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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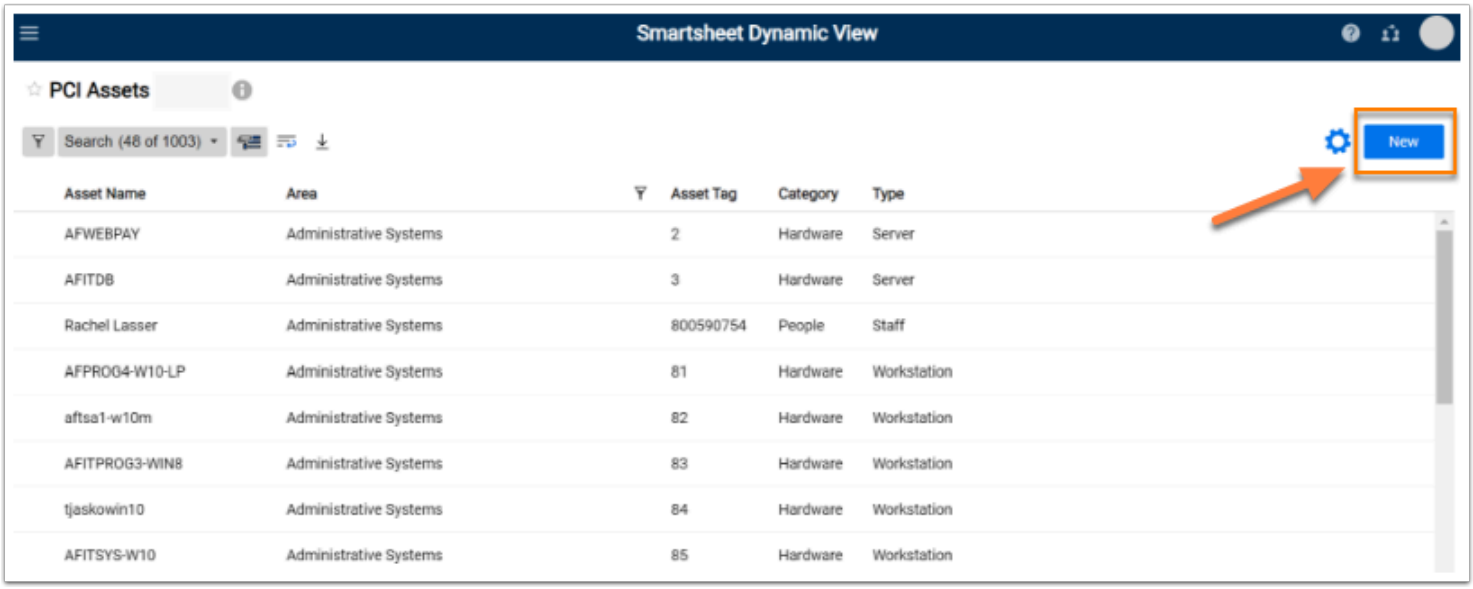
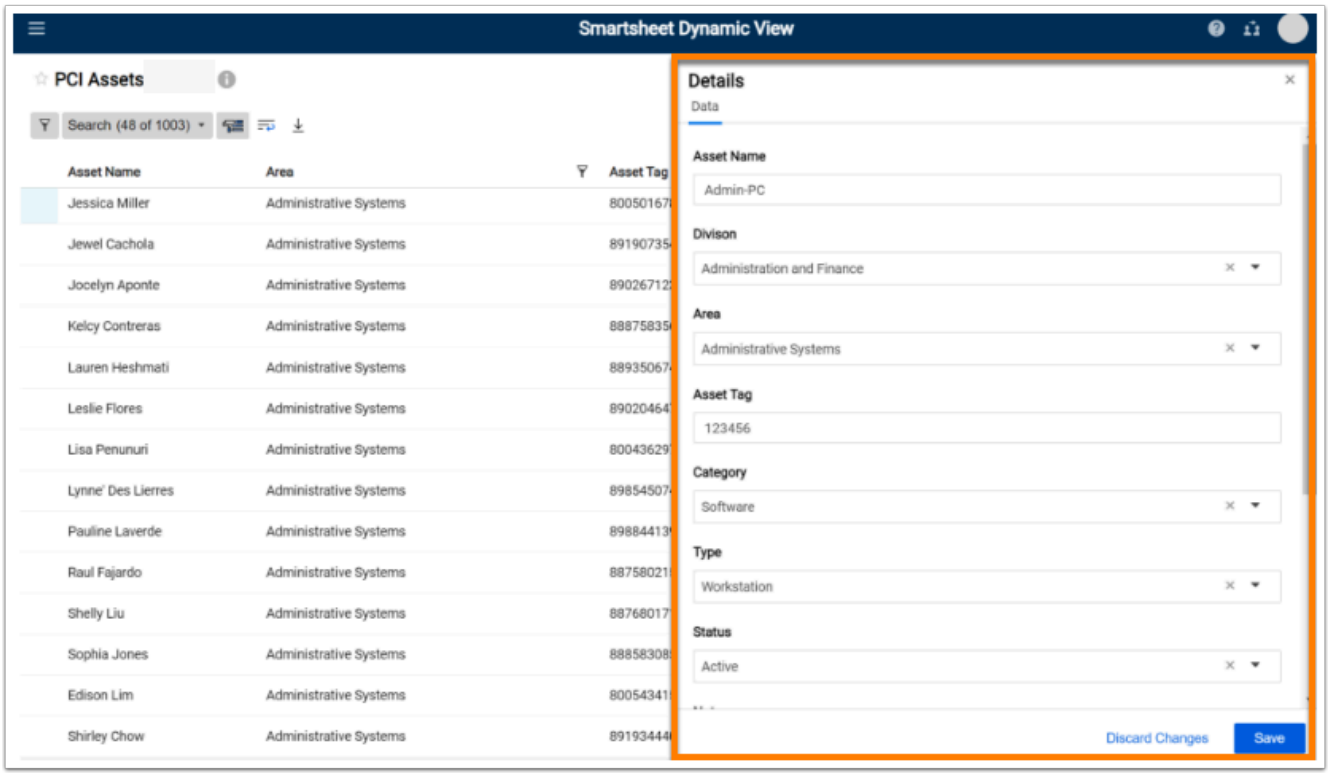
How to Add an Asset

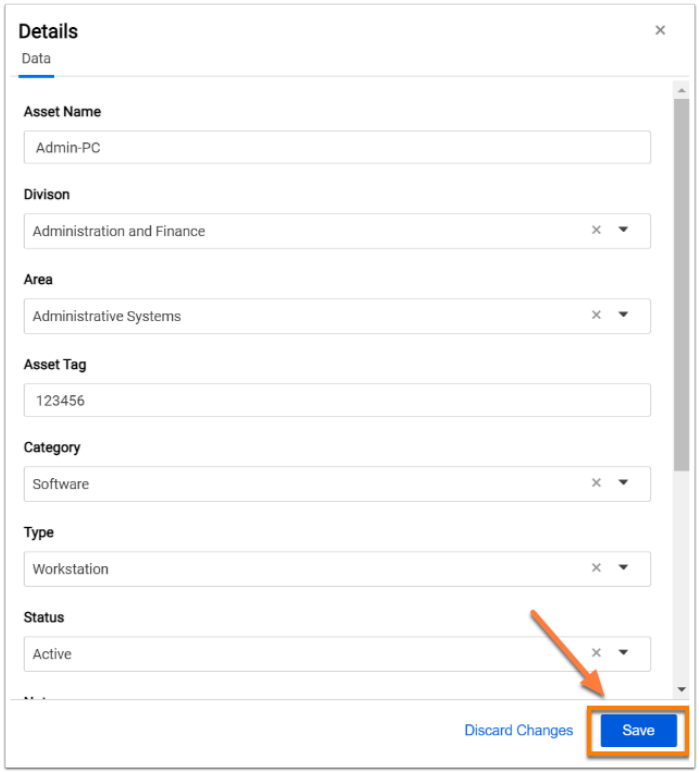
Step 1: Click on the New button (in blue at the top right corner)



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

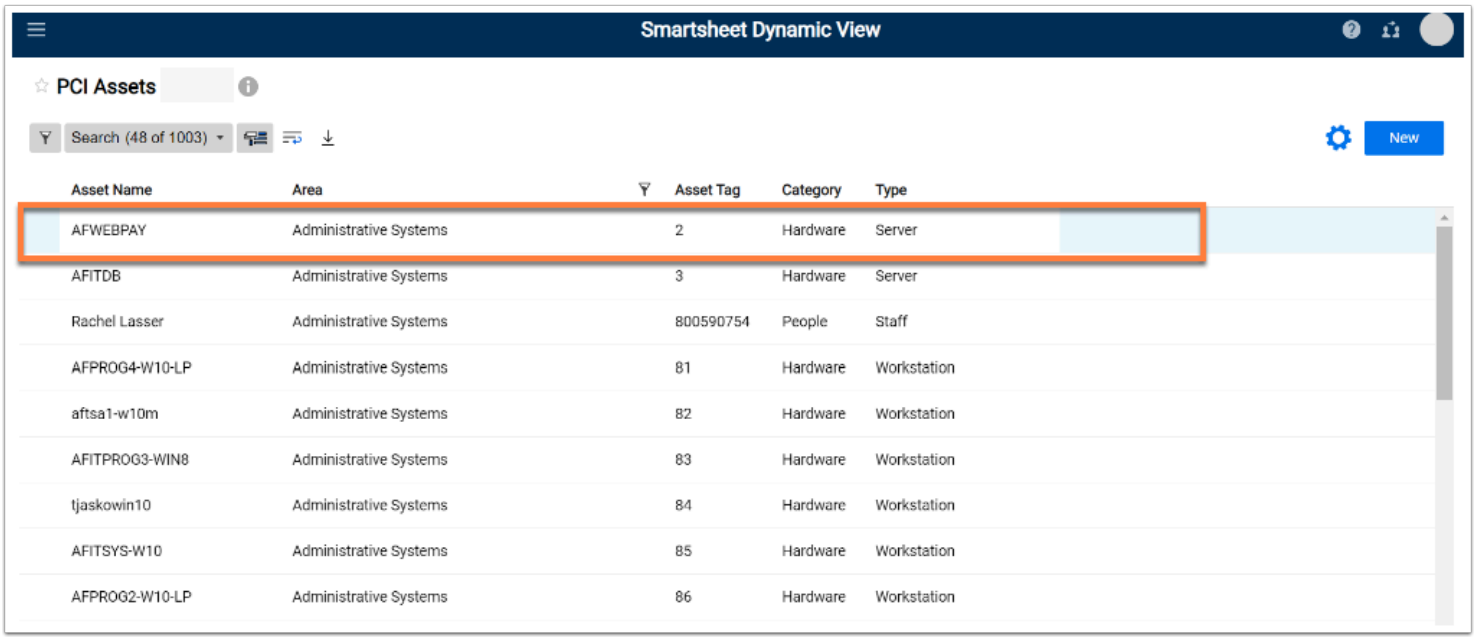


Step 3: Click on the Save button (in blue at the bottom right corner)

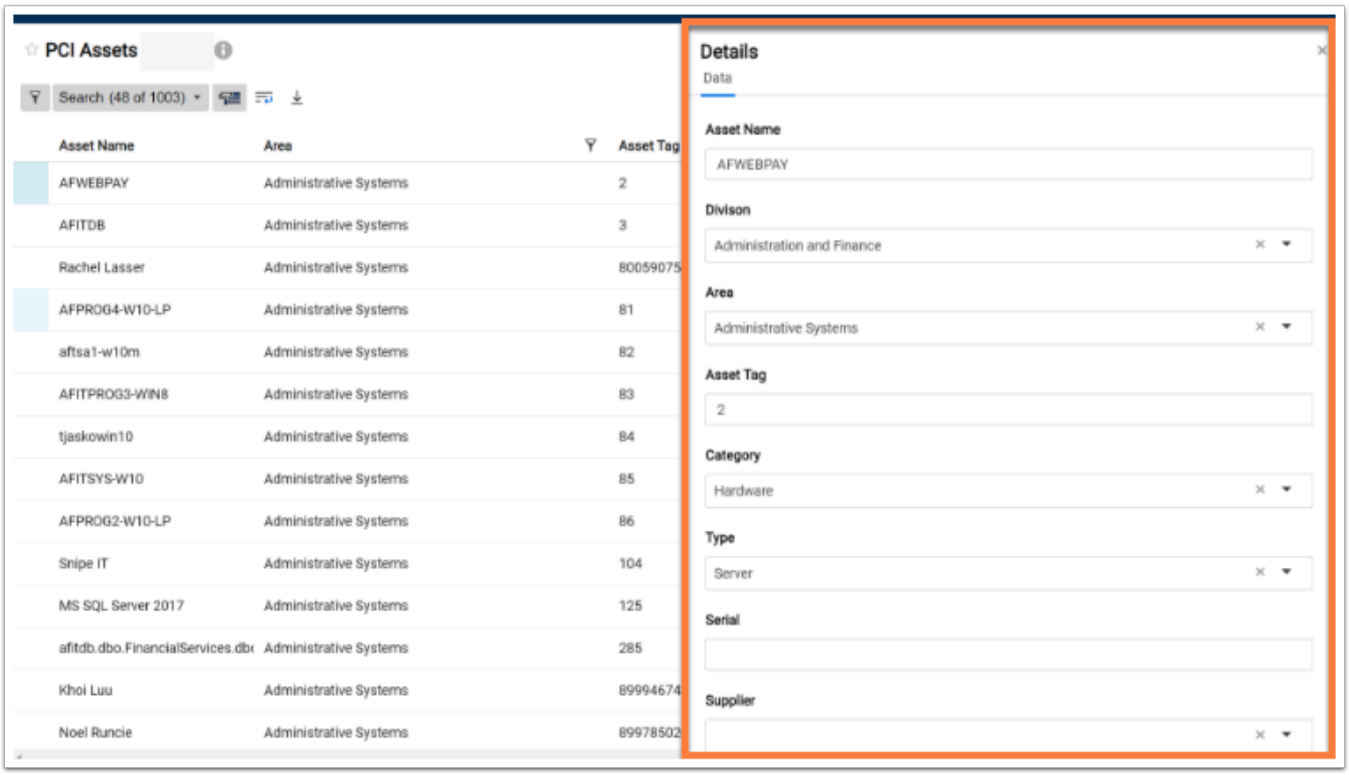
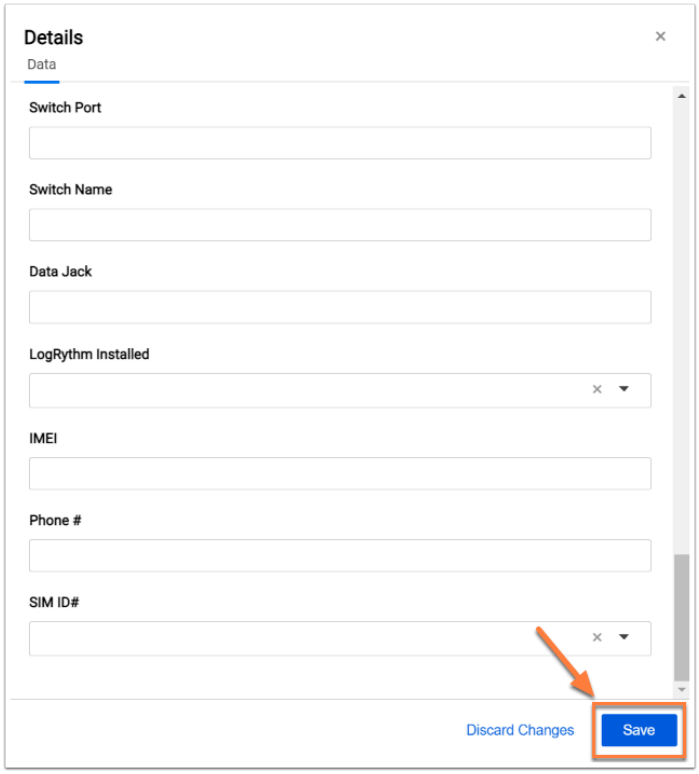


How to Edit an Asset

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



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



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