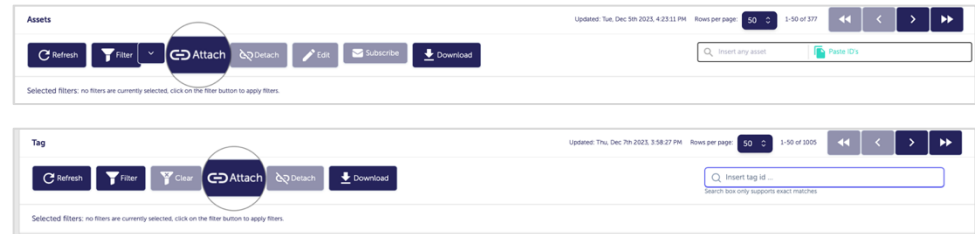
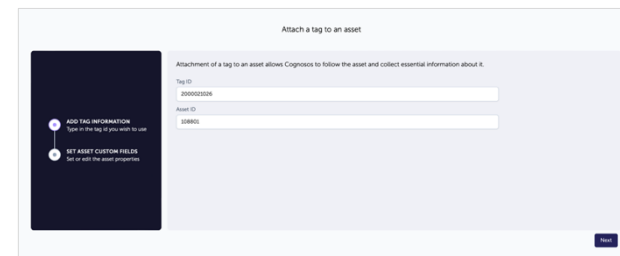
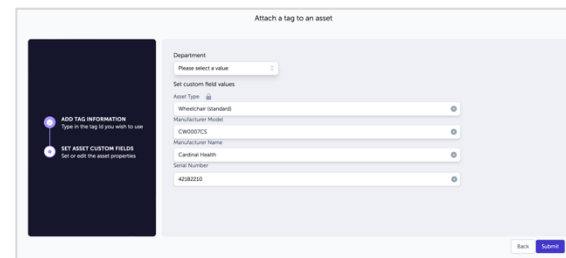


How to attach an asset tag to equipment:

- 1 Go to Assets or Tags page in My Site. Select Attach button from either page. (You may do this with or without selecting a specific asset or tag first.)

- 2 Input the asset and/or asset tag ID in the Tag Attachment window (asset or tag ID field may auto-populate depending on selections in Step 1). Select Next.

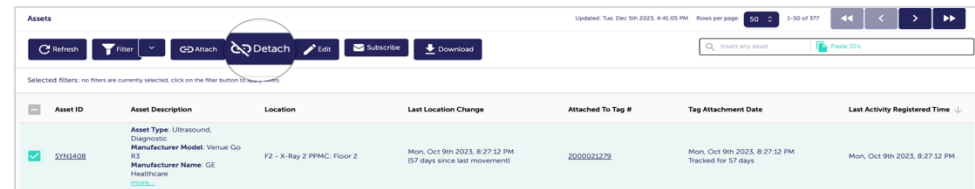
- 3 Set the custom properties for the asset. Asset details ensure that assets can be easily searched for using a variety of data and identifying information. Click Submit.

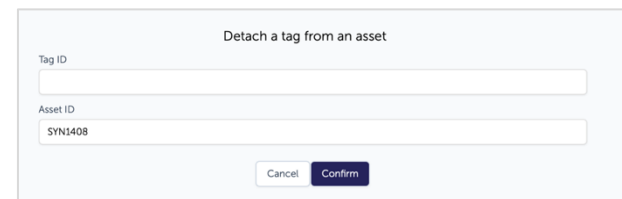
Need Assistance? Check out the Healthcare section of the Knowledge Base or contact us at support@cognosos.com.

How to detach an asset tag from equipment:

- 1 Go to Assets or Tags in My Site. Choose asset or tag and select **Detach** (you must make a selection first on either page).
- 2 If initiated from Assets, the Asset ID is populated; if from Tags, the Tag ID is populated. Click **Confirm** to continue.
- 3 You may also perform attach/detach in a single step with the **Replace Tag** option in Asset Details.



Asset ID	Asset Description	Location	Last Location Change	Attached To Tag #	Tag Attachment Date	Last Activity Registered Time
SYN1408	Asset Type: Ultrasound, Diagnostic Manufacturer Model: Venue Go R2 Manufacturer Name: GE Healthcare	F2 - X-Ray 2 PPMAC, Floor 2	Mon, Oct 9th 2023, 8:27:12 PM (57 days since last movement)	2000021279	Mon, Oct 9th 2023, 8:27:12 PM Tracked for 57 days	Mon, Oct 9th 2023, 8:27:12 PM



Detach a tag from an asset

Tag ID

Asset ID
SYN1408

Cancel Confirm

The tag will have a status of Not Attached. This removes the association between tag and asset; therefore the asset is no longer trackable until a new tag is attached.



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