



## GUARD1 Manage Separates Tab Instruction Manual

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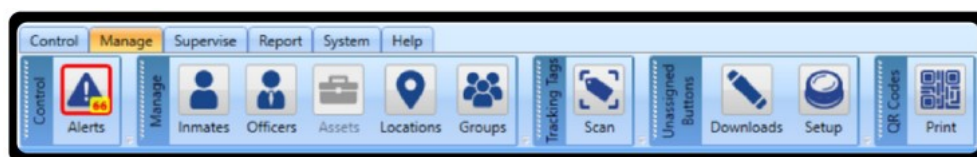
# GUARD1

### Section 10: Manage Tab,

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### Manage Separates Tab

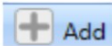


### Assets

Assets are items in your facility that you keep track of with Guard1. You may have assets like Fire Extinguishers, Defibrillators, Wheelchairs, or Keys.

In this section, we'll cover how to set them up.

### Add an Asset

1. Select the  button.
2. On the Details Tab, fill in the following: Name, Description (optional), Asset Category, Asset Number (optional), and Assigned Zone.

3. Select Browse to attach a photo of the asset.
4. Select Save.

5. Tracking Tags are not typically used with Assets..
6. Select Groups Tab to add the asset to various groups.
7. Select Keep Separates Tab. Assets can be configured to trigger an alert when found in a Keep Separate situation. This could be to another Asset, groups, individuals and officers.
8. Select Out of Bounds Tab. Assets can be configured to trigger an alert when found in an Out Of Bounds zone.

a. **NOTE:**

- i. Out of Bounds settings is based on where they are ALLOWED.

**EXAMPLE:** Consider kitchen utensils. These are only allowed in the kitchen. To configure, move KITCHEN zone from the right pane to the left pane.

9. Select Calendar Rules Tab. This will display any assigned Calendar Rules for the asset. Note that rule assignment cannot be made in the tab.
10. Select Lifecycle Tab. This will show any changes made to the asset's record in Guard1.

Documents / Resources

Section 10: Manage Tab, Assets (1/4)

Assets

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Add an Asset

1

2

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GUARD1

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DAF4SXS4ueo, BAE4\_SXnSYM, Manage Separates Tab, Separates Tab

References

- [User Manual](#)

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