

## Things App – Digital Asset Control

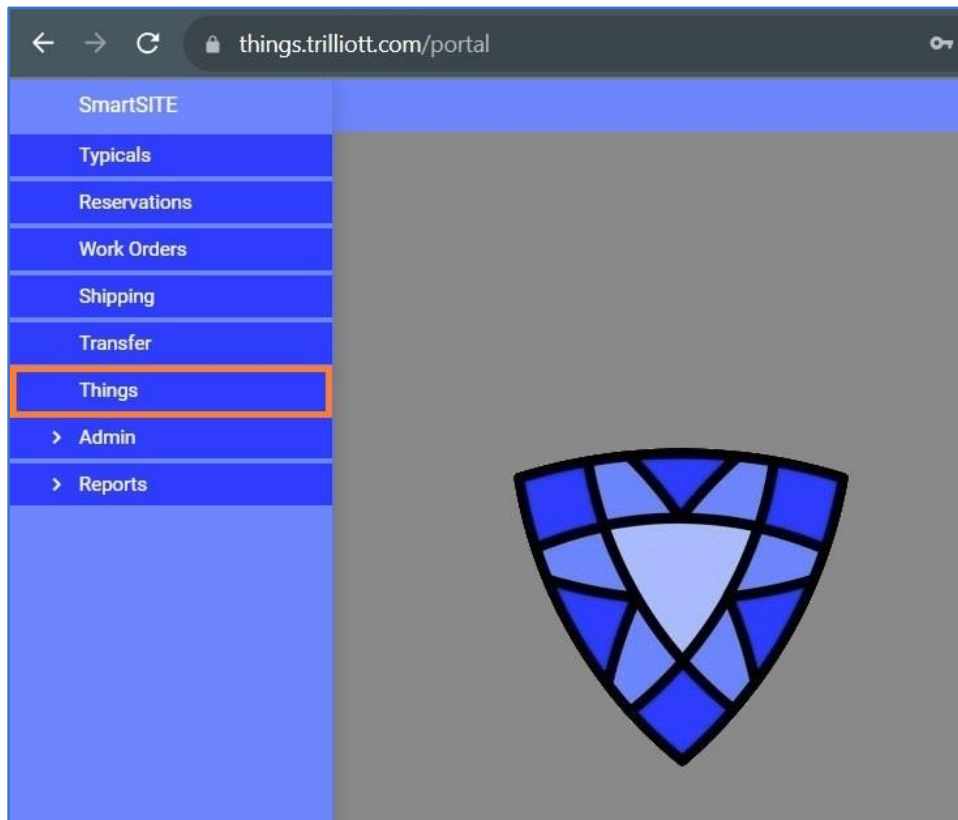
### Overview:

Things can be many Kinds of Things. Things can be people, assets, inventory, locations, and individual schedules. Things are categorized as Kinds. Certain Kinds of Things can be categorized as Parts. The custom properties of an individual inventory item are defined as Things. Locations are assigned to individual Things which enables them to have their own schedules. If Thing is a trade good, it has a SKU.

Parts are categorized as Things. There can be Parts which do not have Things. A Part is a Thing. Kind represents an asset or trade item.

### Dashboard Workflow:

1. Navigate to the Things App within the Dashboard menu:



2. Select the Origin of your Things by selecting the account from the far left dropdown menu. Click the check boxes to select the displayed localities then click the green buttons to drill down to your desired locality.

SmartSITE » Things

Origin Things Thing

Stockroom 1C has no sub-localities. Try another Section, or select the Thing tab...

Brookberry Health WEST BROOKBERRY WO F01 STOCKROOM 1C UNIT

Locality
<input checked="" type="checkbox"/> Stockroom 1C
<input type="checkbox"/> Stockroom 1B
<input type="checkbox"/> Room 1125
<input type="checkbox"/> Room 1120
<input type="checkbox"/> Loading Dock A

3. Click on the Things tab and click the SEARCH button to search for existing Things.

SmartSITE » Things

Origin Things Thing

Found 80 things. Next, Export or Import, or make a selection...

Search criteria... Ungrouped File

Locality	Part Number	Description	Asset Id	Tag Number	Qty
0080 West > Brookberry Worth Av > F01 > Stockroom 1C	25670	Gloves 1179	---	N00000000000	1
0079 West > Brookberry Worth Av > F01 > Stockroom 1C	25670	Gloves 1179	---	N00000000001	1
0078 West > Brookberry Worth Av > F01 > Stockroom 1C	25670	Gloves 1179	---	N00000000002	1
0077 West > Brookberry Worth Av > F01 > Stockroom 1C	25670	Gloves 1179	---	N00000000003	1
0076 West > Brookberry Worth Av > F01 > Stockroom 1C	25670	Gloves 1179	---	N00000000004	1
0075 West > Brookberry Worth Av > F01 > Stockroom 1C	25670	Gloves 1179	---	N00000000005	1

4. Things can be grouped by Part by selecting By Part from the dropdown menu.
  - Common part numbers are listed under the Part Number column.
  - Total part quantities are listed under the Qty column.

80 things have been grouped by Locality and by Part Number.

Search criteria...  **By Part**

		Locality	Part Number ↑	Description	Asset Id	Tag Number	Qty
	0009	West > Brookberry Worth Av > F01 > Stockroom 1C	38708	Stent 3319	---	---	15
	0008	West > Brookberry Worth Av > F01 > Stockroom 1C	89798	Patient Monitor 5322	---	---	15
	0007	West > Brookberry Worth Av > F01 > Stockroom 1C	42995	Nemschoff Consoul Recliner 2499	---	---	3
	0006	West > Brookberry Worth Av > F01 > Stockroom 1C	51607	Mora System Casework 1739	---	---	3
	0005	West > Brookberry Worth Av > F01 > Stockroom 1C	89799	Hospital Bed 8799	---	---	1
	0004	West > Brookberry Worth Av > F01 > Stockroom 1C	25670	Gloves 1179	---	---	15
	0003	West > Brookberry Worth Av > F01 > Stockroom 1C	89797	Defibrillator (AED) 2331	---	---	7
	0002	West > Brookberry Worth Av > F01 > Stockroom 1C	35619	Bandage 4519	---	---	6
	0001	West > Brookberry Worth Av > F01 > Stockroom 1C	59038	Aeron Office Chair 8110	---	---	15

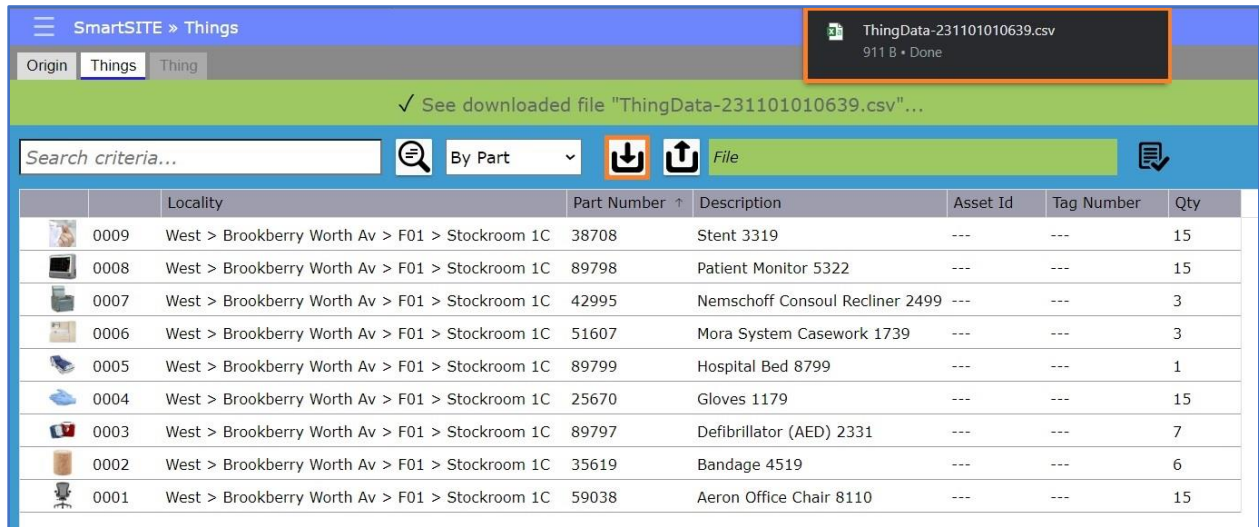
5. To import Things into the database, click the IMPORT EXCEL button. In the File Explorer window that pops up, navigate to your .CSV file and click the Open button.

80 things have been grouped by Locality and by Part Number.










Search criteria...  **By Part**

		Locality	Part Number ↑	Description	Asset Id	Tag Number	Qty
	0009	West > Brookberry Worth Av > F01 > Stockroom 1C	38708	Stent 3319	---	---	15
	0008	West > Brookberry Worth Av > F01 > Stockroom 1C	89798	Patient Monitor 5322	---	---	15
	0007	West > Brookberry Worth Av > F01 > Stockroom 1C	42995	Nemschoff Consoul Recliner 2499	---	---	3
	0006	West > Brookberry Worth Av > F01 > Stockroom 1C	51607	Mora System Casework 1739	---	---	3
	0005	West > Brookberry Worth Av > F01 > Stockroom 1C	89799	Hospital Bed 8799	---	---	1
	0004	West > Brookberry Worth Av > F01 > Stockroom 1C	25670	Gloves 1179	---	---	15
	0003	West > Brookberry Worth Av > F01 > Stockroom 1C	89797	Defibrillator (AED) 2331	---	---	7
	0002	West > Brookberry Worth Av > F01 > Stockroom 1C	35619	Bandage 4519	---	---	6
	0001	West > Brookberry Worth Av > F01 > Stockroom 1C	59038	Aeron Office Chair 8110	---	---	15

6. To export Things to a .CSV file, click the EXPORT EXCEL button.
  - You will see a download box appear with the exported Things in CSV format
  - Click on it to open the file



The screenshot shows the SmartSITE interface with a download notification box at the top right indicating a file named 'ThingData-231101010639.csv' (911 B) has been downloaded. Below the notification, a green bar displays a confirmation message: 'See downloaded file "ThingData-231101010639.csv"...'. The main interface includes a search bar, a 'By Part' dropdown menu, and a 'File' button with a download icon. Below these elements is a table listing various items with their details.

		Locality	Part Number ↑	Description	Asset Id	Tag Number	Qty
	0009	West > Brookberry Worth Av > F01 > Stockroom 1C	38708	Stent 3319	---	---	15
	0008	West > Brookberry Worth Av > F01 > Stockroom 1C	89798	Patient Monitor 5322	---	---	15
	0007	West > Brookberry Worth Av > F01 > Stockroom 1C	42995	Nemschoff Consoul Recliner 2499	---	---	3
	0006	West > Brookberry Worth Av > F01 > Stockroom 1C	51607	Mora System Casework 1739	---	---	3
	0005	West > Brookberry Worth Av > F01 > Stockroom 1C	89799	Hospital Bed 8799	---	---	1
	0004	West > Brookberry Worth Av > F01 > Stockroom 1C	25670	Gloves 1179	---	---	15
	0003	West > Brookberry Worth Av > F01 > Stockroom 1C	89797	Defibrillator (AED) 2331	---	---	7
	0002	West > Brookberry Worth Av > F01 > Stockroom 1C	35619	Bandage 4519	---	---	6
	0001	West > Brookberry Worth Av > F01 > Stockroom 1C	59038	Aeron Office Chair 8110	---	---	15