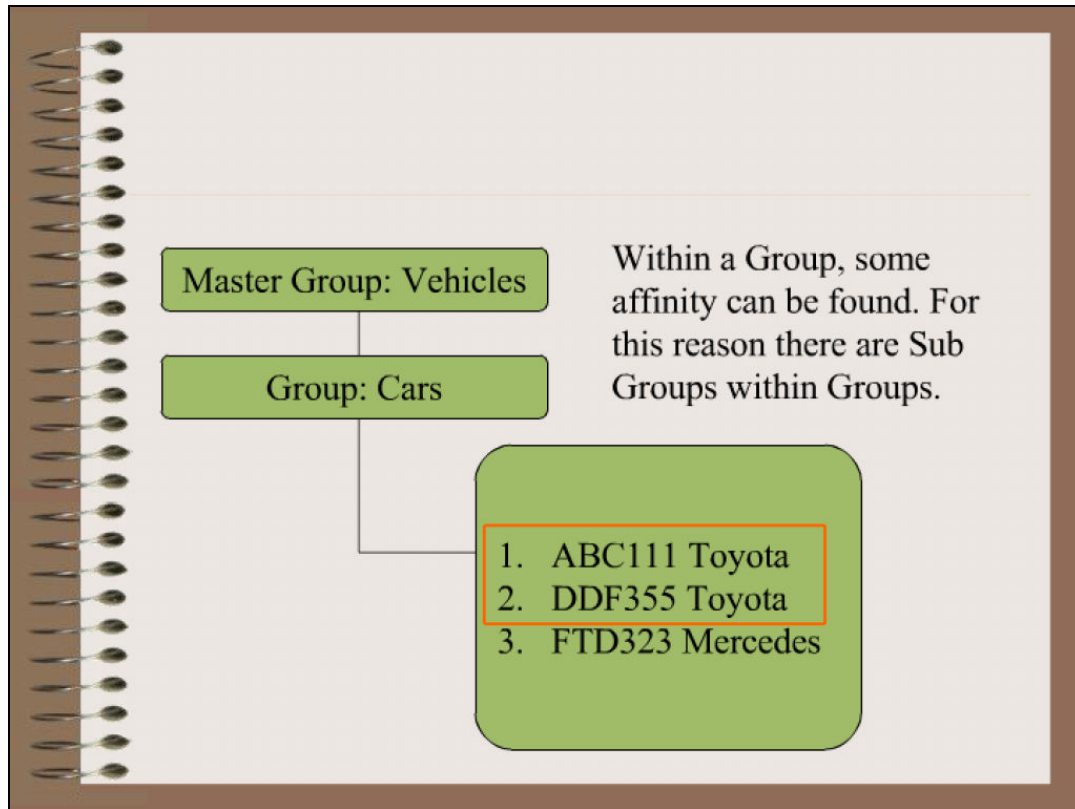


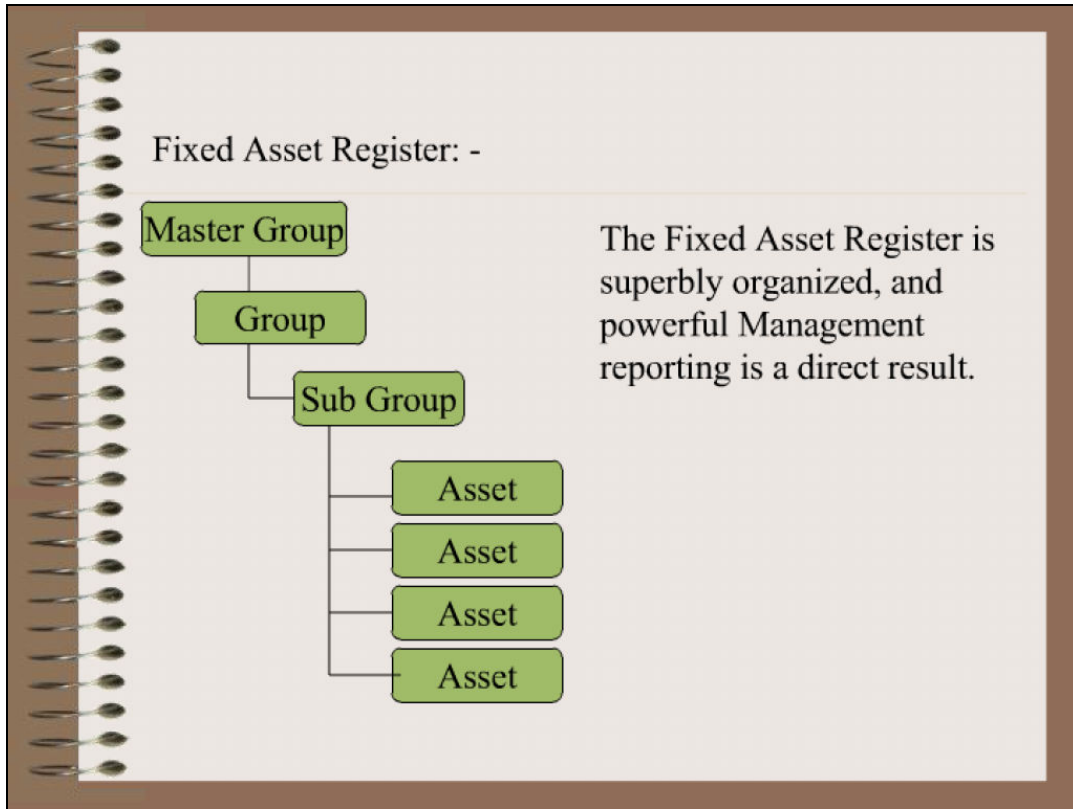
Slide 1

Slide notes: In our Asset Register, we sort our Assets into Groups where they logically belong.



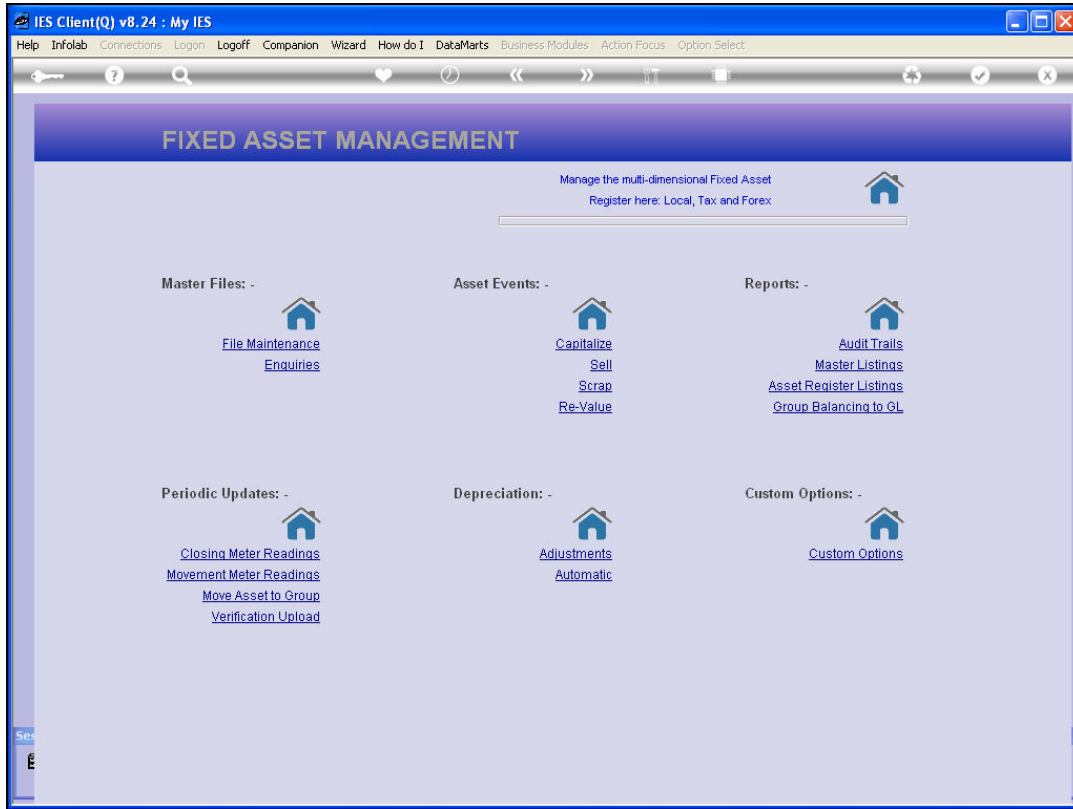
Slide 2

Slide notes: But sometimes we can find that within a Group, we have a need to classify a sub group. For example, in a Group called Cars, it is conceivable that we may want to make sub groups for different types of cars.



Slide 3

Slide notes: Here we show where the sub group fits into the Asset hierarchy. The use of Sub Groups is optional.

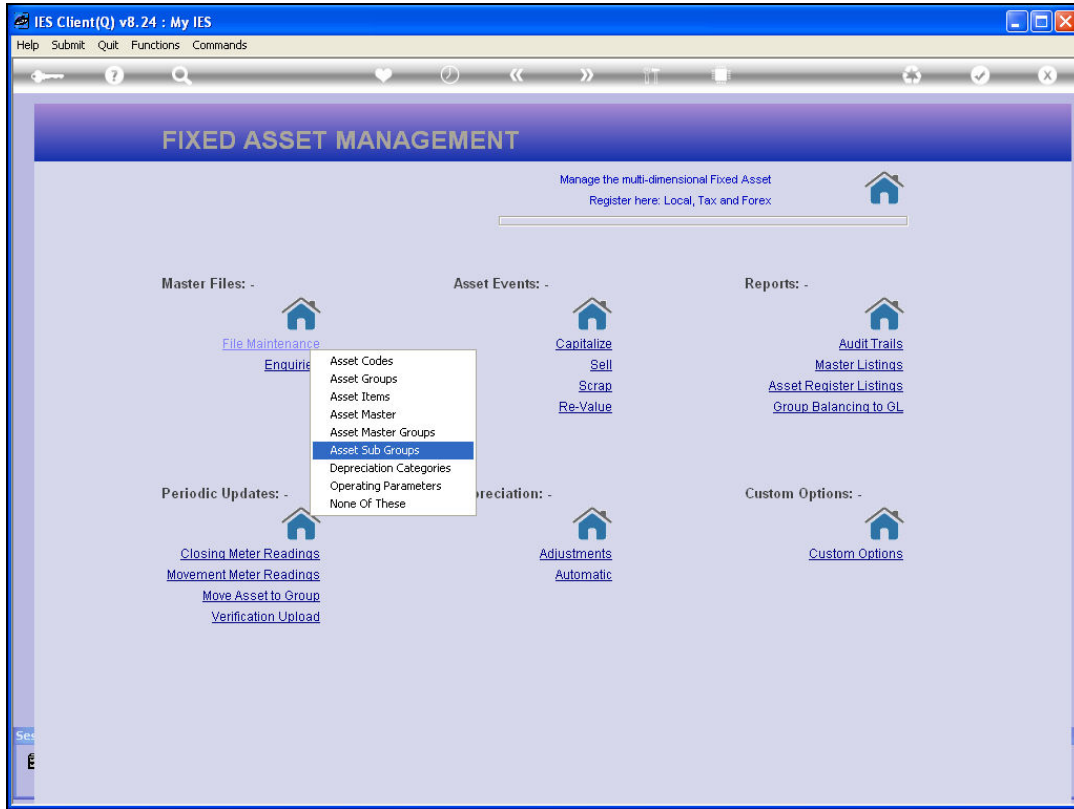


Slide 4

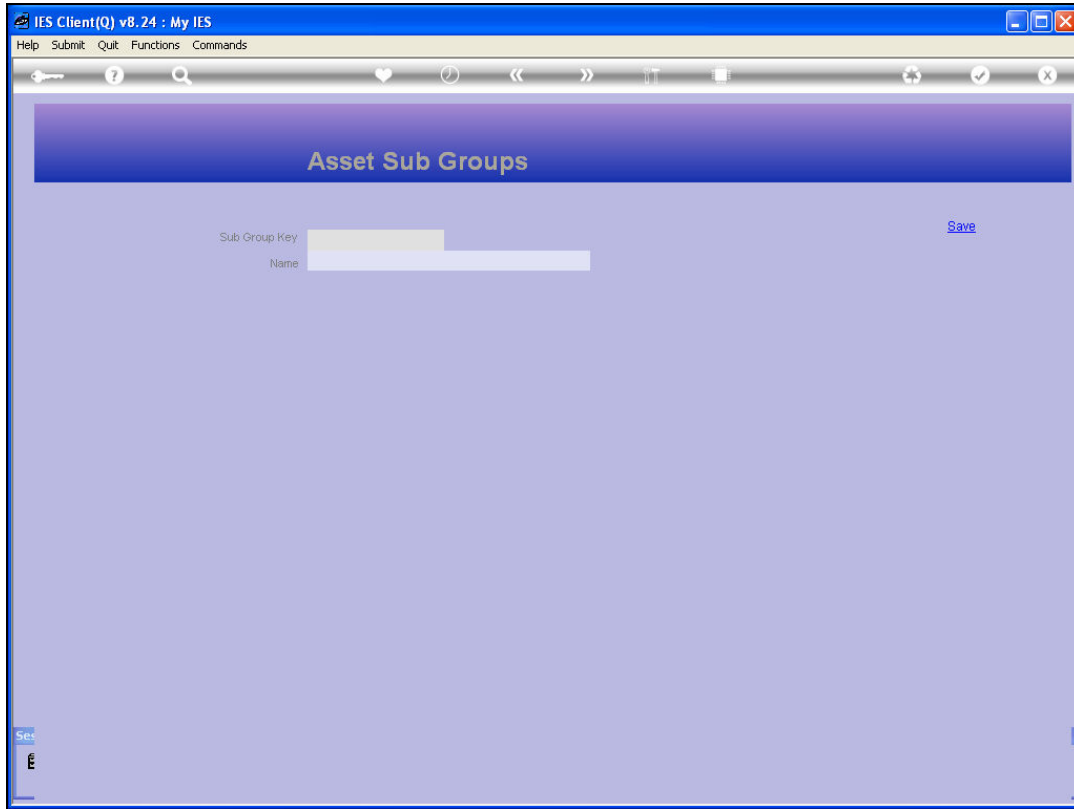
Slide notes: We define Sub Groups from the File Maintenance options on the Asset menu.



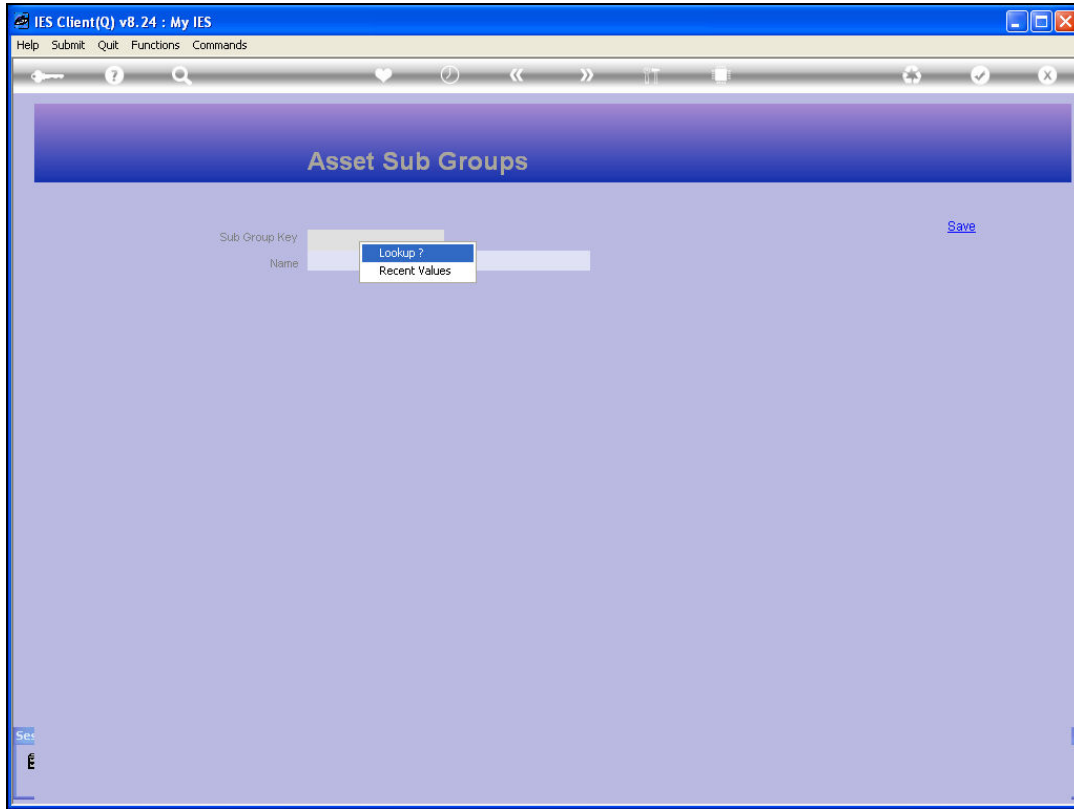
Slide 5
Slide notes:



Slide 6
Slide notes:

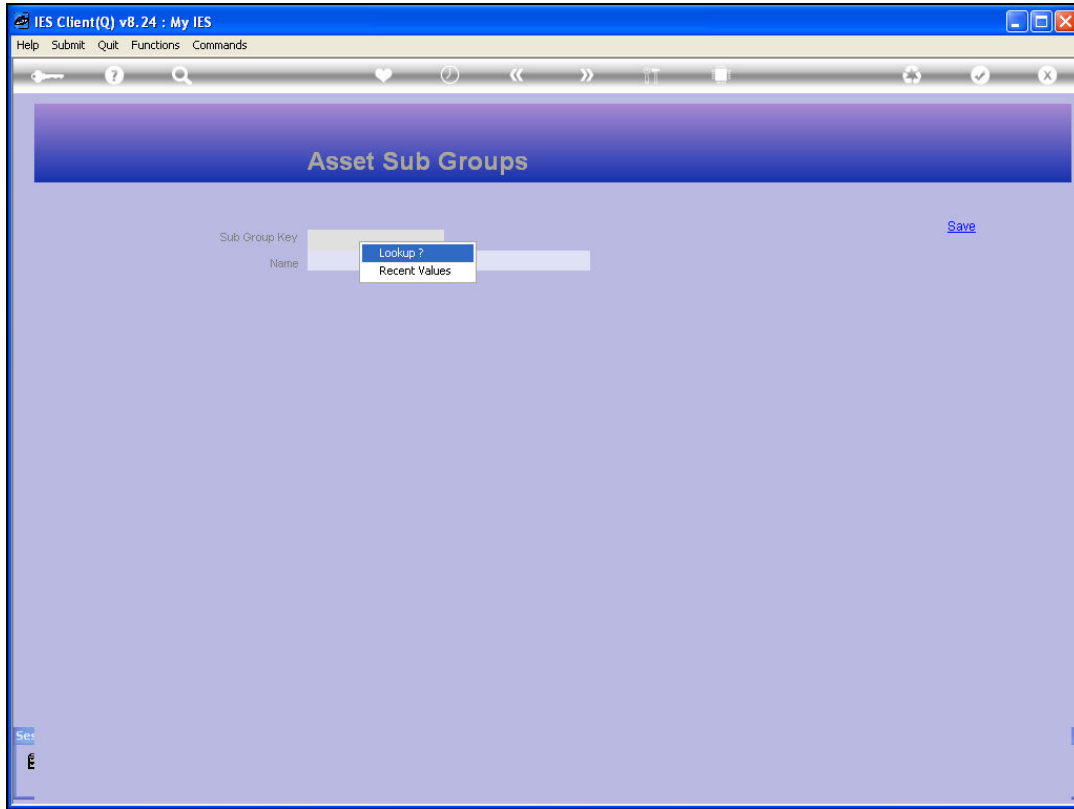


Slide 7
Slide notes:

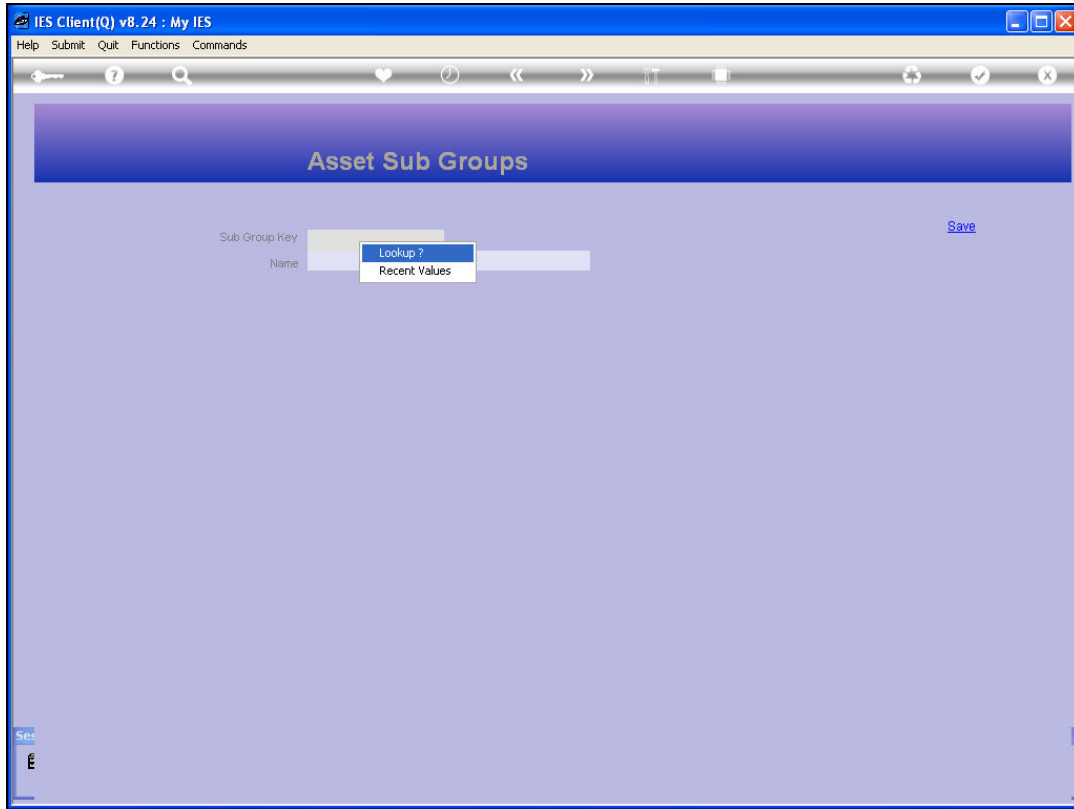


Slide 8

Slide notes:

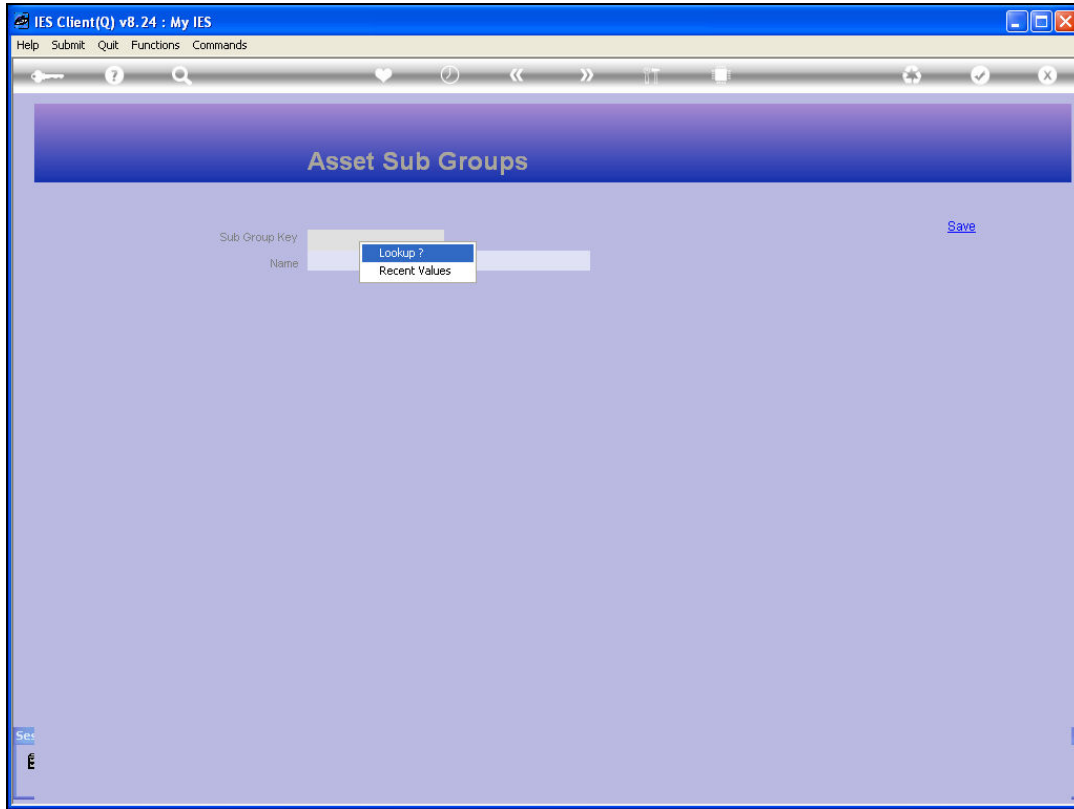


Slide 9
Slide notes:



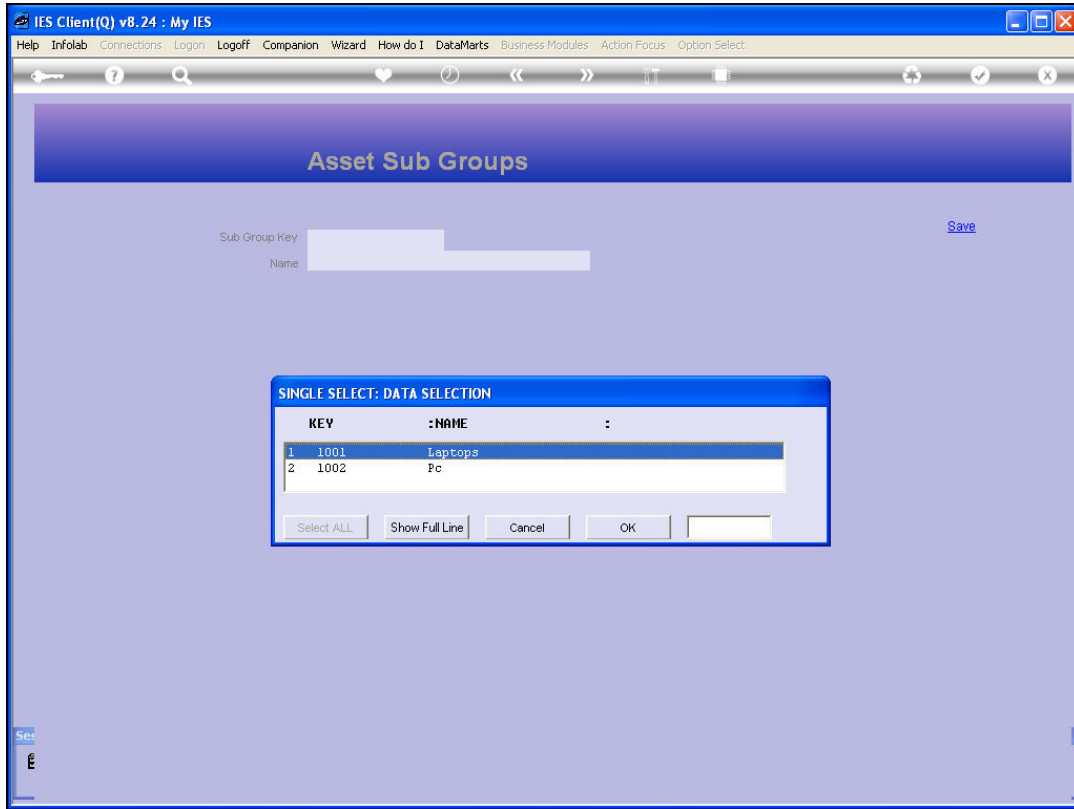
Slide 10

Slide notes:



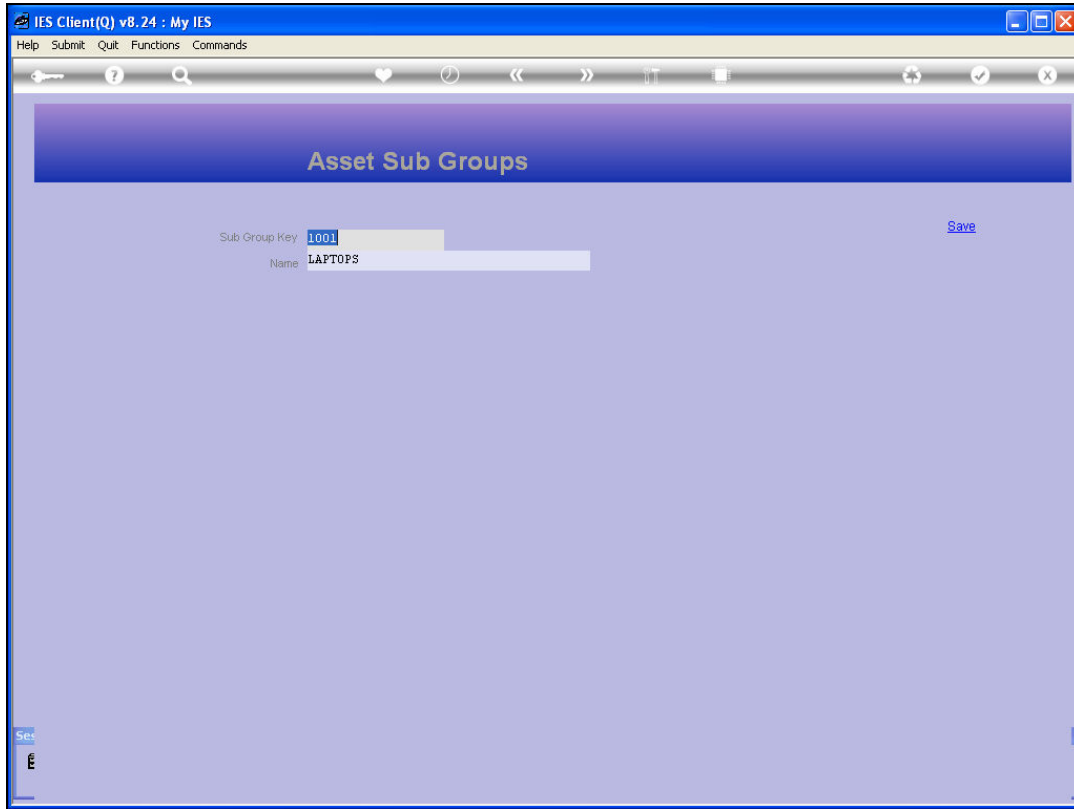
Slide 11

Slide notes:



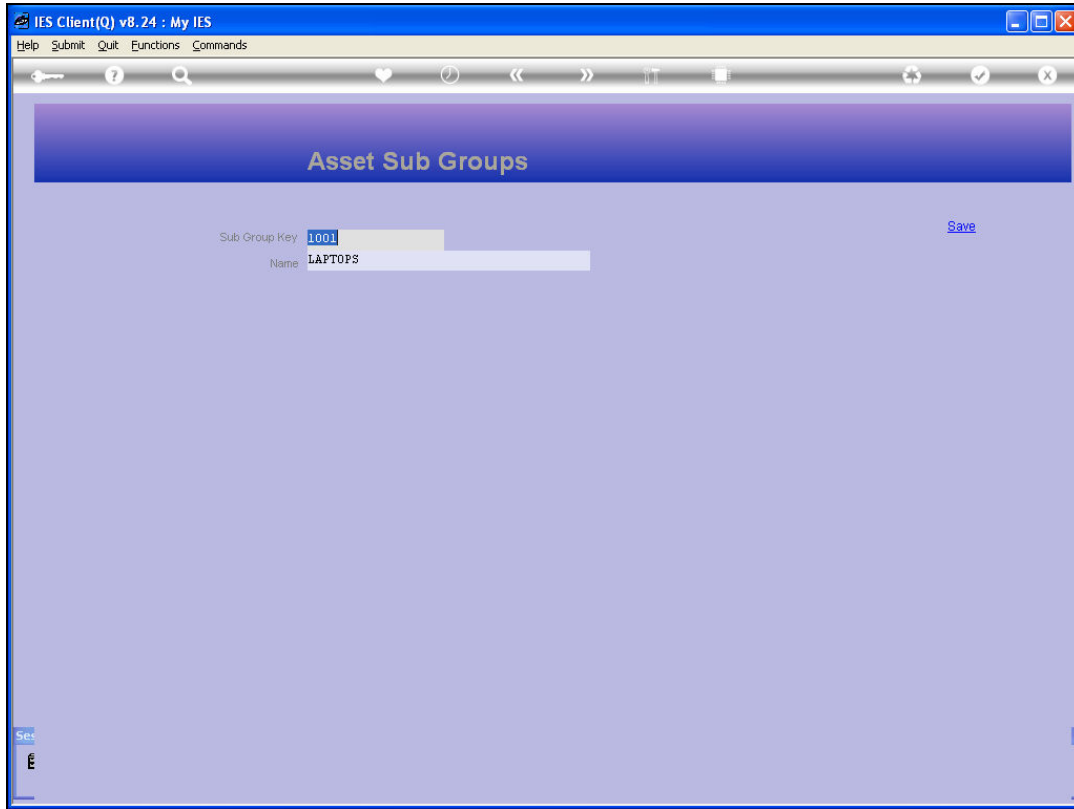
Slide 12

Slide notes:



Slide 13

Slide notes: A Sub Group consists only of a Code and a Name, and once defined can be used within 1 or many Groups, and attached to any number of Assets.



Slide 14

Slide notes: