

Asset Layout Templates

This Hudu handout is to be used as a guide when building your initial asset layouts and structure within your documentation. See our [Optimizing Asset Layouts](#) blog and our [Hudu Tips & Tricks: Asset Layouts](#) article for more details to supplement this document.

- All current options for the types of fields you can use in your asset layouts to help you plan your organization:
 - **Text:** Basic text box
 - **Rich Text:** Store long, formatted text
 - **Heading:** Display a header to separate information
 - **Check Box:** For boolean info; yes/no, on/off, etc.
 - **Link:** Link to external websites and IP addresses
 - **Confidential Text:** Store confidential information that is hidden by default and audited. Not available in password lists
 - **Number:** Store numerical info
 - **Date:** Display a date calendar. Optionally, add items to expiration lists
 - **List Select:** Select from a pre-created list. For additional information, visit the Admin guide "Lists"
 - **Embed:** Store custom HTML (YouTube videos, LucidCharts, Draw.io, etc.)
 - **Copyable Text:** Store basic text that can also be copied to the clipboard
 - **Phone:** Store phone numbers
 - **Asset Link:** Link to other assets from within the 'card' of another asset
 - **Dropdown** - Legacy: Non-functional if on version 2.28.0 or later. Replaced by the 'List Select' field
 - **Asset Link** - Legacy: Non-functional if on version 2.1.5.5 or later

Asset layout templates included in your Hudu instance:

- **Network Devices**
 - Alternative Uses for this Template
 - Routers
 - Switches
 - Firewalls
 - Network Devices
 - Servers

- ISP Routers
- Modems
- Network Diagrams
- NVRs
- Remote Accesses
- Phone System Extensions
- Router Boards
- "Company Specific" Devices (Unifi, Auvik, Etc)
- Folder examples for this template
 - Network Devices
 - Networking
 - Network/Internet
 - Networking Equipment
 - Network Infrastructure
- Default Fields
 - Name/Alternate Name (Text or Dropdown)
 - Role (Dropdown)
 - IP Address (Website)
 - Configuration (RichText)
 - Subscription/Support Renewal (Date)
 - Notes (RichText)
- **Computer Assets**
 - Alternative Uses/Names for this Template
 - Computers
 - Laptops
 - Tablets (iPad)
 - Phones
 - Systems/Extensions
 - TV
 - Desktops
 - Workstations
 - Monitor
 - Folder examples for this template
 - Computer Assets
 - Computing
 - Devices
 - Equipment
 - Workstations
 - Default Fields
 - Name/Alternate Name (Text or Dropdown)
 - Brand (Dropdown)
 - Model (Text)
 - Memory (Text)
 - Hard drive size (Text)
 - Service tag (Text)

- Location (Text)
- Operating system (Text)
- Notes (RichText)
- **Applications**
 - Alternative Uses for this Template
 - Active Directory
 - Licensing
 - Remote Access
 - Security
 - SharePoint
 - Microsoft 365
 - Salesforce
 - Quickbooks 19
 - Folder examples for this template
 - Applications
 - On Prem Applications
 - Cloud Applications
 - Applications and Licensing
 - Default Fields
 - Name/Alternate Name (Text or Dropdown)
 - Category (Dropdown)
 - Version (Text)
 - Importance (Dropdown)
 - Business Impact (RichText)
 - Application Champion (Text)
 - Licensing & Support Information (Heading)
 - Notes (RichText)
 - New Computer/User setup (RichText)
- **Backup**
 - Alternative Uses for this Template
 - Disaster Recovery
 - Business Continuity
 - Agent Backup
 - Hypervisor Backup
 - Offsite Backup
 - Local Backup
 - Local Backup Disks
 - Folder examples for this template
 - Backups
 - Recovery
 - Business Plans
 - Default Fields
 - Name/Alternate Name (Text or Dropdown)
 - Backup Types (Dropdown)
 - Backup Description (RichText)

- Backup Technology (Dropdown)
 - Next Verification (Date)
 - Backup Window (Dropdown)
 - Backup Frequency (Text)
 - Local Backup (Heading)
 - Local Location (Text)
 - Local Retention Policy (Dropdown)
 - Offsite Backup (Heading)
 - Offsite Provider (Dropdown)
 - Offsite Replication (Dropdown)
 - Who approves backup requests? (Text)
 - Notes (RichText)
- **Special Roll Devices**
 - Alternative Uses for this Template
 - DVR
 - Time Clock
 - Security Devices
 - Folder examples for this template
 - Special Devises
 - Special Devise Rolls
 - Default Fields
 - Name/Alternate Name (Text or Dropdown)
 - IP Address (Website)
 - Management (Heading)
 - Management URL/IP (Website)
 - Vendor (Text)
 - Notes (RichText)
- **Printing**
 - Alternative Uses for this Template
 - Printers
 - Printing Configurations
 - Copiers
 - Scanners
 - Folder examples for this template
 - Printing
 - Printers
 - Default Fields
 - Name/Alternate Name (Text or Dropdown)
 - Site Name (Text)
 - IP Address (Text)
 - Make/Model (Text)
 - Deployment (Dropdown)
 - Published to Active Directory (AD) (CheckBox)
 - Drivers Path (Text)

- Support Information (RichText)
- Notes (RichText)
- **Wireless**
 - Alternative Uses for this Template
 - Wireless Network Information
 - Wireless - WAP
 - Wireless Networks
 - Folder examples for this template
 - Wireless
 - Default Fields
 - Name/Alternate Name (Text or Dropdown)
 - Network SSID (Text)
 - Encryption Type (Dropdown)
 - Management (Heading)
 - Management IP Address/URL (Website)
 - Manufacturer (Dropdown)
 - Description/Notes (RichText)
- **Request for Change**
 - Alternative Uses for this Template
 - Client Control Requests
 - Change Requests
 - Folder examples for this template
 - Control Requests
 - Change Control
 - Customer Requests
 - Admin
 - Default Fields
 - Name/Alternate Name (Text or Dropdown)
 - Change Request Number (Text)
 - Status (Dropdown)
 - Date change is required by (Date)
 - Rollout Plan (RichText)
 - Priority (Dropdown)
 - Risk to Business (Dropdown)
 - Impact to Business (Dropdown)
 - Comments (RichText)
 - Date Complete (Date)
- **People**
 - Alternative Uses for this Template
 - Employees
 - Vendors
 - Resellers
 - Contacts

- Office Info
- People
- M365 Accounts
- Users
- Clients
- Active Directory
- Accounts
- AD Groups
- Folder examples for this template
 - Contacts
 - Office Information
 - Employees
 - People
 - Internal
 - General
- Default Fields
 - Name/Alternate Name (Text or Dropdown)
 - Status (Dropdown)
 - Email Address (Text)
 - Office Phone number (DID) (Text)
 - Cell Phone Number (Text)
 - Preferred Communications (Dropdown)
 - Gender (Dropdown)
 - Title (Text)
 - Department (Text)
 - Accept Text? (Dropdown)
 - Workstation used (Text)
 - Notes (RichText)
 - IP Address of Primary Computer (Website)
- **Email**
 - Alternative Uses for this Template
 - Email Platform
 - M365 Information
 - Email Accounts
 - Email Settings
 - Web Hosting
 - Folder examples for this template
 - Email
 - Web Hosting
 - Email and VOIP
 - Default Fields
 - Name/Alternate Name (Text or Dropdown)
 - Email Host (Dropdown)
 - Location (Dropdown)
 - Anti-Spam Solution (Dropdown)

- Webmail URL (Website)
- Admin (Heading)
- Admin Portal URL (Website)
- Notes (RichText)

Additional resources:

- **Other asset layouts we've seen customers use:**
 - Locations/Sites
 - Vendors
 - Security Devices
 - Databases
 - Licensing
 - Customer Summary
 - SSL Certificates
 - File Sharing
 - WANs
 - LANs
 - Visualization Hosts
 - VM
 - Rooms

- **Other folders we've seen customers using:**
 - Software
 - Systems
 - Services
 - Hardware
 - Other
 - Automated Documentation
 - Customer Information
 - Critical Information

- **Ideas for a "Vendor" Asset Layout (not a Hudu template)**
 - Alternative Uses for this Template
 - Vendors
 - Software
 - Licenses
 - Folder examples for this template
 - Vendors
 - Companies
 - Software
 - Admin
 - General
 - Default Fields
 - Name/Alternate Name (Text or Dropdown)

- Status (List Select)
 - Use/Type of Vendor (List Select)
 - Webpage (Link)
 - Location
 - Purchasing Terms (Text)
 - Renewal Date (Date)
 - Primary POC (Header)
 - POC Title (Text)
 - POC Email Address (Text)
 - POC Phone Number (Phone)
 - Preferred Communications (Dropdown)
 - Compliance Requirements (List)
 - Contract (Text)
 - Risk (Text)
 - Legal (Text)
 - Notes (RichText)
- **Ideas for a "Locations" Asset Layout (not a Hudu template)**
 - Alternative Uses for this Template
 - Locations
 - Sites
 - Branches
 - Other Companies
 - Rooms
 - Divisions
 - Folder examples for this template
 - Locations
 - Sites
 - Admin
 - General
 - Default Fields
 - Name/Alternate Name (Text or Dropdown)
 - Address (RichText)
 - Primary POC (AssetTag)
 - Front Desk (Phone)
 - Office Email (Copyable Text)
 - Hours of Operation (Text)
 - Door Code (Confidential Text)
 - Special Information (Text)
 - Notes (RichText)