


# District Asset Management Options

# Table of Contents

**District Asset Management Options** ..... i
**District Asset Management Options** ..... 1

# District Asset Management Options

***Asset Management > Tables > District Asset Management Options***

This page is used to select preferences for running the Asset Management application.

## Set asset management options:

| Field | Description |
|---|---|
| **Automatic Item Numbering** | Selected by default to automatically assign item numbers to assets. If not selected, you must manually assign an item number to each asset.<br>Click **Next Available Item Nbr** to populate the **Next Available Item Nbr** field with the last number plus 1.<br>If the next available item number has reached the maximum number (i.e., 9999999999), the item number is reset to 0000000001 and begins to search for the next available number that was not previously used (i.e., 0000000995).<br><br>If all available numbers were previously used, the following message is displayed “All available item numbers are used.” You must perform the necessary steps to clear item numbers from the file ID. |
| **Pass/Fail** | |

Click **Save**.

**NOTE:

## Other functions and features:

| | |
|---|---|
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |