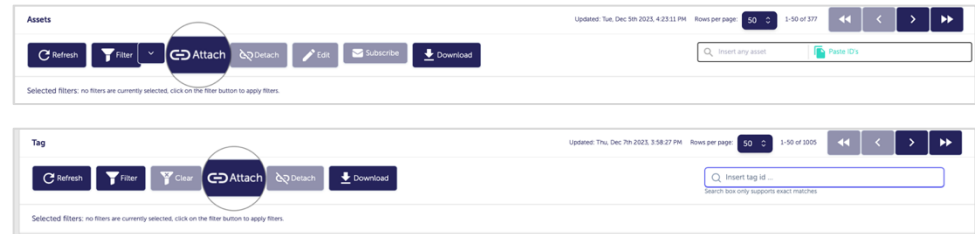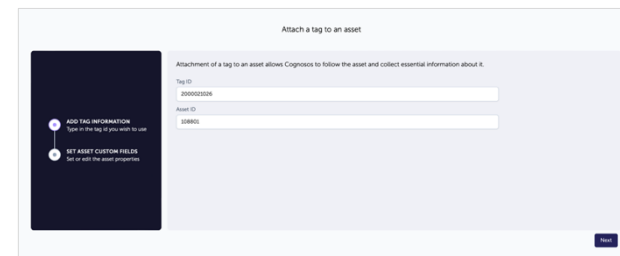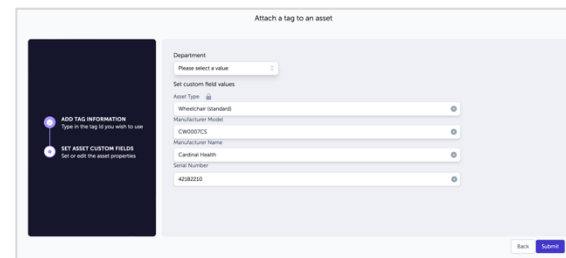# How to attach an asset tag to equipment:

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.
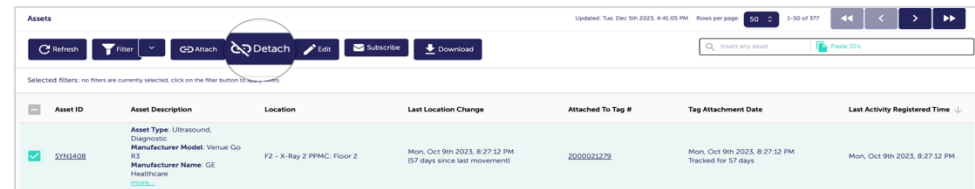

3 Set the custom properties for the asset. Asset details ensure that assets can be easily searched for using a variety of data and identifying information. Click Submit.
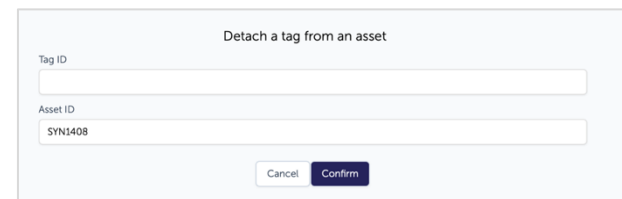

Need Assistance? Check out the Healthcare section of the Knowledge Base or contact us at support@cognosos.com.

Attach Asset Tag

![cognosos logo]

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 <u>must</u> 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.

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.

3 You may also perform attach/detach in a single step with the Replace Tag option in Asset Details.

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Detach Asset Tag