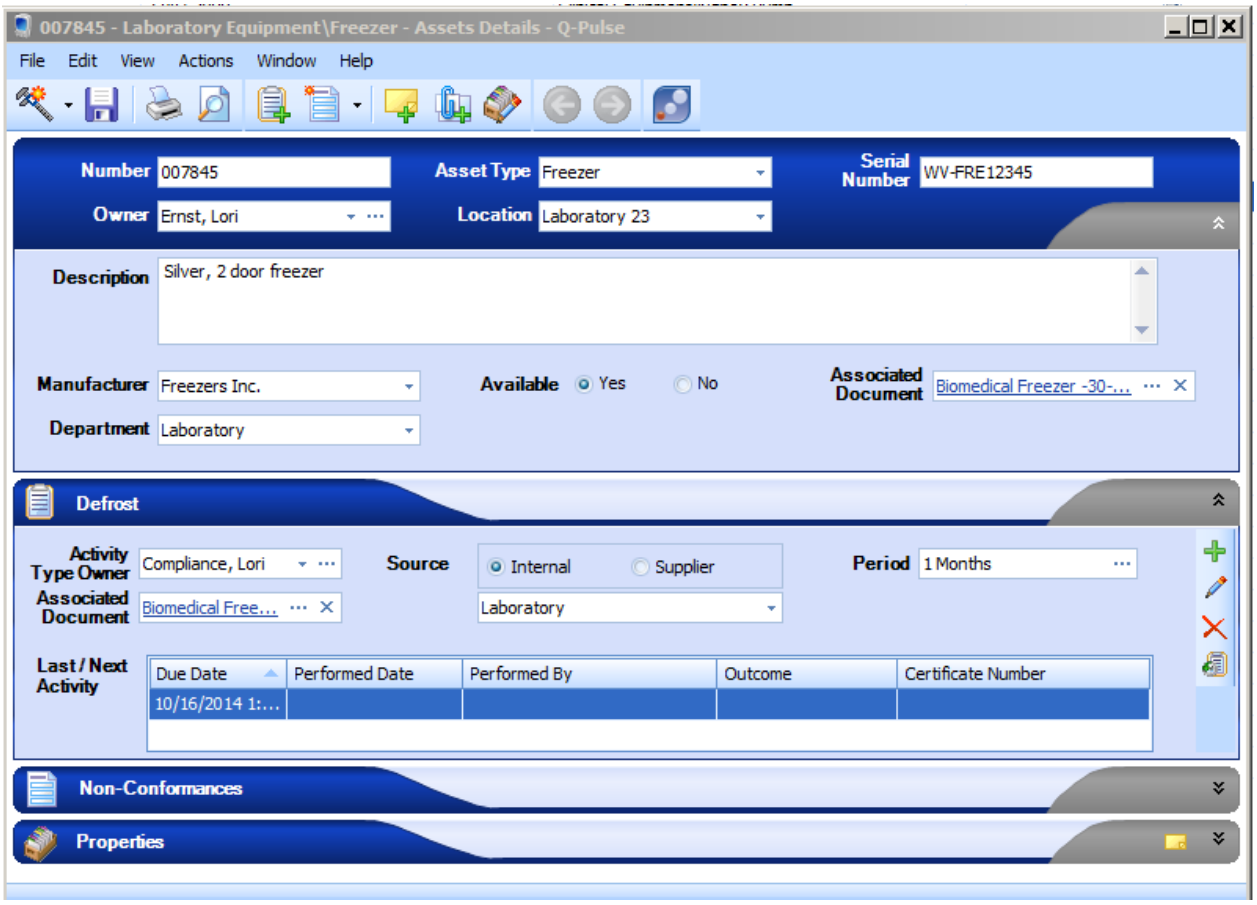
# Q-Pulse Tip- Q-Pulse Assets

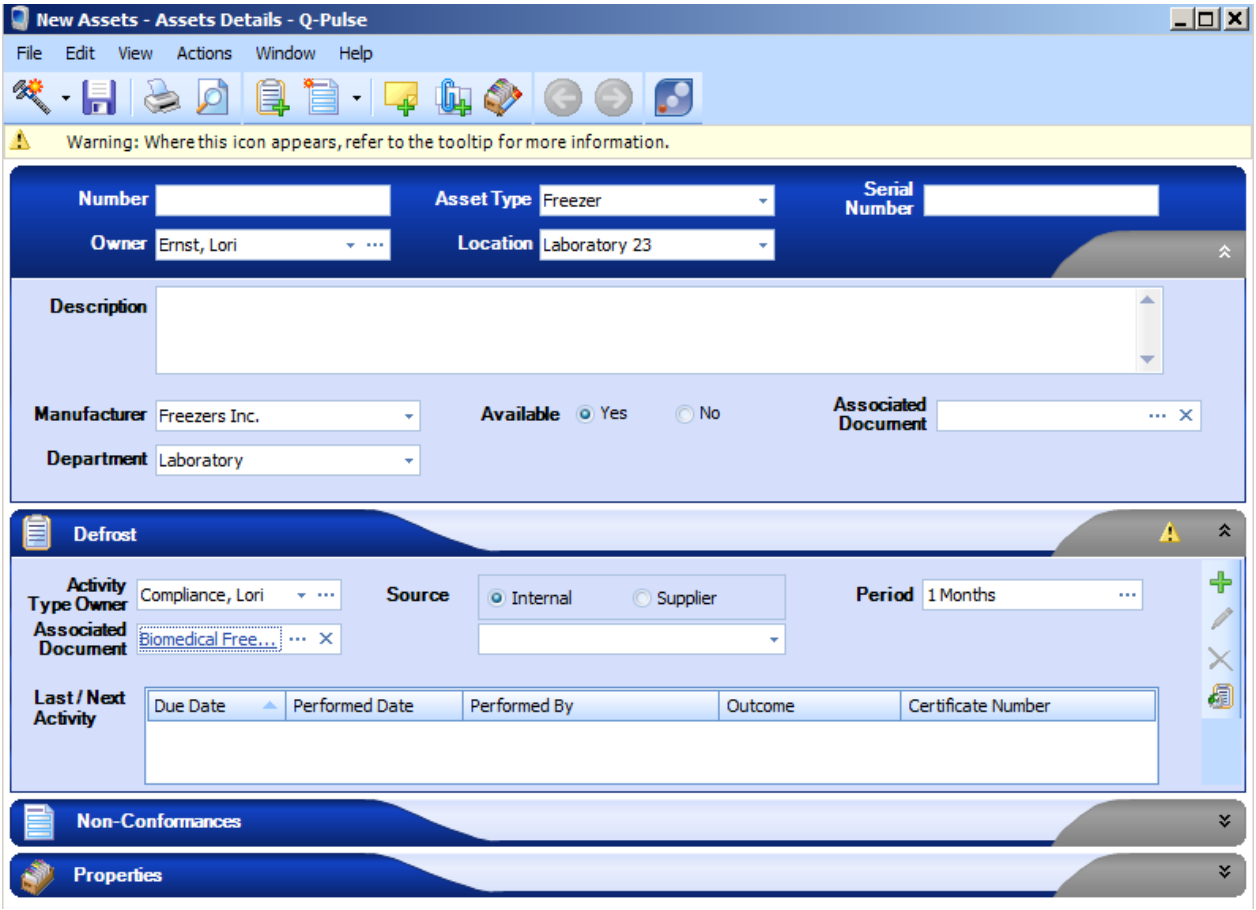
How to simplify the task of loading Assets into Q-Pulse

When you need to enter the same type of Asset multiple times (for example, your organization has multiple freezers) use the following steps to save time:

1. Set-up the first piece of equipment with all of its activities. In this example we've set-up "Defrost" as the activity.




2. After creating the record for the first piece of equipment, click on the arrow to the right of the wrench icon (just below the File menu) and select "Based on selected…". A new Asset record will appear with several of the fields already completed for you. Notice that the Activity, its frequency as well as the related document for that activity carried over to the new Asset record.




3. You will still need to complete the number field, serial number and add the Associated Document (in the top portion of the record) as these will likely be specific to the individual piece of equipment being added. You will also need to schedule the first instance of the activity by clicking the green plus sign within the Activity (Defrost) and determine who will be responsible for that Activity within the "Source" field.

4. Once you've added in the necessary information, save the record and repeat the process until all pieces have been entered.