

EQUIPMENT

ASSETS - VIEW (ASSET) SCAN HISTORY REPORT

Ribbon Access: Equipment and Locations > Assets



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

THE SITE AND TYPE FILTERS

The screen will open with the default *Site* setting configured on the user and the Equipment *Type* filter set to '*All*' (machines).

Note: You do not need to select the *Site* or *Type* to access this report. Refer to Site Selection for more information.



	₹			Machine Lis	t for Durbar	n - BPO: Version 2.1.0.4	5 - Example C	Company		-		×
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				Drum	2020-856	2020-8749				31 May 2017	A	A
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Pro	oject Histo	ory		Sprint copier	SP1818	1818-5362				31 May 2017	A	н
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Me	ters			Sprint copier	SP1818	1818-0088				31 May 2017	A	н
				SP1919 Sprint Colour MFC	SP1919	1919-9326	1919			30 Oct 2017	A	н
				SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102040	SP2020	Hope Works	Technical	30 Oct 2017	A	н
His	tory			Sprint copier	SP1818	1818-5454				30 May 2017	A	Н
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				Acer copier outer shell	ACR-01	12342				28 Feb 2017	A	A

SELECT THE ASSET

Select the *row* of the *asset* where you wish to *view / print* the *scan history*.

OPEN THE REPORT OPTIONS

• Click on the *drop-down arrow* on the *Print* button.



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SELECT SCAN HISTORY OPTION

- The Print drop-down *menu* will be displayed.
- Select *Scan History* from the list.



	Ŧ			Machine List	t for Durban -	BPO: Version 2.1.0.4	15 - Example C	ompany		-		×
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				SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020		Scan History	1	7 A	н
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• A *Report Generation* message box will pop up asking:

[°] Do you want to print the scan history report?

• Click on Yes.



po	*				Machine Li	st for Durban -	BPO: Version 2.1.0.4	5 - Example C	Company		-		×
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A *Required information for report ASSETSSCAN.* screen will pop up.

SELECT REQUIRED DATE

- **Scanned Since**: Either type in or click on the drop-down arrow and use the calendar function to select the date.
- **Is Scanned**: Click on this check box if you wish to select <u>scanned</u> items only.



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IS SCANNED REPORT (N - NO)

- When you have edited your selection, click on Ok.
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un-ticked.



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- The *Report Preview* screen will be displayed.
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SELECT REPORT OPTIONS

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- *Close* the Report Preview screen when done.



	4	Asset Scan His	tory Re	port	Scanned Sir	ice: 01 Jan	2018	Scar	Status : N		
Asset Reg No.	Serial No.	Description	Туре	Class	Start Date	Disposal	Method	Location	Room	Floor	Scan Date
	20-147258	SP2020 Sprint Colour Multi Functional Copier	Equipment	Machines Manufacturer				Mayfield Centre - Second Floor			01 Jan 190
	20-852963	SP2020 Sprint Colour Multi Functional Copier	Equipment	Machines Manufacturer				Silver Birch Centre			01 Jan 190
	20-98765	SP2020 Sprint Colour Multi Functional Copier	Equipment	Machines Manufacturer							01 Jan 190
	19-12345	SP1919 Sprint Colour MFC	Equipment	Machines Manufacturer			5 Year Straight Line	Kloof Corner Mall - First Floor	1	2	01 Jan 190
	19-90200	SP1919 Sprint Colour MFC	Equipment	Machines Manufacturer	14 May 2015		5 Year Straight Line	Derton Centre - Upper Floor Mens Room			01 Jan 190
	19-90200	SP1919 Sprint Colour MFC	Equipment	Machines Manufacturer	18 Dec 2017		5 Year Straight Line	Derton Centre - Upper Floor Mens Room			01 Jan 190
	19-90201	SP1919 Sprint Colour MFC	Equipment	Machines Manufacturer			5 Year Straight Line				01 Jan 190
	18-30200	Sprint copier	Equipment	Machines Manufacturer	01 Jul 2016			BPO2 Test 5			01 Jan 190
	18-30201	Sprint copier	Equipment	Machines Manufacturer							01 Jan 190
	K147- 123456789	K147 Kyocera Colour Copier	Equipment	Kyocera			5 Vear Straight Line				01 Jan 190
	5N2374	Kruger ZN Fax Machine	Equipment	Machines Manufacturer	14 May 2015		5 Year Straight Line	Silver Birch Centre			01 Jan 190
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	20-857485	SP1919 Sprint Colour MFC	Equipment	Machines Manufacturer	23 May 2017		5 Vear Straight Line				01 Jan 190
	sin12345568	Kruger ZN Fax Machine	Equipment	Machines Manufacturer			5 Vear Straight Line	Main	Reception 1	Room 8 1	01 Jan 190
	sin123	K147 Kyocera Colour Copier	Equipment	Kyocera			5 Year Straight Line	Main	Reception 1	Room 8 1	01 Jan 190
	14-	K147 Kyocera Colour Copier	Equipment	Kyocera			5 Year Straight				01 Jan 190

IS SCANNED REPORT (Y - YES)

- In the Required information for report ASSETSSCAN. screen,
 - Select the **Scanned Since** date.
 - Click on the Is Scanned check box.
- Click on Ok.



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