

PCI Asset Inventory

This article contains step-by-step instructions with screenshots for how to manage your department's PCI asset inventory in Smartsheet.



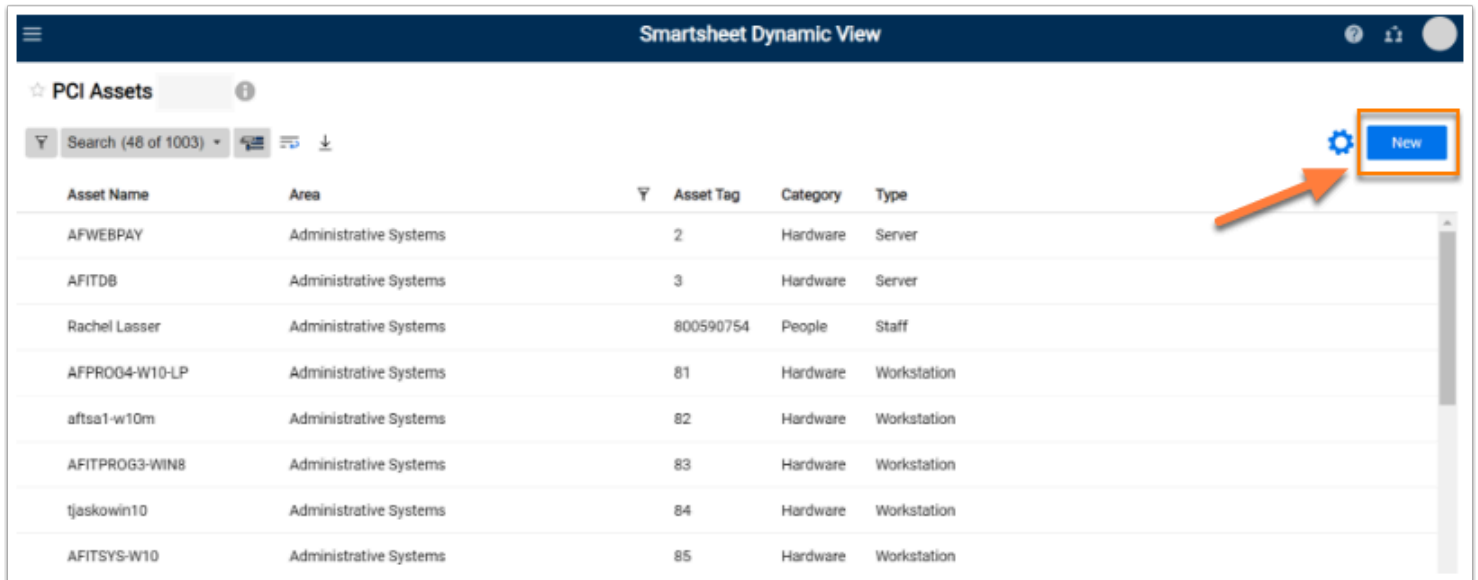
Link to PCI Asset Inventory: <https://dynamicview.smartsheet.com/views/d8194117-b9d3-4337-a3d4-8f528dc61c4f>

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How to Add an Asset

Step 1: Click on the New button (in blue at the top right corner)



Smartsheet Dynamic View

☆ PCI Assets

Search (48 of 1003)

Asset Name	Area	Asset Tag	Category	Type
AFWEBPAY	Administrative Systems	2	Hardware	Server
AFITDB	Administrative Systems	3	Hardware	Server
Rachel Lasser	Administrative Systems	800590754	People	Staff
AFPROG4-W10-LP	Administrative Systems	81	Hardware	Workstation
aftsa1-w10m	Administrative Systems	82	Hardware	Workstation
AFITPROG3-WIN8	Administrative Systems	83	Hardware	Workstation
tjaskowin10	Administrative Systems	84	Hardware	Workstation
AFITSYS-W10	Administrative Systems	85	Hardware	Workstation

Step 2: A Details panel will appear to the right of the screen. Fill in all relevant fields for the asset.

The screenshot shows the 'Smartsheet Dynamic View' interface. On the left, there is a table titled 'PCI Assets' with columns for 'Asset Name', 'Area', and 'Asset Tag'. The table lists 15 assets, all under the 'Administrative Systems' area. On the right, a 'Details' panel is open, showing the details for the selected asset 'Admin-PC'. The details include fields for 'Asset Name', 'Divison', 'Area', 'Asset Tag', 'Category', 'Type', and 'Status'. The 'Save' button is highlighted in blue at the bottom right of the details panel.

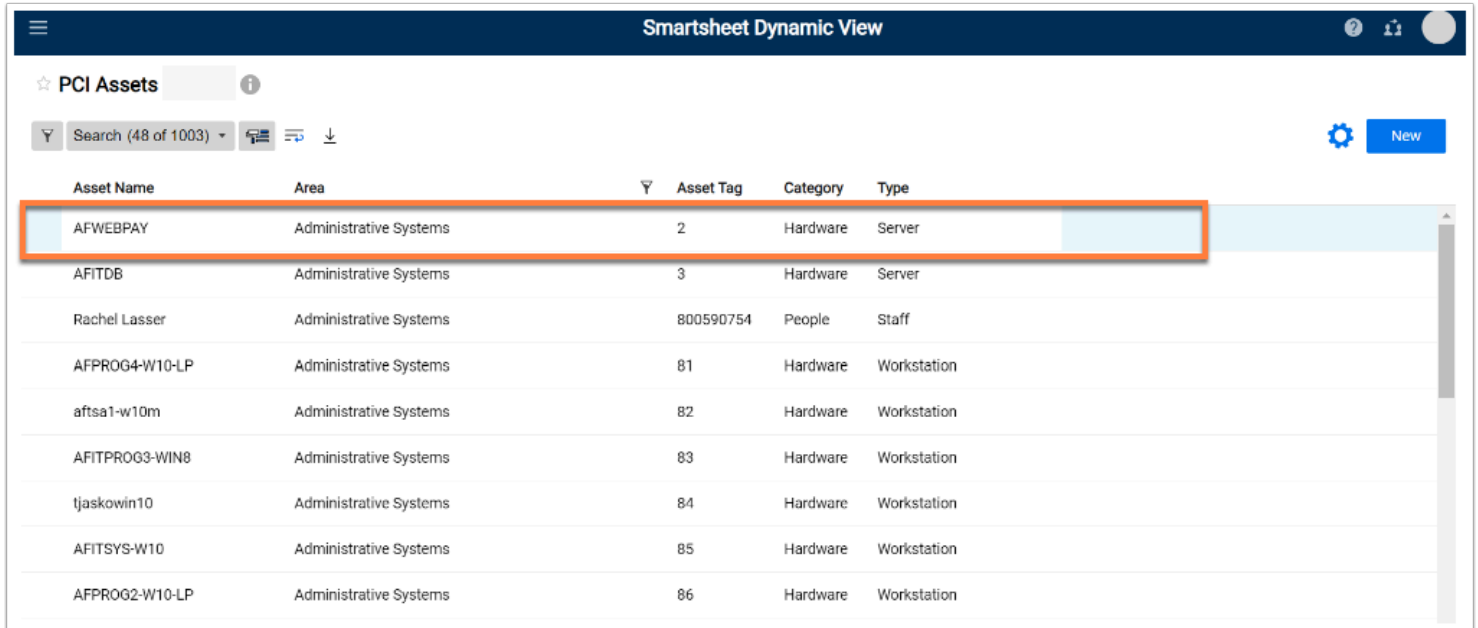
Asset Name	Area	Asset Tag
Jessica Miller	Administrative Systems	80050167
Jewel Cachola	Administrative Systems	89190735
Jocelyn Aponte	Administrative Systems	89026712
Kelcy Contreras	Administrative Systems	88875835
Lauren Heshmati	Administrative Systems	88935067
Leslie Flores	Administrative Systems	89020464
Lisa Penunuri	Administrative Systems	80043629
Lynne' Des Lierres	Administrative Systems	89854507
Pauline Laverde	Administrative Systems	89884413
Raul Fajardo	Administrative Systems	88758021
Shelly Liu	Administrative Systems	88768017
Sophia Jones	Administrative Systems	88858308
Edison Lim	Administrative Systems	80054341
Shirley Chow	Administrative Systems	89193444

Step 3: Click on the Save button (in blue at the bottom right corner)

This is a close-up of the 'Details' panel from the previous screenshot. It shows the same fields: 'Asset Name' (Admin-PC), 'Divison' (Administration and Finance), 'Area' (Administrative Systems), 'Asset Tag' (123456), 'Category' (Software), 'Type' (Workstation), and 'Status' (Active). At the bottom right, there are two buttons: 'Discard Changes' and 'Save'. An orange arrow points to the 'Save' button, which is highlighted with a blue border.

How to Edit an Asset

Step 1: Locate the asset you want to modify. Click on the asset (anywhere on the row)



The screenshot shows the 'Smartsheet Dynamic View' interface for 'PCI Assets'. A search bar indicates 48 of 1003 results. A table lists assets with columns: Asset Name, Area, Asset Tag, Category, and Type. The first row, 'AFWEBPAY', is highlighted with an orange border.

Asset Name	Area	Asset Tag	Category	Type
AFWEBPAY	Administrative Systems	2	Hardware	Server
AFITDB	Administrative Systems	3	Hardware	Server
Rachel Lasser	Administrative Systems	800590754	People	Staff
AFPROG4-W10-LP	Administrative Systems	81	Hardware	Workstation
aftsa1-w10m	Administrative Systems	82	Hardware	Workstation
AFITPROG3-WIN8	Administrative Systems	83	Hardware	Workstation
tjaskowin10	Administrative Systems	84	Hardware	Workstation
AFITSYS-W10	Administrative Systems	85	Hardware	Workstation
AFPROG2-W10-LP	Administrative Systems	86	Hardware	Workstation

Step 2: A panel to the right of the screen will open. Make modifications to the fields you need to edit.

PCI Assets

Search (48 of 1003)

Asset Name	Area	Asset Tag
AFWEBPAY	Administrative Systems	2
AFITDB	Administrative Systems	3
Rachel Lasser	Administrative Systems	80059075
AFPROG4-W10-LP	Administrative Systems	81
aftsa1-w10m	Administrative Systems	82
AFITPROG3-WIN8	Administrative Systems	83
tjaskowin10	Administrative Systems	84
AFITSYS-W10	Administrative Systems	85
AFPROG2-W10-LP	Administrative Systems	86
Snipe IT	Administrative Systems	104
MS SQL Server 2017	Administrative Systems	125
afitdb.dbo.FinancialServices.dbr	Administrative Systems	285
Khoi Luu	Administrative Systems	89994674
Noel Runcie	Administrative Systems	89978502

Details

Data

Asset Name

AFWEBPAY

Division

Administration and Finance

Area

Administrative Systems

Asset Tag

2

Category

Hardware

Type

Server

Serial

Supplier

Step 3: Click on the Save button (in blue at the bottom right corner)

Details

Data

Switch Port

Switch Name

Data Jack

LogRhythm Installed

IMEI

Phone #

SIM ID#

Discard Changes

Save