

3.3.1.4 Asset Custom Report

The **Asset Custom Report** lists information about assets such as blueprint, comment, metadata, ID, etc. It can be generated by selecting assets from the Search Assets page.

1. Select the **Prepare Assets Search** menu.
2. Enter **Search Criteria** and click **Retrieve Assets**.
3. Select the desired Assets.
4. Click the **Generate Report** button.

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Search | Upload | Compliance Review | Processing | Quality Review

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Search Assets Project: Vikys Project Help

You can search for assets using the form below.

Total Assets: 13
Provide your search Criteria (Retrieving 11 Assets Refresh)

Id Not is greater than

Add Criteria

Retrieve Assets

Page 1 Page 2 Items Per Page: 10

None	Preview	Id	Asset	Blueprint	Display Mode	State	Uploaded By	Uploaded On
<input type="checkbox"/>		132802	Orange Flower (3).jpg		Inline	Draft	smith, Viky	September 10, 2018
<input type="checkbox"/>		132803	Orange Flower (1).jpg		Inline	Completed	smith, Viky	September 10, 2018
<input type="checkbox"/>		132804	Orange Flower (2).jpg		Inline	Draft	smith, Viky	September 10, 2018
<input type="checkbox"/>		132864	Copy of Orange Flower (2).jpg		Inline	Draft	smith, Viky	September 10, 2018
<input type="checkbox"/>		132939	Yellow flower.png		Inline	Processing	smith, Viky	September 10, 2018
<input type="checkbox"/>		133132	Blue Flower.png		Inline	Processing	smith, Viky	September 10, 2018
<input type="checkbox"/>		133152	Bird2.jpeg	0	Inline	Compliance	smith, Item	September 10, 2018
<input type="checkbox"/>		133155	Horse1.jpg		Inline	Compliance	smith, Sarah	September 10, 2018
<input type="checkbox"/>		133548	Pink flower.png		Inline	Draft	smith, Viky	September 10, 2018
<input type="checkbox"/>		133757	Cat1 (2).jpg		Inline	Draft	smith, Viky	September 10, 2018

Examine Assets Batch Edit **Generate Report**

5. The **Asset Custom Report** opens in a pop-up window displayed below.

Asset Custom Report


Project - Vikys Project : Blueprint Document - Vikys Project

Asset Name	Blueprint	Comment	Metadata	ID	Modified By	OnQuestions	State	Uploaded
Blue Flower.png		<p>Please add metadata.</p><p> </p>			133132 smith, Viky (September 10, 2018)		Processing	smith, Viky (
Orange Flower (1).jpg				132803	smith, Viky (September 10, 2018)	670699	Completed	smith, Viky (
Orange Flower (3).jpg				132802	smith, Viky (September 10, 2018)	670699	Draft	smith, Viky (
Pink flower.png				133548			Draft	smith, Viky (
Yellow flower.png		<p>Please add metadata.</p><p> </p>		132939	smith, Viky (September 10, 2018)	670699	Processing	smith, Viky (

9/11/2018 10:02:42 AM

The **Asset Custom Report** includes the following details:

Column	Description
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Asset Name	File name of the asset.
Blueprint	Blueprint node associated with the asset.
Comment	Comment(s) in the asset.
Metadata	Metadata from the asset.
ID	System-generated numerical ID of the asset.
Modified By	Name of the user who last modified the asset along with the date when it was modified.
On Questions	Question IDs of items on which the asset is present.
State	<p>The state of the asset.</p> <div style="border: 1px solid orange; padding: 5px; margin-top: 10px;">  For Returned State, the State text may appear using other words, depending on the text provided in the Return State Text settings of the Item Bank's configuration. </div>
Uploaded By	Name of the user who uploaded the asset along with the date when it was uploaded.
Version History	Revision codes of the asset depicting its version history.

6. Select a **Format** from the drop-down list and click the **Export** link. The report is exported in the selected format.
7. **Close** the Asset Custom Report window when you are finished evaluating the report.