

INTERFACE AND ENVIRONMENT

USING BPO - WORKING ENVIRONMENT

Understanding the BPO2 working environment and <u>Controls & Functions</u> is important as it minimises confusion when using the system. All **BPO** beginners should familiarise themselves with the following topics in order to get the most out of the system functionality.

ENVIRONMENT

ACTIVE TITLE BAR

• This bar lists the Software Version and Company Name, or test environment name e.g. **CO3 Example Company**.



	٧				BPO	: Version 2.1.0.20 - Example f	Company				÷.		Х
Y	Equipment and	Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
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Assets	Depreciation	Functional											
Ĕφ	ipment 4	Locati											



RIBBON TABS

• These tabs enable you to navigate through the different modules within **BPO**.



	¥				BPO:	Version 2.1.0.20 - Example (ompany				2		X
9	Equipment and	Locations	Contract	Finance and HR.	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities]
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QUICK ACCESS TOOL BAR

- This can be configured with short-cuts to the screens that you wish to view most often.
 - For further information refer to the <u>Quick Access Tool-</u> <u>bar</u> topic page.



	Ŧ			BPO:	Version 2.1.0.20 - Example C	ompany				÷.		Х
Y	Equipment and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
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Assets	Depreciation Functional											
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RIBBON TOOLBAR

- This displays the content of the selected ribbon tab in more detail.
 - $^\circ~$ In this example, the ribbon toolbar of the $\it Main-$

tenance and Projects ribbon tab is displayed.



	٣				BPC	: Version 2.1	.0.20 - Exampl	e Company				2	0	X
U	Equipmen	t and Locations	Contract	Finance and HR	Inventory	Maintenar	nce and Projects	Manufacturin	p Procurement	Sales	Service	Reporting	Utities	
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_	Preventat	1893	Reactive	Radar A		Proje	cla	Asocation						
V														



LISTING SCREEN

- Click on any of these ribbon toolbar icons to open a *Listing Screen*.
 - In this example, the *Work Requests* toolbar icon has been selected within the *Maintenance and Projects* ribbon tab.



*		BPO: Version 2.1.0.20 -	Example Company				1	0	X
Equipment and Locations Ci	ontract Finance and HR 1	Inventory Maintenance and	Projects Manufacturing	Procurement	Sales	Service	Reporting	Utities	
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Preventative a Re	active , Radar ,	Projecta							
	(k								

• The *Work Requests* <u>listing screen</u> will be displayed, and the *Active Title Bar* will now display the title of the selected ribbon



toolbar icon as well as the software version and company name.

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting 1 Image: Add Image: Add Edit Delete Save Layout Image: Approve Decline Export Print Open Refresh Maintenance Format Process Export Print Current Current	ite – d ^a X
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Mentenance Format Process Export Print Current	
Mentenance / Pormat / Process / Export / Print / Current /	
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WRCode Description WOType Status Priority AssigneeNumber EmployeeNumber RequestDate	RequestTime
•	
WR0000039 Work Request test v2.1.0.5 DR D 2. MUD001 22 May 201	00:00:00
WR0000040 Work Request v2.1.0.5 DR 0 2 MUD001 22 May 201	10:22:56
WR0000041 v20.7 - work request test DR O 2 MUD001 MUD001 02 Jun 201	09:29:11
WR0000042 test work request with end date before start date DR D 2 DUT001 DUT001 07 Jun 2011	16:23:00
WR0000043 Test scheduled start and end dates DR O 2 DUT001 DUT001 14 Jun 2013	10:05:30



LISTING SCREEN OVERVIEW

DATA GRIDS, ROWS AND COLUMNS

Listing Screens contain one or more *data grid*(s) of *rows* and *columns*. These contain data relating to the selected ribbon toolbar icon.

- In this example, the data grid contains rows and columns with information relating to the *Work Requests* ribbon toolbar icon.
 - Rows are selected by either clicking anywhere on the row or in the case of <u>dragging and dropping</u> a row, by specifically clicking in the row selector column.
 - Columns are selected by clicking on the column header above the column of choice.



<u> `</u>	Work Reques	sts - BPO: Versi	ion 2.1.0.20	- Example	Company		÷	D X
Home	Equipment and Locations Contract Finance and HR Inventory	Maintenance	e and Projec	ts Manufi	acturing Procuren	ient Sales Service	Reporting Utilitie	s = 8 X
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WR0000039	Work Request test v2.1.0.5	DR	0	2	MUD001	MUD001	22 May 2017	00:00:00
WR0000040	Work Request v2.1.0.5	DR	0	1	MUD001	MUD001	22 May 2017	10:22:55
WR0000041	v20.7 - work request test	DR	0	2	MUD001	MUD001	02 Jun 2017	09:29:11
WR0000042	test work request with end date before start date	DR	0	2	DUT001	DUT001	07 Jun 2017	16:23:00
WR0000043	Test scheduled start and end dates	DR	0	1	DUT001	DUT001	14 Jun 2017	10:05:30
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ACTION BUTTONS TOOLBAR

- When you open a *Listing screen*, the ribbon toolbar is replaced by the *Action Buttons toolbar*.
- This toolbar includes icons that are used to perform functions within the listing screen e.g.
 - Maintenance functions
 - Format functions
 - Processing functions
 - Export functions
 - Print functions and
 - Current Functions.
- The Action Buttons toolbar may vary according to the ribbon tab and subsequent ribbon toolbar icon selected.
 - The example displays the icons available in the *Work Requests* action button toolbar.



the Experient ad locations Contact. Prance and HB, Inventory Maintenance and Projects Manufacturing Processent Sales Service Reporting Ubbles – d Add Edit Debets Service Layout Workspaces Aprove Dedite Export Process Export Expo			its - BPU; versio	on 2.1.0.20	- Example	Company		2	
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View Status Priority Assignmethanite Prophyselfunite Request/Date Red/Date Red/Date Red	Add Edt	Delete Save Layout Workspaces	Export Prin		rban en Curre	Refresh			
WRCode Description W0Type Statu Priority Assignmetikantiles Employee/kumber Request/line • MR0000009 Work Request test v2.1.0.5 DR 0. 2 ML0001 ML0001 22/May 2017 0000000 VIRE000004 Work Request test v2.1.0.5 DR 0. 2 ML0001 ML0001 22/May 2017 00:22:56 VIRE000004 V2.0.7 - mork request test DR 0. 2 ML0001 ML0001 02.3m 2017 00:22:56 VIRE0000040 V2.0.7 - mork request test DR 0. 2 ML0001 ML0001 02.3m 2017 06:25:00 VIRE0000040 Test scheduled start and end date Before start date DR 0. 2 DUT001 DUT001 14.3m 2017 30:55:30	Drag a column hor	der here is group by that calum							
Image: system is the	WRCode	Description	WOType	Status	Priority	AssigneeNumber	EmployeeNumber	RequestDate	RequestTime
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	WR0000043	Test scheduled start and end dates	DR	0	1	DUT001	DUT001	14 Jun 2017	10:05:30



TOOLBAR MENU

- You can also right click to in the data grid to display the Action Buttons toolbar in a drop-down menu.
- This menu does not contain all the action buttons displayed in the Action Buttons Toolbar and will vary according to whichever ribbon tab you are working in.
 - In this example, the drop-down menu contains only the Maintain and Process action buttons.



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VRCode Description W0Type Status Prority AsigneeNumber RequestDate Reques	Panter	nance	-	Form	iat :	Proces	6 . E	port .	Print		Curr	ent					
WRCode Description WOType Status Priority Assignee/Number Employee/Number Request/Date Request/Date WR0000039 Work Request test v2.1.0.5 OR O 2 ML0001 ML0001 22 May 2017 00:00:00 WR0000040 Work Request v2.1.0.5 All groups 2 ML0001 ML0001 22 May 2017 10:22:96 WR0000041 v2.0.7 - work request test Martian 2 2 ML0001 ML0001 02 Jan 2017 09:23:01 WR0000042 test work request with end date before start date Martian 2 DUT001 DUT001 07 Jan 2017 16:23:00 WR0000043 Test scheduled start and end dates Add New Work Request 2 DUT001 DUT001 14 Jan 2017 10:095:30 Edit Edit Work Request Edit Work Request Marginer Approve Approve Work Request 2 Duf001 DUT001 14 Jan 2017 10:095:30	an a relier																
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Customise Menu

- You can click on the *title bar* of this drop-down menu to display a list of the action button toolbar groups available to be displayed in this list.
 - In this example, you can select to view the *Maintain* action button, the *Process* action buttons or *All Groups* (all the available action buttons) in this menu.

	Ŧ	_	_				_		Work	Reques	ts - BPO: Version 2	2.1.0.64 - E	xample Co	ompany						٥	×
V	Home	Equip	ment and	Locations	Contract	Finan	ice and H	R Invento	ory Main	ntenanci	e and Projects	Manufactur	ing Pro	ocurement	Sales	Service	Reporting Uti	ities		-	8
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WP00	00030	Work De	nuert tei	et v2 1 0 5	ne	0	2	22 May 2017	22 May 20	17	06 Feb 2017						MUD001	MUD001			
WROO	00040	Work Re	quest v2	1.0.5	DR	0	2	22 May 2017	22 May 20	17	21 Mar 2017						MUD001	MUD001			
WROO	00042	test wor	k request	t with end da	DR	0	2	07 Jun 2017	06 Jun 201	17	06 Jun 2017						DUT001	DUT001			
WROO	00043	Test sch	eduled st	tart and end	DR	0	2	14 Jun 2017	01 Jun 201	17	01 Jun 2017						DUT001	DUT001			
WROO	00050	Test wo	rk reques	t	INSP	0	2	28 Nov 2017	28 Nov 20	17	28 Nov 2017						DUT001	DUT001			
WR00	00051	Drum re	quired fro	om supplier fo	PR	0	2	22 May 2018	21 Jun 201	18	21 Jun 2018						SHA001	SHA001			
WROO	00054	New dru	im reques	ted to compl	DR	0	2	22 May 2018	22 May 20	18	22 May 2018						MIL001	SHA001			
WROO	00057	Service	Request		SERV	0	2	10 Jul 2018	10 Jul 2018	8	10 Jul 2018						MIL001	SHA001			
WROO	00060	Service	Request		SERV	0	2	13 Jul 2018	13 Jul 2018	8	13 Jul 2018						TAD009	SHA001			
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pen Wir	ndows *																		3	1 Aug 20	18

- In this example, *Process* has been selected from the list (Maintain and All Groups has been un-ticked).
- When you have made your selections, click away from the menu to *save* the changes.



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	Home	Equip	ment and	Locations	Contract	Finance and H	R Invento	ary Mai	htenance	and Projects M	lanutacturi	ng Pro	ocurement Sale	is Service	Reporting Util	ities	- 1	2
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R00	00040	Work Re	quest v2.	1.0.5	DR O	2	22 May 2017	22 May 20	J17	21 Mar 2017					MUD001	MUD001		
ROU	00042	test wor	k request	with end da	DR U	2	07 Jun 2017	06 Jun 20	17	06 Jun 2017					DUT001	DUT001		
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ROO	000057	Service	Request		SERV C	2	13 14 2018	13 34 20	18	13 34 2018					TADOOS	SHADD1		
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		_							_		_						21 Aug 201	

• The drop-down menu will now display the selection, in this case, only the *Maintain* action buttons.



	¥							Work Requ	ests - BPO: Version	2.1.0.64 - E	cample Co	ompany					- 1	3	×
0	Home	Equi	pment and	d Locations	Contract I	Finance and H	IR Invent	ory Maintenar	ice and Projects	Manufactur	ng Pri	ocurement	Sales	Service	Reporting U	lbities		- 8	0
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Add	Edit	Delete	View	Save Layou	t Workspaces	s Approve	Dedine	Export Pri	open Open	• Re	fresh								
	Mainter	nance		For	mat	. Proc	ess "	Export _ Prin	t _ Cur	rent	4								
WRC	ode	Descrip	tion		WOType St	tatus Priority	RequestDate	ScheduledStart.	ScheduledFinish	TaskNum	WOCode	DedineCom	ment		AssigneeNur	m EmployeeNum		/	
WROO	000039	Work F	lequest te	st v2.1.0.5	DR O	2	22 May 2017	7 22 May 2017	06 Feb 2017						MUD001	MUD001			
WROO	000040	Work F	lequest v2	2.1.0.5	DR O	2	22 May 2017	7 22 May 2017	21 Mar 2017						MUD001	MUD001			
WROO	000042	test w	ork reques	t with end da	DR O	2	07 Jun 2017	06 Jun 2017	06 Jun 2017						DUT001	DUT001			
WROO	000043	Test so	theduled s	tart and end	DR O	2	14 Jun 2017	01 Jun 2017	01 Jun 2017						DUT001	DUT001			
WROO	000050	Test w	ork reques	st	INSP O	2	28 Nov 2017	28 Nov 2017	28 Nov 2017						DUT001	DUT001			
WROO	000051	Now de	equired fro	om supplier to	DR O	2	22 May 2018	21 Jun 2018	21 Jun 2018						5HAUU1 MIL001	SHAUU1			
WROO	000057	Service	Request	sted to complim	SERV O	4	10 Jul 2018	10 Jul 2018	10 Jul 2018						MILOO1	SHA001			
WRO	000060	Service	Request		SERV O		13 Jul 2018	13 34 2018	13 Jul 2018						TAD009	SHA001			
						3	Clear Filer	s											
nen W	indows a																31 40	7 20 18	7

FUNCTIONS TILES

- Most Listing screens contain a *Links* panel that contains *Func*tions and *Processing* tiles.
- Each tile will allow you to view *data* concerning a particular *row* that you have selected.



	Machine List for	Durban - BPO: W	ersion 2.1.0.20	- Example Co	ompany			- 0 X
Home Equipment	and Locations Contract Finance and HR Inventor	Maintenance a	and Projects	Manufacturing	Procurement 5	ales Service A	Reporting	itites - 8
Add Edt Delete	Save Layout Workspaces Format Current	Correct Correc	Convert Process	Buy Back	Print Export			
inles	Drag a column header here to group by that column							
inter text to search	P Description	InventoryC	SeriaNo	ModelNo	CustomerName	Depthame	Status	CategoryDesc
Functions								
	Kruger ZN Fax Machine	KZN-122TFB	12-98765	ZN122	Hope Works	Technical	A	Hardware
WO History	Ruger ZN Fax Machine	KZN-122TFB	20-98765	ZN122	Hope Works	Technical	A	Hardware
	Kruger ZN Fax Machine	KZN-122TF8	sin 12345568	ZN122	Young Electric	Sales Depart	A	Hardware
	SP6161 Sprint Copier	SP6161	1616-5437t	SP6161			A	Hardware
Project History	SP6161 Sprint Copier	SP6161	1616123a	SP6161			A	Hardware
	SP6161 Sprint Copier	SP6161	1616-234	SP6161			A	Hardware
	SP204 Colour Copier	5P204		SP204	Young Electric	Sales Depart	A	Hardware
Meters	SP204 Colour Copier	SP204	001912105	5P204			A	Hardware
	SP204 Colour Copier	SP204	204-10203	SP204	Titan Group		A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9999	SP2020			A	Hardware
History	SP2020 Sprint Colour Multi Functional Copier	SP 2020		5P2020	Young Electric	Sales Depart	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-43259	5P2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43258	SP2020	Hope Works	Technical	A	Hardware
O.M.M.	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43257	SP2020	Hope Works	Technical	A	Hardware
BOM	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43256	SP2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	a12345	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	ga1234	5P2020			A	Hardware
Warranties 1	SP2020 Sprint Colour Multi Functional Copier	SP2020	aw 1234	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	lo1234	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			A	Hardware
Notes	SP2020 Sprint Colour Multi Functional Copier	SP2020	9876a	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	12345	SP2020			A	Hardware
Documents	SP2020 Sprint Colour Multi Functional Copier	SP2020	76589	SP2020			A	Hardware
ant Automice").	SP2020 Sprint Colour Multi Functional Cooler	SP2020	2020-8089	SP2020	Hope Works	Technical	A	Hardware

- Click anywhere in the panel and
 - ° Either, use the **scroll button** on your mouse



• *Or*, use the *arrows* that appear as you hover over the panel to scroll up and down to find your tile of choice.

à .	Machine List for I)urban - 8PO: V	ersion 2.1.0.20	Example Co	mpany			- 0	Х
Home Equipment	and Locations Contract Pinance and HR Inventory	Maintenance	and Projects	Manufacturing	Progrement	Sales Service	Reporting	Utities -	Ø)
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nks	F	-		-					
ter text to search	ρ							-	4
	Description	InventoryC	SerialNo	Modelivo	 Customer/vame 	Dept%ame	Status	Category	Desc
Functions									
and O	Kruger 2N Fax Machine	KZN-122TFB	12-98765	ZN122	Hope Works	Technical	A	Hardware	
NU MILLER	Kruger 2N Fax Machine	KZN-122TFB	20-98765	ZN122	Hope Works	Technical	A	Hardware	
	Kruger ZN Fax Machine	KZN-122TFB	sin12345568	ZN122	Young Electric	Sales Depart	A	Hardware	
	SP6161 Sprint Copier	SP6161	1616-5437t	SP6161			A	Hardware	
Project History	SP6161 Sprint Copier	SP6161	1616123a	SP6161			A	Hardware	
	SP6161 Sprint Copier	SP6161	1616-234	SP6161			A	Hardware	
	SP204 Colour Copier	SP204		SP204	Young Electric	Sales Depart	A	Hardware	
Meters	SP204 Colour Copier	5P204	001912105	\$P204			A	Hardware	
	SP204 Colour Copier	SP204	204-10203	SP204	Titan Group		A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020			A	Hardware	
History	SP2020 Sprint Colour Multi Functional Copier	SP 2020		SP 2020	Young Electric	Sales Depart	A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43259	SP2020	Hope Works	Technical	A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43258	5P2020	Hope Works	Technical	A	Hardware	
(1994)	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-43257	SP2020	Hope Works	Technical	A	Hardware	
BOM	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43256	SP2020	Hope Works	Technical	A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	a12345	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	qa1234	SP2020			A	Hardware	
Warranties 1	SP2020 Sprint Colour Multi Functional Copier	SP2020	aw1234	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	lo1234	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	5P2020			A	Hardware	
Notes	SP2020 Sprint Colour Multi Functional Copier	5P2020	9876a	SP 2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	\$P2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	SP2020	r12345	SP2020			A	Hardware	
Dependent	SP2020 Sprint Colour Multi Functional Copier	SP 2020	76589	SP2020			A	Hardware	
	SP2020 Sprint Colour Multi Functional Copier	5P2020	2020-8089	SP2020	Hope Works	Technical	A	Hardware	



• You can also find your tile of choice by using the *Search* text box at the top of the *Links* panel.

	Machine List for D	Jurban - BPO: W	ersion 2.1.0.20	- Example Co	ompany			- 0
Home Equipment	and Locations Contract Finance and HR Inventory	Maintenance	and Projects	Manufacturing	p Procurement S	ales Service A	Reporting U	klites - d?
d Edt Delete	Save Layout Workspaces	(a) (a) Lefresh Revak	e Convert	Buy Back	Print Export			
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la	Crag a column header here to group by that column							
er text to search	Description	InventoryC	SerialNo	ModelNo	CustomerName	DeptHame.	Status	CategoryDesi
unctions								
	Kruger ZN Fax Machine	KZN-122TFB	12-98765	ZN122	Hope Works	Technical	A	Hardware
WO History	Kruger ZN Fax Machine	KZN-122TF8	20-98765	ZN122	Hope Works	Technical	A	Hardware
	Kruger ZN Fax Machine	KZN-122TF8	sin12345568	ZN122	Young Electric	Sales Depart	A	Hardware
	SP6161 Sprint Copier	SP6161	1616-5437t	SP6161			A	Hardware
Project History	SP6161 Sprint Copier	SP6161	1616123a	SP6151			A	Hardware
	SP6161 Sprint Copier	SP6161	1616-234	SP6161			A	Hardware
	SP204 Colour Copier	5P204		\$P204	Young Electric	Sales Depart	A	Hardware
Aeters	SP204 Colour Copier	SP204	001912105	5P204			A	Hardware
Presson -	SP204 Colour Copier	SP204	204-10203	SP204	Titan Group		A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020		5P2020	Young Electric	Sales Depart	A	Hardware
em)	SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-43259	SP2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43258	SP2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43257	5P2020	Hope Works	Technical	A	Hardware
NOM	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43256	SP2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	a12345	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	5P2020	ça1234	5P2020			A	Hardware
Warranbes 1	SP2020 Sprint Colour Multi Functional Copier	SP2020	aw1234	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP 2020	lo1234	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			A	Hardware
Votes	SP2020 Sprint Colour Multi Functional Copier	SP 2020	9876a	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	r12345	5P2020			A	Hardware
Dog ments	SP2020 Sprint Colour Multi Functional Copier	SP2020	76589	SP2020			A	Hardware
T PORT TAX	SP2020 Sprint Colour Multi Functional Cooler	SP2020	2020-8089	SP2020	Hope Works	Technical	A	Hardware



- In this search text box, type in the *name* of the Function tile that you are looking for.
- As you start typing the system will start searching.
- The *Links* panel will display your choice of tile.
 - $^\circ~$ In this image, we searched for the **Depreciation** tile.



	۷						Machi	ne List for C)urban -	BPO: V	ersion 2.1.0.2	0 - Example	Con	npany			- []	X
0	Home	Equipment	tand	locations	Contract	Finance	and HR	Inventory	Mainb	enance	and Projects	Manufactur	ing	Procurement	Sales Service	Reporting	Utilities -	θX
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Deprec	ation	_	0	Descri	ption				Inven	toryC	SeriaNo	ModelNo	•	CustomerName	DeptName	Status	CategoryO	esc
Fun	ctions			*													and the second second	
			a İ	SP204	Colour Copie	er			SP204			SP204		Young Electric	Sales Depart.	. A	Hardware	8 0
De	preciation			SP204	Colour Copie	er .			SP204		001912105.	. SP204				A	Hardware	
				5P204	Colour Copie	e			SP204		204-10203	\$9204		Titan Group		A	Hardware	
_				SP202	0 Sprint Colo	our Multi Fi	inctional	Copier	SP202	0	2020-9999	\$P2020				A	Hardware	
				SP202	0 Sprint Colo	xr Multi Fi	inctional	Copier	SP202	Ø		5P2020		Young Electric	Sales Depart.	. A	Hardware	
				SP202	0 Sprint Colo	xr Multi Fi	nctional	Copier	SP202	0	2020-43259	SP2020		Hope Works	Technical	A	Hardware	
				SP202	0 Sprint Colo	xir Multi Fi	Inctional	Copier	SP202	0	2020-43258	SP2020		Hope Works	Technical	A	Hardware	
				5P202	0 Sprint Colo	xur Multi Fi	inctional	Copier	SP202	0	2020-43257	\$P2020		Hope Works	Technical	A	Hardware	
				SP202	0 Sprint Colo	our Multi Fi	nctional	Copier	SP202	0	2020-43256	SP 2020		Hope Works	Technical	A	Hardware	
				SP202	0 Sprint Colo	xr Multi Fr	inctional	Copier	SP202	0	a12345	SP2020				A	Hardware	
				SP202	0 Sprint Colo	xr Multi Fi	nctional	Copier	SP202	0	qa1234	SP2020				A	Hardware	
				SP202	to Sprint Colo	xr Multi Fi	Inctional	Copier	SP202	0	aw1234	\$P2020				A	Hardware	
				SP202	0 Sprint Colo	xur Multi Fi	nctional	Copier	SP202	0	lo1234	SP2020				A	Hardware	
				SP202	0 Sprint Colo	xr Multi Fi	nctional	Copier	SP202	0	34538	SP2020				A	Hardware	
				SP202	0 Sprint Colo	xr Milt Fi	inctional	Copier	SP202	Ø	9876a	SP2020				A	Hardware	
				SP202	0 Sprint Colo	xr Multi Fi	inctional	Copier	SP202	0	w2345	\$P2020				A	Hardware	
				SP202	0 Sprint Colo	xur Multi Fr	inctional	Copier	SP202	0	r12345	SP2020				A	Hardware	
				SP202	0 Sprint Colo	xur Multi Fi	inctional	Copier	SP202	0	76589	\$P2020				A	Hardware	
				SP202	0 Sprint Colo	xr Multi Fi	nctional	Copier	SP202	0	2020-8089	SP2020		Hope Works	Technical	A	Hardware	
				SP202	0 Sprint Colo	our Multi Fr	nctona	Copier	SP202	Ø	2020-8088	SP2020		Hope Works	Technical	A	Hardware	
				SP202	0 Sprint Colo	xir Multi Fi	nctional	Copier	SP202	0	2020-8087	SP2020		Derton Technol.		A	Hardware	
				SP202	20 Sprint Colo	our Multi Fr	inctional	Copier	SP202	0	2020-8086	SP2020		Hope Works	Technical	A	Hardware	
				SP202	0 Sprint Colo	xur Multi Fi	nctone	Copier	SP202	Q	220-8084	\$P2020		Derton Technol.		A	Hardware	
				SP202	0 Sprint Colo	xur Multi Fi	nctional	Copier	SP202	0	2020-8083	SP2020		Hope Works	Technical	A	Hardware	
				SP202	0 Sprint Colo	our Multi Fi	inctional	Copier	SP202	Ó	2020-8082	SP2020		Hope Works	Technical	A	Hardware	



DOCKING PANELS

- Panels can be *docked* (pinned) on the screen or *undocked* (unpinned or hidden) according to your preference.
 - If a panel is *docked* on the screen the pin icon will be upright.
 - If a panel is *undocked* on the screen the pin icon will be *on its side*.
- In this image, the panel is already docked (the pin is upright), click on the *docking icon* to hide the panel.



A '	Machine List for D)urban - BPO: W	ersion 2.1.0.20	- Example Co	ompany			- 0 X
Home Equipment	and Locations Contract Finance and HR Inventory	Maintenance a	and Projects	Manufacturing	Procurement 5	ales Service A	Reporting	ilites - dP >
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And the second	Vescription	unventoryc	SIGLIAITVO	Moderno	 Customerivane 	Deposame	209078	CategoryDesc
Functions	•			222	10 million	2005	15	
WO History	Kruger ZN Pax Machine	KZN-12ZTHU	12-98765	ZN122	Hope Works	Technical	A	Hardware
	Kruger ZN Fax Machine	KZN-1227F8	20-98765	ZN122	Hope Works	Technical	A	Hardware
	Kruger ZN hax Machine	K2N-12211-0	sin12345568	ZN1ZZ	Young Electric	Sales Depart	A	Hardware
Destart Makero	SP6161 Sprint Copier	5P6161	15161593/1	5P0101			A	Hardware
Project Pistory	SP6161 Sprint Copier	200101	10101238	101096			A	Hardware
	SP0101 Sprint Copier	3P0101	1010-234	101040	Vauna Flashia	Coluc Danast	-	Hardware
	SP204 Colour Copier	SP204	301013105	3P 404	Toung Dectric	saes Depart	A	Hardware
Meters	SP204 Colour Copier	01104	304.10303	60204	Tatan Control		n	Hardware
	SP201 Colour Colour Multi Exerctional Conter	6010100	207120203	600000	manaroup		A	Hardware
	SP2020 Sprint Colour Multi Functional Conter	\$20100	6969 7777	592020	You no Flectric	Sales Depart	A	Hardware
History	SP2020 Sprint Colour Multi Functional Conier	\$2000	2020-43259	592020	Hope Works	Technical	A	Hardware
	522020 Sprint Colour Multi Functional Copier	\$92020	2020-41258	SP2020	Hope Works	Technical	4	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43257	5P2020	Hope Works	Technical	A	Hardware
BOM	SP2020 Sprint Colour Multi Functional Cooler	SP2020	2020-43256	SP2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	a12345	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	ga1234	5P2020			A	Hardware
Warranties 1	SP2020 Sprint Colour Multi Functional Copier	SP2020	aw 1234	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	lo1234	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			A	Hardware
Notes	SP2020 Sprint Colour Multi Functional Copier	SP2020	9876a	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			A	Hardware
	SP2020 Sprint Colour Multi Functional Copier	SP2020	12345	SP2020			A	Hardware
Donuments	SP2020 Sprint Colour Multi Functional Copier	SP2020	76589	SP2020			A	Hardware
(- Contraction of the contracti	SP2020 Sprint Colour Multi Functional Copier	5P2020	2020-8089	SP2020	Hope Works	Technical	A	Hardware

• The Links panel is now undocked, and a *Links* tab is now displayed on the left of the listing screen to show you that there is a hidden



panel there.

• You can click on this Links tab to *expand* and *dock* the Links panel again at any time.

2					Mach	ine List for D	urban - BPO:	Version 2.1.0.20 - Ex	ample Compan	y.		3	0	X
J	Home	Equipmen	t and Locations	Contract	Finance and HR	Inventory	Maintenanc	e and Projects Man.	Acturing Proc	urement Sa	ales Service Reportin	g Utites	-	ð
A	0	×	51		Durban	. (a I	. Dv 🕯	1 10					
Y	4	~	LSQ		-	_		9 F 4		18				
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pi)														
J	Descriptio	1		,	InventoryC	SeriaNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc	Priority		IsFixed
۲														
	Staple Uni				2020-998	dr2143				A	Accessories		3	No
	Staple Uni				2020-998	dr4123				A	Accessories		3	No
	Staple Uni	1			2020-998	dr3214				A	Accessories		3	No
	Staple Uni	ł			2020-998	dr1234				A	Accessories		3	No
	Staple Uni				1020-478	478-1234	1020-478			A	Accessories		3	No
	Staple Uni				2020-998	998-987654				A	Accessories		3	Yes
	Staple Uni	t			2020-998	998-12345				A	Accessories		3	No
	Sprint cop	e			SP1818	2020-98670				A	Hardware		3	Yes
	Sprint cop	e			SP 1818	1818-8691		Bothas Networ		A	Hardware		3	No
	Sprint cop	e			SP 1818	1818-9756		Bothas Networ		A	Hardware		3	No
	Sprint cop	ď			591818	1818-6589		Big Bargains		A	Hardware		3	No
	Sprint cop	er			SP 1818	1818-7054		Bothas Networ		A	Hardware		3	No.
	Sprint cop	er			SP1818	1818-0957		Big Bargains		A	Hardware		3	No
	Sprint cop	e			SP1818	1818-0890		Big Bargains		A	Hardware		3	No
	Sprint cop	e			591818	1818-0935		Cash Sales Acc	Sales Depart	A	Hardware		3	No
	Sprint cop	er			991818	1818-9058				A	Hardware		3	No
	Sprint cop	er			5P1818	1818-6398				A	Hardware		3	No
	Sprint cop	e			SP 1818	1818-4585				A	Hardware		3	No
	Sprint cop	e			\$21818	1818-0698				A	Hardware		3	No
1	Sprint cop	er			SP1818	1818-7659				A	Hardware		3	No
	Sprint cop	er			SP 1818	1818-9671				A	Hardware		3	No
	Sprint cop	er			SP1818	1818-8594				A	Hardware		3	Yes
	Sprint cop	er			SP 1818	1818-7658				A	Hardware		3	No



THE SITE FILTER

• The *Site Filter* lets you select the *site* or *company branch* within which you wish to work. This is only available in relevant listing screens.



	Machine List for	Durban - 8PO: V	ersion 2.1.0.20	- Example C	ómpany			- 0 X
Home Equipment	and Locations Contract Finance and HR Inventor	y Maintenance	and Projects	Manufacturing	Procurement Sa	les Service l	Reporting	Utites - dP >
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inks	1		COMPANY.	1	conc. I			1100
ster text to search	Drag a courre header nime to group by that course							R. h.
	Description	InventoryC	SeriaNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc
Functions	1							
	+ SP2020 Sprint Colour Multi Functional Copier	SP 2020	20-12345	5P2020			A	Hardware
WO History	SP 1919 Sprint Colour MFC	SP1919	19-12345	1919	Derton Technol		A	Hardware
	SP 1919 Sprint Colour MFC	SP1919	19-90200	1919			A	Hardware
	SP 1919 Sprint Colour MFC	SP1919	19-90201	1919	Office Supples		A	Hardware
Project History	Sprint copier	SP1818	18-30200		Hope Works	Technical	A	Hardware
	K147 Kyocera Colour Copier	1458-96523	K147-1234	K147	Office Supples		A	Kyocera Multifun
	K147 Kyocera Colour Copier	1458-96523	SIN13512345	K147	Young Electric	Sales Depart	A	Kyocera Multifun
Meters	K147 Kyocera Colour Copier	1458-96523	53N32413546	K147	Hope Works	Technical	A	Kyocera Multifun
	SP 19 19 Sprint Colour MFC	SP1919	20-857485	1919			A	Hardware
	Kruger ZN Fax Machine	KZN-122TFB	sin12345568	ZN122	Young Electric	Sales Depart	A	Hardware
Liste-	K147 Kyocera Colour Copier	1458-96523	sin123	K147	Young Electric	Sales Depart	A	Kyocera Multifun
uewy	K147 Kyocera Colour Copier	1458-96523	14-9652365	K147	Westwood Dyn		A	Kyocera Multifun
	SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147a	SP2020	Hope Works	Technical	A	Hardware
Second	SP2020 Sprint Colour Multi Functional Copier	SP 2020	abc147b	SP2020			A	Hardware
BOM	SP2020 Sprint Colour Multi Functional Copier	SP 2020	abc147:	SP2020	Derton Technol		A	Hardware
	SP1919 Sprint Colour MFC	SP 19 19	cvb123	1919			A	Hardware
	SP 19-12 Colour Copier	SP 19-123456	\$919-1218	\$919-12	Titan Group		A	Hardware
Warranties 1	SP19-12 Colour Copier	SP19-123455	19-12/1201	SP19-12	Titan Group		A	Hardware
	SP 19-12 Colour Copier	SP19-123456	19-12/1202	SP19-12	Samanthas Diner		A	Hardware
	SP 19-12 Colour Copier	SP19-123456	1912-147258	SP19-12	Hope Works	Technical	A	Hardware
Notes	SP 19-12 Colour Copier	SP19-123456	1912-102030	SP19-12			A	Hardware
	SP 19-12 Colour Copier	SP19-123456	1912-102031	SP19-12	Samanthas Diner		A	Hardware
	SP 19-12 Colour Copier	SP19-123456	1912-102032	SP19-12	Bothas Networ		A	Hardware
Documents	SP 19-12 Colour Copier	SP19-123456	1912-102033	SP19-12	Office Supplies		A	Hardware
Berlindered :	SP 19-12 Colour Copier	SP19-123456	1912-102034	SP19-12	Danny Storm I		A	Hardware

• Click on the *drop-down arrow* and select from the list, the site you wish to work in.



a '		Machine List for	Durban - 8PO: V	ersion 2.1.0.20	Example Co	ompany			- 0 >	K
Home Equipment an	nd Locations Contract Fi	nance and HR Enventor	Maintenance	ind Projects 1	Manufacturing	Procurement Sa	les Service P	beporting U	tildes - A	×
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tinks 🕴	Drag a column header he									
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Functions	*									
_	SP2020 Sprint Colour I	Correctionar copic	P100	-12345	SP2020			A	Hardware	1
WO History	SP 1919 Sprint Colour I	NFC	SP 19 19	19-12345	1919	Derton Technol		A	Hardware	ļ
	SP 1919 Sprint Colour 1	MC	SP 1919	19-90200	1919			A	Hardware	1
	SP 1919 Sprint Colour 1	MFC	SP 19 19	19-90201	1919	Office Supples		A	Hardware	
Project History	Sprint copier		SP1818	18-30200		Hope Works	Technical	A	Hardware	
	K147 Kyocera Colour G	Copier	1458-96523	K147-1234	K147	Office Supplies		A	Kyocera Multifur	n
	K147 Kyocera Colour (Copier	1450-96523	SIN13512345	K147	Young Electric	Sales Depart	A	Kyocera Multifur	n
Neters	K147 Kyocera Colour (Copier	1458-96523	5DN32413546	K147	Hope Works	Technical	A	Kyocera Multifur	n
	SP 1919 Sprint Colour I	MFC	\$P1919	20-857485	1919			A	Hardware	
	Kruger ZN Fax Machin	ė	KZN-122TF8	sin12345568	ZN122	Young Electric	Sales Depart	A	Hardware	
Hebry	K147 Kyocera Colour C	Copier	1458-96523	sin123	K147	Young Electric	Sales Depart	A	Kyocera Multifur	n
Complete State	K147 Kyocera Colour (Copier	1458-96523	14-9652365	K147	Westwood Dyn		A	Kyocera Multifur	n
	SP2020 Sprint Colour 1	Multi Functional Copier	SP 2020	abc147a	SP2020	Hope Works	Technical	A	Hardware	
	SP2020 Sprint Colour 1	Multi Functional Copier	SP 2020	abc147b	SP2020			A	Hardware	
BOM	SP2020 Sprint Colour I	Multi Functional Copier	592020	abc147c	SP2020	Derton Technol		A	Hardware	
	SP 1919 Sprint Colour 1	MFC	SP 19 19	c/b123	1919			A	Hardware	
	SP19-12 Colour Copier	ř.	\$919-123456	\$919-1218	5919-12	Titan Group		٨	Hardware	
Warranties 1	SP 19-12 Colour Copies	12	\$P19-123456	19-12/1201	\$219-12	Titan Group		A	Hardware	
	SP 19-12 Colour Copies	ř.	SP19-123456	19-12/1202	SP19-12	Samanthas Diner		A	Hardware	
	SP19-12 Colour Copies	ř.	SP19-123456	1912-147258	9919-12	Hope Works	Technical	A	Hardware	
Notes	SP 19-12 Colour Copies	8	\$P19-123456	1912-102030	\$919-12			٨	Hardware	
	SP 19-12 Colour Copies	5	SP 19-123456	1912-102031	SP19-12	Samanthas Diner		A	Hardware	
	SP 19-12 Colour Copies	1	5919-123456	1912-102032	SP19-12	Bothas Networ		A	Hardware	
Documents	SP 19-12 Colour Copies		5P19-123456	1912-102033	\$919-12	Office Supplies		A	Hardware	
	SP 19-12 Colour Cooler		SP19-123456	1912-102034	SP19-12	Danny Storm I		A	Hardware ,	•



THE STATUS FILTER

- The *Status* or *Type Filter* allows you to filter the information in the screen according to status / type. This is only available in some screens and its content depends on the screen that you are currently in. In this image we are searching for a particular status in the *Asset Listing* (or *Machine List for Durban*) screen.
- Click on the *drop-down arrow* in the *status* field.



A *	Machine List for	Durban - 8PO: V	ersion 2.1.0.20	- Example C	ómpany			- 0 X
Home Equipment	and Locations Contract Finance and HR Inventor	y Maintenance a	and Projects	Manufacturing	Procurement Sa	les Service	Reporting	Utites - & X
Add Edit Delete	Save Layout Workspaces	Correct Correc	e Convert	fuy Back	Print Export			
Panterance 4	romat y current		PTOCESS	4	2001. 1			
Links	Drag a column header here to group by that column							
ETHER BEXT TO SEARCH	Description	InventoryC	SeriaNo	ModelNo	CustomerName	DeptName	Status	CategoryDesc
Functions	1							
	+ SP2020 Sprint Colour Multi Functional Copier	SP 2020	20-12345	5P2020			A	Hardware
WO History	SP 1919 Sprint Colour MFC	SP1919	19-12345	1919	Derton Technol		A	Hardware
	SP 1919 Sprint Colour MFC	SP1919	19-90200	1919			A	Hardware
	SP 1919 Sprint Colour MFC	SP1919	19-90201	1919	Office Supples		A	Hardware
Project History	Sprint copier	SP1818	18-30200		Hope Works	Technical	A	Hardware
	K147 Kyocera Colour Copier	1458-96523	K147-1234	K147	Office Supplies		A	Kyocera Multifun
	K147 Kyocera Colour Copier	1458-96523	SIN13512345	K147	Young Electric	Sales Depart	A	Kyocera Multifun
Meters	K147 Kyocera Colour Copier	1458-96523	53N32413546	K147	Hope Works	Technical	A	Kyocera Multifun
(Caller	SP 1919 Sprint Colour MFC	SP1919	20-857485	1919			A	Hardware
_	Kruger ZN Fax Machine	KZN-122TFB	sin12345568	ZN122	Young Electric	Sales Depart	A	Hardware
History	K147 Kyocera Colour Copier	1458-96523	sin123	K147	Young Electric	Sales Depart	A	Kyocera Multifun
(name)	K147 Kyocera Colour Copier	1458-96523	14-9652365	K147	Westwood Dyn		A	Kyocera Multifuni
Constant Street St.	SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147a	SP2020	Hope Works	Technical	A	Hardware
Second	SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147b	SP2020			A	Hardware
BOM	SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147c	SP2020	Derton Technol		A	Hardware
	SP 1919 Sprint Colour MFC	SP1919	cvb123	1919			A	Hardware
	SP 19-12 Colour Copier	SP19-123456	\$919-1218	\$P19-12	Titan Group		A	Hardware
Warranties 1	SP 19-12 Colour Copier	SP19-123455	19-12/1201	SP19-12	Titan Group		A	Hardware
	SP 19-12 Colour Copier	SP19-123456	19-12/1202	\$P19-12	Samanthas Diner		A	Hardware
	SP 19-12 Colour Copier	SP19-123456	1912-147258	SP 19-12	Hope Works	Technical	A	Hardware
Notes	SP 19-12 Colour Copier	SP19-123456	1912-102030	SP19-12			A	Hardware
	SP 19-12 Colour Copier	SP19-123456	1912-102031	SP19-12	Samanthas Diner		A	Hardware
	SP 19-12 Colour Copier	SP19-123456	1912-102032	SP19-12	Bothas Networ		A	Hardware
Documents	SP 19-12 Colour Copier	SP19-123456	1912-102033	SP19-12	Office Supplies		A	Hardware
edition de con	SP 19-12 Colour Copier	SP19-123456	1912-102034	\$P19-12	Danny Storm I		A	Hardware *

• The drop-down status *Type* and *Description* list will be relevant to the screen that is open.



		Mach	ine List for Du	urban - BPO: Vi	ersion 2.1.0.20	- Example C	ompany			- 0 >
Home Equipment	and Locations Contract P	inance and HP	t Inventory	Maintenance a	ind Projects	Manufacturing	Procurement Sa	les Senice I	Reporting	Utilities – d ^a
👌 🧳 🗶 Add Edt Deleta	Save Layout Workspaces	Durban Al	• Re	fesh Revalu	e Convert I	Rey Back	Print Export			
		Type	A Description	i			•			
Maintenance y	Formal ,	A	Al		Process	4	Print 4			
nka	I Drag a calum header he	C.	Client Machine	5						
iter text to search	P Description	s	Serialsed Sto	di di	ciallo	ModelNo	Customerilame	Deothane	Status	CategoryDesc
Functions								equine.		and a local
011-00/05	CD0000 Count Calma				13548	(01030	-			Deckere
WO History	SP2020 Sprint Colour	x			12345	1010	Dertes Tarbard			Hardware
	ED1010 Grant Colour	NEP.		601010	10.00000	1010	Veran reaman		-	Hardware
	CD1010 Covint Colour	NEC		011010	10.00001	1010	Affra & sulles		-	Hirduka
Protect History	Count room			(ÚTŘIŘ	18-30200	1717	Hone Works	Tarbuiral		Hardstara
(index) (part)	K147 Kuseera Colouri	Conter		1401-0010	¥147-1714	K147	Office Gundler	TEVINA	1	Kuppera M (M)
	K147 Kunnera Colour	Conier		1401-0001	CIN13612346	×147	Vision Flectric	Caler Denart		Russera Milting
14	K147 Kusera Colore	Cooler		1401-0010	50133413546	K147	Hope Works	Technical		Kussera M Ith r
Melers	CE 1919 Soviet Colour	MEC		C01010	30.457445	1010	mays mana	1507150	-	Hyduxe
	Knuter Zh Fax Machin	e		KZN-122TEB	cin 17345568	21122	Young Flectric	Sales Depart	1	Hardware
Sec.	K147 Kysera Calaur	Cooler		1458-06523	sin123	1107	Young Flectric	Sales Denart	4	Kysera Mithr
History	K147 Kypeera Colour	Conier		1458-66523	14-9652365	K147	Westwood Dvn	sada neba ne	A	Kyppera Multifur
	\$92020 Serint Colour	Mult Function	al Cooler	\$2000	abc147a	\$2020	Hope Works	Technical	A	Hardware
	SP2020 Sprint Colour	Mult Function	al Cooler	\$2020	abc147b	\$2020			A	Hardware
804	SP2020 Sprint Colour	Mult Function	al Copier	\$92020	abc147c	\$92020	Derton Technol		A	Hardware
	SP 1919 Sprint Colour	MFC		SP1919	cvb123	1919			A	Hardware
	SP19-12 Colour Copie	r		SP19-123456	\$P19-1218	\$919-12	Titan Group		A	Hardware
Warrantes 1	SP19-12 Colour Copie	i		SP19-123456	19-12/1201	\$919-12	Titan Group		A	Hardware
	SP19-12 Colour Copie	i		\$919-123456	19-12/1202	\$919-12	Samanthas Diner		A	Hardware
	SP19-12 Colour Copie	1		5919-123456	1912-147258	\$219-12	Hope Works	Technical	A	Hardware
Notes	SP19-12 Colour Copie	t		\$919-123456	1912-102030	\$919-12			A	Hardware
	SP19-12 Colour Copie	r		\$P19-123456	1912-102031	\$919-12	Samanthas Diner		A	Hardware
	SP19-12 Colour Copie	r		SP19-123456	1912-102032	\$919-12	Bothas Networ		A	Hardware
Desimante	5P19-12 Colour Copie	r		SP19-123456	1912-102033	\$919-12	Office Supples		A	Hardware
POTING IP	SP19-12 Colour Coole	r		\$919-123456	1912-102034	9219-12	Danny Storm L.,		A	Hardware

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