

EQUIPMENT

ASSETS - EDIT - OTHER DATA

An **Other Data** panel has been added to the *'New Equipment'* and '*Equipment Maintenance*' screens. The fields in this panel are available to add and track custom data relevant to the selected asset. These fields can hold extra information that is not covered by the static data fields already in this screen. For example, any *additional information* concerning an asset that a user may wish to keep note of, but that is not default to the system.

Other Data fields are also useful for describing the *capabilities* or *characteristics* of an asset. These fields can be re-labelled to suit your company requirements.

Follow the process below to *edit* information in this **Other Data** panel.

Ribbon Access: Equipment and Locations > Assets



1. The *Machine List for []* screen will be displayed.

THE SITE AND TYPE FILTERS

2. The screen will open with the default *Site* setting configured on the user.

Note: Refer to Site Selection for more information.



3. This screen will open by default in the *All* Type. You do <u>not</u> need to change this Type in order to edit the *other data* of a selected asset. If this screen is already open in another *Type* e.g. *Internal Assets*, then click on the *drop-down arrow* and select from the list, the *Type* that contains the asset you wish to work with.

SELECT THE ASSET

- 4. Select the *row* of the asset where you wish to *edit* or *delete* information in the Other Data panel.
- 5. Click on *Edit*.

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	Home	Equipr	nent	/Locations Cor	ntract Finan	ce / HR Inventory Maintena	nce / Projects	Manufacturing	Procurem	ent Sales Se	ervice i	Reporting Utili	ties	_ & ×
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				AREG000442	SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	GEO204	A	23/10/2021	No	No
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			-	AREG000444	SP-ABI-CO	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB502	A	25/10/2021	No	No
			•	AREG000445	SP-ABI-CO	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB503	A	25/10/2021	No	No
Met	here			AREG000446	SP-ABI-CO	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB504	A	25/10/2021	No	No
			T	AREG000447	SP-ABI-CO	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB505	A	25/10/2021	No	No
				AREG000448	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WKOR	1001-A1	AM2000	Α	28/10/2021	No	No
184				AREG000449	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2001	A	28/10/2021	No	No
FIS	lory			AREG000450	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2002	A	28/10/2021	No	No
				AREG000451	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2003	Α	28/10/2021	No	No
			4	AREG000452	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2004	Α	28/10/2021	No	No
BO	М			AREG000453	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2005	A	28/10/2021	No	No
				AREG000454	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2006	Α	28/10/2021	No	No
				AREG000455	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2007	Α	28/10/2021	No	No
Wa	rranties			AREG000456	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WKOR	1001-A1	AM2008	Α	28/10/2021	No	No
				AREG000457	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WKOR	1001-A1	AM2009	Α	28/10/2021	No	No
				AREG000458	SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	000002	Α	03/12/2021	No	No
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- The *Equipment Maintenance for Serial No: []* screen will open.
- If the Other Data frame is not expanded, click on the *Other Data* tab.



	1 Equ	ipment Maintenance for Serial No	: AB503	- BPO: Version 2.5.0.4 - Exa	mple Company v2.5.0.0)		_ 🗆 🗙
Home Equipme	nt / Locations Contract	Finance / HR Inventory Mainte	enance /	Projects Manufacturing	Procurement Sales !	Service Reportin	g Utilities	_ @ ×
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Enter text to search P	Branch	Durban 🗸	•	Cost		10000 🗘		
Functions	Serial No	AB503	*	Replacement Cost		10000 🗘		
	Asset Reg No	AREG000445		Is Financed				
WO History	Customer		•	Finance Co.		•		
	Address	*	•	Finance Type		-		
		Ψ.		Payment Type		-		
Project History	Technician	•		Payment Day	0 🛊			
	Start Date	25/10/2021 -		Payment Amount		0 ‡		
	Priority	3 ‡ *2	►	Payment Start	01/01/1900 -			
Meters	SLA Hours	0 \$		Payment End	01/01/1900 🔻			
	Part No.	SP-ABI-COP-100-1	•	Is Escalated				
		Sprint Copier ABI 100 Series		Escalation Amount		0 🗘		
History	Model No.	ABI 100-1	<	Escalation Period	0 \$			
	Category	Sprint Copiers	1	Travel Distance		0 ‡		
	Bin	DBN-A1	•	Travel Rate		0 🗘		
ROW	Warehouse	Main Warehouse		Refurbishment Date	01/01/1900 -			
	Loan Unit	WO Default Item		Depreciation Start	25/10/2021 -			
	In Service	WO Notification		Useful Life	60 📮			
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				operational Status				
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notes				Finance Other Data	User Defined			

SELECT CUSTOM FIELD TO EDIT

- 1. The *Other Data* frame will expand.
- 2. Place your *cursor* in the *Custom* field where you wish to make changes.
 - You can edit the fields in the following ways:
 - *highlight* and *type over* the original text with new information
 - *backspace over* and *type in* the new information
 - *add* new information to the text currently in the field.
- 3. In this example, the figure **300** in Custom 2 is going to be highlighted and replaced with **450**.



🔢 🐺 Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities	_ & ×
Save Back SaveLavout Workspace	
Process Format	~
Links 4 Other Data	
Enter text to search P Branch Durban * Custom 1 Standby wattage 40	
Functions Serial No AB503 * (3) Custom 2 Active wattage 300	
Asset Reg No AREG000445 Custom 3 Field 3	
WO History Customer * Custom 4 Field 4	
Address Address Custom 5 Field 5	
Custom 6 Field 6	
Project History Technician	
Start Date 25/10/2021 Custom 8 Field 8	
Priority 3 \$ * Custom 9 Field 9	
Meters SLA Hours 0 Custom 10 Field 10	
Part No. SP-ABI-COP-100-1 *	
Sprint Copier ABI 100 Series	
History Model No. ABI 100-1	
Category Sprint Copiers	
Bin DBN-A1 *	
BOM Warehouse Main Warehouse	
Loan Unit 🗌 WO Default Item 🗌	
In Service 🗹 WO Notification 🗌	
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SAVE CHANGES

1. When you have finished editing the asset Custom fields, click on *Save*.

*				Equ	ipment Mainte	nance for Ser	ial No : AB503 -	BPO: Versi	on 2.5.0.4 - Ex	ample Compa	ny v2.5.0	D.O				
	Home Ed	quipmer	nt / Locations	Contract	Finance / HR	Inventory	Maintenance / P	rojects M	anufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽ ×
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 The changes will be *saved* and you will return to the *Machine List* for [] screen.

Note: These Custom fields will *only* apply to the *selected* asset and will *not* reflect in any other asset Other Data panel.

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Home	Equipm	ent /	Locations Cor	ntract Finan	ice / HR In	ventory Maintena	nce / Projects	Manufacturing	Procuren	nent Sales	Service I	Reporting Uti	ities	- 8)
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			AREG000440	SP2020	SP2020 Sprin	nt Colour MF Copier	Sprint Copiers	WHSE	SP2020	GEO202	A	23/10/2021	No	No	
			AREG000441	SP2020	SP2020 Sprin	nt Colour MF Copier	Sprint Copiers	WHSE	SP2020	GEO203	A	23/10/2021	No	No	
			AREG000442	SP2020	SP2020 Sprin	nt Colour MF Copier	Sprint Copiers	WHSE	SP2020	GEO204	A	23/10/2021	No	No	
Project History			AREG000443	SP-ABI-CO	Sprint Copie	r ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB501	Α	25/10/2021	No	No	
			AREG000444	SP-ABI-CO	Sprint Copie	r ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB502	A	25/10/2021	No	No	
			AREG000445	SP-ABI-CO	Sprint Copie	r ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB503	A	25/10/2021	No	No	
Meters			AREG000446	SP-ABI-CO	Sprint Copie	r ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB504	A	25/10/2021	No	No	
			AREG000447	SP-ABI-CO	Sprint Copie	r ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB505	Α	25/10/2021	No	No	
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(Redening			AREG000449	AM-Copier	AB Marv Mul	ti Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2001	A	28/10/2021	No	No	
HISTORY			AREG000450	AM-Copier	AB Marv Mul	ti Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2002	A	28/10/2021	No	No	
			AREG000451	AM-Copier	AB Marv Mul	ti Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2003	A	28/10/2021	No	No	
			AREG000452	AM-Copier	AB Marv Mul	ti Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2004	A	28/10/2021	No	No	
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			AREG000454	AM-Copier	AB Marv Mul	ti Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2006	A	28/10/2021	No	No	
			AREG000455	AM-Copier	AB Marv Mul	ti Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2007	A	28/10/2021	No	No	
Warranties			AREG000456	AM-Copier	AB Marv Mul	ti Copier 1001 Series	Sprint Copiers	WKOR	1001-A1	AM2008	A	28/10/2021	No	No	
			AREG000457	AM-Copier	AB Marv Mul	ti Copier 1001 Series	Sprint Copiers	WKOR	1001-A1	AM2009	A	28/10/2021	No	No	
			AREG000458	SP2020	SP2020 Sprin	nt Colour MF Copier	Sprint Copiers	WHSE	SP2020	000002	A	03/12/2021	No	No	
Makes			SIN123	1458-96523	K147 Kyocer	a Colour Conier	Kyocera Multif	WHSE	K147	sin 123	A	16/04/2020	No	No	

Related Topics

- Assets Edit Asset Details
- Assets Edit Finance Details
- Assets Edit Other Data
- Assets Add User Defined

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