

# Sisukord

<b>Low Value Assets</b>	3
<b>Settings</b>	3
<b>Low value asset card</b>	3
<b>1. Document buttons</b>	3
1.1. Header fields	3
<b>2. Document fields</b>	5
2.1. Header fields	5
2.2. Data	5
2.2.1. Fiscal data	5
2.2.2. Purchase data	5
2.2.3. Location	6
2.2.4. Insurance data	6
2.2.5. Rental info	6
2.3. Data fields	6
2.4. Value corrections	7
2.5. Users	7
2.6. ID	7
2.7. Actions	7
<b>3. Creating a new low value asset card</b>	8
3.1. Creating a low value asset card from the purchase invoice document	8
3.2. Creating a low value asset card from the expense document	8
3.3. Creating a low value asset card from the stock depreciation document	9
3.4. Creating a low value asset card from register	9
3.5. Creating a low value asset card from bulk import module	9
<b>4. Asset card confirmation</b>	10
<b>5. Low value asset quantity</b>	10
<b>6. Address on fixed asset and low value asset card</b>	10
6.1. Setting the addresses	10
6.2. Entering addresses location codes	11
6.3. Use of address location codes	11
6.4. Display location fields on the Fixed Asset and Low Value Asset card	11
<b>7. User management</b>	12
7.1 Simple user management	12
7.2 Detailed user management	12
7.2.1 Setup and usage options	13
Relation between assets and personnel assets	13
Setting: Asset has one active in charge user	15
System setting: Asset and personnel relation	15





POOLELI - kasutamiseks alates 21.04.2022 !!!

# Low Value Assets

## Settings

The following settings should be completed before creating low value asset cards:

- [Asset classes](#)
- [Locations addresses](#)

## Low value asset card

New Save Copy Discard Delete Attachments Mail Print Change LVA Write off

Low value asset VV001 Saved Last changed by (16.03.2022 at 13:14:37)

Related documents: purch invoice: 100094

Code VV001 Name Meditsiiniseade test Class VV\_3 Class name Väikevarad grupp 3 Leasing No ☐ Rental asset Master

Comment Kommentaar Type LVA - low value asset BAR CODE ☐ Closed

Data DataFields Value corrections Users id Actions

FISCAL DATA

Start date 23.11.2021 Purchase price 1000 Value correction 250 End date Purchase price total 1250 Unit price 178.57

PURCHASE DATA

Supplier 1009 Supplier name Meditsiiniseadmete OÜ Purch invoice 100094 Purchased 01.01.2021 SN Disposed Warranty

Extended warranty Quantity 7 Item Maintenance provider Maintenance provider name ☐ In maintenance Maintenance

Next maintenance Action Received free of char

LOCATION

Department User JAAN In charge MALLE Object MYK Customer code 61 Customer Name Banaand OÜ Project K201

Location

INSURANCE DATA

☒ Insurance list Insurance cover 0 Insurer 1007 Insurer name Apple OÜ Comment

RENTAL INFO


Rental item Rental unit Month Rental start Rental end

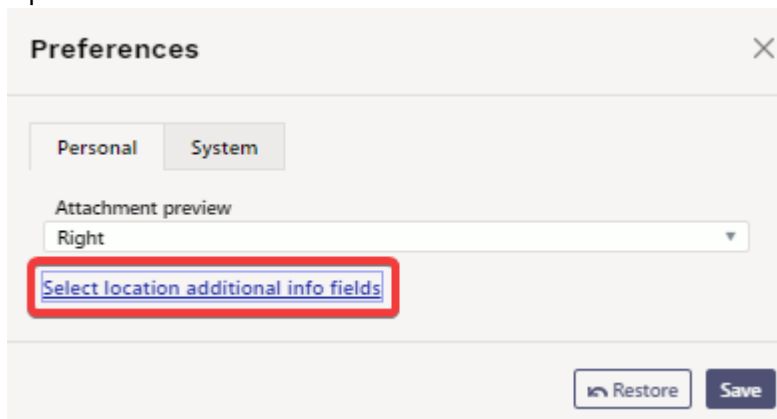
## 1. Document buttons

### 1.1. Header fields

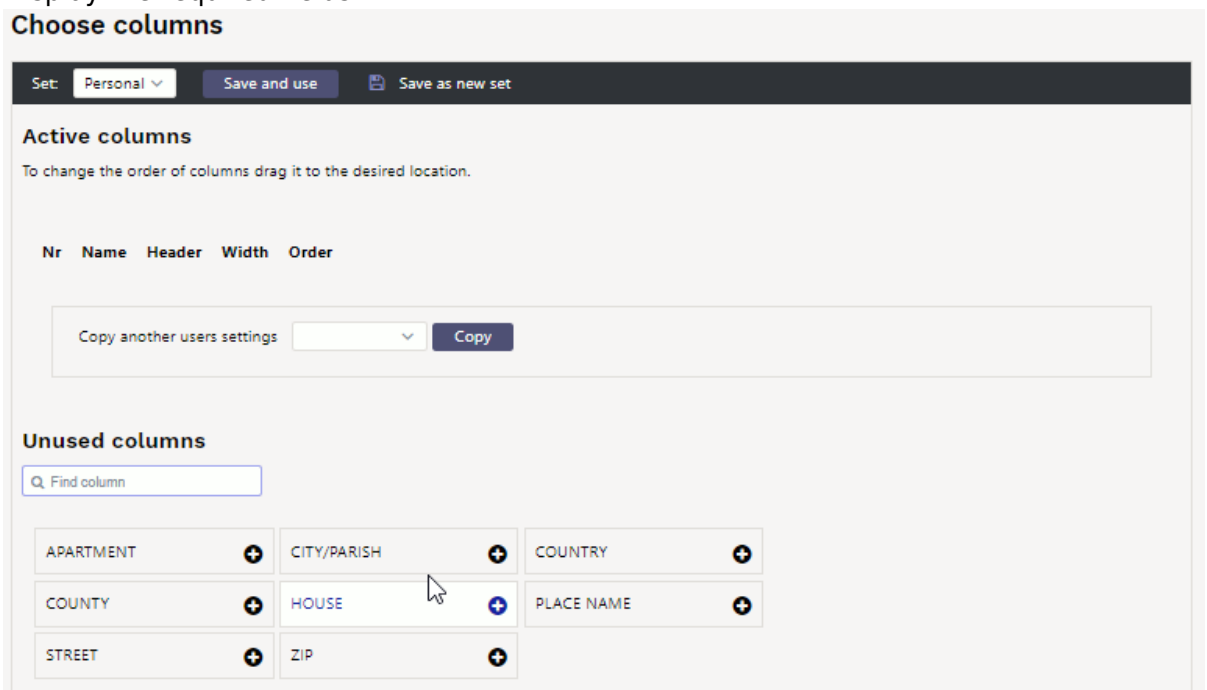
New Save Copy Discard Delete Attachments Mail Print Change LVA Write off

- **New** - opens a new blank document
- **Save** - saves the document
- **Copy** - makes a copy of the document. Only one unsaved draft can be opened at a time. Next copy can be made when new document is saved.
- **Discard** - The button is active when the transaction is in draft status or unsaved changes have been made to the entry. After selecting Discard, the unsaved changes will be removed and the transaction will be saved.
- **Delete** - deletes the transaction. Asks in advance if you are sure you want to delete. Only these low value asset documents can be deleted which have no operations performed (follow-up documents created etc).
- **Attachments** - allows to associate files with a document
- **Mail** - allows to send a document by e-mail
- **Print** - prints the document
- **Change LVA** - allows to make changes to the low value asset
- **Write off** - allows assets to be written off

-  - allows to display various location additional information fields on the low value assets card
  - Option Select the additional location information fields



- Display the required fields



**Choose columns**

Set: Personal Save and use Save as new set

**Active columns**


To change the order of columns drag it to the desired location.

Nr	Name	Header	Width	Order
Copy another users settings <span>▼</span> <span>Copy</span>				

**Unused columns**

Find column

APARTMENT	+	CITY/PARISH	+	COUNTRY	+
COUNTY	+	HOUSE	+	PLACE NAME	+
STREET	+	ZIP	+		

-  - allows to open the attachment view associated with the document

## 2. Document fields

### 2.1. Header fields

- **Code:** unique ID that can be entered manually or selected from double-click / right-click options
- **Name:** name of low value asset
- **Class:** asset class code - places the financial accounts and type related to the asset class, groups them in the low value asset reports. Selectable by double-clicking / right-clicking. Only classes with a low value asset type can be saved.
- **Class name:** asset class name
- **Leasing:** options NO, Capital lease, Operating lease - information field for the acquisition of a low value asset
- **Rental asset:** checkmark. Allows to select this low value asset for lease contract. Opens the Rental Info section on the Low Value Asset card.
- **Master:** if the low value asset is a part of another low value asset, reports can be taken with the master asset.
- **Comment:** specifying field of the low value asset name
- **Type:** tangible asset/intangible asset/low value asset (depreciation is not calculated for low value assets)
- **Bar code:** asset bar code
- **Closed:** checkmark

### 2.2. Data

#### 2.2.1. Fiscal data

- **Start date:** usually low value asset purchase date. Related to the date of purchase. The start of the calculation can be in the same month in the past compared to the date of purchase. Future can be used.
- **Purchase price:** low value asset purchase price
- **Value correction:** total cost of low value assets additional amounts
- **End date:** blank by default. The date of write-off shall be the date of write-off.
- **Purchase price total:** adds up the purchase price and value corrections
- **Unit price:** calculates the price per unit

#### 2.2.2. Purchase data

- **Supplier:** supplier code on purchase invoice
- **Supplier name:** supplier name on purchase invoice
- **Purchase invoice:** the purchase invoice number from which the low value asset card was created.
- **Purchased:** purchase invoice date
- **SN:** serial number - information field
- **Disposed:** date
- **Warranty:** date
- **Extended warranty:** date
- **Quantity:** quantity can be bigger than 1. If low value asset is created from purchase invoice the

quantity information is taken from the purchase invoice.

- **Item:** item code
- **Maintenance provider:** maintenance provider code
- **Maintenance provider name:** name of the maintenance provider
- **In maintenance:** checkmark
- **Maintenance:** date (last maintenance / repair)
- **Next maintenance:** date (next scheduled maintenance / repair)
- **Action:** selection of different activities- purchase, received free of charge, improvements

### 2.2.3. Location

- **Department:** option of department tab
- **User:** option of the user tab, the code is placed
- **In charge:** option of the user tab, the code is placed
- **Object:** object or list of objects with commas
- **Customer code:** option of the customer tab, the code is placed
- **Customer Name:** name of the selected customer
- **Project:** option of the project tab
- **Location:** address ID

### 2.2.4. Insurance data

- **Insurance list:** checkmark, selecting will create an insurance list
- **Insurance cover:** the amount in which the low value asset is insured
- **Insurer:** insurance supplier code
- **Insurer name:** insurance supplier name
- **Comment:** text field

### 2.2.5. Rental info

- **Rental item:** an article that is placed on a low value asset contract as a line item or the article under which the low value asset is leased. The field is filled by default when you place an article on a low value asset on rental item field in item card. On asset card this field can be replaced.
- **Rental unit:** options - month, day, without sunday, workday
- **Rental start:** determines the date when low value asset is offered for rent. It can also be empty or only one of them can be empty.
- **Rental end:** determines the date low value asset lease expires

## 2.3. Data fields

Data fields can be used to add parameters that are not described on the Low Value Asset card and later use in reports. Data fields to be described [Lisaväljad](#). **LINK TULEB ÄRA MUUTA**

- **Type:** selection of additional fields described on the low value asset card
- **Content:** the contents of the data field selected in the selection line or added manually
- **Parameter:** text field

## 2.4. Value corrections

- **Date:** date - start of calculation
- **Value correction:** adding an amount
- **Object:** object or list of objects with commas
- **User:** option of the users tab, code is placed
- **Comment:** text field
- **Supplier:** option of the suppliers tab, code is placed
- **Supplier name:** selected supplier name
- **Document:** selection of the list (purchase invoice, expense, written off data, recalculation)
- **Number:** document number
- **Purchased:** date
- **Action:** selection of different activities- purchase, received free of charge, improvements

## 2.5. Users

- **Type:** low value asset type in the Personnel module. Selection of the drop-down menu.  
Settings: [Inventari ja personali vahendite seos](#) **LINK TULEB ÄRA MUUTA**
- **LV ID:** a code is placed on each unit according to the quantity
- **User:** option of the user tab, the code is placed
- **User name:** user name is displayed (after saving), cannot be changed
- **Contract:** the document on the basis of which the low value asset was issued to the user. Text field. Not required
- **Close out:** option of the user tab, the code is placed
- **Close out name:** name is displayed (after saving), cannot be changed
- **Start date:** date of issue the low value asset to the user
- **End date:** date of return of the low value asset or termination of liability
- **Comment:** explanatory text. Not required

## 2.6. ID

- **LV ID:** code is placed on each unit according to the quantity
- **Department:** option of department tab, the code is placed
- **User:** option of the user tab, the code is placed
- **In charge:** in charge user name is displayed (after saving), cannot be changed
- **Customer code:** option of the customer tab, the code is placed
- **Object:** object or list of objects with commas
- **Project:** option of the project tab
- **Write-off date:** date
- **Location:** address ID

## 2.7. Actions

Shows the activities performed with low value assets (purchase; users, departments e.t.c change; etc.).

- **Date:** date
- **Action date:** date

- **Transaction time:** date
- **Action:** action type is displayed
- **Who:** user name is displayed
- **When:** action date
- **Value:** value sum (eg low value asset purchase price cost)
- **Transaction:** transaction number
- **Document:** related document number

### 3. Creating a new low value asset card

New low value asset card can be created as follows:

- From the purchase document
- From the expense document
- From the stock depreciation document
- From low value assets register
- By bulk importing low value assets cards

#### 3.1. Creating a low value asset card from the purchase invoice document

Enter the purchase invoice, select an asset account in the Account field, to which the cost of low value assets must go.

No	Type	Account	Object	Project	User	Description	Total	VAT code	VAT	start	end	WIP	Corr.object	Corr.project	S.Receipt	Vendors invoice Subtotal	Resource	Expense	Asset
1		125361	ADMIN		JOHN	Computer Lenovo	10000.00	0	0.00			<input type="checkbox"/>							
2												<input type="checkbox"/>							NEW FA

After confirming the purchase invoice, a New LVA button will appear below the third dot at the top of the lines. By pressing the button, a new low value asset card opens with pre-filled information that can be queried from the purchase invoice and which remains directly related to that purchase invoice. Data is added automatically if you select an account in the purchase invoice that matches the account for the asset class.

**Accounts:** accounts are placed from asset class.

Maintenance, location and insurance data are for information purposes only and can be used as needed.

#### 3.2. Creating a low value asset card from the expense document

After confirming the expense, a New LVA button will appear below the third dot at the top of the lines. By pressing the button, a new low value asset card opens with pre-filled information that can be queried from the expense and which remains directly related to that expense. Data is added automatically if you select an account to the expense which matches the account for the asset class.



Directo << Expense 100031 v2 - Work - Microsoft Edge

https://login.directo.ee/ocra\_directo\_jane/fin\_kulutus.asp?me=0&clr1=1&number=100031&hoiatus=

Close New Copy Save Print F OPEN << >> Transaction Status Confirmed

Expense Due Event

Number 100031 Date 08.03.2022 Survey

Expenders JOHN Expenders name John Brown

☒ ☐ DataFields ☐ Proceeding

Trans date 08.03.2022 Signer Project

Type Asset Object

Person TRIINP Start to

Comment Computer purchase

Order Ordinance Ext. Id

Int comment

Last changed by: TRIINP 31.03.2022 12:13:13 Paste Recipe Bulk Insert

Currency EUR Vat Total 300.00 Subtotal 1500.00 Base 1500.00

Rate 1 Rate-D 0.00 To pay 1800.00

☐ ☐ ☒

NO	Type	Date	Start	End	Sum-T	Rate-D	PID	Asset	Asset
1		01.02.2021							
2									

NEW FA NEW LVA ADD FA ADD LVA

### 3.3 Creating a low value asset card from the stock depreciation document

After confirming the stock depreciation, a New LVA button will appear in the end of the rows. By pressing the button, a new low value asset card opens with pre-filled information that can be queried from the stock depreciation and which remains directly related to that stock depreciation.

### 3.4. Creating a low value asset card from register

The Low Value Asset card can be created from the Low Value Asset register or from the Low Value Asset card.

Finance > Low Value Assets > Add new

There is no pre-filled data on the manually created low value asset card.

### 3.5. Creating a low value asset card from bulk import module

For large data amounts, it is convenient to use the bulk import module. Provides the ability to import a pre-formatted Excel spreadsheet with low value asset cards information into Directo and as a result, a corresponding number of low value asset cards are created in Directo. Large data updates are also possible through the same module.

Importing large data amounts, it is important to know that the type of asset must be given as a number in the prepared data table:

0 - low value asset 1 - tangible asset 2 - intangible asset 3 - written-off asset

## 4. Asset card confirmation

The low value asset card is not confirmed.

System settings→ Asset settings→Asset card must be confirmed (no/yes)applies only to fixed asset cards.

## 5. Low value asset quantity

If more than one similar low value assets are purchased at the same time, is possible to make a separate card for each low value assets or mark the purchased quantity to the quantity cell on one card.

There is a field to track the data for each individual piece **LV ID** and the data is shown on low value asset card tab **id**.

**Väikevahend C001** Salvestatud Viimati muutis

Kood: C001 Nimi: Monitor Klass: VV Klassi nimi: Väikevarad Tüüp: VV - Väikevahend ☐ Suletud

Andmed Lisaväljad Lisasummad Kasutajad **id** Tegevused

▼ **FINANTSANDMED**

Arvestuse algus: 01.03.2022 Soetushind: 1200 Lisasumma: 0 Arvestuse lõpp: Soetushind kokku: 1200 Ühikuhind: 400.00

▼ **OSTUANDMED**

Kogus: **3** Ostetud: 01.03.2022 Ostuarve: Hankija: Hankija nimi: Tegevus: Ost

Separate data can be added to each LV ID

Andmed	Lisaväljad	Lisasummad	Kasutajad	id	Tegevused
<input type="checkbox"/> <b>Nr</b> <b>VV ID</b> <b>Osakond</b> <b>Kasutaja</b> <b>Vastutaja</b> <b>Klient</b> <b>Objekt</b> <b>Projekt</b> <b>Maha aeg</b> <b>Asukoht</b>					
	> Otsi	> Otsi	> Otsi	> Otsi	> Otsi
1	C001.1	ADMIN	JAAN		ADMIN
2	C001.2	TOOTM	KAIE		TOOTMINE
3	C001.3	ADMIN	MARGUS		ADMIN

## 6. Address on fixed asset and low value asset card

### 6.1. Setting the addresses

Addresses can be configured Settings → Personnel Settings → Departments. Every address can have its own code. The address code **location** is placed on the fixed assets and small assets card. Enter the accuracy of the locations as needed. Use additional fields for location codes as desired.

**Examples :** Company has departments in Tallinn, Tartu, Võru.

- Location codes by city - TALLINN, TARTU,VORU
- Location codes by address - MOISA\_4
- Location codes by floor - MOISA\_4\_7k, MOISA\_4\_9k
- Location codes by rooms (room numbers or names) - 01\_ROOM, 02\_ROOM

## 6.2. Entering addresses location codes

Address settings Settings > Personnel Settings > Departments Add location addresses on departments card at the bottom of the page. Enter asset location addresses to address rows.

**Administration**

CODE: OFFICE

NAME: Administration

SUPERIOR: JOHN »

**Addresses**

Code	Street	House	Apartment	Place name	City/Parish	County	Zip	Country
01_ROOM	Park	5		Room 1	Malton	Yorkshire	45878	En
02_ROOM	Park	5		Room 2	Malton	Yorkshire	45878	En

- **Code:** location code, can be entered manually
- **Street:** text field
- **House:** text field
- **Apartment:** text field
- **Place name:** text field
- **Zip:** text field
- **City/Parish:** text field
- **County:** text field
- Entering the location code for the first time, fill in all the address fields
- The same location code can be entered under the next department. In this case, enter the location code and the address fields will be filled automatically.

## 6.3. Use of address location codes

If departments are not in use, create a GENERAL department under which to enter all the desired location codes

- If a department is marked on the Fixed Asset and Low Value Asset card, you can select the locations marked under that department
- If a department is not marked on the Fixed Asset and Low Value Asset card, you can select all the locations
- Locations cannot be associated with objects or projects

## 6.4. Display location fields on the Fixed Asset and Low Value Asset card

The location code is in the data group **LOCATION** on the fixed asset card. More fields of the location code can be displayed under the Fixed Asset card fine-tuning - Asset location additional info fields.

## 7. User management

Low value assets can be linked to users with purpose to have an overview who owns or is responsible for the asset. Users are managed using the fields **User** and **In charge** on the asset main page or in the tab **Users** :



If the quantity of low value assets is bigger than 1 and different users have the low value assets, the users can be marked in tab **ID** and in tab **Users**.

**Väikevahend VV01** Salvestatud

Seotud dokumendid: ostuarve: 100246

Kood	Nimi	Klass	Klassi nimi	Tüüp
VV01	laud 3 tk	VV_5	Väikevarad grupp 5 -	VV - Väikevahend

Andmed | Lisaväljad | Lisasummad | **Kasutajad** | id | Tegevused

▼ **FINANTSANDMED**

Arvestuse algus	Soetushind	Lisasumma	Arvestuse lõpp	Soetushind kokku	Ühikuhind
31.03.2022	600	0		600	200.0

▼ **OSTUANDMED**

Kogus	Ostetud	Ostuarve	Hankija	Hankija nimi	Tegevu
3	31.03.2022	100246	1015	MarkIT Eesti AS	Ost

▼ **ASUKOHT**

Osakond	Kasutaja	Vastutaja	Objekt	Projekt	Asukoht
		KAIE	ADMIN,TARTU		

### 7.1 Simple user management

Simple user management can be organized using the **User** and **In charge** fields. Persons from the Directo personnel register can be placed in these fields, who then will use or be in charge for the asset.



You can change the person codes on the low value asset card with simple user management, but the data history will not remain and the reports will not be viewable.

### 7.2 Detailed user management

More detailed user management can be done using the **Users** tab of the assets and the **Assets** tab of Personnel Card.

On Low Value Asset card **Users** tab can edit and add rows to the Personnel card tab **Resources** .

If the system setting The asset card is editable=NO is used, the user data can only be changed through an additional document [Low Value Asset change](#)

Andmed	Lisaväljad	Lisasummad	Tootmisühiku meetod	Kasutajad	Osakaalud	Tegevused				
<div>Kopeeri valitud</div> <div>Kustuta valitud</div>										
<input type="checkbox"/>	Nr	Tüüp	Kasutaja	Kasutaja nimi	Algus kp.	Lõpp kp.	Kommentaar	Väljastaja	Väljastaja nimi	Leping
	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi
	1	Arvuti	TIINA	Tiina Kask	01.06.2021		Tiinale antud tähtsate tegevuste jaoks	JAAN	Jaan Tamm	
	2									

**Type**- asset type in Personnel module. Selection from the drop-down menu. Setup: [Põhivara ja personali vahendite seos](#);

**User**- selection from users tab. Code is placed;

**User name**- user name is displayed (after saving), cannot be changed;

**Start date**- date of issue the low value asset to the user;

**End date**- asset return date or termination of liability;

**Comment**- explanatory text. Not required;

**Close out**- selection from users tab. Code is placed;

**Close out name**- name is displayed (after saving), cannot be changed

**Contract**- the document on the basis of which the low value asset was issued to the user. Text field. Not required;

If user is added to the low value asset card through Users tab, then it is immediately in the Assets tab of the corresponding person's personal card:

Personali kaart

Sule Uus Koopia Jاتا Salvesta PRINT Muuda pilt F << >> Olek: Vaata

Uuring Sündmus

Kood: TIINA  
Nimi: Tiina Kask  
Sünnipäev: N  
Sugu:   
Grupp:   
Objekt:

☐ Kasutaja moodul ☐ Toosuhe ☐ Palgamoodul ☐ Haridus ☐ Dokumendid ☐ Seotud isikud ☒ Vahendid ☐ Oskused ☐ Uuringud (0) ☐ Menetlus ☐ Lisaväljad ☐ Admin ☐ Tegevused ☐ Muutused

NR	Tüüp	Vara	VV ID	Nimetus	Hankija	SN	Maksumus	Leping	Väljastaja	Väljastajanimi	Algus kp.	Lõpp kp.	Kommentaar	Projekt
1	Arvuti	ARVUTI46		Arvuti Dell	1006		3000		JAAN	Jaan Tamm	01.06.2021		Tiinale antud tähtsate tegevuste jaoks	
2														
3														
4														

## 7.2.1 Setup and usage options

### Relation between assets and personnel assets

It is necessary to set the assets **Types**, in order to save assets lines to personnel card tab **Assets**. A list of asset types is created Settings→Personnel settings→Data Types→Asset:

[https://login.directo.ee/ocra\\_directo\\_jane/settings2.asp?tyyp=PERSONAL](https://login.directo.ee/ocra_directo_jane/settings2.asp?tyyp=PERSONAL)

## Directo settings

All



Find setting...



System settings &gt;

Personnel Settings &gt; Data types

Common Settings &gt;

Finance Settings &gt;

Personnel Settings &gt;

Absence types

Data types

Departments

☐ Employment Relationships☐ Educations☐ Documents☐ Persons☒ Asset

Close

Refresh

Save

Status: Changed

NO Name

1 Computer

2 Car

3

4

5

6

7

This table creates a list of asset groups as we want to systematize them in the Personnel module. This list does not have to directly match to the asset class list.



Rows without an asset type cannot be saved under personnel card assets. Read more in the Personnel Module Guide.

For **Asset class** is selected to, which personnel module asset type the given class corresponds to:

[D](#) < <: Vara klassid v3 - Google Chrome[login.directo.ee/ocra\\_directo\\_jane/t\\_edit2.asp?unit=inv\\_klass&KOOD=125361](https://login.directo.ee/ocra_directo_jane/t_edit2.asp?unit=inv_klass&KOOD=125361)

Uus Koopia Kustuta Salvesta Olek: Muudetud Vaata muudatuste logi

### Arvutid ja arvutisüsteemid

KOOD	125361
NIMI	Arvutid ja arvutisüsteemid
KULUMI KONTO	125369 >>
AMORDI KONTO	551136 >>
MAHAKANDMISE KONTO	551190 >>
VARA KONTO	125361 >>
MÜÜGI KASUM	421101 >>
MÜÜGI KAHJUM	562111 >>
AMORDI %	33,3333
TAKSONOOMIA	>
MASTER	1253 >>
PER:VAHEND TÜÜP	Arvuti >
TÜÜP	Materiaalne PV >



The low value asset classes must be compiled in such detail, so that type comes correctly from class, if you want to use the low value asset types on the personnel card.

### Setting: Asset has one active in charge user

Settings→System settings→Asset settings→Asset has one active in charge user: specifies whether there can be multiple end-dated rows in the Users tab at one time or not. In other words, can there be multiple users at the same time. Setting options: yes, no:

**Yes-** When a new user is added to the table, the previous user's row is „closed“ and its end date is automatically set to one day less than the new user's start date:

Andmed

Lisaväljad

Lisasummad

Tootmisühiku meetod

Kasutajad

Osakaalud

Tegevused

Kopeeri valitud

Kustuta valitud

<input type="checkbox"/>	Nr	Tüüp	Kasutaja	Kasutaja nimi	Algus kp.	Löpp kp.	Kommentaar	Väljastaja	Väljastaja nimi
		Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi
	1	Arvuti	TIINA	Tiina Kask	01.06.2021	30.09.2021	Tiinale antud tähtsate tegevuste jaoks	JAAN	Jaan Tamm
	2	Arvuti	KAIE	Kaie Kruus	01.10.2021		Kaie on rohkem vaja	JAAN	Jaan Tamm

Only the last line can be edited and deleted (previous users lines are locked). If you delete the last line, the previous one becomes the active line and can be changed. Also the end date is removed from it.

**No-** all lines are freely editable. Except required fields that must be filled (Type, User, Start date). This means that the asset has multiple concurrent users and the asset is on a several personnel card.

Andmed	Lisaväljald	Lisasummad	Tootmisühiku meetod	Kasutajad	Osakaalud	Tegevused		
<div>Kopeeri valitud</div> <div>Kustuta valitud</div>								
<input type="checkbox"/> Nr	Tüüp	Kasutaja	Kasutaja nimi	Algus kp.	Löpp kp.	Kommentaar	Väljastaja	Väljastaja nimi
	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi	Otsi
1	Arvuti	TIINA	Tiina Kask	01.06.2021		Tiinale antud tähtsate tegevuste jaoks	JAAN	Jaan Tamm
2	Arvuti	KAIE	Kaie Kruus	01.10.2021		Kui Tiina ei kasuta, ainult siis võib Kaie võtta	JAAN	Jaan Tamm

### System setting: Asset and personnel relation

Option **user** and **in charge** is intended for use, when the system setting Asset has one active in charge user=**Yes** is selected.

Specifies which field (user or in charge) on the fixed assets tab is updated automatically, when a new user is added to the users tab (the field is locked and cannot be changed manually). This means that the selected field (user or in charge) always has the currently active user or in charge user.

Option **No relation** is intended for use, when the system setting Asset has one active in charge user=**No** is selected, then the fields User and In charge can be changed freely.

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