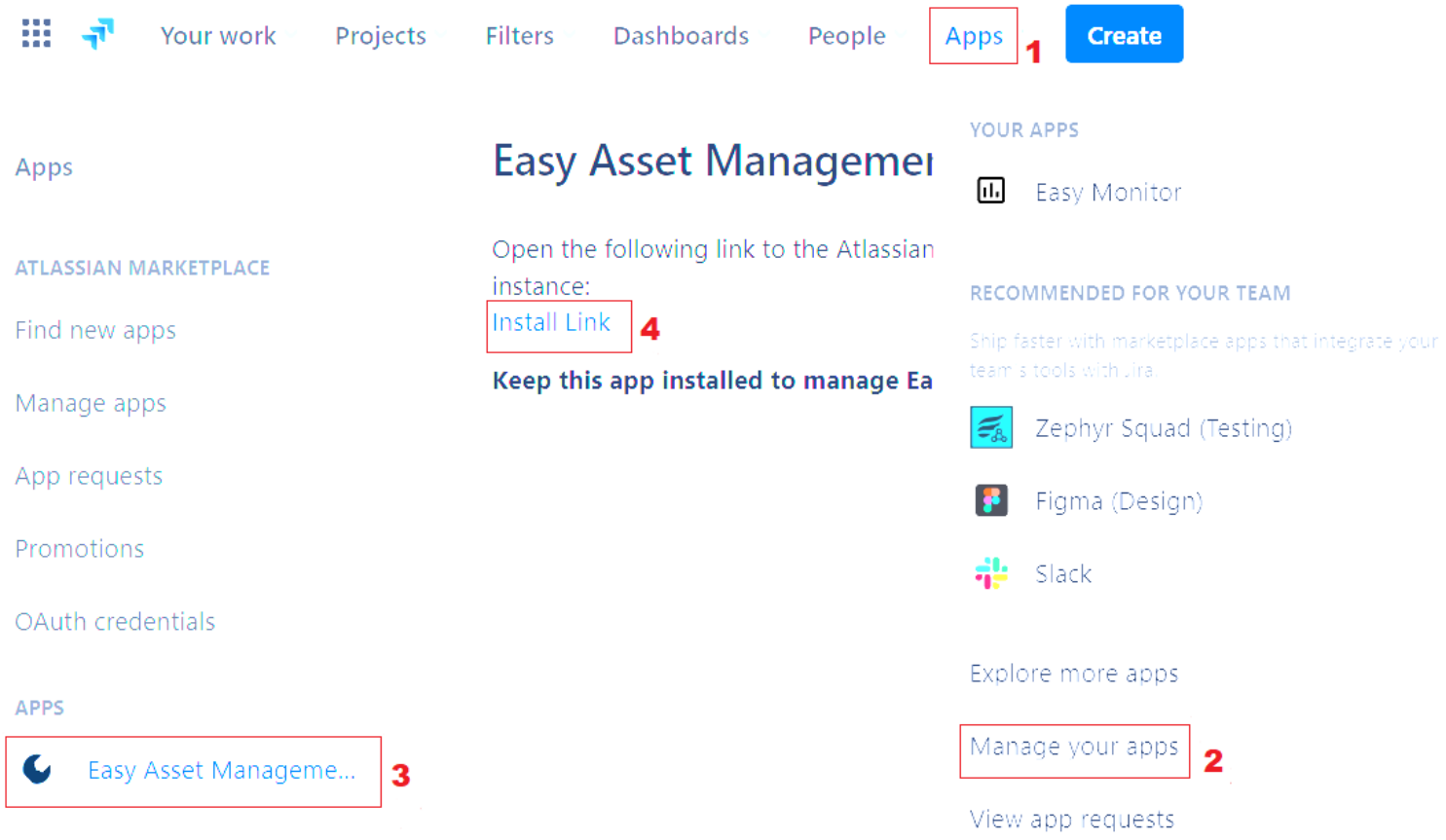
Easy Asset Management consists of 2 apps so that it will work with Jira and Confluence. The next step will install the second app.



# Installation (2)

Open Jira then

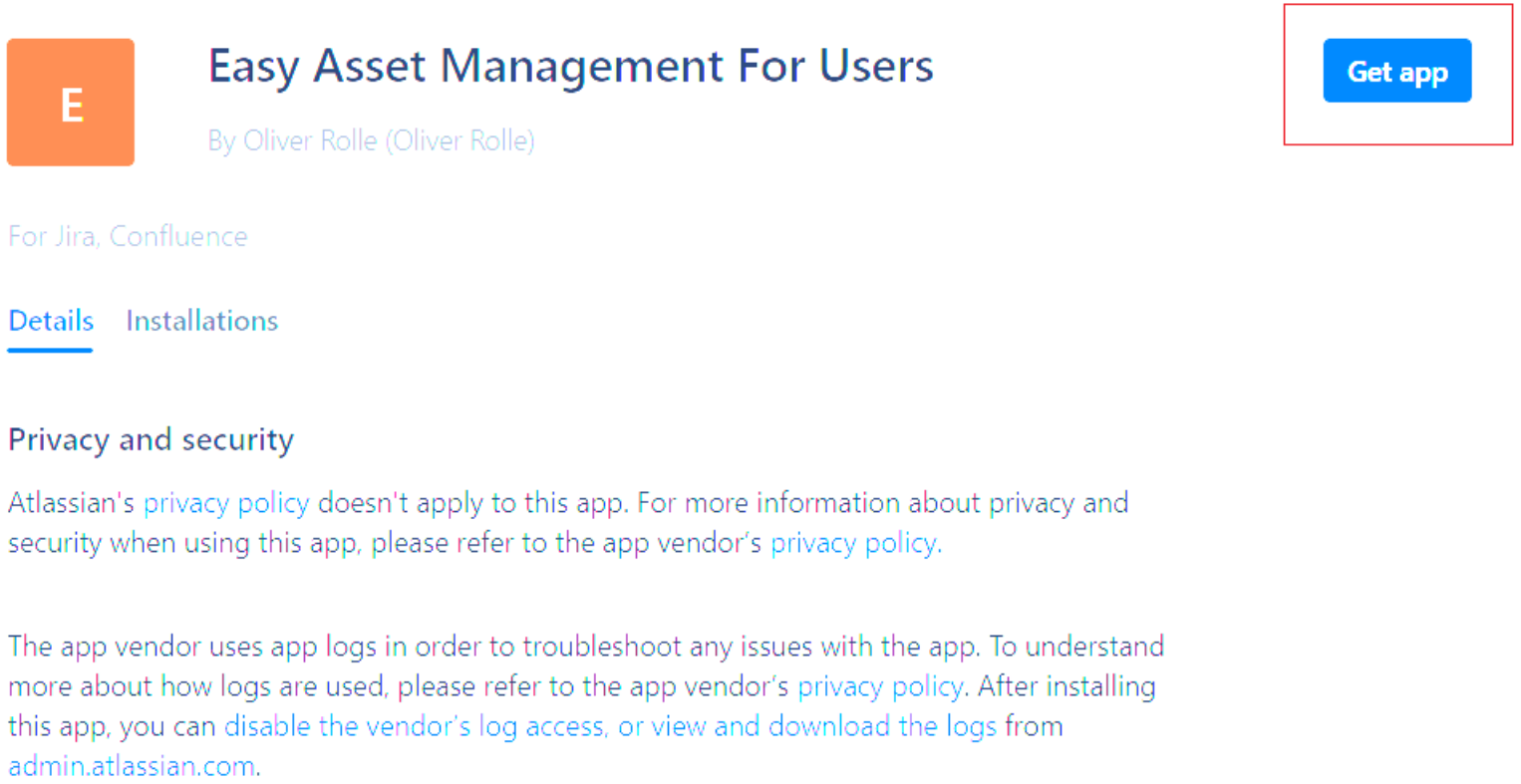
1. Click **Apps**
2. Click **Manage your Apps**
3. Click **Easy Asset Management**
4. Click on **Install Link**



# Installation (3)

A new pages opens to install the second app.

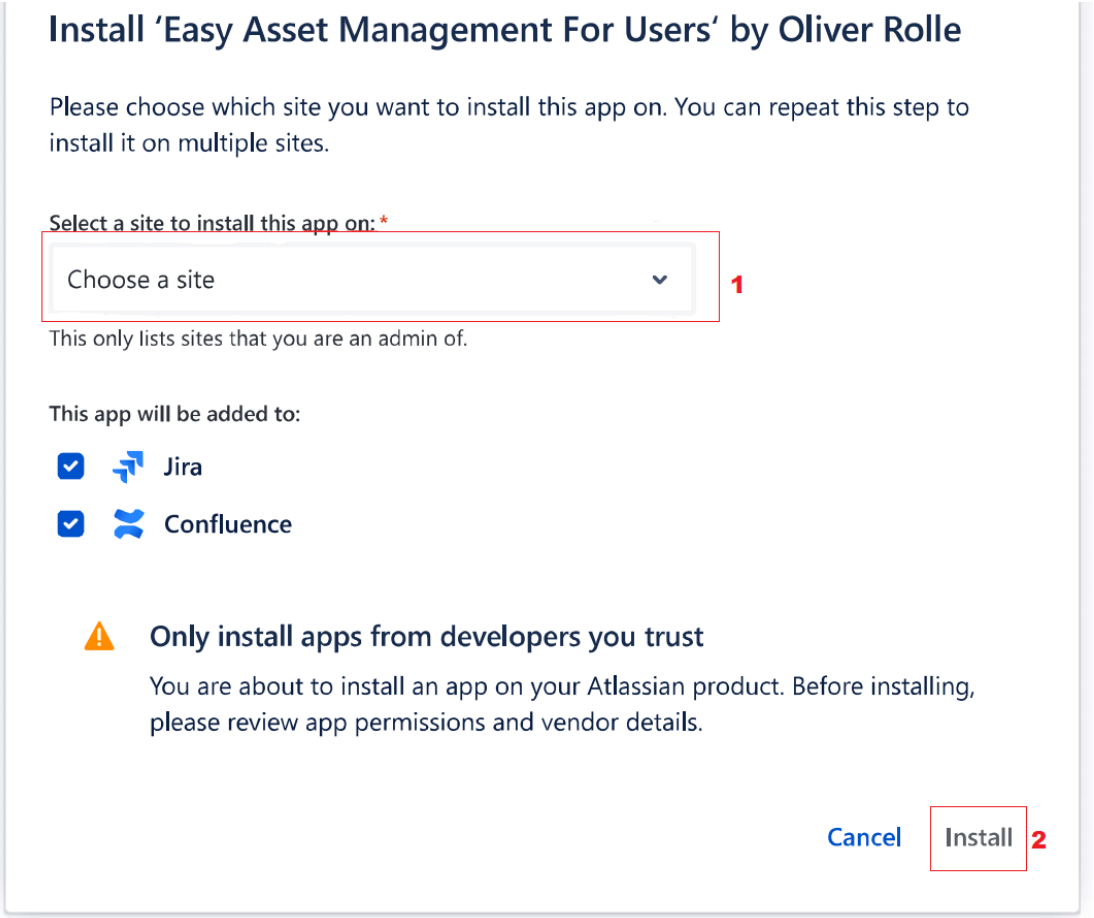
Click **Get app** to install the app



# Installation (4)

Choose the site to install the app

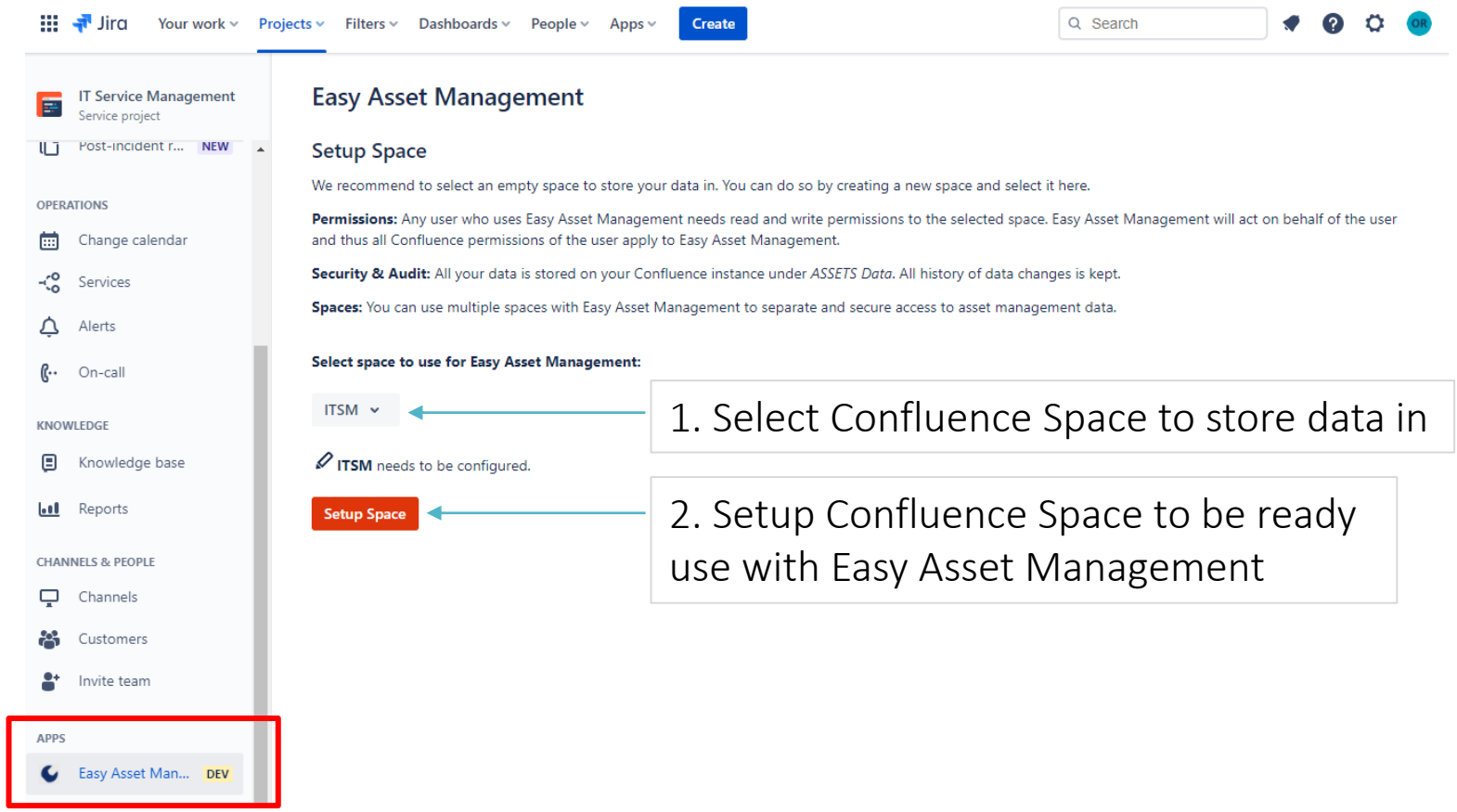
Install the app on the same site as in step Installtion (1)



# First start and initial setup

# First Start and Initial Setup (1)

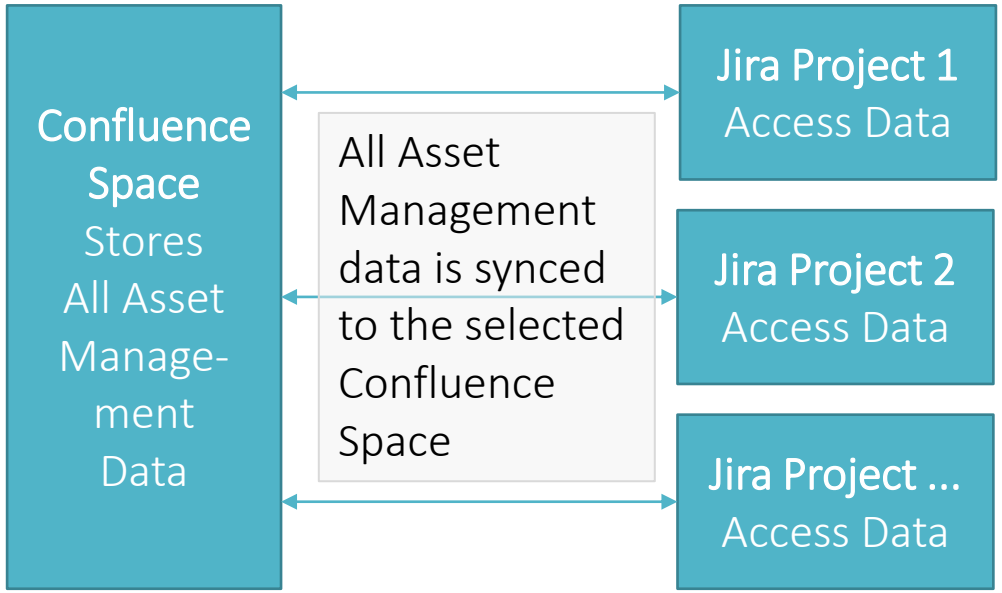
Initial Setup and Settings Screen:



# First Start and Initial Setup (2)

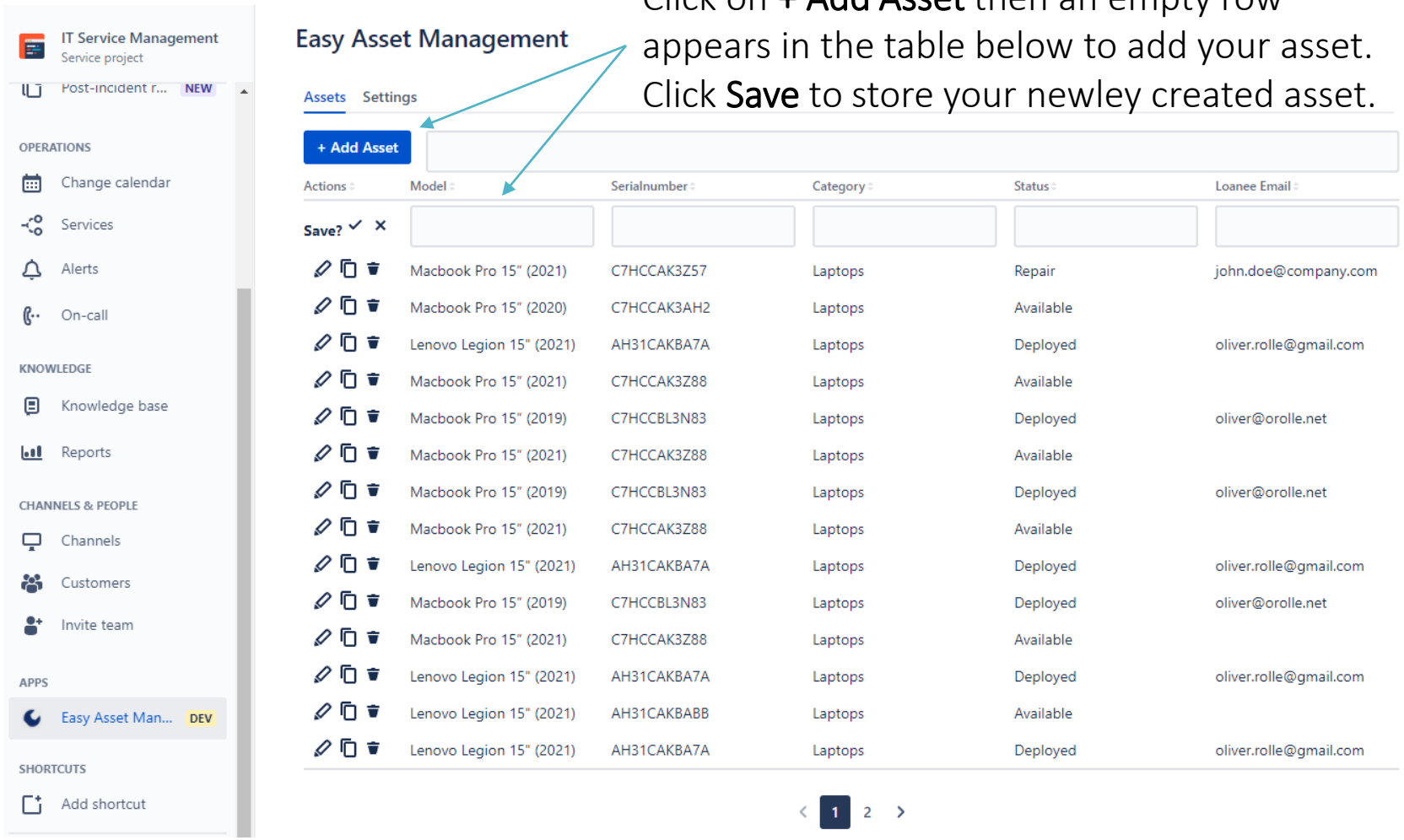
**All Easy Asset Management data is stored to and accessed from your selected Confluence space.** That means:

- No data leaves your Atlassian host. All your data is kept inside **ASSETS Data-page** in your Confluence space.
- All **permissions** and **security** that apply to the selected Confluence space applies to Easy Asset Management as well. You configure access to the Easy Asset Management by configuring the Confluence space
- **Backup** your Confluence space will also backup your Asset Management data
- If you **delete** the selected Confluence space your Easy Asset Management data is deleted as well!



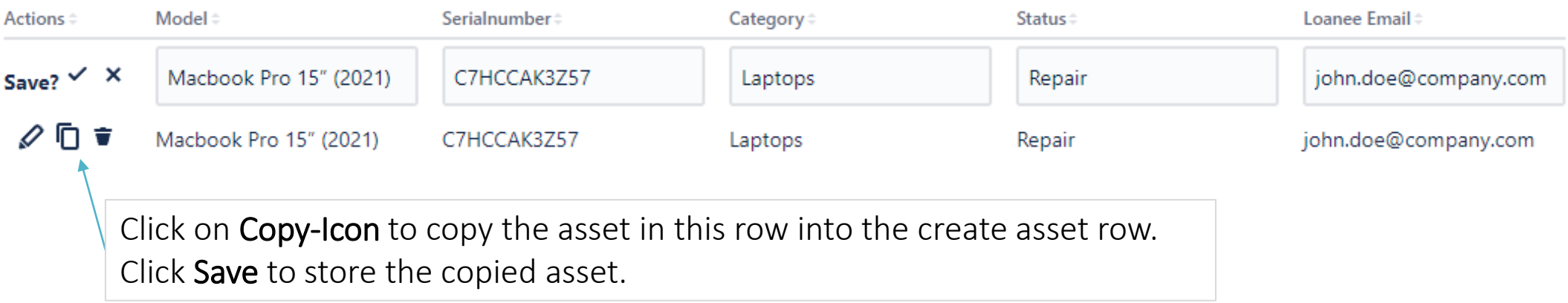
# How to create, copy, edit and delete assets

# Create Assets




Click on **+ Add Asset** then an empty row appears in the table below to add your asset.
Click **Save** to store your newley created asset.

# Copy Assets




Click on **Copy-Icon** to copy the asset in this row into the create asset row.
Click **Save** to store the copied asset.

# Edit Asset

| Actions | Model | Serialnumber | Category | Status | Loanee Email |
|---|---|---|---|---|---|
| | Macbook Pro 15" (2021) | C7HCCAK3Z57 | Laptops | Repair | john.doe@company.com |
| | Macbook Pro 15" (2020) | C7HCCAK3AH2 | Laptops | Available | |
| | Lenovo Legion 15" (2021) | AH31CAKBA7A | Laptops | Deployed | oliver.rolle@gmail.com |

Click on **Edit-Icon** to edit this asset in the row
Click on **Save** to store the edited asset

| Actions | Model | Serialnumber | Category | Status | Loanee Email |
|---|---|---|---|---|---|
| | Macbook Pro 15" (2021) | C7HCCAK3Z57 | Laptops | Repair | john.doe@company.com |
| **Save?** ✓ ✕ | Macbook Pro 15" (2020) | C7HCCAK3AH2 | Laptops | Available | |
| | Lenovo Legion 15" (2021) | AH31CAKBA7A | Laptops | Deployed | oliver.rolle@gmail.com |

# Delete Asset

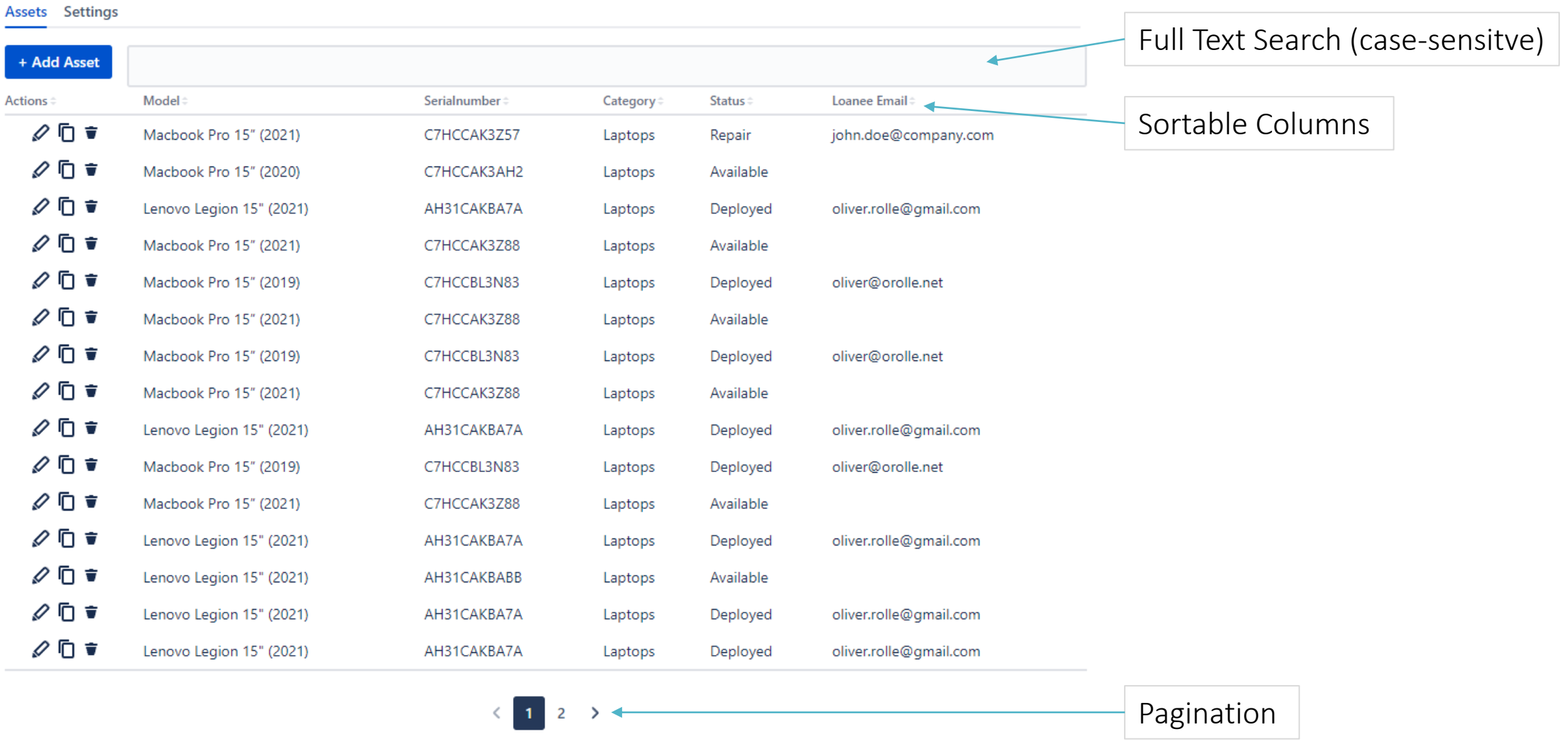
| Actions | Model | Serialnumber | Category | Status | Loanee Email |
|---|---|---|---|---|---|
| | Macbook Pro 15" (2021) | C7HCCAK3Z57 | Laptops | Repair | john.doe@company.com |
| | Macbook Pro 15" (2020) | C7HCCAK3AH2 | Laptops | Available | |
| | Lenovo Legion 15" (2021) | AH31CAKBA7A | Laptops | Deployed | oliver.rolle@gmail.com |

Click on **Delete-Icon** to delete this asset
Click on **Delete** to finally delete the asset

| Actions | Model | Serialnumber | Category | Status | Loanee Email |
|---|---|---|---|---|---|
| | Macbook Pro 15" (2021) | C7HCCAK3Z57 | Laptops | Repair | john.doe@company.com |
| **Delete?** ✓ ✗ | Macbook Pro 15" (2020) | C7HCCAK3AH2 | Laptops | Available | |
| | Lenovo Legion 15" (2021) | AH31CAKBA7A | Laptops | Deployed | oliver.rolle@gmail.com |

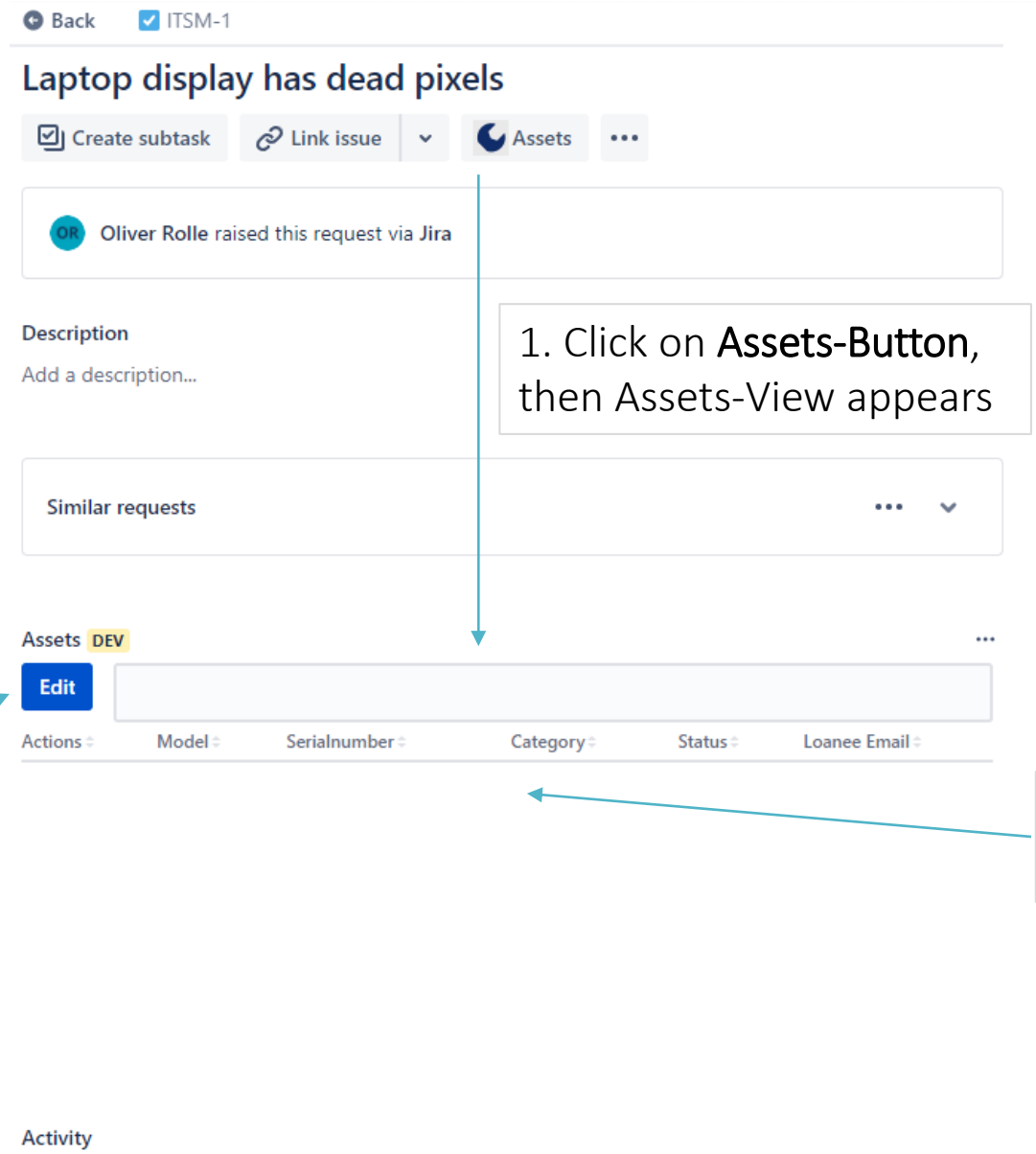
# Search and sort assets

# Search and Sort Assets



# How to link Jira Issues with your assets

# Link Jira Issue to Asset (1)




1. Click on **Assets-Button**, then Assets-View appears

2. **Assets-View** is empty, because no Asset is linked

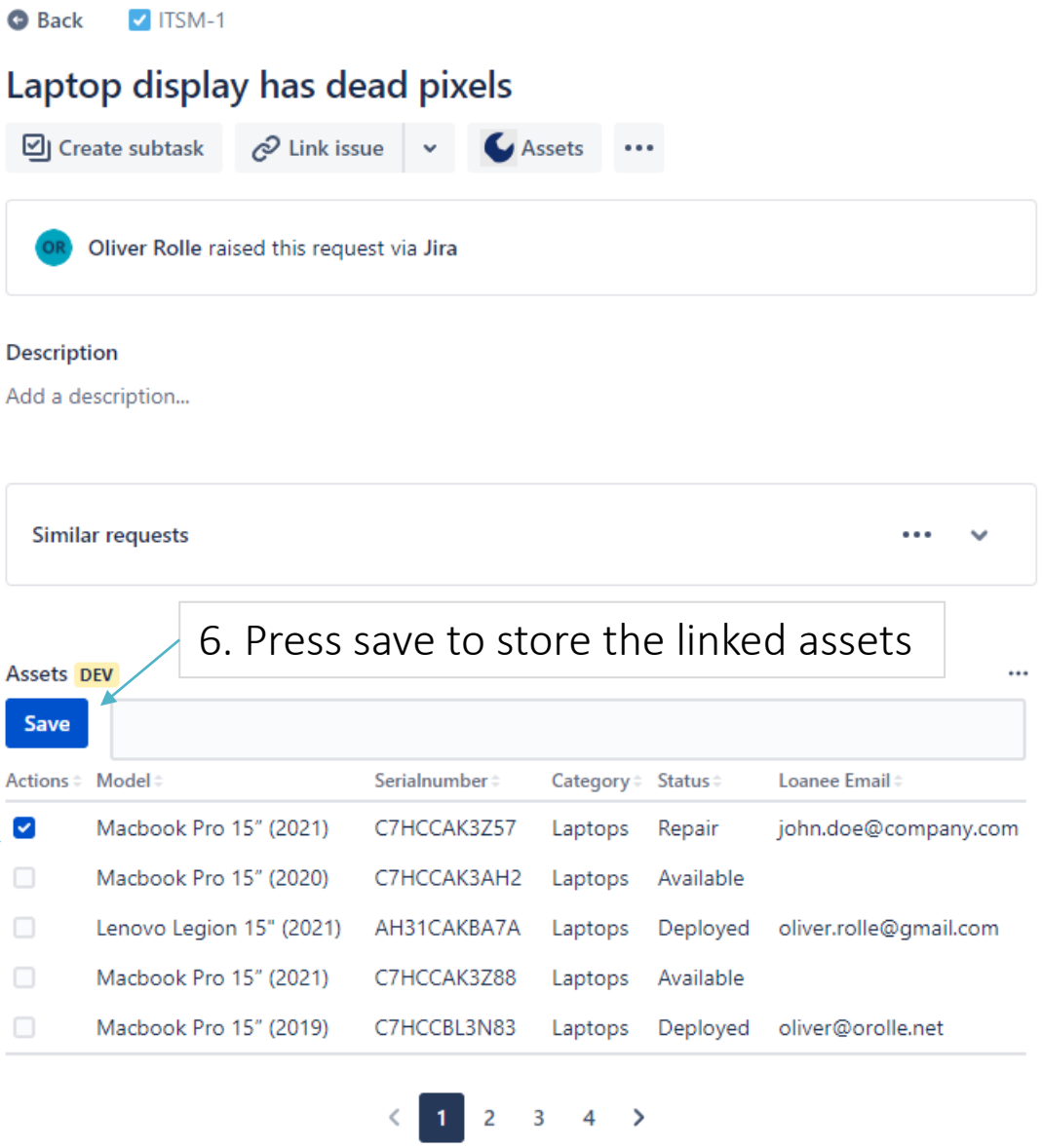
3. Click on **Edit-Button**, to link an Asset

# Link Jira Issue to Asset (2)

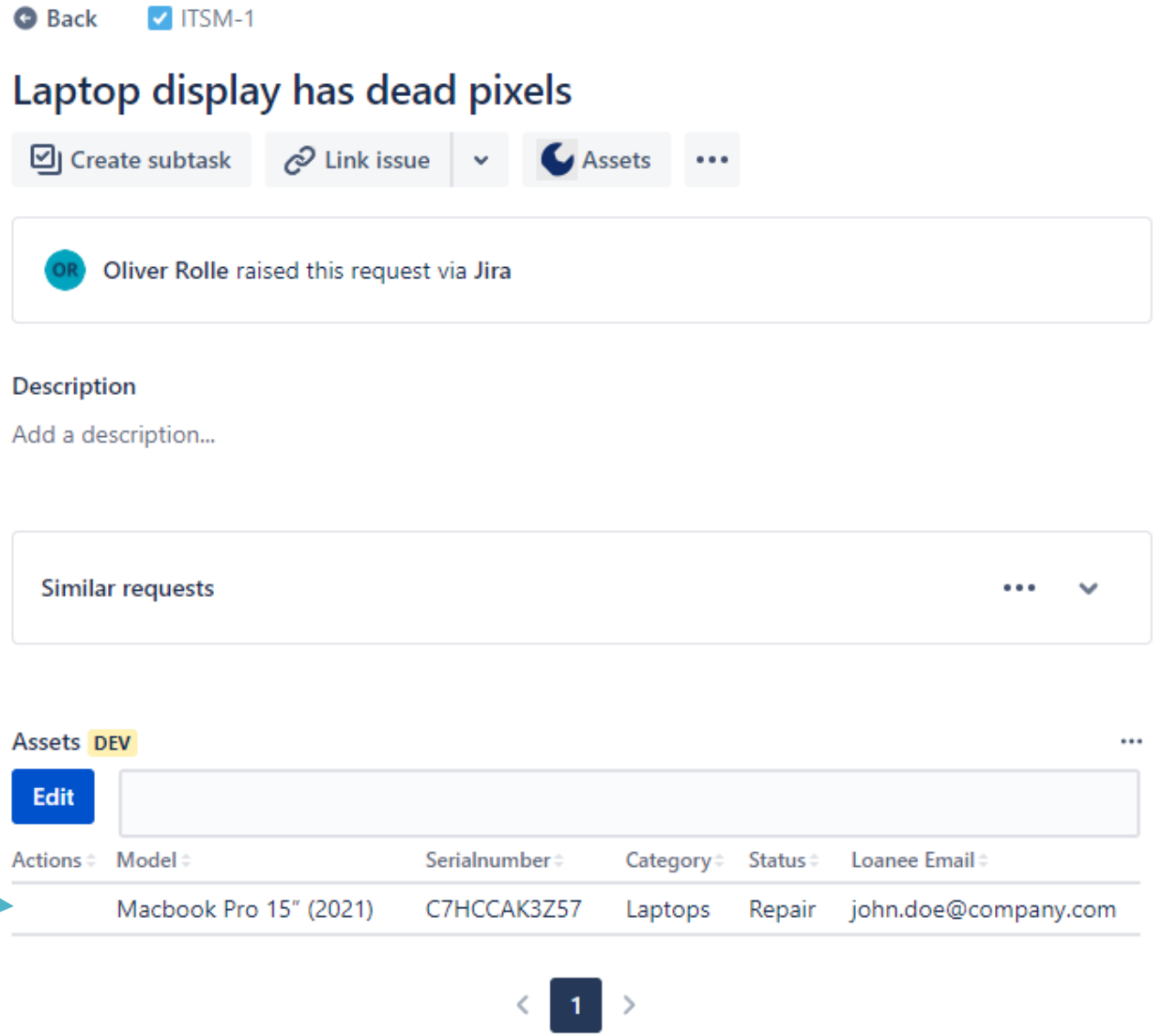
4. After Click on **Edit-Button**, all assets appear in table

5. **Select** one or more Assets to link to this issue.

6. Press save to store the linked assets



# Link Jira Issue to Asset (3)

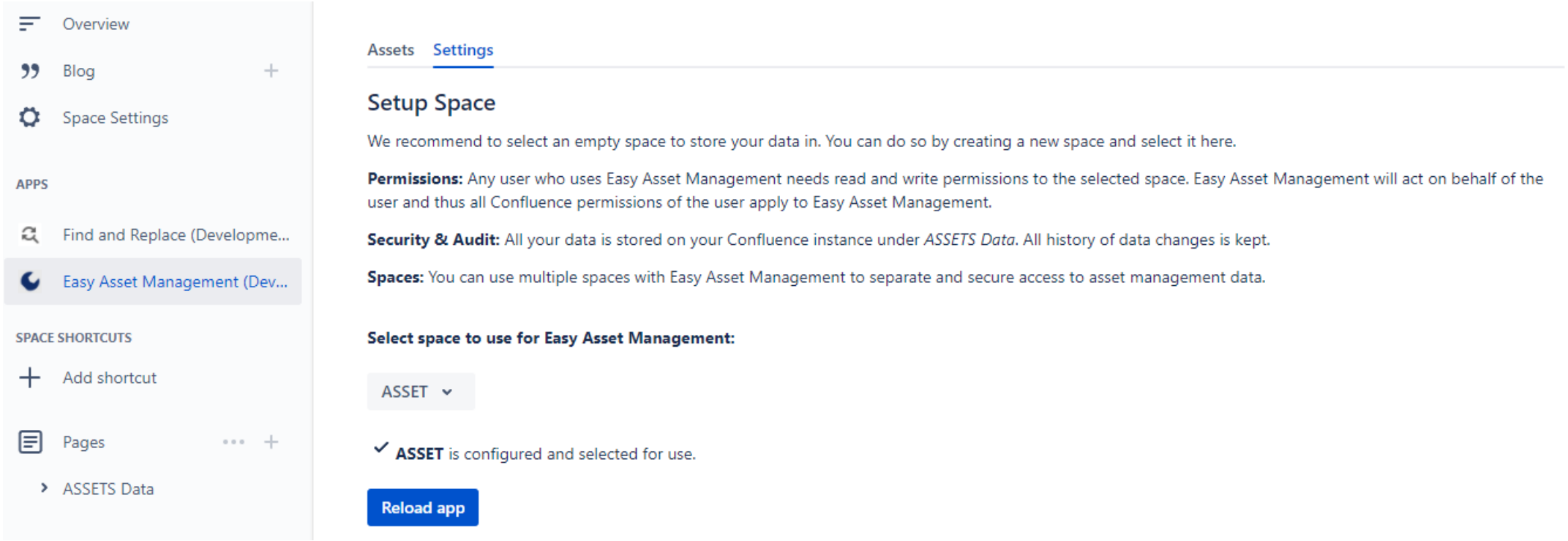



6. **Linked Assets** are listed

# Settings

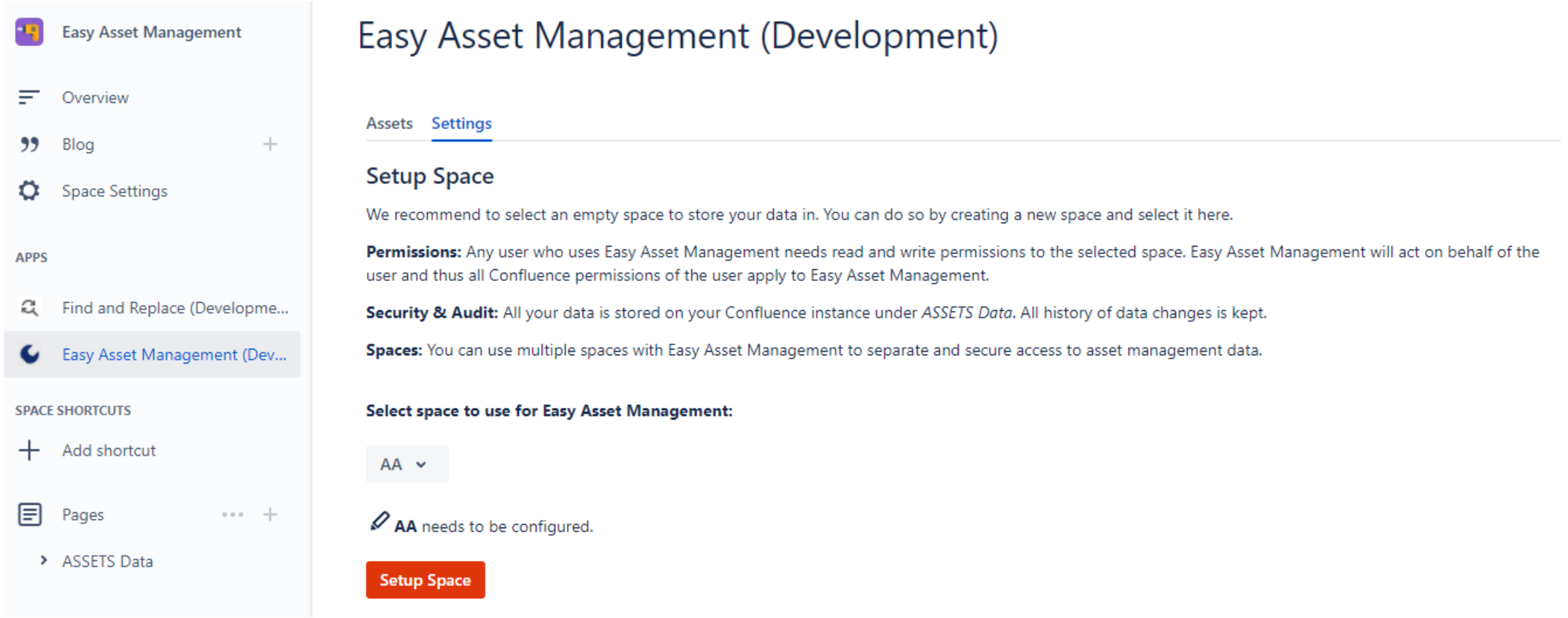
# Settings – Reload App Data

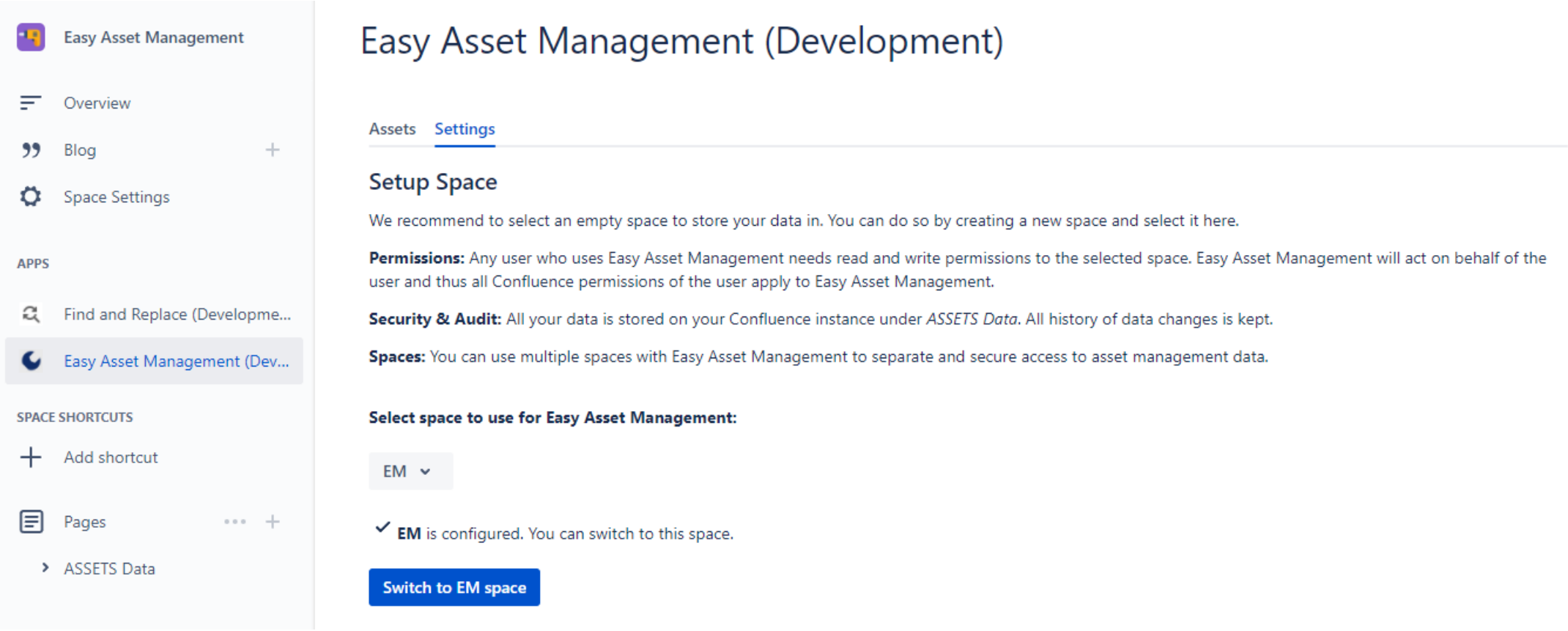
You can **reload** the app any time when you click on **Reload app-Button.**
If you experience any problem with the app, first try to reload the app.



# Settings – Setup new Space

**Select a new space** and click on **Setup Space-Button** to setup and switch to a new space to store your asset management data in. This does not copy any Easy Asset Management data to the new space. It just creates a new empty one. You can use Confluence page copy tools to copy Easy Asset Management data over to the new space. All data is stored inside *ASSETS Data*-page.
No Easy Asset Management data will deleted from the old space.



# Settings – Switch to another Space

You can **switch to another space,** which contains other easy asset management data.
Switching between spaces can be practical if you want to separate data and user permissions.
Right now its not recommened to have more than one space to store your Easy Asset Management data in.
New features will be added to support that use case.