

# User Guide for Easy Asset Management

# 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.

[Manage app](#) • [Short link](#)



## Easy Asset Management

by Oliver Rolle  
for Jira Cloud

★★★★★ 1 18 installs

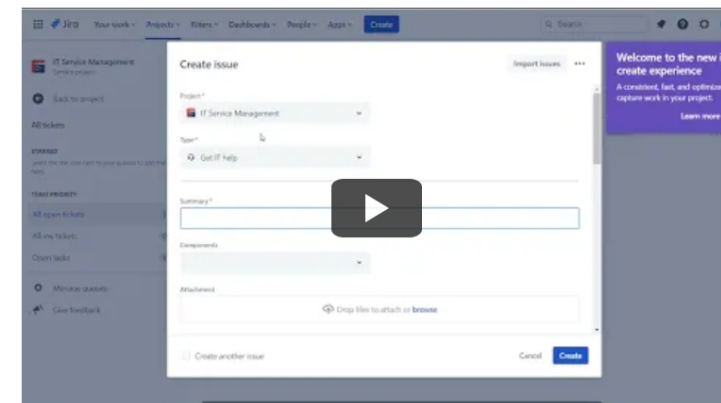
SUPPORTED JIRA SERVICE MANAGEMENT JIRA SOFTWARE

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Cloud

Track your IT assets and inventory in Jira and Confluence



# Installation (2)

Open Jira then

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

The screenshot shows the Jira user interface with the 'Apps' tab selected in the top navigation bar (marked with a red box and '1'). The left sidebar contains links for 'Apps', 'ATLASSIAN MARKETPLACE', 'Find new apps', 'Manage apps', 'App requests', 'Promotions', and 'OAuth credentials'. Under the 'ATLASSIAN MARKETPLACE' section, the 'Easy Asset Management' app is listed (marked with a red box and '3'). The main content area displays the 'Easy Asset Management' app details, including a link to 'Open the following link to the Atlassian instance:' (marked with a red box and '4'). Below this link is a button that says 'Keep this app installed to manage Ea'. On the right side, under 'YOUR APPS', 'Easy Monitor' is listed. Under 'RECOMMENDED FOR YOUR TEAM', 'Zephyr Squad (Testing)', 'Figma (Design)', and 'Slack' are listed. At the bottom right, there is a button labeled 'Manage your apps' (marked with a red box and '2') and a link 'View app requests'.

# Installation (3)

A new pages opens to install the second app.

Click **Get app** to install the app



## Easy Asset Management For Users

By Oliver Rolle (Oliver Rolle)

For Jira, Confluence

[Details](#) [Installations](#)

### Privacy and security

Atlassian's [privacy policy](#) doesn't apply to this app. For more information about privacy and security when using this app, please [refer to the app vendor's privacy policy](#).

The app vendor uses app logs in order to troubleshoot any issues with the app. To understand more about how logs are used, please [refer to the app vendor's privacy policy](#). After installing this app, you can [disable the vendor's log access](#), or [view and download the logs from admin.atlassian.com](#).

Get app

# Installation (4)

Choose the site to install the app

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

### Install 'Easy Asset Management For Users' by Oliver Rolle

Please choose which site you want to install this app on. You can repeat this step to install it on multiple sites.

Select a site to install this app on: \*

Choose a site


▼

1


This only lists sites that you are an admin of.


This app will be added to:

☒

 Jira

☒

 Confluence



**Only install apps from developers you trust**  
You are about to install an app on your Atlassian product. Before installing, please review app permissions and vendor details.

Cancel

Install

2

# First start and initial setup



# First Start and Initial Setup (1)

Initial Setup and Settings Screen:

The screenshot shows the Jira interface for the 'Easy Asset Management' setup. The top navigation bar includes 'Jira', 'Your work', 'Projects', 'Filters', 'Dashboards', 'People', 'Apps', and a 'Create' button. A search bar is on the right. The left sidebar lists various Jira features under categories like 'IT Service Management', 'OPERATIONS', 'KNOWLEDGE', 'CHANNELS & PEOPLE', and 'APPS'. The 'APPS' section at the bottom is highlighted with a red box, showing 'Easy Asset Man...' with a 'DEV' tag. The main content area is titled 'Easy Asset Management' and 'Setup Space'. It provides instructions on selecting a space and includes sections for 'Permissions', 'Security & Audit', and 'Spaces'. Two callout boxes with arrows point to the 'ITSM' dropdown and the 'Setup Space' button.

**Easy Asset Management**

**Setup Space**

We recommend to select an empty space to store your data in. You can do so by creating a new space and select it here.

**Permissions:** Any user who uses Easy Asset Management needs read and write permissions to the selected space. Easy Asset Management will act on behalf of the user and thus all Confluence permissions of the user apply to Easy Asset Management.

**Security & Audit:** All your data is stored on your Confluence instance under *ASSETS Data*. All history of data changes is kept.

**Spaces:** You can use multiple spaces with Easy Asset Management to separate and secure access to asset management data.

**Select space to use for Easy Asset Management:**

ITSM ▼

ITSM needs to be configured.

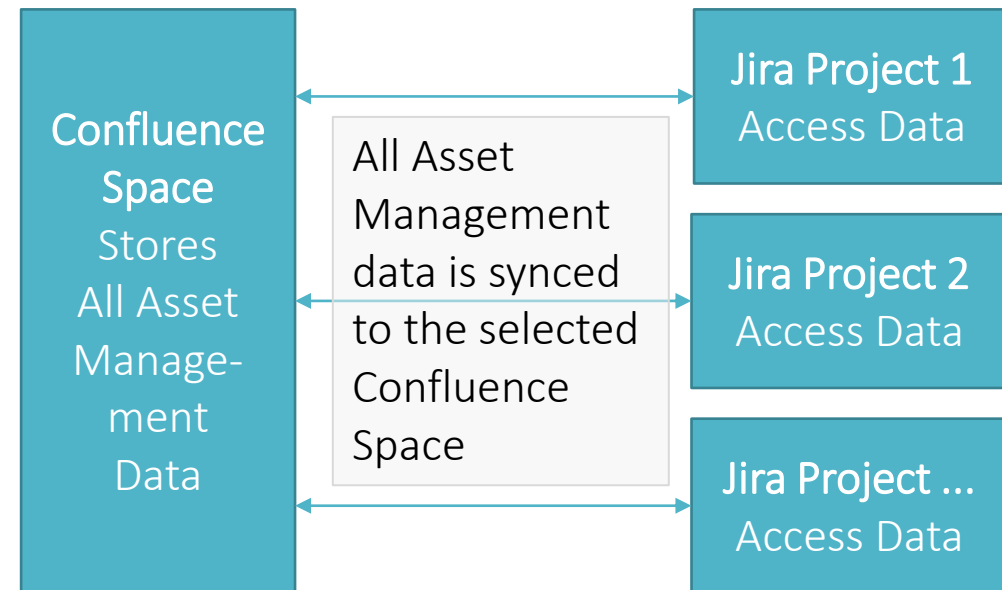
**Setup Space**

1. Select Confluence Space to store data in
2. Setup Confluence Space to be ready use with Easy Asset Management

# 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


 IT Service Management  
Service project


Post-incident r... **NEW**

OPERATIONS


 Change calendar


 Services

 Alerts


 On-call


KNOWLEDGE


 Knowledge base

 Reports


CHANNELS & PEOPLE

 Channels


 Customers

 Invite team

APPS

 Easy Asset Man... **DEV**











































SHORTCUTS

 Add shortcut

## Easy Asset Management




Assets Settings

+ Add Asset

Actions	Model	Serialnumber	Category	Status	Loanee Email
Save? ✓ ✕					
  	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
  	Macbook Pro 15" (2021)	C7HCCAK3Z88	Laptops	Available	
  	Macbook Pro 15" (2019)	C7HCCBL3N83	Laptops	Deployed	oliver@orolle.net
  	Macbook Pro 15" (2021)	C7HCCAK3Z88	Laptops	Available	
  	Macbook Pro 15" (2019)	C7HCCBL3N83	Laptops	Deployed	oliver@orolle.net
  	Macbook Pro 15" (2021)	C7HCCAK3Z88	Laptops	Available	
  	Lenovo Legion 15" (2021)	AH31CAKBA7A	Laptops	Deployed	oliver.rolle@gmail.com
  	Macbook Pro 15" (2019)	C7HCCBL3N83	Laptops	Deployed	oliver@orolle.net
  	Macbook Pro 15" (2021)	C7HCCAK3Z88	Laptops	Available	
  	Lenovo Legion 15" (2021)	AH31CAKBA7A	Laptops	Deployed	oliver.rolle@gmail.com
  	Lenovo Legion 15" (2021)	AH31CAKBABB	Laptops	Available	
  	Lenovo Legion 15" (2021)	AH31CAKBA7A	Laptops	Deployed	oliver.rolle@gmail.com










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









Actions ▾	Model ▾	Serialnumber ▾	Category ▾	Status ▾	Loanee Email ▾
Save? ✓ ✕	Macbook Pro 15" (2021)	C7HCCAK3Z57	Laptops	Repair	john.doe@company.com
  	Macbook Pro 15" (2021)	C7HCCAK3Z57	Laptops	Repair	john.doe@company.com

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
<b>Save?</b>  	<input (2020)"="" type="text" value="Macbook Pro 15"/>	<input type="text" value="C7HCCAK3AH2"/>	<input type="text" value="Laptops"/>	<input type="text" value="Available"/>	<input type="text"/>
  	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
<b>Delete?</b>  	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

[Assets](#) [Settings](#)

[+ Add 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
  	Macbook Pro 15" (2021)	C7HCCAK3Z88	Laptops	Available	
  	Macbook Pro 15" (2019)	C7HCCBL3N83	Laptops	Deployed	oliver@orolle.net
  	Macbook Pro 15" (2021)	C7HCCAK3Z88	Laptops	Available	
  	Macbook Pro 15" (2019)	C7HCCBL3N83	Laptops	Deployed	oliver@orolle.net
  	Macbook Pro 15" (2021)	C7HCCAK3Z88	Laptops	Available	
  	Lenovo Legion 15" (2021)	AH31CAKBA7A	Laptops	Deployed	oliver.rolle@gmail.com
  	Macbook Pro 15" (2019)	C7HCCBL3N83	Laptops	Deployed	oliver@orolle.net
  	Macbook Pro 15" (2021)	C7HCCAK3Z88	Laptops	Available	
  	Lenovo Legion 15" (2021)	AH31CAKBA7A	Laptops	Deployed	oliver.rolle@gmail.com
  	Lenovo Legion 15" (2021)	AH31CAKBABB	Laptops	Available	
  	Lenovo Legion 15" (2021)	AH31CAKBA7A	Laptops	Deployed	oliver.rolle@gmail.com
  	Lenovo Legion 15" (2021)	AH31CAKBA7A	Laptops	Deployed	oliver.rolle@gmail.com

Full Text Search (case-sensitive)

Sortable Columns

< 1 2 >

Pagination

# How to link Jira Issues with your assets

# Link Jira Issue to Asset (1)

← Back    ☒ ITSM-1

## Laptop display has dead pixels

☒ Create subtask    [Link issue](#)    [Assets](#)    ...

OR

Oliver Rolle raised this request via Jira

Description

Add a description...

Similar requests    ...    ▾

Assets **DEV**    ...

Edit

Actions ▾	Model ▾	Serialnumber ▾	Category ▾	Status ▾	Loanee Email ▾
-----------	---------	----------------	------------	----------	----------------

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

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

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

# Link Jira Issue to Asset (2)

⬅ Back ☒ ITSM-1

## Laptop display has dead pixels

☒ Create subtask ☒ Link issue ☐ Assets ...

**OR** Oliver Rolle raised this request via Jira

Description

Add a description...

Similar requests ...

Assets **DEV** ...

**Save**

Actions	Model	Serialnumber	Category	Status	Loanee Email
<input checked="" type="checkbox"/>	Macbook Pro 15" (2021)	C7HCCAK3Z57	Laptops	Repair	john.doe@company.com
<input type="checkbox"/>	Macbook Pro 15" (2020)	C7HCCAK3AH2	Laptops	Available	
<input type="checkbox"/>	Lenovo Legion 15" (2021)	AH31CAKBA7A	Laptops	Deployed	oliver.rolle@gmail.com
<input type="checkbox"/>	Macbook Pro 15" (2021)	C7HCCAK3Z88	Laptops	Available	
<input type="checkbox"/>	Macbook Pro 15" (2019)	C7HCCBL3N83	Laptops	Deployed	oliver@orolle.net

< **1** 2 3 4 >

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)

[← Back](#) ☒ ITSM-1

## Laptop display has dead pixels

☒ Create subtask [Link issue](#)  ☒ Assets

 Oliver Rolle raised this request via Jira

### Description

Add a description...

Similar requests ⋮

Assets DEV ⋮

Actions <input type="button" value="v"/>	Model <input type="button" value="v"/>	Serialnumber <input type="button" value="v"/>	Category <input type="button" value="v"/>	Status <input type="button" value="v"/>	Loanee Email <input type="button" value="v"/>
	Macbook Pro 15" (2021)	C7HCCAK3Z57	Laptops	Repair	john.doe@company.com

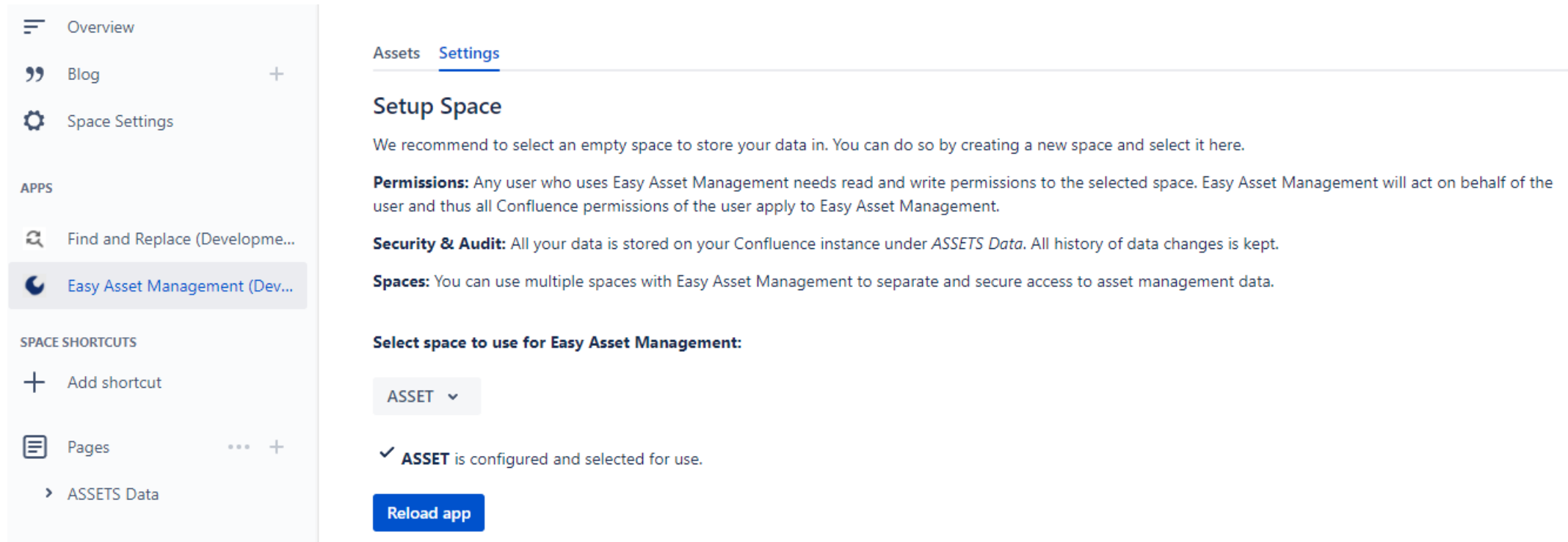
6. Linked Assets are listed

# 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.



The screenshot shows the 'Easy Asset Management (Dev...)' settings page. On the left is a sidebar with navigation links: Overview, Blog, Space Settings, APPS (with a sub-link for Easy Asset Management (Dev...)), SPACE SHORTCUTS (with an 'Add shortcut' button), Pages, and ASSETS Data. The main content area has tabs for 'Assets' and 'Settings' (which is active). Under the 'Settings' tab, the section 'Setup Space' is displayed. It includes a recommendation to select an empty space, followed by three informational blocks: 'Permissions' (explaining that user permissions apply to Easy Asset Management), 'Security & Audit' (stating that data is stored under 'ASSETS Data' and history is kept), and 'Spaces' (explaining that multiple spaces can be used for separation and security). Below these is a section titled 'Select space to use for Easy Asset Management:' which contains a dropdown menu currently set to 'ASSET'. A confirmation message states '✓ ASSET is configured and selected for use.' At the bottom of this section is a blue 'Reload app' button.

Overview

Blog

Space Settings

APPS

Find and Replace (Developme...)

Easy Asset Management (Dev...)

SPACE SHORTCUTS

Add shortcut

Pages

ASSETS Data

Assets Settings

## Setup Space

We recommend to select an empty space to store your data in. You can do so by creating a new space and select it here.

**Permissions:** Any user who uses Easy Asset Management needs read and write permissions to the selected space. Easy Asset Management will act on behalf of the user and thus all Confluence permissions of the user apply to Easy Asset Management.

**Security & Audit:** All your data is stored on your Confluence instance under *ASSETS Data*. All history of data changes is kept.

**Spaces:** You can use multiple spaces with Easy Asset Management to separate and secure access to asset management data.

Select space to use for Easy Asset Management:

ASSET


✓ **ASSET** is configured and selected for use.


Reload 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 be deleted from the old space.


 Easy Asset Management


 Overview

 Blog +


 Space Settings


APPS

 Find and Replace (Developme...

 Easy Asset Management (Dev...

SPACE SHORTCUTS

 Add shortcut

 Pages ... +

› ASSETS Data

## Easy Asset Management (Development)

Assets Settings

### Setup Space

We recommend to select an empty space to store your data in. You can do so by creating a new space and select it here.


**Permissions:** Any user who uses Easy Asset Management needs read and write permissions to the selected space. Easy Asset Management will act on behalf of the user and thus all Confluence permissions of the user apply to Easy Asset Management.

**Security & Audit:** All your data is stored on your Confluence instance under *ASSETS Data*. All history of data changes is kept.

**Spaces:** You can use multiple spaces with Easy Asset Management to separate and secure access to asset management data.

Select space to use for Easy Asset Management:

AA ▼

 AA needs to be configured.

**Setup Space**

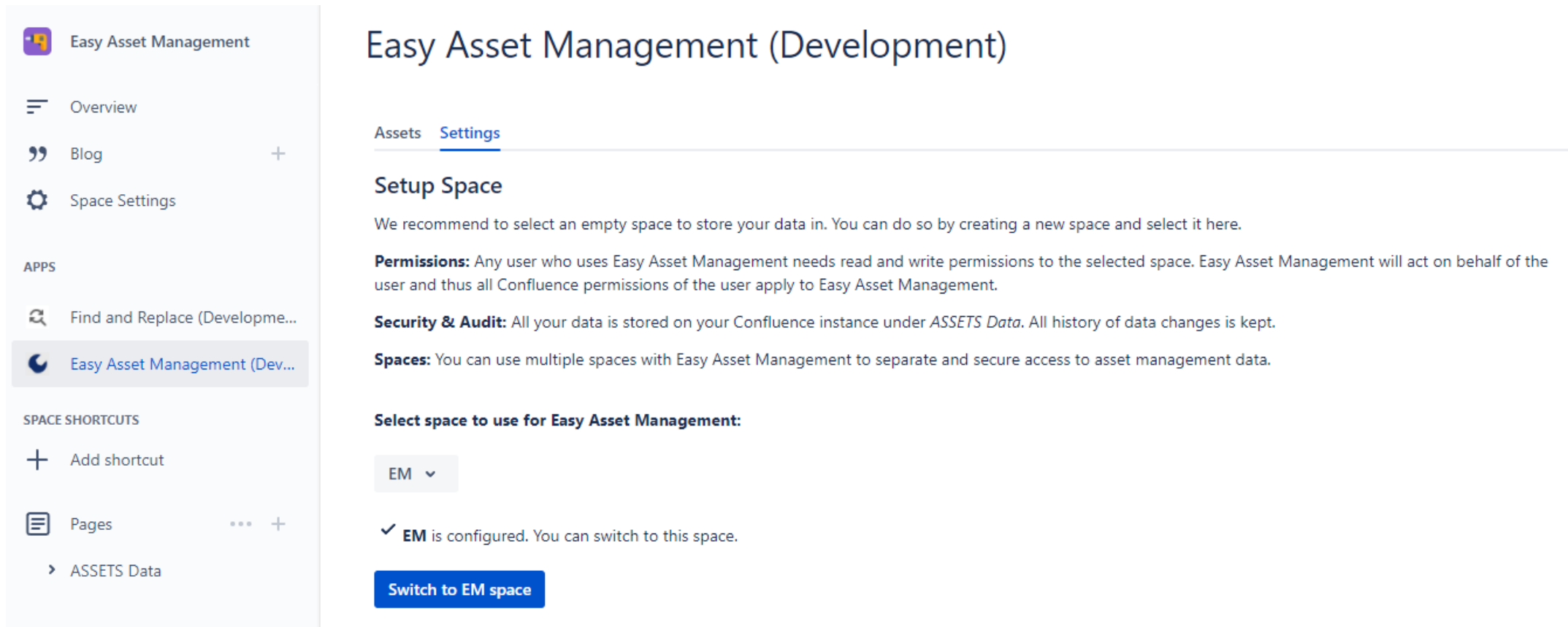


# Settings – Switch to another Space

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.



The screenshot shows the 'Easy Asset Management (Development)' settings page. On the left is a sidebar with navigation links: 'Easy Asset Management' (active), 'Overview', 'Blog', 'Space Settings', 'APPS', 'Find and Replace (Developme...', 'Easy Asset Management (Dev...' (active), 'SPACE SHORTCUTS', 'Add shortcut', 'Pages', and 'ASSETS Data'. The main content area is titled 'Easy Asset Management (Development)' and has two tabs: 'Assets' and 'Settings' (active). Under the 'Settings' tab, there is a 'Setup Space' section. It contains three paragraphs: 'We recommend to select an empty space to store your data in. You can do so by creating a new space and select it here.', 'Permissions: Any user who uses Easy Asset Management needs read and write permissions to the selected space. Easy Asset Management will act on behalf of the user and thus all Confluence permissions of the user apply to Easy Asset Management.', and 'Security & Audit: All your data is stored on your Confluence instance under ASSETS Data. All history of data changes is kept.' Below these is a 'Spaces' section stating 'You can use multiple spaces with Easy Asset Management to separate and secure access to asset management data.' The 'Select space to use for Easy Asset Management:' section shows a dropdown menu with 'EM' selected. A checkmark icon and text confirm 'EM is configured. You can switch to this space.' At the bottom is a blue button labeled 'Switch to EM space'.

Easy Asset Management (Development)

Assets Settings

### Setup Space

We recommend to select an empty space to store your data in. You can do so by creating a new space and select it here.

**Permissions:** Any user who uses Easy Asset Management needs read and write permissions to the selected space. Easy Asset Management will act on behalf of the user and thus all Confluence permissions of the user apply to Easy Asset Management.

**Security & Audit:** All your data is stored on your Confluence instance under *ASSETS Data*. All history of data changes is kept.

**Spaces:** You can use multiple spaces with Easy Asset Management to separate and secure access to asset management data.

Select space to use for Easy Asset Management:

EM ▼

✓ EM is configured. You can switch to this space.

Switch to EM space