



## User Defined Fields

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**Thank you for using GigaTrak Software! This document explains User Defined Fields of the Asset Tracking System.**

User Defined Fields can be used to track further information about specific types of assets in the system. They are one step lower in the Parent-Child relationship hierarchy of Classification and Type. User defined fields are entered per TYPE of asset, in Asset Support Administration. Actual data for User Defined Fields are entered per individual Asset. For example, below you will find two examples of the hierarchy of User Defined Fields.

### Example 1

- Classification: Computer Equipment
  - Type: Laptops
    - User Defined Field: Processor
    - User Defined Field: Software Version
    - User Defined Field: Storage Capacity

### Example 2

- Classification: Vehicles
  - Type: Trucks
    - User Defined Field: Vin #

To enter User Defined Fields, you will go to the “Support” tab at the top left and then click on “Asset Support Administration”. You must first have a Class and Type of asset entered to place a User Defined Field in. Click on the F3 tab (User Defined Fields), use the drop-down menus to pick your Classification and Type of asset and then Press “Add”. Next you will enter the Field Name and hit “Save”.

Field Name	Active?
Processor	Yes
Software Version	Yes
Storage Capacity	Yes

Remember we are only entering the FIELD NAMES in this area. You must enter all field names through Asset Support Administration.

To Enter actual User Defined data, you will do so with individual assets on the F2 (Asset Information) tab of the Assets icon. When first entering a new Asset, the User Defined Fields will be blank and field names will not populate until you pick a “Type” of Asset,

Field Name	Data	Date Entered
Processor:		
Software Version:		
Storage Capacity:		

Click in the “Data” field and enter the data for that field name and hit Enter. Doing so will automatically fill in today’s date as the Date Entered (this can be changed manually if need be). Once all of your data is entered, hit Save.

Field Name	Data	Date Entered
Processor:	Intel Duo 2	07/20/2018
Software Version:	Windows 10	07/20/2018
Storage Capacity:	128 GB	07/20/2018

Searching by User Defined Fields can be done from the F1 (Find Asset) tab. You will first need to select a Classification and Type from the drop-down menus and then pick the User Defined Field you would like to search by. In the example below, I searched by Classification: Computer Equipment, Type: Laptop, User Defined Field: Storage Capacity. Then in the “User Data” field, I will type what I want to search by (in this case 128) and hit “Extract Data”.



I am now given the 3 assets that contained the value “128” under the ‘Storage Capacity’ User defined field.

Please note the following:

1. You cannot enter new User Defined Fields under the F2 tab. Only data is entered here. New fields must be entered under the Support tab in Asset Support Administration.
2. A field name may be up to 50 characters in length.
3. A field name set to active will be assigned to each asset of that Type.
4. A field name set to inactive will not be available.
5. Data may be up to 250 characters in length.
6. Setting a User Defined Field to inactive does NOT remove the data already recorded for any asset of that Type. It will not be displayed on the Asset Information screen. Returning the asset to active will restore prior data for each asset of that Type.
7. The number of User Defined Fields per Type of asset are unlimited.

For specific questions on User Defined Fields, please contact [support@gigatrak.com](mailto:support@gigatrak.com)