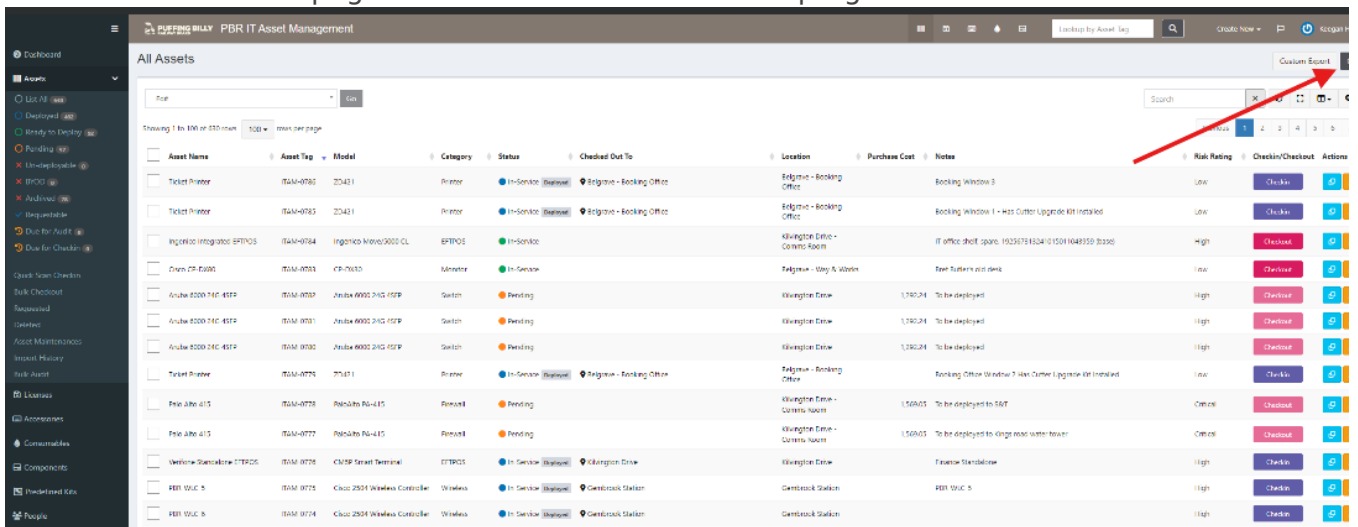# Creating a New Asset in Snipe-IT

This article will show you how to create a new asset in Snipe-IT.

1. From the "All Assets" page select "Create New" in the top right corner.

2. A new page will appear with the ITAM number auto filling to the next ITAM number. For "Company" select "Puffing Billy Railway Board". Select the model of the device you are adding, if the model is not there you will need to make a new asset model. Enter any other relevant information with the default location being where the device will mostly reside.

3. Under "optional information" in the "Asset Name" field is where you will name your device (PBRB.......). The PBR naming convention applies, refer bookstack article:

https://bookstack.pbr.org.au/books/asset-creation/page/device-naming-convention

4. Under the "Order related Information" is where you can enter information of the purchase order number, price, and EOL dates. This information can be found on an invoice provided by the IT manager.

Accepted filetypes are jpg, webp, png, gif, and svg. Max upload size allowed is 2M.

▼ **Optional Information**

Asset Name

Warranty   months

Next Audit Date   Select Date (YYYY-MM-DD)   📅

If you use auditing in your organization, this is usually automatically calculated based on the asset's last audit date and audit frequency (in `Admin Settings > Alerts`) and you can leave this blank. You can manually set this date here if you need to, but it must be later than the last audit date.

☐ BYOD

This device is owned by the user

▼ **Order-related Information**

Order Number

Purchase Date   Select Date (YYYY-MM-DD)   📅

EOL Date   Select Date (YYYY-MM-DD)   📅

Supplier   Select a Supplier   ▾   New

Purchase Cost   AUD

Cancel   ✓

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