

How to Create an Asset

This document is to assist you in an asset. Please follow the steps below and let us know if we can assist you further.

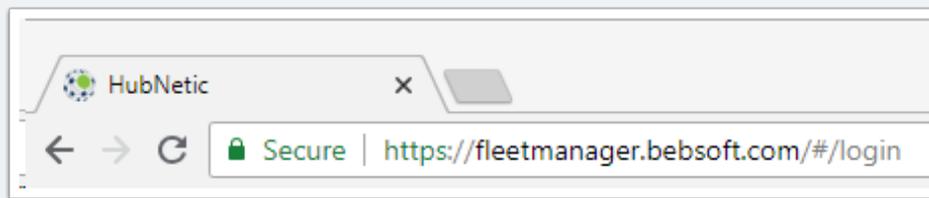
Thank you,

Your HubNetic Support Team

Navigate to the HubNetic website

It is recommended that you use Google Chrome

<https://fleetmanager.bebsoft.com>

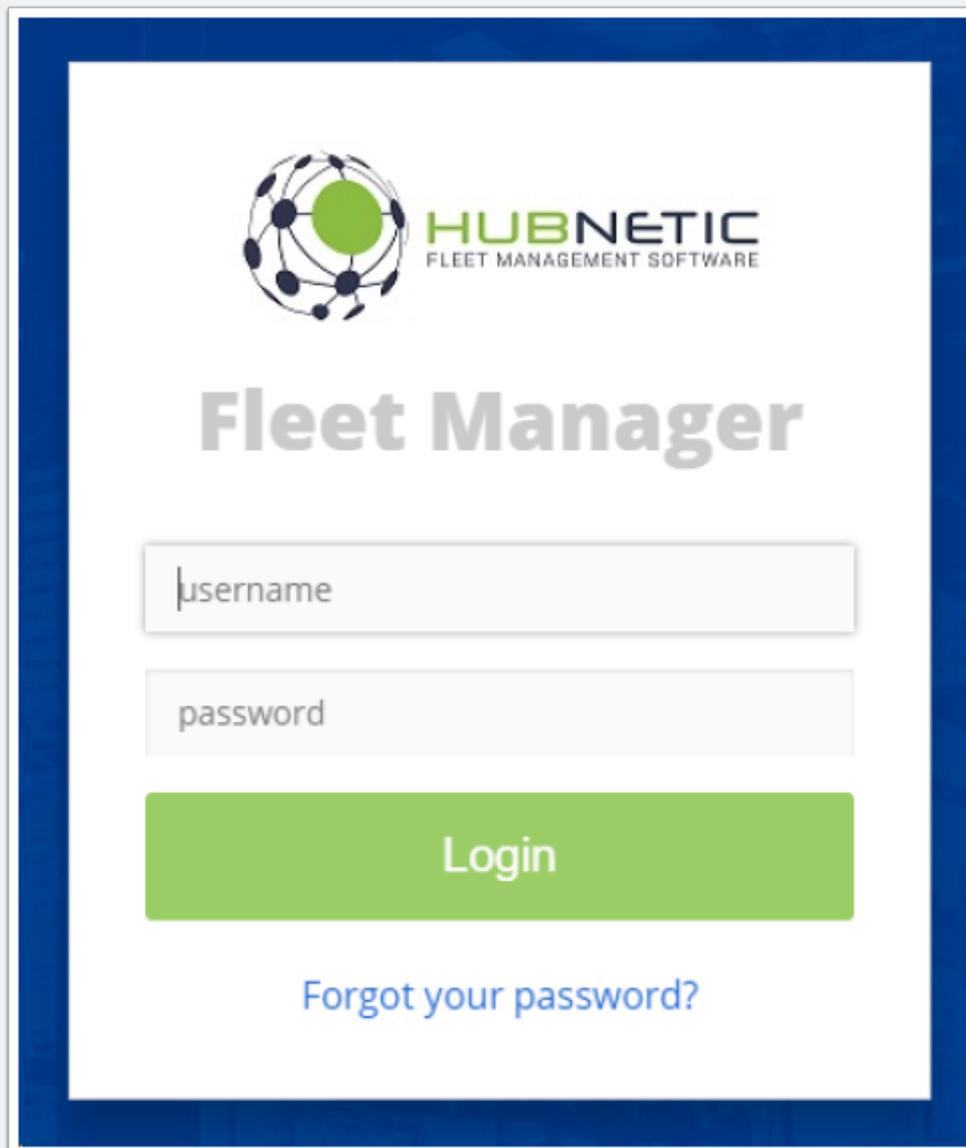


How to Create an Asset

Login

If you do not have a login, please contact us:

- 1-833-HubNetic (482-6384)
- support@hubnetic.com

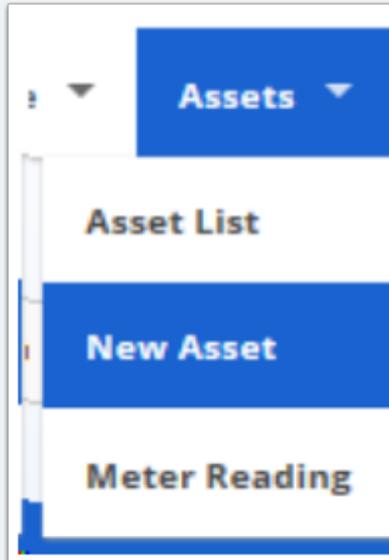


The screenshot shows the login interface for HubNetic Fleet Manager. At the top, there is a logo consisting of a globe with nodes and the text "HUBNETIC FLEET MANAGEMENT SOFTWARE". Below the logo, the title "Fleet Manager" is displayed in a large, bold, grey font. There are two input fields: the first is labeled "username" and the second is labeled "password". Below these fields is a prominent green button with the text "Login" in white. At the bottom of the form, there is a blue link that says "Forgot your password?". The entire login form is enclosed in a blue border.

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Navigate to 'New Asset'

Once you login, hover of 'Assets' and a sub-menu will appear. Once that sub-menu appears, select 'New Asset'



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Complete 'New Asset' Form

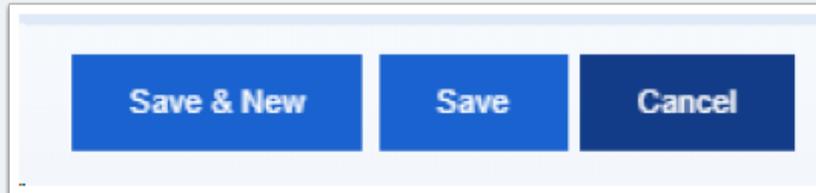
- Items with an asterisk* are required for you to create the asset
- If the make/model you are looking for is not available, please contact our support team

Client * ABC Company -	Asset Location * -
Department -	Asset Tag *
Make * -	Model * -
Unit Category 	Unit Type
Serial * 	Model Year * ▼
Owned * ▼	Purchased From
Acquisition Date mm/dd/yyyy	Acquisition Cost \$
Planned Replacement Date mm/dd/yyyy	Annual Planned Hours * ⓘ
Warranty Expiration Date mm/dd/yyyy	Warranty Expiration Hours
Meter Reading Date * mm/dd/yyyy	Meter Reading *
Specifications	

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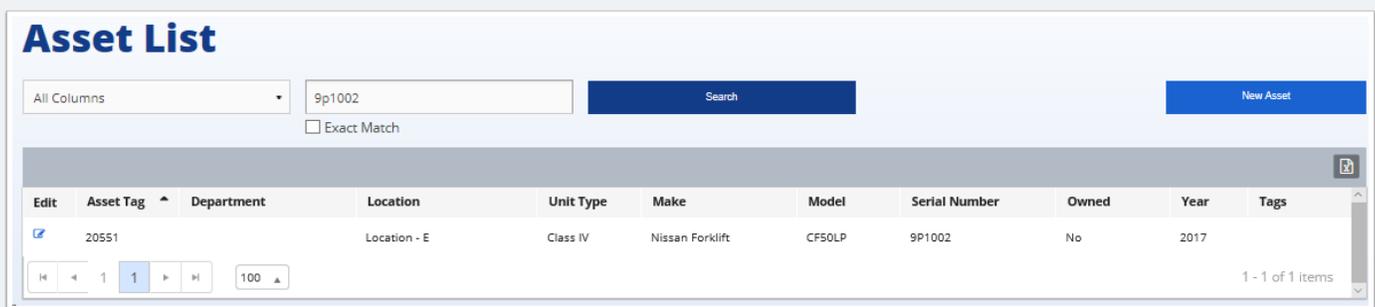
Save Asset

- Once you have finished filling out your new asset form, please save
- You can either select 'Save' or 'Save & New' to enter a new asset



Associate Service Provider

- Once you have saved your expense, navigate to the 'Asset List'
 - this screen allows you see the active assets, make edits, and add service providers
- Select the 'edit' icon next to the asset you need to associate the service provider to
- scroll to the bottom of the screen and select your service provider from the dropdown
- to add, select the 'Add+' button



Asset List

All Columns | 9p1002 | Search | New Asset

Exact Match

Edit	Asset Tag	Department	Location	Unit Type	Make	Model	Serial Number	Owned	Year	Tags
	20551		Location - E	Class IV	Nissan Forklift	CF50LP	9P1002	No	2017	

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