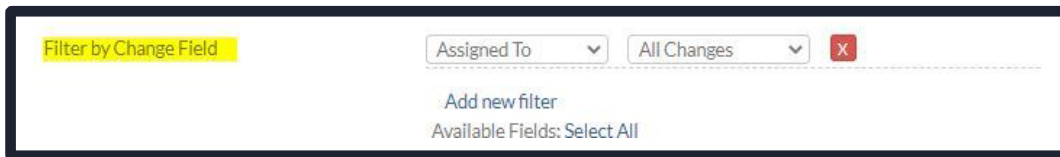


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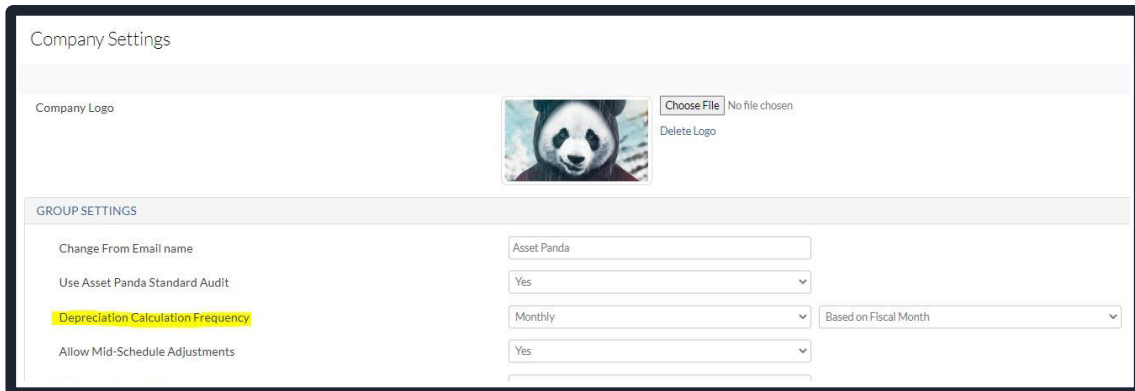
How do I find the history of assets assigned to users?

If you have a field in your group (e.g., Assigned To) that designates which user is assigned which asset, you can create a Change Report and filter by only changes to that field in order to get a report of movement within the Assets group based on changes in assignment.



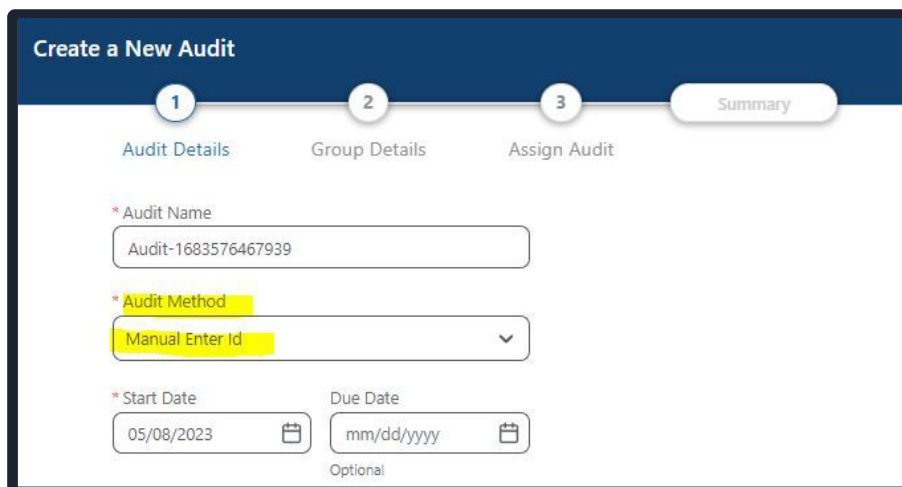
Can I calculate depreciation on a more recent basis than monthly?

Calculation frequency is either by Calendar/Fiscal Month, Quarter, or Year. This can be found in your Company Settings in your account to modify.



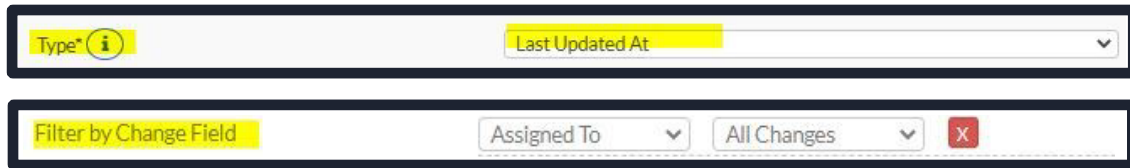
Can you audit without scanning?

Yes – when configuring an audit, there is an option to select the Method, and if you select Manual you will have the option to type in the asset info rather than scanning it.



🔥 How would I create a report for underused equipment?

Depending upon how the account is configured, we would suggest pulling a Group Report based off of a Date field type. Adding a filter for any Date Field type into a report will allow the user to filter based upon a date range (e.g., filtering by the Last Updated field to see assets that have not been updated for x number of days).



🔥 Can you explain the different options in the report setup?

Our Knowledge Center Article touches on the varying options you can select when creating or customizing a report: [Create and Customize a Report](#). Here, you can find helpful tips when configuring Group, Action, Change, or Audit Reports.

🔥 Can I set up a report for calibration and use it for separate departments?

Yes – as long as you have calibration fields in your Group, the best way to do this would be to add those related fields to the report type of your choosing, filter by Department, then Save & Duplicate this report to create a new one for each filtered department. This way, the only adjustment needing to be made would be for the Filter parameter [by Department] and makes this process less tedious.

🔥 What are Action objects?

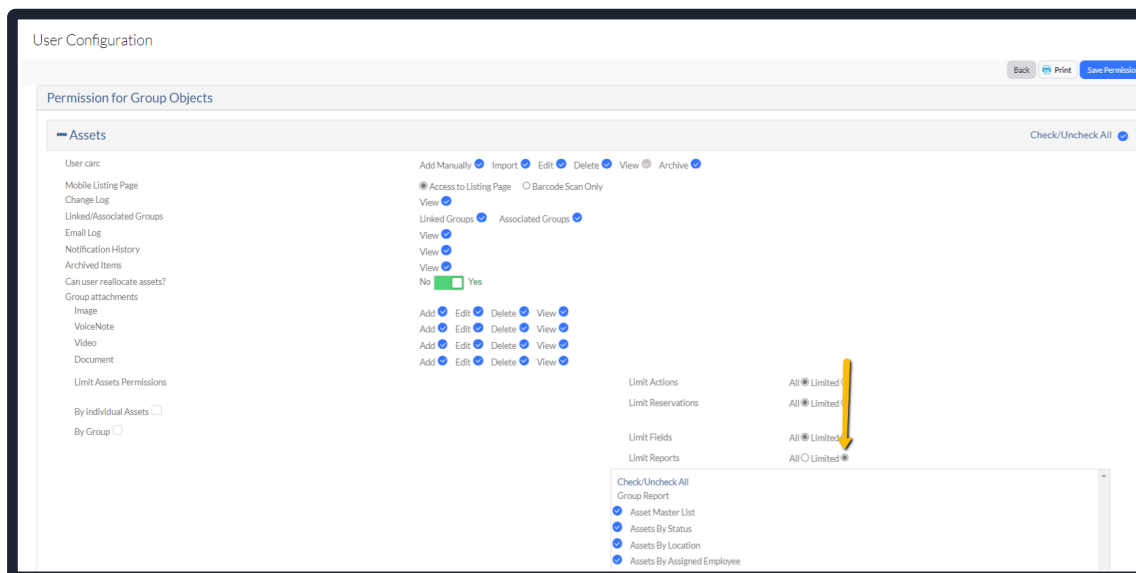
Action objects allow you to display only objects that this action has been performed on.

🔥 I have challenges with depreciation reports - we cannot get all the assets with depreciation so fail to reconcile.

Please email us some details at support@assetpanda.com. We would love to learn more about this issue so we can look into this for you!

🔥 Is it possible to restrict certain reports from certain users?

Absolutely. When accessing your User Configuration or User Template pages and Editing User Permissions, there is an option within each Group for Reports. When selecting Limited, you can select whichever reports you want to be viewable or editable.



✦ Can we add formulas to reports?

Formula field types can be added to the report to view the data in the fields, but these field types cannot be filtered by within a report.

✦ I was told that it not feasible to retrieve history for inactive users...Is this true?

If these are users with login credentials, as long as they exist within the Group, viewing the change history of a record or creating and pulling a Change Report will allow you to see changes with said associated user.

✦ Are reports shared with all users and admins or are they specific only to the creator?

As long as it is a user has permissions to view reports, anyone will be able to see them (unless if this has been restricted within the User Permissions, which can be done by a Company Admin). Thus, any Company Admin can adjust permissions for themselves or others to view created reports.

✦ Can we give reports unique names?

Yes – Reports can be named whatever you like, making it much easier to search for them!

✦ Will you ever be able to have a report where you can create a property agreement with verbiage? I must export and then cut and paste it into a Word document.

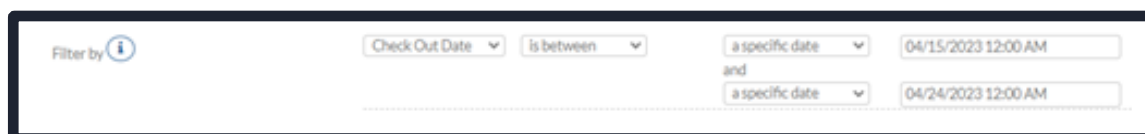
Utilizing pre-defined forms generated from Actions allows for a PDF form to generate based off the data within an Action that has been created from a Word document. Check out our [Knowledge Center article](#) for more information and please email support@assetpanda.com and we would be happy to talk through this more!

✦ What is the difference between Reserve and Check Out?

A Check Out Action has the ability to change the status of a record to something of your choosing (like a Checked Out status), whereas a Reserve action is a date-driven action. You can learn more in these Knowledge Center articles: [Reserve Actions](#) [Reservation System](#)

✦ Is there a way to do an Action report between certain dates? We are trying to do room checks via Asset Panda.

Yes – the best bet for this would be to filter by a Date field for the report, preferably a Date within a specific Action (e.g., filtering by Check Out Date and then choosing a date range).



The image shows a filter interface with the following elements:

- A "Filter by" label with an information icon.
- A dropdown menu set to "Check Out Date".
- A dropdown menu set to "is between".
- A dropdown menu set to "a specific date".
- A text input field containing "04/15/2023 12:00 AM".
- The word "and" centered below the first date.
- A dropdown menu set to "a specific date".
- A text input field containing "04/24/2023 12:00 AM".

✦ Are there templates available to track individual asset performance over time (for example, hours spent on a specific asset) and create a chart on usage over time?

Dashboard Charts would be best for this! Learn more in our Knowledge Center article: [Dashboards](#)

✦ Why is it that Asset Panda does not recognize unique numbers in the New Barcode Column?

As long as a field is barcode enabled, the numbers should be recognized. Please email support@assetpanda.com with more details so we can assist in troubleshooting this issue.

✦ It was explained that a mobile audit was considered a Feature while the web audit is an Action. Is there a way to receive a report from a mobile audit since it is not considered an Action audit but a Feature one?

Yes – this would be within the Audit Reports! Learn more about how to configure them here: [Audit Reports](#)

✦ Is the Reservation Calendar accessed through a portal for end-users requesting the equipment? Is there a demo of that somewhere?

The Reservation Calendar is a separate tool, available from our Web interface. See our [Knowledge Center article](#) for more information, and please reach out to support@assetpanda.com if you need assistance!

✦ What descriptions are searchable in the reports?

Anything within the Report Name can be searched to locate a particular report.

✦ When will the DocuSign integration happen?

The DocuSign integration is active now! Please contact cs@assetpanda.com or your Account Manager to get this integration added to your account.

✦ Can you link the reports to sheets, such as Google Sheets or Excel?

We do not have a direct integration with Google Sheets, but you can export your reports into Excel format. We suggest utilizing our open API to integrate with additional sources like Google Sheets. Learn more here: [Asset Panda REST API](#)

✦ Will you be able to have assets in Asset Panda linked to UKG in the future?

We have discussed this, and would love to talk to you more about it to hear about your workflow. Please reach out to productteam@assetpanda.com to chat about it.

Helpful Links

View our [On-Demand Recording](#).

See [step-by-step guide](#) on setting up reports.

[Read our blog](#) on the importance of reporting.

View our [Security Page](#) to learn about SOC 2 compliance.

Contact Information

Are you an Asset Panda customer?

Email support@assetpanda.com if you have a question.

Don't have an Asset Panda account?

[Schedule a demo](#) to learn more about what we can do for you.