

XML Template Format: Asset Tagging Form

Below is a sample XML template for an Asset Tagging Form. Use this format for data capturing and system integration related to physical assets.

Sample XML

```
<AssetTaggingForm>
  <FormID>ATF-2024-001</FormID>
  <DateCreated>2024-06-10</DateCreated>
  <CreatedBy>Jane Doe</CreatedBy>
  <Assets>
    <Asset>
      <AssetID>A0001</AssetID>
      <AssetName>Laptop Dell XPS 13</AssetName>
      <AssetType>Laptop</AssetType>
      <SerialNumber>SN12345XPS</SerialNumber>
      <Location>IT Room A01</Location>
      <AssignedTo>John Smith</AssignedTo>
      <DateTagged>2024-06-09</DateTagged>
      <TagNumber>TAG-1001</TagNumber>
      <Status>Active</Status>
    </Asset>
    <Asset>
      <AssetID>A0002</AssetID>
      <AssetName>Projector Epson EB-L200</AssetName>
      <AssetType>Projector</AssetType>
      <SerialNumber>EPSON-L200-2024</SerialNumber>
      <Location>Meeting Room B02</Location>
      <AssignedTo></AssignedTo>
      <DateTagged>2024-06-09</DateTagged>
      <TagNumber>TAG-1002</TagNumber>
      <Status>Inactive</Status>
    </Asset>
  </Assets>
</AssetTaggingForm>
```

Important Notes:

- Ensure all required fields are filled before submission and data integration.
- AssetID and TagNumber should be unique for each asset record.
- The format is flexible for system imports and exports but must comply with internal data standards.
- Use ISO date format (YYYY-MM-DD) for date fields.
- Empty fields (e.g., AssignedTo) are allowed but should be handled appropriately during processing.