

Asset Management > View Hardware > Actions > Update Hardware Coverage

Bulk Update

1. Navigate to the "View Hardware Assets" table and select the asset you want to modify.

- Click on the specific asset within the table that you want to update or manage. This will usually involve clicking a row in the table.

2. From the "Hardware Asset Management" screen, locate the contextual panel.

- The contextual panel is usually located on the right-hand side of the screen. It provides options and actions related to the currently selected asset or group of assets.

The screenshot shows the NexaONE interface. On the left, the 'Assets' menu is expanded, and 'View Hardware' is selected. The main area displays a table of hardware assets. The right-hand side features a contextual panel with buttons for 'Update Asset Location' and 'Update Asset Coverage'. A message in the panel states 'No assets selected' and provides instructions for bulk updates.

	Client Name	RACS ID	Serial Number	External Ids	Part Nu
☐	Umbrella Corporation	71237152	88758582265		BP3AM
☐	Virtucon	38071714	FNS13245N4WD		SFP-10
☐	Virtucon	38046252	No SN		PI-MSE
☐	Umbrella Corporation	66686271	ERUJHSRP		AP-303
☐	Umbrella Corporation	66599403	No SN		NETWC
☐	Virtucon	38050062	No SN		CAB-TJ

3. Click the checkboxes next to the devices you want to update.

- Select the hardware assets that you want to update the coverage for.

The screenshot shows the same hardware asset table as before, but now several rows have checkboxes selected. The right-hand side contextual panel has updated its message to 'Child Assets Selected' and 'Request in progress', indicating that the bulk update process has been initiated for the selected assets.

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☒	Umbrella Corporation	66599403	No SN		NETWC
☐	Virtucon	38050062	No SN		CAB-TJ
☐	Virtucon	38074985	53416123AAEZ		BT8A7I

4. Select a contract number from the list of valid contracts.

- Choose the relevant contract number that will provide coverage for the selected assets. The system provides a list of valid contract numbers.

The screenshot shows the 'Hardware' page in the NexaONE interface. A table lists various assets with columns for Client Name, Manufacturer Name, Part Number, Product Name, Item Type, Serial Number, and Warranty Status. On the right, a sidebar titled 'Update Asset Coverage' is visible, containing a 'Request in progress' section with a list of contract numbers (HCP3876123P, HEL0636026T) and a 'Contract Number' field. Below this, there are fields for 'Start Date' (10/13/2025) and 'End Date' (10/09/2025), and a 'Service Level' dropdown menu. A red arrow points to the 'Update Asset Coverage' button at the bottom of the sidebar.

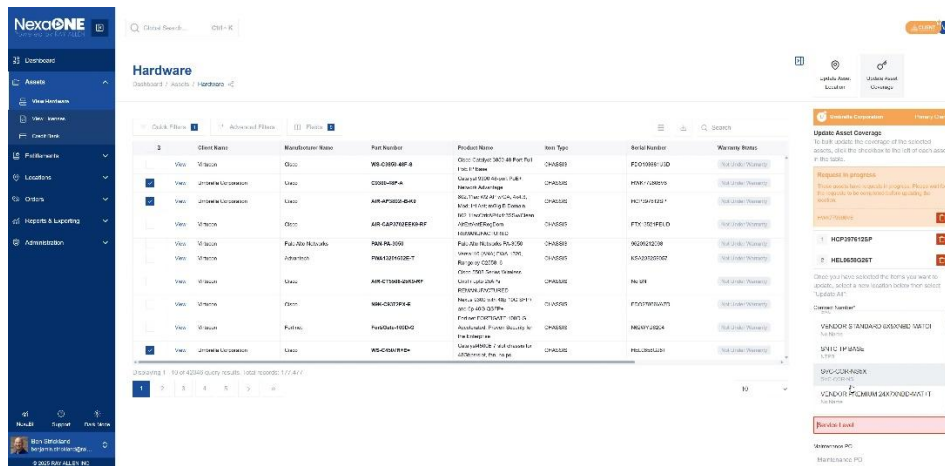
5. Enter the contract start date.

- Specify the date when the coverage for the contract begins.

This screenshot shows the 'Hardware' page in the NexaONE interface, similar to the previous one. The table of assets is visible. The sidebar on the right, titled 'Update Asset Coverage', shows the 'Contract Number' field populated with 'HCP3876123P'. The 'Start Date' field is now set to '10/13/2025', and the 'End Date' field is set to '10/09/2025'. The 'Service Level' dropdown menu is also visible. A red arrow points to the 'Update Asset Coverage' button at the bottom of the sidebar.

6. Select the appropriate service level.

- Choose the service level that applies to this contract and the selected assets. This could be based on previous service levels.

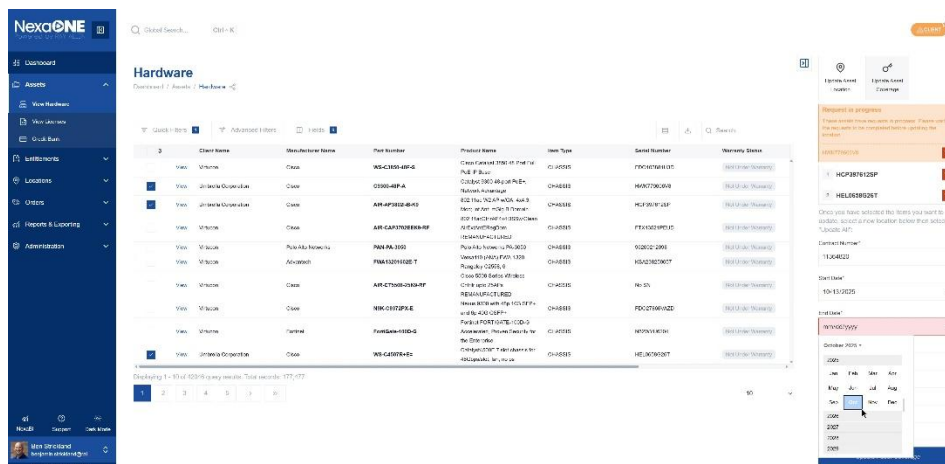


7. Enter PO and SO information, if needed.

- Provide any relevant Purchase Order (PO) and Sales Order (SO) information, if required for the contract.

8. Enter the contract end date.

- Specify the date when the coverage for the contract ends.



9. Click the "Update Asset Coverage" button to complete the update.

- Clicking this button finalizes the asset coverage update for the selected assets, applying the chosen contract, dates, and service level.

