

# **INTERFACE AND ENVIRONMENT**

# **USING BPO - CONTROLS AND FUNCTIONS**

Understanding the **Controls & Functions** and <u>Working Environment</u> of BPO2 is important as it minimises confusion when using the system. All BPO beginners should familiarise themselves with these two manuals in to get the most out of the system functionality. Additionally, it will be beneficial to review **Datagrids** and **Datagrid Filtering**.

### **MULTIPLE DATA GRIDS IN A SCREEN**

- Some screens have more than one data grid.
- For the system to know which data you want to work with, just click anywhere in that specific data grid.
  - ° In this example there are **2** data grids in the screen.



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# **DRAG AND DROP FUNCTIONALITY**

The **drag** and **drop** screen feature enhances user experience by enabling you to move data back and forth between two grids in the same screen.

You can select a <u>single item line</u> or <u>multi select item lines</u> and move them from one grid to the other.

In the image below,

- 1. the Stock Status screen is divided into
- 2. the Selected Warehouse data grid and
- 3. the **Selected Items** data grid.



#### DRAG AND DROP A SINGLE ITEM LINE

- Click and hold in the row selector column of the single item line you wish to move.
- 5. *Drag* this item line across to the second grid, (in this example, the 'Selected Items' grid) and *drop* it anywhere in this grid.



• The single item line can now be seen in the *Selected Items* frame



| <b>•</b> =            |                          |               |                        | Stock St                       | atus - BPO: \  | ersio  | 2.5.0  | ).3 - Exan | nple Company v2.5.0  | 0.0      |              |         |                |          |        |
|-----------------------|--------------------------|---------------|------------------------|--------------------------------|----------------|--------|--------|------------|----------------------|----------|--------------|---------|----------------|----------|--------|
|                       | Home Ed                  | uipment / Lo  | cations Cont           | ract Finance / HR Invent       | ory Maint      | enance | / Proj | ects M     | Nanufacturing Proc   | urement  | Sales Servio | e Repor | ting Utilities |          | e x    |
| Requisiti             | on Stock S<br>Transfer A | Stock Inter   | Warehouse S<br>Request | Save Layout Workspaces         | irban<br>Parts | • 4    | efresh | Export     | l<br>t               |          |              |         |                |          |        |
|                       | Proce                    | SS            | 4                      | Format                         | Curren         | t      |        | a Print    | 4                    |          |              |         |                |          | $\sim$ |
| - Selecte             | d Warehouse :            |               |                        |                                |                |        | Sel    | ected Ite  | ms                   |          |              |         |                |          | ц      |
|                       | Warehous                 | e OTC_W       | ise_DBN                | •                              |                |        |        |            |                      |          |              |         |                |          |        |
| Denne a co            | lump handar hare         | te group hu   | that column            |                                | 1              | 1      |        | PartType   | PartTypeDesc         | PartCode | PartName     | ModelNo | CategoryDesc   | Category | Wareh  |
| brag a co             | iumi neauer nere         | - to group by | ulat column            | 1                              |                | 1      | 9      | E C        | REC                  | R B C    | RBC          | 8 EC    | REC            | REC      | R E C  |
| PartT                 | /pe PartTyp              | eDesc         | PartCode               | PartName                       | ModelNo        | Cat    |        | A          | Serialised Equipment | ACR11111 | Acer Copier  |         | Hardware       | MAMNGR   | OTC_   |
| <b>Υ</b> # <u>∎</u> ¢ | n 🗖 c                    |               | n 🖬 c                  | n∎c                            | n <b>o</b> c   |        |        |            |                      |          |              |         |                |          | _      |
| D C                   | Non Ser                  | ialised Parts | WHEEL01                | Wheels                         |                | T      |        |            |                      |          |              |         |                |          |        |
| E C                   | Non Ser                  | ialised Parts | MOU001                 | Mouse                          |                | T      |        |            |                      |          |              |         |                |          |        |
| E C                   | Non Ser                  | ialised Parts | KEYB001                | Keyboard                       |                | T      |        |            |                      |          |              |         |                |          |        |
| E C                   | Non Ser                  | ialised Parts | A4NB78                 | A4 Bound Notebook - 78 pages   |                | S      |        |            |                      |          |              |         |                |          |        |
| 🕀 C                   | Non Ser                  | ialised Parts | 1717-147K              | Black Toner SP1717             | 147K           | T      |        |            |                      |          |              |         |                |          |        |
| • A                   | Serialise                | d Equipment   | SP1717MFC              | SP1717 Multi Functional Copier |                | F      |        |            |                      |          |              |         |                |          |        |
| 🕀 B                   | Serialise                | d Spares      | 17-856                 | Drum for SP1717                |                | 5      |        |            |                      |          |              |         |                |          |        |
| ▶ 🗉 A                 | Serialise                | d Equipment   | ACR 11111              | Acer Copier                    |                | F      |        |            |                      |          |              |         |                |          |        |
| 🗄 B                   | Serialise                | d Spares      | ACR-01                 | Acer copier outer shell        |                | 4      |        |            |                      |          |              |         |                |          |        |
| . C                   | Non Ser                  | ialised Parts | ACR-02                 | Acer rollers                   |                | S      |        |            |                      |          |              |         |                |          |        |
| • B                   | Serialise                | d Spares      | DR111111               | Drum                           |                | 4      |        |            |                      |          |              |         |                |          |        |
| 🗄 C                   | Non Ser                  | ialised Parts | DR-01                  | Drum Component 1               |                | 4      |        |            |                      |          |              |         |                |          |        |
| E C                   | Non Ser                  | ialised Parts | DR-02                  | Drum C omponent 2              |                | 4      |        |            |                      |          |              |         |                |          |        |
| • A                   | Serialise                | d Equipment   | SP2121                 | SP2121 Copier                  |                | F      |        |            |                      |          |              |         |                |          |        |
| • A                   | Serialise                | d Equipment   | SP6161                 | SP6161 Sprint Copier           | SP6161         | F      |        |            |                      |          |              |         |                |          |        |
| e c                   | Non Ser                  | ialised Parts | SP21-45637             | SP 2121 Accessory              |                | A      |        |            |                      |          |              |         |                |          |        |
| • B                   | Serialise                | d Spares      | 16-856                 | Drum for SP1616                |                | S      |        |            |                      |          |              |         |                |          |        |
| E C                   | Non Ser                  | ialised Parts | 1616-147K              | Black toner SP 16 16           |                | т      |        |            |                      |          |              |         |                |          |        |
| D C                   | Non Ser                  | ialised Parts | 1414-147K              | SP1414 MFC                     |                | T-     |        |            |                      |          |              |         |                |          |        |
| 1                     |                          | _             |                        |                                |                |        | 10     |            |                      |          |              |         |                |          | F      |
| -                     |                          |               |                        |                                |                | _      | 1      |            |                      |          |              |         |                |          |        |

#### DRAG AND DROP MULTIPLE ITEM LINES

You may wish to select more than one item line, either

- a. a **block** of item lines *or*
- b. several item lines that are in **nonsequential order**.

#### Select Multiple Item Lines - Block

There are **two** methods to select a **block** of item lines:

#### Method 1

- ° Select the **first row** in the block that you wish to move.
- Press and <u>hold</u> the **Shift** button on your keyboard.
- Use your mouse to click on the final row in the block you wish to move thereby highlighting <u>all</u> the rows between and including the first selected and the last.



 Still pressing the Hold button, click in the row selector column of the <u>final</u> row and drag and drop the whole block to the second grid.

Method 2

- ° Select the **first row** in the block that you wish to move.
- <sup>°</sup> Press and <u>hold</u> the **Shift** button on your keyboard.
- Use the Up and Down arrows on your keyboard to select <u>all</u> the rows that you wish to move. As you select each line, it will <u>high-light</u>.
- Still pressing the Hold button, click in the row selector column of the <u>final</u> row and drag and drop the whole block to the second grid.



 The block selection of item lines is now reflected in the *Selected Items* frame



| Hore       Equipment / Locations       Contract       Pinance / HR       Inventory       Maintenance / Projects       Manufacturing       Process       Reporting       Utilities       —         Reputation       Stock       Stock       Stock       Stock       Stock       Stock       Reporting       Utilities       —         Process       Format       Current       Print       Exponent       Stock  | <b>*</b>     |                             |  | Stock S                        | itatus - BPO: V | ersion      | 2.5.0       | .3 - Exam | ple Company v2.5.0   | 0.0          |              |         |               |              |       |
|---|--------------|-----------------------------|--|--------------------------------|-----------------|-------------|-------------|-----------|----------------------|--------------|--------------|---------|---------------|--------------|-------|
| Image: Stock       Stock       Inter Warehouse       Image: Stock       Imade: Stock       Image: Stock       I  |              | Home Equipment / Loca       | ations Cont  | ract Finance / HR Inver        | itory Mainte    | nance       | / Proje     | cts M     | anufacturing Proc    | urement S    | ales Service | Report  | ing Utilities | _            | в×    |
| Process Format Process Format Current Print<br>Process TC_Whee_DBN Selected Warehouse :<br>Warehouse CTC_Whee_DBN Selected Warehouse Category by that column<br>PartType PartTypeDesc PartCode PartName ModelNo CategoryDesc Category<br>PartType PartTypeDesc PartCode PartName ModelNo CategoryDesc Category<br>PartType PartTypeDesc PartCode PartName ModelNo CategoryDesc Category<br>OC Non Serialsed Parts WHEELO1 Wheels T<br>C C Non Serialsed Parts WHEELO1 Wheels T<br>C C Non Serialsed Parts KEYB001 Keyboard T<br>C C Non Serialsed Parts MEDIO1 Mouse T<br>B A Serialsed Equipment SPI71774-C SPI717<br>A A Serialsed Equipment SPI7174-C SPI717<br>A A Serialsed Equipment SPI717 | Requisition  | Stock Stock Interv          | Warehouse S  | Save Layout Workspaces         | urban ·         | • 4<br>• Re | 2<br>efresh | Export    |                      |              |              |         |               |              |       |
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| PartType       PartType <th< td=""><td>Drag a colum</td><td>n header here to group by t</td><td>hat column</td><td></td><td>1/</td><td>1</td><td>P</td><td>artType</td><td>PartTypeDesc</td><td>PartCode</td><td>PartName</td><td>ModelNo</td><td>CategoryDesc</td><td>Category</td><td>Wareh</td></th<>  | Drag a colum | n header here to group by t | hat column   |                                | 1/              | 1           | P           | artType   | PartTypeDesc         | PartCode     | PartName     | ModelNo | CategoryDesc  | Category     | Wareh |
| Production     Production <td>DeatTrace</td> <td>DeelTranDeer</td> <td>DestGede</td> <td>Devillance</td> <td>Ma Jahla</td> <td>Cabe</td> <td>P 8</td> <td>B C</td> <td>R C</td> <td>8 <b>1</b> C</td> <td>REC</td> <td>R C</td> <td>8 C</td> <td>8<b>0</b>0</td> <td>R E C</td>  | DeatTrace    | DeelTranDeer                | DestGede   | Devillance                     | Ma Jahla        | Cabe        | P 8         | B C       | R C                  | 8 <b>1</b> C | REC          | R C     | 8 C           | 8 <b>0</b> 0 | R E C |
| Image: Constraints of Parts       With Constraints of Parts       With Constraints of Parts       With Constraints of Parts       KEYB001       Keyboard       Toner Part SL.       TOMMOR         Image: Constraints of Parts       With Constraints of Parts       KEYB001       Mouse       Toner Part SL.       TOMMOR         Image: Constraints of Parts       KEYB001       Mouse       Toner       Image: Constraints of Parts       KEYB001       Keyboard       Stationery       COMMOR         Image: Constraints of Parts       KEYB001       Keyboard       Toner Satistice Parts       147K       Toners       147K       Toners       147K       Biak Straints 2017/147K       Biak Toner SP177       147K       Biak Straint Sp171/Fill       Sp171/Fill       Keyboard       Toner SP175       Sp171/Fill       A Serialised Parts       177-147K       Biak Toner SP177       147K       Biak Straint Sp171/Fill       Keyboard       Toner SP175       Sp171/Fill       A Serialised Spares       178-56       Drum for SP177       Spare Parts       Sp171/Fill       A Serialised Spares       178-56       Drum for SP177       Spare Parts       Sp171/Fill       A Serialised Spares       A CR-01       A Cer Copier       Hardware       MANNGR         Image: Constraints Spare Spares       A CR-01       A Cer rolers       Sp11       Fill       A Cer Op   | Partiype     | Parti ypeDesc               | PartCode   | Paruvame                       | Modelivo        | Cate        | ► A         |           | Serialised Equipment | ACR 11111    | Acer Copier  |         | Hardware      | MAMNGR       | OTC_  |
| C       Non Serialed Parts       WHEED1       WHEED1       WHEED1       WHEED1       COMNGR         C       Non Serialed Parts       MAN Serialed Parts       A4B001       Mouse       T         C       Non Serialed Parts       KEYB001       Keyboard       T       T       A Serialed Parts       1717-147K       Bick Toner -       147K       T         A       Serialed Parts       1717-147K       Bick Toner -       147K       T       A       Serialed Equipment       SP1717 MLG       Hardware       MAMNGR         B       Serialed Equipment       SP1717WHG       SP1717       147K       T       A       Serialed Equipment       SP1717WHG       SP1717WHG       SP1717       A       Serialed Equipment       SP1717WHG       SP1717WHG       SP1717WHG       SP1717WHG       SP1717WHG       SP1717WHG       SP1717       A       Serialed Equipment       ACR1111       Acer Copier       MAMNGR         B       Serialed Equipment       ACR1111       Acer Copier outer shell       A       A       Serialed Equipment       ACR1111       Acer rolers       A       Serialed Equipment       ACR402       Acer rolers       A       A       Serialed Parts       A       Serialed Parts       A       Serialed Equipment       SP1  | T NDC        | Mar.                        | - Contraction of the second se | No.                            | ulle.           |             | C           |           | Non Serialised Parts | KEYB001      | Keyboard     |         | Toner Part Si | TOMNGR       | OTC_\ |
| Image: Constrained Parts       MR00001       Mouse       Mouse       Image: Constrained Parts       MR00001       Mouse       Torres       TORMSR         Image: Constrained Parts       MR00001       Mouse       Mouse       Image: Constrained Parts       Mailed State       Torres       TORMSR         Image: Constrained Parts       A48078       A48074       Mailed State       Serialed Faupment       SP1717ML       Hardware       MAMNGR         Image: Constrained Parts       Sp1717ML       Bits Concers P1717       147X       Bits Concers       Spare Parts       MAMNGR         Image: Constrained Parts       ACR-20       Acer copier outer shell       A       Serialeed Spares       Spare Parts       Acer Copier       MAMNGR         <   | D C          | Non Serialised Parts        | WHEEL01  | Wheels                         |                 | T           | С           |           | Non Serialised Parts | A4NB78       | A4 Bound N   |         | Stationery    | COMNGR       | OTC_\ |
| Image: Constraints of Parts       Kerbiolition  | ± C          | Non Serialised Parts        | MOU001   | Mouse                          |                 | T           | С           |           | Non Serialised Parts | 1717-147K    | Black Toner  | 147K    | Toners        | TOMNGR       | OTC_  |
| Image: Constrained Parts       AP4878       AP48788       AP487888       AP487888       AP48788  | ⊖ C          | Non Serialised Parts        | KEYB001  | Keyboard                       |                 | T           | A           |           | Serialised Equipment | SP1717MFC    | SP1717 Mul   |         | Hardware      | MAMNGR       | OTC_V |
| Image: A considered Parts       1717-147X       Black Tomer SP1717       147X       Image: A considered Parts       1717-147X       Black Tomer SP1717       Image: A considered Parts       A considered Parts       1717-147X       Black Tomer SP1717       Image: A considered Parts       A considered Parts       178-56       Drum for SP1717       Image: A considered Parts       A console and the constant of the   | ⇔ C          | Non Serialised Parts        | A4NB78   | A4 Bound Notebook - 78 page    | S               | 5           | В           |           | Serialised Spares    | 17-856       | Drum for SP  |         | Spare Parts   | SPMNGR       | OTC_  |
| Image: A serialaced Equipment       SP1717W10F SP1717 M10F Functional Copier       Image: A serialaced Equipment       SP1717W10F Sp1717       S         Image: A serialaced Sparses       17.656       Drum for SP1717       S         Image: A serialaced Sparses       ACR-01       Acer copier outer shell       Image: A serialaced Parts       ACR-02       Acer rollers       S         Image: A serialaced Sparses       DCU monoponent 1       Image: A serialaced Parts       DR-01       Drum Component 1       Image: A serialaced Equipment       SP1211 SP1211 Copier       Image: A serialaced Parts       DR-02       Drum Component 2       Image: A serialaced Equipment       SP2121 Copier       Image: A serialaced Parts       SP2101 SP121 Copier       Image: A serialaced Equipment       SP2121 Copier       Image: A serialaced Parts       SP2101 Sp112 Accessory       Image: A serialaced Parts       SP21653       SP2161       Image: A serialaced Parts       SP21653       SP21616       Image: A serialaced Parts       SP21653       SP2161       Image: A serialaced Parts       SP21615       SP1616       SP1616  | ⊡ C          | Non Serialised Parts        | 1717-147K  | Black Toner SP1717             | 147K            | T           | A           |           | Serialised Equipment | ACR11111     | Acer Copier  |         | Hardware      | MAMNGR       | OTC_  |
| B     Serialased Sparses     17.47856     Drum for SP1217     5       B     Serialased Equipment     ACR11111     Acer Copier offer aftel     #       B     Serialased Equipment     ACR-01     Acer copier offer aftel     #       C     Non Serialased Parts     ACR-02     Acer rollers     5       B     Serialased Parts     ACR-01     Drum Component 1     #       C     Non Serialased Parts     DR-02     Drum Component 1     #       C     Non Serialased Equipment     SP2121     SP2121 Copier     #       A     Serialased Equipment     SP5161     SP6161     #       A     Serialased Equipment     SP5161 Sprint Copier     #       C     Non Serialased Tarlis     SP6161 Sprint Copier     #       B     Serialased Equipment     SP5161 Sprint Copier     #       B     Serialased Spares     16-856     Drum for SP1616     S  | • A          | Serialised Equipment        | SP1717MFC  | SP1717 Multi Functional Copier |                 | F           |             |           |                      |              |              |         |               |              |       |
| A     Serialsed Equipment     ACR11111     Acer Copier     F       B     Serialsed Equipment     ACR-01     Acer copier outer shell     A       C     Non Serialsed Parts     ACR-02     Acer rolers     S       B     Serialsed Parts     ACR-01     Acer copier outer shell     A       C     Non Serialsed Parts     BR-01     Drum     A       C     Non Serialsed Parts     DR-01     Drum Component 1     A       C     Non Serialsed Parts     DR-02     Drum Component 2     A       A     Serialsed Equipment     SP2121     SP2121 Opier     F       A     Serialsed Equipment     SP5161     SP6161 Sprit Copier     F       C     Non Serialsed Farts     SP2-027     SP6161 F       F     A     Serialsed Equipment     SP5161 Sprit Copier     SP6161 F       B     Serialsed Equipment     SP5161 Sprit Copier     SP6161 F       B     Serialsed Spares     16-856 Drum for SP1616     S  | B B          | Serialised Spares           | 17-856   | Drum for SP1717                |                 | 5           |             |           |                      |              |              |         |               |              |       |
| B     Seriales Sparse     ACR-01     Acer copier outer shell     #       C     Non Seriales Parts     ACR-02     Acer rollers     S       B     Seriales Parts     CR-01     Drum     #       C     Non Serialised Parts     DR-01     Drum Component 1     #       C     Non Serialised Parts     DR-02     Drum Component 2     #       A     Serialised Equipment     SP2121     SP2121 Opter     #       A     Serialised Equipment     SP5161     SP6161     #       C     Non Serialised Parts     SP2121 Accessory     #       B     Serialised Parts     SP21616     SP1616       F     C     Non Serialised Parts     SP21616     SP1616       F     C     Non Serialised Parts     SP21616     SP1616   | ▶ 🗉 A        | Serialised Equipment        | ACR11111   | Acer Copier                    |                 | F           |             |           |                      |              |              |         |               |              |       |
| C     Non Serialased Parts     ACR-02     Acer rollers     S       B     Serialased Spares     DR11111     Drum     #       C     Non Serialased Parts     DR-01     Drum Component 1     #       C     Non Serialased Parts     DR-02     Drum Component 1     #       A     Serialased Equipment     SP2121     SP2121 Copier     #       A     Serialased Equipment     SP6161     SP6161     F       C     Non Serialased Parts     SP2145037     SP2121 Accessory     #       B     Serialased Spares     16-856     Drum for SP1616     S   | ÷ B          | Serialised Spares           | ACR-01   | Acer copier outer shell        |                 | 4           |             |           |                      |              |              |         |               |              |       |
| B     Serialaed Spares     DR11111     Trum     //       C     Non Serialaed Parts     DR-01     Drum Component 1     //       C     Non Serialaed Parts     DR-02     Drum Component 2     //       A     Serialaed Equipment     SP2121     SP2121 Copier     //       A     Serialaed Equipment     SP5161     SP6161 Sprint Copier     //       C     Non Serialaed Farts     SP21-407     SP6161       C     Non Serialaed Farts     SP21-407     SP6161       B     Serialaed Equipment     SP5161     SP6161   | E C          | Non Serialised Parts        | ACR-02   | Acer rollers                   |                 | S           |             |           |                      |              |              |         |               |              |       |
| C     Non Serialised Parts     DR-01     Drum Component 1     #       C     Non Serialised Parts     DR-02     Drum Component 2     #       A     Serialised Equipment     SP2121 Copier     #       A     Serialised Equipment     SP5161     SP5161     F6161       C     Non Serialised Parts     SP21+45637     SP2121 Accessory     #       B     Serialised Spares     16-856     Drum for SP1616     S   | • B          | Serialised Spares           | DR111111   | Drum                           |                 | 4           |             |           |                      |              |              |         |               |              |       |
| C     Non Serialised Parts     DR-02     Drum C omponent 2     /       A     Serialeed Equipment     SP1211     SP1212 Copier     /       A     Serialeed Equipment     SP6161     SP6161     F       C     Non Serialised Parts     SP214537     SP2161     F       C     Non Serialised Parts     SP21416327     SP6161     F       B     Serialised Parts     SP21416327     SP21616     S   | E C          | Non Serialised Parts        | DR-01  | Drum Component 1               |                 | 4           |             |           |                      |              |              |         |               |              |       |
| A     Serialed Edujament     SP2121     SP2121 Copier     F       A     Serialed Equjament     SP2121 Copier     F       C     Non Serialed Parts     SP2121 Copier     SP6161       C     Non Serialed Parts     SP2121 Copier     F       B     Serialed Spares     16-856     Drum for SP1616     S  | E C          | Non Serialised Parts        | DR-02  | Drum C omponent 2              |                 | 4           |             |           |                      |              |              |         |               |              |       |
| Image: A serialsed Equipment     SP6161     SP6161     F       Image: C Non Serialsed Parts     SP21-45637     SP 2121 Accessory     #       Image: B Serialsed Spares     16-856     Drum for SP1616     S   | 🗄 A          | Serialised Equipment        | SP2121   | SP2121 Copier                  |                 | F           |             |           |                      |              |              |         |               |              |       |
| C         Non Serialised Parts         SP21-45637         SP 2121 Accessory         #           B         Serialised Spares         16-856         Drum for SP1616         S  | • A          | Serialised Equipment        | SP6161   | SP6161 Sprint Copier           | SP6161          | F           |             |           |                      |              |              |         |               |              |       |
| B Serialsed Spares 16-856 Drum for SP1616 S   | 🗉 C          | Non Serialised Parts        | SP21-45637   | SP 2121 Accessory              |                 | 4           |             |           |                      |              |              |         |               |              |       |
|   | . B          | Serialised Spares           | 16-856   | Drum for SP1616                |                 | 5           |             |           |                      |              |              |         |               |              |       |
| C Non Serialised Parts 1616-147K Black toner SP1616 T   | E C          | Non Serialised Parts        | 1616-147K  | Black toner SP1616             |                 | Т           |             |           |                      |              |              |         |               |              |       |
| C Non Serialised Parts 1414-147K SP14114 MFC T +  | E C          | Non Serialised Parts        | 1414-147K  | SP1414 MFC                     |                 | Τ.,         |             |           |                      |              |              |         |               |              |       |
|   | 4            |                             |  |                                |                 | F.          | 4 0         |           |                      |              | 0            |         |               |              | F     |

Select Multiple Item Lines - Nonsequential order

- $^\circ~$  Select the **first row** in the block that you wish to move.
- ° Press and <u>hold</u> the **Control** button on your keyboard.
- Using your mouse, click on each individual line that you wish to move.
- Still pressing the Control button, click in the row selector column of the <u>final</u> row of your selection and **drag** and **drop** the whole block to the second grid.



|               |   |             | Stock St                       | atus - BPO: Ve  | ersion | 2.5.0.3 - Exa | nple Company  | v2.5.0.0    |             |          |                |          |        |
|---------------|---|-------------|--------------------------------|-----------------|--------|---------------|---------------|-------------|-------------|----------|----------------|----------|--------|
|               | Home Equipment / Loca                     | tions Cont  | ract Finance / HR Invent       | ory Mainter     | nance  | Projects 1    | lanufacturing | Procurement | Sales Servi | ce Repor | ting Utilities | _        | ₽ x    |
| Requisition   | Stock Stock Inter W<br>Transfer Adjust Re | Varehouse S | Save Layout Workspaces         | rban Stock Only | Re     | fresh Expor   | t             |             |             |          |                |          |        |
|               | Process                                   | 4           | Format 4                       | Current         |        | ∡ Print       | 4             |             |             |          |                |          | $\sim$ |
| - Selected W  | arehouse :                                |             |                                |                 | _      | Selected Ite  | ms            |             |             |          |                |          | 4      |
|               | Warehouse JohnS_Boo                       | t           | •                              |                 |        |               |               |             |             |          |                |          |        |
| Drag a column | a baardar bara ta arawa bu ti             | at column   |                                | 1               | /      | PartType      | PartTypeDesc  | PartCode    | PartName    | ModelNo  | CategoryDesc   | Category | Wareh  |
| brag a colum  | I neader nere to group by a               |             |                                |                 |        | 9 8BC         | 8 <b>0</b> 0  | 8 E c       | RBC         | 8 EC     | 8 <b>8</b> 0   | RBC      | R B C  |
| PartType      | PartTypeDesc                              | PartCode    | PartName                       | ModelNo         | Cate   |               |               |             |             |          |                |          |        |
| Ψ n⊡c         | n 🖬 c                                     | N DC        | n 🖬 c                          | R C             | R CC   |               |               |             |             |          |                |          |        |
| ± 8           | Serialised Spares                         | ACR-01      | Acer copier outer shell        |                 | Acce   |               |               |             |             |          |                |          |        |
| ± A           | Serialised Equipment                      | SP2020      | SP2020 Sprint Colour MF Copier | SP2020          | Sprir  |               |               |             |             |          |                |          |        |
| ⊞ C           | Non Serialised Parts                      | SP19-147K   | Black Toner SP 19 19           |                 | Tone   |               | 1             |             |             |          |                |          |        |
| EC            | Non Serialised Parts                      | SP19-147Y   | Yellow Toner - SP1919          |                 | Tone   |               | 1             |             |             |          |                |          |        |
| ⊟ C           | Non Serialised Parts                      | SP19-147M   | Magenta toner - SP1919         |                 | Tone   |               | 1             |             |             |          |                |          |        |
| ⊕ C           | Non Serialised Parts                      | 2020-147C   | Cyan toner SP2020              |                 | Tone   |               | 1             |             |             |          |                |          |        |
| ⊞ C           | Non Serialised Parts                      | 12345ZN     | ZN Paper                       |                 | Stati  | 1             |               |             |             |          |                |          |        |
| ⊞ C           | Non Serialised Parts                      | 147-888741  | K147 Yellow Toner              |                 | Tone   | 1             |               |             |             |          |                |          |        |
| E C           | Non Serialised Parts                      | 102-7854    | Network cable                  |                 | Spar   | 1             |               |             |             |          |                |          |        |
| ± A           | Serialised Equipment                      | TMACH       | Test Machine                   |                 | Hard   | 1             |               |             |             |          |                |          |        |
| ⊕ C           | Non Serialised Parts                      | CONV001     | ACDC Convertor                 |                 | Tone   | r i           |               |             |             |          |                |          |        |
| ± 8           | Serialised Spares                         | 2020-856    | Drum                           |                 | Acce   |               |               |             |             |          |                |          |        |
| ⊞ C           | Non Serialised Parts                      | A4CS        | A4 Clear Platic Cover          | 1               | Stati  |               |               |             |             |          |                |          |        |
| ▶ = C         | Non Serialised Parts                      | SAN         | Sanitizer                      | 1               | Spar   |               |               |             |             |          |                |          |        |
| A C           | Non Serialised Parts                      | 2020-147Y   | Yellow toner SP2020            | 1               | Tone   |               |               |             |             |          |                |          |        |
| × .           | ···· > ····                               | >           | >                              | 1               | Þ      | ۰             |               |             |             |          |                |          | Þ      |

• The nonsequential selection of item lines is now reflected in the *Selected Items* frame

| <b>*</b>    |            |                 |             |            |          |                 | Stock St    | atus - BPO: V | ersion | 2.5.0      | .3 - Exan | nple Company v2.5.0  | 0.0          |              |         |                | _                  |            |
|-------------|------------|-----------------|-------------|------------|----------|-----------------|-------------|---------------|--------|------------|-----------|----------------------|--------------|--------------|---------|----------------|--------------------|------------|
| -           | Home       | Equipment       | t / Locatio | ons Cor    | ntract   | Finance / HR    | Invent      | ory Maint     | enance | / Proje    | cts M     | lanufacturing Proc   | urement S    | ales Service | Repor   | ting Utilities | -                  | ₽ x        |
| Bassisition | Chad       |                 |             | 3          | 2        |                 | Du          | irban         | - 4    | 2          |           |                      |              |              |         |                |                    |            |
| Requisition | Transfe    | r Adjust        | Requ        | uest       | Save Lay | out workspa     | ces In      | Stock Only    | • R    | erresn     | Export    |                      |              |              |         |                |                    |            |
|             | F          | Process         |             | 4          |          | Format          |             | Current       |        |            | Print     |                      |              |              |         |                |                    | $\diamond$ |
| Selected    | Warehou    | se :            |             |            |          |                 |             |               |        | Sele       | cted Ite  | ms                   |              |              |         |                |                    | 4          |
|             | Ware       | house Johr      | nS_Boot     |            |          | •               |             |               |        |            |           |                      |              |              |         |                |                    |            |
| Drag a coli | imp header | bere to grou    | in by that  | t column   |          |                 |             | 1             | 1      | P          | artType   | PartTypeDesc         | PartCode     | PartName     | ModelNo | CategoryDesc   | Category           | Wareh      |
| Deat        | Des        | Trans Deere     |             | Deat/Ce de | Devil    |                 | //          | Madable       | Cata   | <b>9</b> 8 | 8 C       | 8 <b>0</b> C         | 8 <b>1</b> C | 8 <b>8</b> C | 8 EC    | REC            | 8 <mark>8</mark> 0 | 800        |
| Partiy      | e Par      | ti ypeDesc      |             | PartCode   | Party    | ame             |             | Modelino      | Cate   | ► C        |           | Non Serialised Parts | SP19-147K    | Black Toner  |         | Toners         | TOMNGR             | JohnS      |
| Y HEC       |            |                 |             | allic .    | N C      |                 |             | u <b>n</b> c  | N CC   | C          |           | Non Serialised Parts | SP19-147M    | Magenta to   |         | Toners         | TOMNGR             | JohnS      |
| ± B         | Ser        | ialised Spare   | S           | ACR-01     | Acer     | copier outer sh | ell         |               | Acce   | C          |           | Non Serialised Parts | 12345ZN      | ZN Paper     |         | Stationery     | COMNGR             | JohnS      |
| LE A        | Ser        | rialised Equipr | ment        | SP2020     | SP20     | 20 Sprint Colou | r MF Copier | SP2020        | Sprir  | A          |           | Serialised Equipment | TMACH        | Test Machine |         | Hardware       | MAMNGR             | JohnS      |
| ШС          | Nor        | n Serialised P  | arts        | SP19-147K  | Black    | Toner SP1919    |             |               | Tone   | C          |           | Non Serialised Parts | SAN          | Sanitizer    |         | Spare Parts    | SPMNGR.            | JohnS      |
| ШC          | Nor        | n Serialised P  | arts        | SP19-147Y  | Yellov   | / Toner - SP19  | 19          |               | Tone   |            |           |                      |              |              |         |                |                    |            |
| D C         | Nor        | n Serialised P  | arts        | SP19-147M  | Mage     | nta toner - SP: | 919         |               | Tone   |            |           |                      |              |              |         |                |                    |            |
| ⊞ C         | Nor        | n Serialised P  | arts        | 2020-147C  | Cyan     | toner SP2020    |             |               | Tone   |            |           |                      |              |              |         |                |                    |            |
| ШС          | No         | n Serialised P  | arts        | 12345ZN    | ZN Pa    | per             |             |               | Stat   |            |           |                      |              |              |         |                |                    |            |
| ШC          | Nor        | n Serialised P  | arts        | 147-88874  | 1 K147   | Yellow Toner    |             |               | Tone   |            |           |                      |              |              |         |                |                    |            |
| E C         | Nor        | n Serialised P  | arts        | 102-7854   | Netw     | ork cable       |             |               | Spar   |            |           |                      |              |              |         |                |                    |            |
| ΗA          | Ser        | ialised Equipr  | ment        | TMACH      | Test     | Machine         |             |               | Hard   |            |           |                      |              |              |         |                |                    |            |
| шc          | Nor        | n Serialised P  | arts        | CONV001    | ACDO     | Convertor       |             |               | Tone   |            |           |                      |              |              |         |                |                    |            |
| E B         | Ser        | nalised Spare   | s           | 2020-856   | Drum     | -1              |             |               | Acce   |            |           |                      |              |              |         |                |                    |            |
| шc          | Nor        | n Serialised P  | arts        | AACS       | A4 C     | ear Platic Cove | r           |               | Stat   |            |           |                      |              |              |         |                |                    |            |
| ) C         | Not        | n Serialised P  | arts        | SAN        | Sanit    | zer             |             |               | Spar   |            |           |                      |              |              |         |                |                    |            |
| ШС          | No         | n Serialised P  | arts        | 2020-147Y  | Yellov   | toner SP2020    |             |               | Tone   |            |           |                      |              |              |         |                |                    |            |
|             |            |                 |             |            |          |                 |             |               |        |            |           |                      |              |              |         |                |                    |            |
|             |            |                 |             |            |          |                 |             |               |        |            |           |                      |              |              |         |                |                    |            |
|             |            |                 |             |            |          |                 |             |               |        |            |           |                      |              |              |         |                |                    |            |
| 1           |            |                 |             |            |          |                 |             |               |        | 10         |           |                      |              |              |         |                |                    | Þ          |

Undo Item Line Move



Any item line move can be <u>undone</u> by reversing the processes above and moving either a single item line or multiple item lines back to the first data grid.

**Important Note:** A row (item line) must be dragged from the *row selector column*. You cannot select and drag from anywhere else in the row.

# SORTING DATA COLUMNS

You may wish to reorganise (**sort**) the contents of a data column in the grid that you are working in.

- Click on the column header.
  - In this image *Part Code* has been selected.
- A *Sort* button will be revealed, the direction it is pointing depends on the way it will sort the column.
  - If you click on the sort arrow when it points *down*, the column will sort in *ascending* order.
  - If you click on the sort arrow when it points *up*, the column will sort in *descending* order.
- In this example, the *Part Code* column data have been sorted in ascending order.



|         | lome       | Equipmer | nt and | Locations       | Contract       | Finance and HR  | Inventory   | Maintenanc    | e and Project     | ts Manufacti | ring Pro  | curement | t Sales S    | ervice Rep  | orting | Utilities    |              | -          | 8 |
|---------|------------|----------|--------|-----------------|----------------|-----------------|-------------|---------------|-------------------|--------------|-----------|----------|--------------|-------------|--------|--------------|--------------|------------|---|
|         | 2 3        | K        |        | 22              | 83             |                 | Durban      | • 43          | ) @ <sub>20</sub> |              | î d       | 9        | n) 💼         |             |        |              |              |            |   |
| d i     | Edit De    | lete V   | lew    | Save Layout     | Workspace      | es Save Filter  | AL          | - Refre       | sh Revalu         | e Convert B  | y Back P  | rint E   | xport Repor  | ts          |        |              |              |            |   |
|         |            |          |        |                 | •              |                 |             |               |                   |              |           | •        |              |             |        |              |              |            |   |
| M       | laintenand | e        | 3      |                 | Format         | -               | CL          | rrent         |                   | Process      |           | Print    | Reports      |             |        |              |              |            | _ |
|         |            |          |        |                 |                |                 |             |               |                   |              |           |          |              |             |        |              |              |            |   |
| cs      |            | 4        |        |                 |                |                 |             |               |                   |              |           |          |              |             |        |              |              |            |   |
| er text | to search. | . р      | D      | escription      |                |                 | PartCode +  | SerialNo      | ModelNo           | AssetRegNo   | Custome   | rName    | DeptName     | StartDate   | Status | CategoryDesc | IsFixedAsset | ParentType | A |
| Inctic  | ons        |          | 9      |                 |                |                 |             |               |                   |              |           |          |              |             |        |              |              |            |   |
|         |            | _        | s      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | a12345        | SP2020            | AREG000185   |           |          |              | 12 Apr 2017 | A      | Hardware     | No           | WHSE       | N |
|         |            |          | s      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | 2020-9999     | SP2020            | AREG000210   |           |          |              | 22 May 2017 | A      | Hardware     | No           | WHSE       |   |
|         |            |          | s      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | AB8           | SP2020            | AREG000308   |           |          |              | 08 Mar 2018 | A      | Hardware     | No           | WHSE       | 1 |
|         |            |          | s      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | AB7           | SP2020            | AREG000309   |           |          |              | 08 Mar 2018 | A      | Hardware     | No           | WHSE       | 1 |
| rojec   | t History  |          | s      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | AB2           | SP2020            | AREG000311   |           |          |              | 08 Mar 2018 | A      | Hardware     | No           | WHSE       | 1 |
|         |            |          | S      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | AB3           | SP2020            | AREG000312   |           |          |              | 08 Mar 2018 | A      | Hardware     | No           | WHSE       |   |
|         |            |          | S      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | AB4           | SP2020            | AREG000313   |           |          |              | 08 Mar 2018 | A      | Hardware     | No           | WHSE       |   |
| leters  | ;          |          | S      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | AB5           | SP2020            | AREG000314   |           |          |              | 08 Mar 2018 | A      | Hardware     | No           | WHSE       |   |
|         |            |          | S      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | AB6           | SP2020            | AREG000315   |           |          |              | 08 Mar 2018 | Α      | Hardware     | No           | WHSE       |   |
|         |            |          | S      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | 999999        | SP2020            | AREG000321   |           |          |              | 24 Apr 2018 | Α      | Hardware     | No           | WHSE       |   |
| etora   |            |          | S      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | 888888        | SP2020            | AREG000322   |           |          |              | 24 Apr 2018 | A      | Hardware     | No           | WHSE       |   |
| 13101)  |            |          | s      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | 777777        | SP2020            | AREG000323   |           |          |              | 24 Apr 2018 | Α      | Hardware     | No           | WHSE       |   |
|         |            |          | S      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | 666666        | SP2020            | AREG000324   |           |          |              | 24 Apr 2018 | Α      | Hardware     | No           | WHSE       |   |
|         |            |          | S      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | 00010101      | SP2020            | AREG000325   |           |          |              | 24 Apr 2018 | Α      | Hardware     | No           | WHSE       |   |
| OM      |            |          | S      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | AB901         | SP2020            | AREG000330   |           |          |              | 24 May 2018 | Α      | Hardware     | No           | WHSE       |   |
|         |            |          | S      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | AB902         | SP2020            | AREG000331   |           |          |              | 24 May 2018 | Α      | Hardware     | No           | WHSE       |   |
|         |            |          | S      | P2020 Sprint C  | olour Multi Fu | nctional Copier | SP2020      | AB903         | SP2020            | AREG000332   |           |          |              | 24 May 2018 | Α      | Hardware     | No           | WHSE       |   |
| /arrai  | nties      | 1        | S      | P204 Colour Co  | pier           |                 | SP204       | 204-10203     | SP204             |              | Titan Gro | oup      |              | 13 Aug 2014 | Α      | Hardware     | No           | SINV       |   |
|         |            |          | S      | P204 Colour Co  | pier           |                 | SP204       |               | SP204             |              | Young El  | ectric   | Sales Depart | 18 Nov 2014 | Α      | Hardware     | No           | CTRT       |   |
|         |            |          | S      | P204 Colour Co  | pier           |                 | SP204       | 204-989898    | SP204             | AREG000294   | Hope Wo   | orks     | Technical    | 07 Aug 2017 | A      | Hardware     | No           | CTRT       |   |
|         |            |          | S      | P204 Colour Co  | pier           |                 | SP204       | 001912105029  | SP204             |              |           |          |              | 11 Nov 2014 | A      | Hardware     | No           | WKOR       |   |
|         |            |          | S      | P2121 Copier    |                |                 | SP2121      |               |                   | AREG000213   |           |          |              | 22 May 2017 | Α      | Hardware     | Yes          | WKOR       |   |
|         |            |          | S      | print Colour Co | pier           |                 | SP500       | 121212        |                   | AREG000031   |           |          |              | 13 Jan 2016 | A      | Hardware     | Yes          | WHSE       |   |
|         |            |          | S      | P6161 Sprint C  | opier          |                 | SP6161      | 1616-234      | SP6161            | AREG000166   |           |          |              | 30 Mar 2017 | A      | Hardware     | No           | WHSE       |   |
|         |            |          | S      | P6161 Sprint C  | opier          |                 | SP6161      | 1616123a      | SP6161            | AREG000167   |           |          |              | 30 Mar 2017 | A      | Hardware     | No           | WHSE       |   |
|         |            |          | S      | P6161 Sprint C  | opier          |                 | SP6161      | 1616-5437t    | SP6161            | AREG000168   |           |          |              | 30 Mar 2017 | A      | Hardware     | No           | WHSE       |   |
| ainte   | nance      |          |        | est Machine     |                |                 | TMACH       | T123          |                   |              |           |          |              | 11 Aug 2014 | A      | Hardware     | Yes          | CTRT       |   |
|         |            |          | 1      | est Machine     |                |                 | TMACH       | test987654    |                   |              |           |          |              | 11 Aug 2014 | A      | Hardware     | Yes          | CIRT       |   |
|         |            |          | T      | est Machine     |                |                 | TMACH       | un40201       |                   | 105000005    |           |          |              | 11 Aug 2014 | A      | nardware     | Tes          | CIRI       |   |
| eorea   | riation    |          |        | est Machine     |                |                 | TMACH       | mach00000700  | ,                 | AKEG000295   |           |          |              | US AUG 2017 | A      | Hardware     | Tes          | WKOR       |   |
| epret   | - and -    |          | 1      | est Machine     |                |                 | TMACH       | au 123**      |                   |              |           |          |              | 11 Aug 2014 | A      | Hardware     | No           | WHEE       |   |
|         |            |          | -      | est machine     |                |                 | TMACH       | umach0000000. | >                 |              |           |          |              | 11 Aug 2014 | A      | Hardware     | No           | WHISE      |   |
|         |            |          |        | est Machine     |                |                 | V921022.002 | MM79.065      | 1454              | ARECODORE    |           |          |              | 07 Sep 2014 | A      | Accessories  | No           | WHICE      |   |
|         |            |          | ×      | ICI OSUTE MUUSE |                |                 | x021952-002 | 1.8-110-303   | 1404              | AREGUUUU56   |           |          |              | 07 Sep 2016 | A      | ACCESSURES   | 100          | WINDE      |   |

### **SEARCH FOR DATA - THE FILTER BUTTON**

• As you hover over a column header, the *Filter* button will appear.



| Hom          | Ea inmen    | and Locations | Contract             | Finance and HD   | Inventory   | Maintenance an | d Projecte | Manufacturing   | Progurament    | Salar Seru   | ice Denort   | nn I   | INGHAR       |              | -          | 9 |
|--------------|-------------|---------------|----------------------|------------------|-------------|----------------|------------|-----------------|----------------|--------------|--------------|--------|--------------|--------------|------------|---|
| 4            |             |               |                      |                  | inventory   |                | dillo      | ID- in-         |                | -            | nue response | ing t  | Juraca       |              |            |   |
|              | 2 🛪 🛛       |               |                      | 1                | Durban      | - 23           | 100        |                 |                |              |              |        |              |              |            |   |
| id Edit      | it Delete V | ew Save L     | ayout Workspac       | es Save Filter   | All         |                | Revalue    | Convert Buy Bad | Print Expo     | rt Reports   |              |        |              |              |            |   |
| Main         | itenance    |               | Format               |                  | Cur         | rent .         |            | Process         | Print          | Reports      |              |        |              |              |            |   |
|              |             |               |                      |                  |             |                |            |                 |                | a repare     | -            |        | 1000         |              |            | - |
|              |             |               |                      |                  |             |                |            |                 |                |              |              |        |              |              |            |   |
| ks           | ą.          |               |                      |                  |             | ŧ              |            |                 |                |              |              |        |              |              |            |   |
| er text to s | search P    | Description   | 1                    |                  | PartCode +  | * SerialNo     | ModelNo    | AssetRegNo      | CustomerName   | DeptName     | StartDate    | Status | CategoryDesc | IsFixedAsset | ParentType |   |
| inctions     | s           | ٩             |                      |                  |             |                |            |                 |                |              |              |        |              |              |            |   |
|              |             | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | a12345         | SP2020     | AREG000185      |                |              | 12 Apr 2017  | A      | Hardware     | No           | WHSE       |   |
|              | xγ          | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | 2020-9999      | SP2020     | AREG000210      |                |              | 22 May 2017  | A      | Hardware     | No           | WHSE       |   |
|              |             | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | AB8            | SP2020     | AREG000308      |                |              | 08 Mar 2018  | A      | Hardware     | No           | WHSE       |   |
|              |             | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | AB7            | SP2020     | AREG000309      |                |              | 08 Mar 2018  | A      | Hardware     | No           | WHSE       |   |
| roject Hi    | istory      | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | AB2            | SP2020     | AREG000311      |                |              | 08 Mar 2018  | A      | Hardware     | No           | WHSE       |   |
|              |             | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | AB3            | SP2020     | AREG000312      |                |              | 08 Mar 2018  | A      | Hardware     | No           | WHSE       |   |
|              |             | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | AB4            | SP2020     | AREG000313      |                |              | 08 Mar 2018  | A      | Hardware     | No           | WHSE       |   |
| eters        |             | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | AB5            | SP2020     | AREG000314      |                |              | 08 Mar 2018  | Α      | Hardware     | No           | WHSE       |   |
|              |             | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | A86            | SP2020     | AREG000315      |                |              | 08 Mar 2018  | Α      | Hardware     | No           | WHSE       |   |
|              |             | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | 999999         | SP2020     | AREG000321      |                |              | 24 Apr 2018  | Α      | Hardware     | No           | WHSE       |   |
| story        |             | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | 888888         | SP2020     | AREG000322      |                |              | 24 Apr 2018  | A      | Hardware     | No           | WHSE       |   |
|              |             | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | 777777         | SP2020     | AREG000323      |                |              | 24 Apr 2018  | Α      | Hardware     | No           | WHSE       |   |
|              |             | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | 666666         | SP2020     | AREG000324      |                |              | 24 Apr 2018  | Α      | Hardware     | No           | WHSE       |   |
| -            |             | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | 00010101       | SP2020     | AREG000325      |                |              | 24 Apr 2018  | A      | Hardware     | No           | WHSE       |   |
|              |             | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | AB901          | SP2020     | AREG000330      |                |              | 24 May 2018  | Α      | Hardware     | No           | WHSE       |   |
|              |             | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | AB902          | SP2020     | AREG000331      |                |              | 24 May 2018  | A      | Hardware     | No           | WHSE       |   |
|              |             | SP2020 Sp     | rint Colour Multi Fu | inctional Copier | SP2020      | AB903          | SP2020     | AREG000332      |                |              | 24 May 2018  | A      | Hardware     | No           | WHSE       |   |
| arrantie     | es 1        | SP204 Cold    | our Copier           |                  | SP204       | 204-10203      | SP204      |                 | Titan Group    |              | 13 Aug 2014  | Α      | Hardware     | No           | SINV       |   |
|              |             | SP204 Cold    | our Copier           |                  | SP204       |                | SP204      |                 | Young Electric | Sales Depart | 18 Nov 2014  | A      | Hardware     | No           | CTRT       |   |
|              |             | SP204 Cold    | our Copier           |                  | SP204       | 204-989898     | SP204      | AREG000294      | Hope Works     | Technical    | 07 Aug 2017  | A      | Hardware     | No           | CTRT       |   |
|              |             | SP204 Cold    | our Copier           |                  | SP204       | 001912105029   | SP204      |                 |                |              | 11 Nov 2014  | A      | Hardware     | No           | WKOR       |   |
|              |             | SP2121 Co     | pier                 |                  | SP2121      |                |            | AREG000213      |                |              | 22 May 2017  | A      | Hardware     | Yes          | WKOR       |   |
|              |             | Sprint Colo   | ur Copier            |                  | SP500       | 121212         |            | AREG000031      |                |              | 13 Jan 2016  | A      | Hardware     | Yes          | WHSE       |   |
|              | its         | SP6161 Sp     | rint Copier          |                  | SP6161      | 1616-234       | SP6161     | AREG000166      |                |              | 30 Mar 2017  | A      | Hardware     | No           | WHSE       |   |
|              |             | SP6161 Sp     | rint Copier          |                  | SP6161      | 1616123a       | SP6161     | AREG000167      |                |              | 30 Mar 2017  | A      | Hardware     | No           | WHSE       |   |
|              |             | SP6161 Sp     | rint Copier          |                  | SP6161      | 1616-5437t     | SP6161     | AREG000168      |                |              | 30 Mar 2017  | A      | Hardware     | No           | WHSE       |   |
| aintenar     | nce         | Test Machi    | ne                   |                  | TMACH       | T123           |            |                 |                |              | 11 Aug 2014  | A      | Hardware     | Yes          | CTRT       |   |
|              |             | Test Machi    | ne                   |                  | TMACH       | test987654     |            |                 |                |              | 11 Aug 2014  | A      | Hardware     | Yes          | CTRT       |   |
|              |             | Test Machi    | ne                   |                  | TMACH       | un40201        |            | 1055000005      |                |              | 11 Aug 2014  | A      | nardware     | res          | URI        |   |
| eoreciali    | tion        | Test Machi    | ne                   |                  | TMACH       | mach00000700   |            | AKEG000295      |                |              | ud Aug 2017  | A      | Hardware     | Tes          | WKOR       |   |
| epicouu      |             | Test Machi    | ne                   |                  | TMACH       | al 123"        |            |                 |                |              | 11 Aug 2014  | A      | Hardware     | No           | WHSE       |   |
|              |             | Test Machi    | ne                   |                  | TMACH       | unach0000003   |            |                 |                |              | 11 Aug 2014  | A .    | Hardware     | No           | WHICE      |   |
|              |             | Microsoft     | louro                |                  | V921022.002 | MM79.065       | 1454       | ADECODORE       |                |              | 07 Sep 2014  | -      | Accessories  | No           | WHICE      |   |
|              |             | MICI USOTE P  | louse                |                  | A021952-002 | 1-141/0-303    | 7404       | AR2000000       |                |              | 07 Sep 2016  | A      | Accessories  | 1WD          | WHOE       |   |

- When you click on this button, a *Custom* drop-down list will be displayed, the contents of which depend on the column header selected.
- This will be a quick reference list of all the different numbers (or names) in that column.
- Click on any number (or name) in the list.
  - In this image, the part code number **102-478** has been selected.



| No.         Description         Available         Control to provide and provide         No. Available         No. Ava  | 11000        |          |            |                   | and the second second | manager and the | Taxana Array | Address of the local sectors of the | d margarette | Marca de abarros | Description    | Color Con    |             |        | 1000000      |              |            |
|---|--------------|----------|------------|-------------------|-----------------------|-----------------|--------------|-------------------------------------|--------------|------------------|----------------|--------------|-------------|--------|--------------|--------------|------------|
| Image: Section Network         Image: Section Network<   | - nome       | e cqu    | ipment and | Locations (       | onuact                | Finance and Fik | inventory    | Maintenance an                      | id Projects  | Manuracturing    | Procurement    | Sales Serv   | ice Report  | ng l   | Jordes       |              | -          |
| di         No         No           Martinance         Format         Current         Martinance         Proces         Pro   |              | 2 X      |            | 23                |                       |                 | Durban       | - 3                                 |              |                  |                |              |             |        |              |              |            |
| National         Point         Curret         Points         Reports           Matterson         Description         Section         S  | id Edit      | t Delete | View       | Save Layout       | Workspace             | s Save Filter   | All          |                                     | Revalue      | Convert Buy Bad  | Print Exp      | ort Reports  |             |        |              |              |            |
| Normalization         Normalinstation         Normalization         Normal  | Maint        | tenance  |            |                   | Format                |                 | Cu           | rrent                               |              | Process          | Print          | Reports      |             |        |              |              |            |
| No.         Part of cham hade here to grap by bat obtain           Print Class         Perception  |              |          |            | -                 |                       |                 |              |                                     |              |                  |                | a vepere     |             | _      | 1000         |              |            |
| Sol         Sol <td></td>   |              |          |            |                   |                       |                 |              |                                     |              |                  |                |              |             |        |              |              |            |
| Print of and search.         P         Description         Perford         Perford         Catalon (Catalon (Catalo  | cs           |          | a Dra      |                   |                       |                 |              |                                     |              |                  |                |              |             |        |              |              |            |
| Incluss         Image: Second Second Mail Functional Caper         SP2020         Amade: Second Sec  | r text to se | search   | ٩          | Description       |                       |                 | PartCode +   | Y SerialNo                          | ModelNo      | AssetRegNo       | CustomerName   | DeptName     | StartDate   | Status | CategoryDesc | IsFixedAsset | ParentType |
| Second  | nctions      | s        | ٩          |                   |                       |                 |              | (Custom) ^<br>1020-478              |              |                  |                |              |             |        |              |              |            |
| MO-Hestory         Second Symper Color Multi Functional Coper         Second Symper C   |              |          |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       | 1458-96523                          | SP2020       | AREG000185       |                |              | 12 Apr 2017 | A      | Hardware     | No           | WHSE       |
| image: section in the sectio |              |          |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       | 16-856                              | SP2020       | AREG000210       |                |              | 22 May 2017 | A      | Hardware     | No           | WHSE       |
| Pipel Hatry         Se203 Spirt Color Multi Functioni Coper         SP202         AES00039         Image: Pipel Hatry   |              |          |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       | 2020-998                            | SP2020       | AREG000308       |                |              | 08 Mar 2018 | A      | Hardware     | No           | WHSE       |
| Start         Start <th< td=""><td></td><td></td><td></td><td>SP2020 Sprint Co</td><td>lour Multi Fur</td><td>nctional Copier</td><td>SP2020</td><td>204-147K</td><td>SP2020</td><td>AREG000309</td><td></td><td></td><td>08 Mar 2018</td><td>A</td><td>Hardware</td><td>No</td><td>WHSE</td></th<>   |              |          |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       | 204-147K                            | SP2020       | AREG000309       |                |              | 08 Mar 2018 | A      | Hardware     | No           | WHSE       |
| Second System         Second S  | roject His   | istory   |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       | AT500                               | SP2020       | AREG000311       |                |              | 08 Mar 2018 | A      | Hardware     | No           | WHSE       |
| Second spint Colour Multi Functional Coper         SP2020         Additional Coper         SP2020         SP111         SP2020         SP1111         SP2020         SP111         <  |              |          |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       | DR111111                            | SP2020       | AREG000312       |                |              | 08 Mar 2018 | A      | Hardware     | No           | WHSE       |
| Second spin         Special Spin Colour Multi Functional Coper         Special Spin C   |              |          |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       | NMACH                               | SP2020       | AREG000313       |                |              | 08 Mar 2018 | A      | Hardware     | No           | WHSE       |
| Second Spint Colour Multi Functional Copier         SP2000   | eters        |          |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       | PCMON001                            | SP2020       | AREG000314       |                |              | 08 Mar 2018 | A      | Hardware     | No           | WHSE       |
| Second spin Colour Multi Functional Copie         Sp200         Sp200 <td></td> <td></td> <td></td> <td>SP2020 Sprint Co</td> <td>lour Multi Fur</td> <td>nctional Copier</td> <td>SP2020</td> <td>SP 1020</td> <td>SP2020</td> <td>AREG000315</td> <td></td> <td></td> <td>08 Mar 2018</td> <td>Α</td> <td>Hardware</td> <td>No</td> <td>WHSE</td>   |              |          |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       | SP 1020                             | SP2020       | AREG000315       |                |              | 08 Mar 2018 | Α      | Hardware     | No           | WHSE       |
| Space         Space <th< td=""><td></td><td></td><td></td><td>SP2020 Sprint Co</td><td>lour Multi Fur</td><td>nctional Copier</td><td>SP2020</td><td>SP19-123456</td><td>SP2020</td><td>AREG000321</td><td></td><td></td><td>24 Apr 2018</td><td>A</td><td>Hardware</td><td>No</td><td>WHSE</td></th<>  |              |          |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       | SP19-123456                         | SP2020       | AREG000321       |                |              | 24 Apr 2018 | A      | Hardware     | No           | WHSE       |
| Marking         SP200         <   | atom         |          |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       | SP 19 19                            | SP2020       | AREG000322       |                |              | 24 Apr 2018 | A      | Hardware     | No           | WHSE       |
| Procession         Second spint colour Multi Functional Copier         Second spint         Second spin  | story        |          |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       | SP2020<br>SP204                     | SP2020       | AREG000323       |                |              | 24 Apr 2018 | Α      | Hardware     | No           | WHSE       |
| MA         Sp200 Spirt Colour Multi Functional Copier         Sp200         AREFORM 25         Colour Copier         Sp200         Sp200         AREFORM 25         Colour Copier         Sp200         Sp200         Sp200         AREFORM 25         Colour Copier         Sp200         Sp200         Sp200         Sp200         AREFORM 25         Colour Copier         Sp200  |              |          |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       | SP2121 *                            | SP2020       | AREG000324       |                |              | 24 Apr 2018 | A      | Hardware     | No           | WHSE       |
| 94       92000 spint cloker Mill Functional Copie       92000       A8901       9200       AREC00030 $(1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1$  |              |          |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       |                                     | § SP2020     | AREG000325       |                |              | 24 Apr 2018 | A      | Hardware     | No           | WHSE       |
| $ \left  \begin{array}{c} 92202 \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$  | MC           |          |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       | AB901                               | SP2020       | AREG000330       |                |              | 24 May 2018 | A      | Hardware     | No           | WHSE       |
| Sp200 Spint Color MURF Functional Copie         Sp200         APR03         Sp200         AREGO00332         Index puic         Index puic         No         Mediance         No <th< td=""><td></td><td></td><td></td><td>SP2020 Sprint Co</td><td>lour Multi Fur</td><td>nctional Copier</td><td>SP2020</td><td>AB902</td><td>SP2020</td><td>AREG000331</td><td></td><td></td><td>24 May 2018</td><td>A</td><td>Hardware</td><td>No</td><td>WHSE</td></th<>  |              |          |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       | AB902                               | SP2020       | AREG000331       |                |              | 24 May 2018 | A      | Hardware     | No           | WHSE       |
| arrantes         1         SP204 Colour Copier         SP204         20-1020         SP204         Titan Group         11 Jung 2014         A         Hardware         No         SPM           SP204 Colour Copier         SP204         20-1020         SP204         Voung Exctr         Selae Dapatr.   | _            |          |            | SP2020 Sprint Co  | lour Multi Fur        | nctional Copier | SP2020       | AB903                               | SP2020       | AREG000332       |                |              | 24 May 2018 | Α      | Hardware     | No           | WHSE       |
| Sp204 Colour Copier         Sp204         Sp204         Sp204 Colour Copier         Sp204 Colour  | arranties    | ts:      | 1          | SP204 Colour Co   | pier                  |                 | SP204        | 204-10203                           | SP204        |                  | Titan Group    |              | 13 Aug 2014 | A      | Hardware     | No           | SINV       |
| Sp204 Colour Copier         Sp204         Zd+98989         Sp204         REG00224         Hope Works         Technical         07.40,2017         A         Hardware         No         CTRT           Meta         Sp204 Colour Copier         Sp204         00191210520         Sp204         A         E6000213         A         11.Nov2014         A         Hardware         No         WCRT           Sp204 Colour Copier         Sp204         00191210520         Sp204         AEEG000213         C         2248y 2017         A         Hardware         No         WCRT           Sp204 Colour Copier         Sp204         156-234         Sp6161         AEEG000213         C         C         30.872017         A         Hardware         No         WRES           Sp5161 Sprint Copier         Sp6161         1616-233         Sp6161         AEEG00157         Sp6161         Sp6  |              |          |            | SP204 Colour Co   | xier                  |                 | SP204        |                                     | SP204        |                  | Young Electric | Sales Depart | 18 Nov 2014 | Α      | Hardware     | No           | CTRT       |
| Space Colour Copier         SP204         OUS1912/05029         SP204         OPEN         Space Colour Copier         No         WOOD           Space Colour Copier         SP201         APECOD0213         APECOD0213         APECOD0213         APECOD0216  |              |          |            | SP204 Colour Co   | pier                  |                 | SP204        | 204-989898                          | SP204        | AREG000294       | Hope Works     | Technical    | 07 Aug 2017 | Α      | Hardware     | No           | CTRT       |
| Sprint Coper         Sprint Coper<  |              |          |            | SP204 Colour Co   | xier                  |                 | SP204        | 001912105029                        | SP204        |                  |                |              | 11 Nov 2014 | Α      | Hardware     | No           | WKOR       |
| Image: Special Color Copier         Special Sprint Sprint Special Sprint Special Sprint Special Sprint  |              |          |            | SP2121 Copier     |                       |                 | SP2121       |                                     |              | AREG000213       |                |              | 22 May 2017 | A      | Hardware     | Yes          | WKOR       |
| Securate   |              |          |            | Sprint Colour Cop | ier                   |                 | SP500        | 121212                              |              | AREG000031       |                |              | 13 Jan 2016 | Α      | Hardware     | Yes          | WHSE       |
| Special spirit Copier         Special         16/5123a         Special         ARECOURSY         Standware         No         WHSE           Special spirit Copier         Special         16/54337         Special         ARECOURSY         SDM 2017         A         Hardware         No         WHSE           Special Spirit Copier         SP6/61         16/54337         SP6/61         ARECOURSY         SDM 2017         A         Hardware         No         WHSE           Test Machine         TMACH         T123         Image: Standware         No         WHSE         SDM 2017         A         Hardware         No         WHSE           Test Machine         TMACH         T123         Image: Standware         No         WHSE         SDM 2017         A         Hardware         No         WHSE           Test Machine         TMACH         test987554         Image: Standware         No         WHSE         SDM 2017         A         Hardware         Yes         CTRT           Test Machine         TMACH         test987554         Image: Standware         No         WHSE         WHSE         SDM 2017         A         Hardware         Yes         CTRT           Test Machine         TMACH         tmach00000000  | ocuments     | bs:      |            | SP6161 Sprint Co  | pier                  |                 | SP6161       | 1616-234                            | SP6161       | AREG000166       |                |              | 30 Mar 2017 | A      | Hardware     | No           | WHSE       |
| Special spint Copier         Special         Biole-437:         Special         AREGOD0168         DMW 2017         A         Hardware         No         VMESS           Test Machine         TMACH         T23         P<   |              |          |            | SP6161 Sprint Co  | pier                  |                 | SP6161       | 1616123a                            | SP6161       | AREG000167       |                |              | 30 Mar 2017 | Α      | Hardware     | No           | WHSE       |
| Instruction         Test Machine         TMACH         T123         Image: Transmitted in the state in                                     |              |          |            | SP6161 Sprint Co  | pier                  |                 | SP6161       | 1616-5437t                          | SP6161       | AREG000168       |                |              | 30 Mar 2017 | A      | Hardware     | No           | WHSE       |
| Marcharket         Test Machine         TMACH         test987554         Image: Control of the set987554         Image: Control of the set9875545 <thimage: control="" of="" set98755456<="" th="" the="">         I</thimage:>   | alataaaa     |          |            | Test Machine      |                       |                 | TMACH        | T123                                |              |                  |                |              | 11 Aug 2014 | A      | Hardware     | Yes          | CTRT       |
| Test Machine         TMACH         tm4201         APEG000295         11 Aug 2014         A         Hardware         Yes         CTRT           Test Machine         TMACH         tmach/0000700         APEG000295         068 Aug 2017         A         Hardware         Yes         WKOR           Speciation         Test Machine         TMACH         8T123*         11 Aug 2014         A         Hardware         No         WHSE           Test Machine         TMACH         8T123*         11 Aug 2014         A         Hardware         No         WHSE           Test Machine         TMACH         mach/00000003         5         11 Aug 2014         A         Hardware         No         WHSE           Test Machine         TMACH         mach/00000003         5         11 Aug 2014         A         Hardware         No         WHSE           Microsoft Muse         TMACH         mach/0000003         5         14 Aug 2014         A         Hardware         No         WHSE           Microsoft Muse         TMACH         mach/0000003         14 Aug 2014         A         Hardware         No         WHSE           Microsoft Muse         TMACH         mach/0000003         14 Aug 2014         A         Accessories </td <td>aritenan</td> <td></td> <td></td> <td>Test Machine</td> <td></td> <td></td> <td>TMACH</td> <td>test987654</td> <td></td> <td></td> <td></td> <td></td> <td>11 Aug 2014</td> <td>Α</td> <td>Hardware</td> <td>Yes</td> <td>CTRT</td>   | aritenan     |          |            | Test Machine      |                       |                 | TMACH        | test987654                          |              |                  |                |              | 11 Aug 2014 | Α      | Hardware     | Yes          | CTRT       |
| Test Machine         TMACH         thttp://wachine         TMACH         thttp://wachine         Machine         Machine         Yes         WKOR           rpreclation         Test Machine         TMACH         8T22*         114ug 2014         A         Hardware         No         WHSE           Test Machine         TMACH         8T22*         114ug 2014         A         Hardware         No         WHSE           Test Machine         TMACH         mmsch0000003         114ug 2014         A         Hardware         No         WHSE           Test Machine         TMACH         mmsch0000003         114ug 2014         A         Hardware         No         WHSE           Microsoft Mouze         X821932-002         M/R78-965         1454         AREG000056         07 Sep 2016         A         Accessories         No         WHSE   |              |          |            | Test Machine      |                       |                 | TMACH        | tm40201                             |              |                  |                |              | 11 Aug 2014 | Α      | Hardware     | Yes          | CTRT       |
| Extreme         Text Machine         TMACH         & AT123*         End         End         End/ware         No         WHEE           Text Machine         TMACH         mach0000003         Intraction         Intraction         No         WHEE           Text Machine         TMACH         mach0000003         Intraction         Intraction         No         WHEE           Microsoft Mouse         X821932-002         MM78-965         1454         AREG00056         07569:2016         A         Accessings         No         WHEE  |              | 4710     |            | Test Machine      |                       |                 | TMACH        | tmach00000700                       |              | AREG000295       |                |              | 08 Aug 2017 | Α      | Hardware     | Yes          | WKOR       |
| Test Machine         TMACH         tmach00000003         III.Aug 2014         Hardware         No         VMSE           Test Machine         TMACH         mm694123H         11Aug 2014         A         Hardware         No         VMSE           Moreooff Mouse         X82192-002         MM79655         1454         AREG00056         075ep 2016         A         Accessives         No         VMSE  | epreciatio   | ion      |            | Test Machine      |                       |                 | TMACH        | &T123*                              |              |                  |                |              | 11 Aug 2014 | A      | Hardware     | No           | WHSE       |
| Test Machine         TMACH         mm6841234         11 Aug 2014         A         Hardware         No         WHYSE           Microsoft Mouse         X821932-002         MM78-965         1454         AREG000056         07 Sep 2016         A         Accessories         No         WHYSE  |              |          |            | Test Machine      |                       |                 | TMACH        | tmach0000003                        |              |                  |                |              | 11 Aug 2014 | A      | Hardware     | No           | WHSE       |
| Microsoft Mouse X821932-002 MM/78-965 1454 AREG000056 07 Sep 2016 A Accessories No WHSE   |              |          |            | Test Machine      |                       |                 | TMACH        | nm6841234                           |              |                  |                |              | 11 Aug 2014 | Α      | Hardware     | No           | WHSE       |
|   |              |          |            | Microsoft Mouse   |                       |                 | X821932-002  | MM78-965                            | 1454         | AREG000056       |                |              | 07 Sep 2016 | Α      | Accessories  | No           | WHSE       |

- 1. The system will filter your selection in the data grid and the *filter row* of the *Part Code* column will contain the number (or name) that you selected for filter.
- 2. The *Title row* of the data grid will display the filter selection.
- 3. The *Edit Filter row* of the data grid will also display the filter selection.

Data grid filtering is covered in more detail in the **Data grid filtering** manual.



|                 |                        |        |         |             |              |                | Ma         | ichine List for [ | Durban - BPO:  | Version 2.1.0.64   | Example Co   | mpany   |            |             |        |              |              | ٥           | $\times$        |
|-----------------|------------------------|--------|---------|-------------|--------------|----------------|------------|-------------------|----------------|--------------------|--------------|---------|------------|-------------|--------|--------------|--------------|-------------|-----------------|
|                 | Home                   | Equipm | ent and | d Locations | Contract     | Finance and HR | Inventory  | Maintenanc        | e and Projects | Manufacturing      | Procurer     | ment    | Sales Serv | vice Report | ting   | Jtilties     |              |             | 9 X             |
| 6               | -1                     | ×      |         | 27          |              |                | Durban     | - 42              | , @m           | P                  | 1 2          |         | <b>1</b>   |             |        |              |              |             |                 |
| Add             | Edit                   | Delete | View    | Save Layout | t Workspace  | es Save Filter | All        | - Refres          | sh Revalue     | Convert Buy Ba     | ack Print    | Export  | t Reports  |             |        |              |              |             |                 |
| -               |                        |        |         |             | ÷            |                |            |                   |                |                    | -            |         | *          |             |        |              |              |             |                 |
|                 | Maintena               | ince   | -       | 4           | Format       | *              | Cur        | rent              | -              | Process            | J Prit       | nt      | a Reports  | э.          |        |              |              |             |                 |
| ×               |                        |        |         |             |              |                |            |                   |                |                    |              |         | _          |             | _      |              |              |             |                 |
| Links           |                        | 9      | 3       |             |              |                |            |                   | App            | lied Filter : [Par | tCode] = '10 | 020-478 | *          | (           | 2      |              |              |             |                 |
| Enter te        | xt to sear             | ch >   | Dra     |             |              |                |            |                   |                |                    |              |         |            |             |        |              |              |             |                 |
| Fund            | tions                  |        |         | Description |              | -              | PartCode + | * SerialNo        | ModelNo        | AssetRegNo         | Customer     | Name    | DeptName   | StartDate   | Status | CategoryDesc | IsFixedAsset | ParentType  | Asset           |
|                 |                        |        | ٩       |             |              |                | 1020-478   |                   |                |                    |              |         |            |             |        |              |              |             |                 |
| wo              |                        |        |         | Staple Unit |              | /              | 1020-478   | 478-1234          | 1020-478       | AREG000004         |              |         |            | 04 May 2017 | A      | Accessories  | No           | WKOR        | No              |
|                 |                        |        |         | Staple Unit |              | /              | 1020-478   | 478-1011          | 1020-478       | AREG000260         |              |         |            | 21 Jun 2017 | Α      | Accessories  | No           | WHSE        | No              |
|                 |                        | 0      |         | Staple Unit |              | -              | 1020-478   | 478-1012          | 1020-478       | AREG000261         |              |         |            | 21 Jun 2017 | Α      | Accessories  | No           | WHSE        | No              |
| His<br>BO<br>Wa | ntory<br>M<br>rranties | 1      |         |             |              |                |            |                   |                |                    |              |         |            |             |        |              |              |             |                 |
| Do              | cuments<br>ntenance    |        |         |             |              |                |            | 3                 |                |                    |              |         |            |             |        |              |              |             |                 |
| De              | preciation             |        | ×       | PartCode]   | = '1020-478' | •              |            | /                 |                |                    |              |         |            | )           | 2      |              |              | E           | )<br>dit Filter |
| Open W          | indows <del>*</del>    |        |         |             |              |                |            |                   |                |                    |              |         |            |             |        |              |              | 27 Aug 2018 | 3 0             |

#### **CLEAR A SEARCH**

- *Either*, remove **all** text from the **Filter row**,
- Or, click on the [X] in the *Edit Filter row*, to remove the filter(s).



|              |                               |            |               |                |                | Ma         | chine List for | Durban - BPO: 1 | Version 2.1.0.64 - E | xample Compa   | ny     |               |        |              | -            | 0          | $\times$ |
|--------------|-------------------------------|------------|---------------|----------------|----------------|------------|----------------|-----------------|----------------------|----------------|--------|---------------|--------|--------------|--------------|------------|----------|
|              | Home                          | Equipment  | and Locations | Contract       | Finance and HR | Inventory  | Maintenan      | ce and Projects | Manufacturing        | Procurement    | Sales  | Service Repor | ting   | Juities      |              | - 4        | 9 3      |
| <del>}</del> | 1                             | ×          | 2             |                |                | Durban     | - 43           | ) @m            | P                    | e              | 6      | <u> </u>      |        |              |              |            |          |
| Add          | Edit E                        | Delete Vie | w Save Layou  | ut Workspace   | s Save Filter  | Al         | - Refre        | sh Revalue      | Convert Buy Bad      | k Print Ex     | ort i  | leports       |        |              |              |            |          |
|              |                               |            |               | •              |                |            |                |                 |                      | *              |        |               |        |              |              |            |          |
|              | Maintenar                     | ice        | A.            | Format         | Å              | Cun        | ent            | 4               | Process              | a Print        | a Ri   | ports a       |        |              |              |            | _        |
|              |                               |            |               |                |                |            |                |                 |                      |                |        |               |        |              |              |            |          |
| nks          |                               | ą.         |               |                |                |            |                | Арр             | lied Filter : [Part0 | Code] = '1020- | 178'   |               |        |              |              |            |          |
| nter tex     | t to search                   | 1 P        |               |                |                |            |                |                 |                      |                |        |               |        |              |              |            |          |
| Funct        | ions                          |            | Description   |                |                | PartCode + | SerialNo       | ModelNo         | AssetRegNo           | CustomerName   | DeptNa | me StartDate  | Status | CategoryDesc | IsFixedAsset | ParentType | As       |
|              |                               |            | 9             |                |                | 1020-478   |                |                 |                      |                |        |               |        |              |              |            |          |
| woi          |                               |            | Staple Unit   |                |                | 1020-478   | 478-1234       | 1020-478        | AREG000004           |                |        | 04 May 2017   | A      | Accessories  | No           | WKOR       | No       |
|              |                               |            | Staple Unit   |                |                | 1020-478   | 478-1011       | 1020-478        | AREG000260           |                |        | 21 Jun 2017   | A      | Accessories  | No           | WHSE       | No       |
|              |                               |            | Staple Unit   |                |                | 1020-478   | 478-1012       | 1020-478        | AREG000261           |                |        | 21 Jun 2017   | A      | Accessories  | No           | WHSE       | No       |
| BOM          | anties                        | 1          |               |                |                |            |                |                 |                      |                |        |               |        |              |              |            |          |
| Note         | s                             |            |               |                |                |            |                |                 |                      |                |        |               |        |              |              |            |          |
| Doc          |                               |            |               |                |                |            |                |                 |                      |                |        |               |        |              |              |            |          |
|              | ments                         |            |               |                |                |            |                |                 |                      |                |        |               |        |              |              |            |          |
| Main         | iments<br>tenance             |            |               |                |                |            |                |                 |                      |                |        |               |        |              |              |            |          |
| Main<br>Depr | ments<br>tenance<br>eciation  |            |               |                |                |            |                |                 |                      |                |        |               |        |              |              |            |          |
| Main<br>Depr | iments<br>tenance<br>eciation |            | x / iPartCode | ] = '1020-478' | •              |            |                |                 |                      |                |        |               |        |              |              | F          | it Fi    |

### **SEARCH FOR DATA - THE FILTER ROW**

- Select the column header.
- Type the data you are searching for in the *Filter text box*.
  - In this image, the applied filter is for a *Part Code* that contains the number **204**.
- The system will immediately start filtering for the first number / letter as you type it.
  - Note 1: The filter is not case sensitive.
  - Note 2: You can type any part of a word or number.

Data grid filtering is covered in more detail in the <u>Data grid filtering</u> manual.



|                                     |   |            |               |               |                |          | Machine List for D | urban - BPO: | Version 2.1.0.64 - E | Example Compan    | у            |             |        |              | 222          |            | X     |
|-------------------------------------|---|------------|---------------|---------------|----------------|----------|--------------------|--------------|----------------------|-------------------|--------------|-------------|--------|--------------|--------------|------------|-------|
| *                                   | Home  | Equipment  | and Locations | Contract      | Finance and HR | Invento  | ry Maintenance     | and Projects | Manufacturing        | Procurement       | Sales Sen    | vice Report | ing l  | Julities     |              |            | 8 )   |
| <del>(</del>                        | 1   | ×          | 2             |               | 2              | Durban   | - 43               | - 40 m       | P                    | <b></b> ==        | 1            |             |        |              |              |            |       |
| Add                                 | Edit I  | Delete Vie | ew Save Layo  | out Workspace | s Save Filter  | AL       | - Refrest          | n Revalue    | Convert Buy Bac      | k Print Exp       | ort Reports  |             |        |              |              |            |       |
|                                     | Malabasa  |            |               | · ·           |                |          |                    |              |                      | •<br>Delash       |              |             |        |              |              |            |       |
|                                     | Mantena   | nce        | 4             | Format        | *              |          | Lurrent            | 4            | Process              | a Print           | Reports      |             |        |              |              |            |       |
|                                     |   |            |               |               |                |          |                    |              |                      |                   |              |             |        |              |              |            |       |
| inks                                |   | 4          |               |               |                |          |                    | Appli        | ed Filter : Contain  | ns([PartCode], '2 | 104')        |             |        |              |              |            |       |
| nter tes                            | xt to searc   | n p        |               |               |                |          |                    |              |                      |                   |              |             |        |              |              |            |       |
| Funct                               | tions   |            | Description   |               |                | PartCode | • * SerialNo       | ModelNo      | AssetRegNo           | CustomerName      | DeptName     | StartDate   | Status | CategoryDesc | IsFixedAsset | ParentType | e Ass |
|                                     | History   |            | ٩             |               |                | 204      |                    |              |                      |                   |              |             |        |              |              |            |       |
|                                     |   |            | SP204 Colour  | Copier        |                | SP204    | 00191210502        | 9 SP204      |                      |                   |              | 11 Nov 2014 | A      | Hardware     | No           | WKOR       | No    |
|                                     |   |            | SP204 Colour  | Copier        |                | SP204    | 204-989898         | SP204        | AREG000294           | Hope Works        | Technical    | 07 Aug 2017 | A      | Hardware     | No           | CTRT       | No    |
| Deal                                | ort History   |            | SP204 Colour  | Copier        |                | SP204    |                    | SP204        |                      | Young Electric    | Sales Depart | 18 Nov 2014 | A      | Hardware     | No           | CTRT       | No    |
| (juj                                | comstory  |            | SP204 Colour  | Copier        |                | 5P204    | 204-10203          | SP/204       | ADEC000027           | litan Group       |              | 13 AUG 2014 | A      | Toporo       | No           | SUW        | No    |
|                                     |   |            | SP204 Black T | oner          |                | 204-1476 |                    |              | AREG000037           |                   |              | 18 Feb 2016 | A .    | Toners       | No           | WHEE       | No    |
| Mat                                 | are   |            | SP204 Black T | oner          |                | 204-147K |                    |              | AREG000035           |                   |              | 18 Feb 2016 | A      | Toners       | No           | WHSE       | No    |
| - ALM                               |   |            | SP204 Black T | oner          |                | 204-147K |                    |              | AREG000034           |                   |              | 18 Feb 2016 | A      | Toners       | No           | WHSE       | No    |
|                                     |   |            | SP204 Black T | oner          |                | 204-147K |                    |              | AREG000033           |                   |              | 18 Feb 2016 | A      | Toners       | No           | WKOR       | No    |
| Hist                                | orv   |            | SP204 Black T | oner          |                | 204-147K | 101                |              | AREG000001           |                   |              | 18 Feb 2015 | A      | Toners       | No           | WKOR       | No    |
|                                     |   |            | SP204 Black T | oner          |                | 204-147K | 00191210505        | 0            |                      |                   |              | 11 Nov 2014 | A      | Toners       | No           | WKOR       | No    |
| BOM                                 | 4   |            |               |               |                |          |                    |              |                      |                   |              |             |        |              |              |            |       |
| BOI/<br>Wan                         | 1<br>ranties<br>es                                    | 1          |               |               |                |          |                    |              |                      |                   |              |             |        |              |              |            |       |
| BOH<br>Wan<br>Note                  | 1<br>ranties<br>es<br>uments                          | 1          |               |               |                |          |                    |              |                      |                   |              |             |        |              |              |            |       |
| BOI+<br>War<br>Note<br>Doc.         | ranties<br>es<br>uments<br>ntenance                   | 4          |               |               |                |          |                    |              |                      |                   |              |             |        |              |              |            |       |
| BOI+<br>War<br>Note<br>Docu<br>Main | 4<br>ranties<br>es<br>uments<br>ntenance<br>reciation | 4          |               |               |                |          |                    |              |                      |                   |              |             |        |              |              |            |       |
| BOI+<br>War<br>Note<br>Doc.<br>Depr | 1<br>ranties<br>es<br>uments<br>ntenance<br>reciation | 4          |               |               |                |          |                    |              |                      |                   |              |             |        |              |              |            |       |

### **SEARCH FOR DATA - MULTIPLE SEARCHES**

- If you want to search in more than one column, then do not remove the first filter selection.
- Type the new search data in the filter row in the next column of choice.
  - In this image the first filter is for *Part Codes* containing the number **204**.
  - The second filter is for *Model Numbers* containing the letters / numbers **sp204**.



|   |                                     |           |          |                             |          |            |                       | M   | achine Lis | st for Du  | irban - BPO: Ve | ISION 2.1.0.04 - EX | cample Comp  | bany    |                |        |               |              |            |       | 10.0      |
|---|-------------------------------------|-----------|----------|-----------------------------|----------|------------|-----------------------|---|------------|------------|-----------------|---------------------|--------------|---------|----------------|--------|---------------|--------------|------------|-------|-----------|
|   | Home                                | Equipment | t and Lo | cations                     | Contract | Finance    | e and HR              | Inventory   | Maint      | tenance a  | and Projects    | Manufacturing       | Procuremen   | nt S    | ales Servio    | e R    | eporting Util | ities        |            | 8-    | 8         |
|   | 1                                   | X         |          | er                          |          | (          | 2                     | Durban  | -          | 2          | 10 A            |                     |              |         | <b>1</b>       |        |               |              |            |       |           |
| Add   | Edit D                              | elete Vi  | ew       | Save Layout                 | Workspa  | ces Sav    | ve Filter             | AL  | -          | Refresh    | Revalue C       | onvert Buy Back     | Print I      | Export  | Reports        |        |               |              |            |       |           |
|   |                                     |           |          |                             | · ·      |            |                       | -   |            |            |                 |                     | · Datab      |         | •              |        |               |              |            |       |           |
|   | narnenar                            | ke.       | 4        |                             | Pormat   |            |                       |   | irent      |            | 4 PT            | ocess               | a Print      | - 4     | Reports        | 4      |               | 1/2011       |            |       |           |
|   |                                     |           |          |                             |          |            |                       |   | 1973       |            |                 |                     |              |         |                |        |               |              |            |       |           |
| inks  | to concel                           | #<br>0    |          |                             |          |            |                       |   | App        | plied Filt | ter : Contains  | [[PartCode], '204   | 4') And Cont | ains([P | lodelNo], 'spi | 204')  |               |              |            |       |           |
| THE DEAL  | to searce                           | ···· /    |          |                             |          |            |                       |   |            |            |                 |                     |              |         |                |        |               |              |            |       | 1         |
| Functi  | ons                                 |           | De       | scription                   | Pa       | rtCode     | ۴ و                   | SerialNo  | ModelNo    | 0 Ÿ        | AssetRegNo      | CustomerName        | DeptName     |         | StartDate      | Status | CategoryDesc  | IsFixedAsset | ParentType | Asset | IsFinance |
| WOH   | listory                             |           | 9        |                             | 20       | 4          |                       |   | sp204      |            | 1               |                     |              |         |                |        |               |              |            |       |           |
|   |                                     |           | SP:      | 204 Colour Co               | pier SP  | 204        | <b>↑</b> <sup>2</sup> | 204-10203   | SP204      | 1 I        |                 | Titan Group         | Color Door   |         | 13 Aug 2014    | A      | Hardware      | No           | SINV       | No    | No        |
|   |                                     |           | SP.      | 204 Colour Co               | pier SP  | 204        |                       | 204-989898  | SP204      | -          | AREG000294      | Hone Works          | Technical    | unent   | 07 Aug 2017    | 4      | Hardware      | No           | CTRT       | No    | No        |
| Proje   | ct History                          |           | SP       | 204 Colour Co               | pier SP  | 204        |                       | 001912105029  | SP204      |            | 1122000201      | hope trong          | CONTROL I    |         | 11 Nov 2014    | A      | Hardware      | No           | WKOR       | No    | No        |
| Histor  | Y                                   |           |          |                             |          |            |                       |   |            |            |                 |                     |              |         |                |        |               |              |            |       |           |
| Histor<br>BOM<br>Warra                            | anties                              | 1         |          |                             |          |            |                       |   |            |            |                 |                     |              |         |                |        |               |              |            |       |           |
| Histor<br>BOM<br>Warra<br>Notes                   | anties                              | 4         |          |                             |          |            |                       |   |            |            |                 |                     |              |         |                |        |               |              |            |       |           |
| Histor<br>BOM<br>Warra<br>Notes<br>Docur          | y<br>anties<br>s                    | 1         |          |                             |          |            |                       |   |            |            |                 |                     |              |         |                |        |               |              |            |       |           |
| Histor<br>BOM<br>Warra<br>Notes<br>Docur          | anties<br>anties<br>ments<br>enance | 4         |          |                             |          |            |                       |   |            |            |                 |                     |              |         |                |        |               |              |            |       |           |
| Histor<br>BOM<br>Warra<br>Notes<br>Docur<br>Maint | antles antles accidation            | 4         |          |                             |          |            |                       |   |            |            |                 |                     |              |         |                |        |               |              |            |       |           |
| Histor<br>BOM<br>Warra<br>Docur<br>Maint          | ry anties s renance ccation         | 4         |          | 1 Constains <sup>(PD)</sup> |          | 2014] 4:00 | Contaires             | contraction of the second s | 2014       |            |                 |                     |              |         |                |        |               |              |            |       | Edd # 2   |

#### **CLEAR MULTIPLE SEARCHES**

- *Either*, *remove all text* from the Filter row,
- Or, click on the [X] in the **Edit Filter row** to remove the filter(s).



|                   |           |                        |                |                 | Ma                | achine List for Du | ırban - BPO: Ve | ersion 2.1.0.64 - Ex | xample Company     |               |             |               |              |            | 0     | $\times$  |
|-------------------|-----------|------------------------|----------------|-----------------|-------------------|--------------------|-----------------|----------------------|--------------------|---------------|-------------|---------------|--------------|------------|-------|-----------|
| Home              | Equipment | t and Locations        | Contract F     | Finance and HR  | t Inventory       | Maintenance a      | and Projects    | Manufacturing        | Procurement        | Sales Servi   | ce R        | eporting Util | ities        |            |       | 8 >       |
| <del>()</del>     | ×         | 2                      |                |                 | Durban            | - 2                | 100 mg          |                      | 2                  | <u> </u>      |             |               |              |            |       |           |
| Add Edit          | Delete Vi | ew Save Layout         | Workspaces     | Save Filter     | AL                | - Refresh          | Revalue C       | onvert Buy Back      | Print Export       | Reports       |             |               |              |            |       |           |
| Malaka            |           |                        | •              |                 | -                 |                    |                 |                      | -                  |               |             |               |              |            |       |           |
| Mainte            | enance    | 4                      | Pormat         |                 | i cu              | rrent              | 4   Pr          | ocess                | a Print .          | A Reports     | 4           |               |              |            |       |           |
|                   |           |                        |                |                 |                   | 11775 MILLER 117   |                 |                      |                    |               | No. AN INC. |               |              |            |       | /         |
| inks              | arch O    |                        |                |                 |                   | Applied Fill       | ter:Contains(   | [[PartCode], '204    | 4') And Contains([ | ModelNo], 'sp | 204')       |               |              |            |       |           |
| THE DEAL OF SET   |           |                        |                |                 |                   |                    |                 |                      |                    |               |             |               |              |            |       | /         |
| Functions         |           | Description            | PartC          | ode 📍           | SerialNo          | ModelNo 7          | AssetRegNo      | CustomerName         | DeptName           | StartDate     | Status      | CategoryDesc  | IsFixedAsset | ParentType | Asset | IsFinance |
| WO History        | ,         | 9                      | 204            |                 |                   | sp204              |                 |                      |                    |               |             |               |              |            |       |           |
|                   |           | SP204 Colour Co        | opier SP204    | •               | 204-10203         | SP204              |                 | Titan Group          |                    | 13 Aug 2014   | A .         | Hardware      | No           | SINV       | No    | No        |
|                   |           | SP204 Colour Ci        | opier SP204    |                 | 204 090909        | SP204              | 405000004       | Young Electric       | Sales Department   | 18 NOV 2014   | A           | Hardware      | NO           | CIRI       | No    | No        |
| Project Hist      | tory      | SP204 Colour Co        | poier SP204    |                 | 001912105029      | SP204              | AREGUUZET       | Hope works           | recrinical         | 11 Nov 2014   | 4           | Hardware      | No           | WKOR       | No    | No        |
|                   |           |                        |                |                 |                   |                    |                 |                      |                    |               |             |               |              |            |       |           |
| BOM<br>Warranties | 1         |                        |                |                 |                   |                    |                 |                      |                    |               |             |               |              |            |       |           |
| Notes             |           |                        |                |                 |                   |                    |                 |                      |                    |               |             |               |              |            |       |           |
| Documents         |           |                        |                |                 |                   |                    |                 |                      |                    |               |             |               |              |            |       |           |
| Maintenano        | æ         |                        |                |                 |                   |                    |                 |                      |                    |               |             |               |              |            |       |           |
|                   |           |                        |                |                 |                   |                    |                 |                      |                    |               |             |               |              |            |       |           |
| Depreciation      | n         |                        |                |                 |                   |                    |                 |                      |                    |               |             |               |              |            |       |           |
| Depreciation      | n         | 4 0                    |                |                 |                   |                    |                 |                      |                    |               |             |               |              |            |       |           |
| Depreciation      | n         | ∢ ⊂<br>▼ ✓ Contains([P | artCode], '204 | 7) And Contains | s([ModelNo], 'sp2 | 104')              |                 |                      |                    |               |             |               |              |            |       | Edit Fil  |

### **COLUMN WIDTH**

You can change the *width* of the columns within a data grid.

- *Click and hold* on the line between two columns in the column header row.
- White double ended *arrow heads* will appear and the *dividing line* between the columns will be highlighted.
- Move the mouse either left or right to *increase* or *decrease* the column width.



|          | (Income)    | The local sector |         |                    | a managements       |                |                             | d Parata da | Manage Frank Street | D                | -las manda   |        |              |              |            |       | .0       |
|----------|-------------|------------------|---------|--------------------|---------------------|----------------|-----------------------------|-------------|---------------------|------------------|--------------|--------|--------------|--------------|------------|-------|----------|
|          |             | coupment         | and Lot | auons Contra       | cc Finance and H    | c inventory    | Maintenance ar              | di Projects |                     | Procurement S    | ales Service | Rej    | orang Uara   | les          |            | _     | <u>u</u> |
| Ð        | B           | ×                |         | ESS                |                     | Durban         | · 20                        | 1           |                     |                  | <b></b>      |        |              |              |            |       |          |
| dd       | Edit        | Delete Vie       | ew i    | Save Layout Wor    | kspaces Save Filter | All            | <ul> <li>Refresh</li> </ul> | Revalue Co  | privert Buy Back    | Print Export     | Reports      |        |              |              |            |       |          |
|          | Maintena    | nce              |         | For                | nat                 | Curre          | nt ,                        | Pro         | ocess a             | Print            | Reports      |        |              |              |            |       |          |
|          |             | (CA15)           | -1      |                    |                     |                | -                           |             | -                   | -                |              |        |              | 1/200        |            |       |          |
|          |             |                  |         |                    |                     |                |                             |             |                     |                  |              |        |              |              |            |       |          |
| nks      |             | 4                |         |                    |                     |                |                             |             |                     |                  |              |        |              |              |            |       |          |
| iter tex | xt to searc | n )              | Des     | ription            | PartCode            | SecialNo       | ModelNo                     | AssetRegNo  | CustomerName        | DeptName         | StartDate    | Status | CategoryDesc | IsFixedAsset | ParentType | Asset | IsFin    |
| Funct    | tions       |                  | 9       |                    |                     |                |                             |             |                     |                  |              |        |              |              |            |       |          |
|          |             | _                | SP2     | 020 Sprint Colou   | SP2020              | 20-12345       | SP2020                      | 123         | Hope Works          | Technical        | 27 Jan 2015  | A      | Hardware     | No           | CTRT       | No    | Yes      |
|          |             |                  | SP1     | 9 19 Sprint Colou  | SP1919              | 19-12345       | 1919                        |             | Derton Technol      |                  | 07 Apr 2014  | A      | Hardware     | No           | CTRT       | No    | No       |
|          |             |                  | SP1     | 919 Sprint Colou   | SP1919              | 19-90201       | 1919                        |             | Office Supplies     |                  | 09 Apr 2014  | A      | Hardware     | No           | CTRT       | No    | No       |
|          |             |                  | K14     | 7 Kyocera Colou    | 1458-96523          | K147-123456789 | K147                        |             | Office Supplies     |                  | 06 May 2014  | A      | Kyocera Mul  | No           | CTRT       | No    | No       |
|          | ect History | (                | Krug    | er ZN Fax Machine  | KZN-122TFB          | sin12345568    | ZN122                       |             | Young Electric      | Sales Department | 06 May 2014  | A      | Hardware     | No           | WHSE       | No    | No       |
|          |             |                  | K14     | 7 Kyocera Colou    | 1458-96523          | sin123         | K147                        |             | Young Electric      | Sales Department | 06 May 2014  | A      | Kyocera Mul  | No           | CTRT       | No    | No       |
|          |             |                  | K14     | 7 Kyocera Colou    | 1458-96523          | 14-9652365     | K147                        |             | Westwood Dyn        |                  | 07 May 2014  | A      | Kyocera Mul  | No           | WHSE       | No    | No       |
| Mete     | ers         |                  | SP2     | 20 Sprint Colou    | SP2020              | abc147c        | SP2020                      |             | Derton Technol      |                  | 07 May 2014  | A      | Hardware     | No           | CTRT       | No    | No       |
|          |             |                  | K14     | 7 Kyocera Colou    | 1458-96523          | SIN32413546    | K147                        |             | Hope Works          | Technical        | 19 Jul 2017  | Α      | Kyocera Mul  | No           | CTRT       | No    | No       |
|          |             |                  | SP1     | 9-12 Colour Copier | SP19-123456         | SP19-12185274  | SP19-12                     |             | Titan Group         |                  | 13 Jun 2014  | Α      | Hardware     | No           | CTRT       | No    | No       |
| Histr    | orv         |                  | SP1     | 9-12 Colour Copier | SP19-123456         | 19-12/1201     | SP19-12                     |             | Titan Group         |                  | 17 Jun 2014  | Α      | Hardware     | No           | CTRT       | No    | No       |
|          |             |                  | SP1     | 9-12 Colour Copier | SP19-123456         | 19-12/1202     | SP19-12                     |             | Samanthas Diner     |                  | 17 Jun 2014  | A      | Hardware     | No           | CTRT       | No    | No       |
|          |             |                  | SP1     | 9-12 Colour Copier | SP19-123456         | 1912-102031    | SP19-12                     |             | Samanthas Diner     |                  | 02 Jul 2014  | A      | Hardware     | No           | CTRT       | No    | No       |
|          |             |                  | SP1     | 9-12 Colour Copier | SP19-123456         | 1912-102032    | SP19-12                     |             | Bothas Networ       |                  | 02 Jul 2014  | Α      | Hardware     | No           | CTRT       | No    | No       |
|          |             |                  | SP2     | 020 Sprint Colou   | SP2020              | 2020-102047    | SP2020                      |             | Dancing Shoes       |                  | 21 Jun 2017  | A      | Hardware     | No           | WHSE       | No    | No       |
|          |             |                  | SP 1    | 9-12 Colour Copier | SP19-123456         | 1912-102034    | SP19-12                     |             | Danny Storm I       |                  | 02 Jul 2014  | Α      | Hardware     | No           | SINV       | No    | No       |
|          | -           |                  | SP1     | 9-12 Colour Copier | SP19-123456         | 1912-102035    | SP19-12                     |             | Office Supplies     |                  | 02 Jul 2014  | A      | Hardware     | No           | SINV       | No    | No       |
| Wan      | ranties     | 1                | SP1     | 9-12 Colour Copier | SP19-123456         | 1912-102036    | SP19-12                     |             | Westwood Dyn        |                  | 02 Jul 2014  | A      | Hardware     | No           | SINV       | No    | No       |
|          |             |                  | SP2     | 020 Sprint Colou   | SP2020              | 2020-10201     | SP2020                      |             | Titan Group         |                  | 02 Jul 2014  | Α      | Hardware     | No           | CTRT       | No    | No       |
|          |             |                  | SP2     | 020 Sprint Colou   | SP2020              | 2020-10202     | SP2020                      |             | Office Supplies     |                  | 02 Jul 2014  | A      | Hardware     | No           | SINV       | No    | No       |
| Note     |             |                  | SP2     | 020 Sprint Colou   | SP2020              | 2020-10203     | SP2020                      |             | Westwood Dyn        |                  | 02 Jul 2014  | A      | Hardware     | No           | SINV       | No    | No       |
|          |             |                  | SP2     | 020 Sprint Colou   | SP2020              | 2020-10204     | SP2020                      |             | Office Supplies     |                  | 02 Jul 2014  | A      | Hardware     | No           | CTRT       | No    | No       |
|          |             | _                | SP2     | 020 Sprint Colou   | SP2020              | 2020-10205     | SP2020                      |             | Bothas Networ       |                  | 02 Jul 2014  | A      | Hardware     | No           | SINV       | No    | No       |
|          | uments      |                  | SP2     | 020 Sprint Colou   | SP2020              | 2020-102049    | SP2020                      |             | Big Bargains        |                  | 03 Jul 2014  | A      | Hardware     | No           | SINV       | No    | No       |
|          |             |                  | SP1     | 9-12 Colour Copier | SP19-123456         | 1912-102043    | SP19-12                     |             | Hope Works          | Technical        | 03 Jul 2014  | A      | Hardware     | No           | CTRT       | No    | No       |
|          |             |                  | SP1     | 9-12 Colour Copier | SP19-123456         | 1912-102044    | SP19-12                     |             | Cash Sales Acc      | Sales Department | 03 Jul 2014  | A      | Hardware     | No           | SINV       | No    | No       |
| Main     | tenance     |                  | New     | Machine            | NMACH               | nm 10301       |                             |             | Hope Works          | Technical        | 08 Jan 2018  | A      | Hardware     | No           | CTRT       | No    | No       |
|          |             |                  | SP2     | 04 Colour Copier   | SP204               | 204-10203      | SP204                       |             | Titan Group         |                  | 13 Aug 2014  | A      | Hardware     | No           | SINV       | No    | No       |
|          |             |                  | SP2     | 020 Sprint Colou   | SP2020              | 019122010101   | SP2020                      |             | Hack PC - IT S      |                  | 11 Nov 2014  | A      | Hardware     | No           | WHSE       | No    | No       |
| Bar      |             |                  | SP2     | 14 Colour Copier   | SP204               |                | SP204                       |             | Young Electric      | Sales Department | 18 Nov 2014  | A      | Hardware     | No           | CTRT       | No    | No       |
| vep      | regation    |                  | SP2     | 020 Sprint Colou   | SP2020              | 20-457896      | SP2020                      |             | Derton Technol      |                  | 07 Jan 2015  | A      | Hardware     | No           | CIRT       | No    | No       |
|          |             |                  | SP 1    | 9-12 Colour Copier | SP19-123456         | 19-123456      | SP19-12                     |             | Panda Copiers       |                  | 08 Jan 2015  | A      | Hardware     | No           | CIRT       | No    | No       |
|          |             |                  | SP2     | JZU Sprint Colou   | SP2020              | 14/708         | SP2020                      |             | Hack PC - IT S      |                  | 14 May 2015  | A      | Hardware     | No           | CIRT       | No    | No       |
|          |             |                  | SP2     | J20 Sprint Colou   | SP/2020             | 14/807         | SP2020                      |             | Hack PC - IT S      |                  | 06 Jul 2015  | A      | Hardware     | NO           | CIRT       | NO    | No       |
|          |             |                  | 1       |                    | 001000              |                |                             |             |                     |                  |              |        | <u> </u>     |              |            |       |          |

### **SAVE LAYOUT**

 When you are happy with the data grid changes, click on *Save Layout* to save the changes made.



| Home             | Equipment   | and Locations Contrac   | t Finance and F   | R Inventory    | Maintenance a               | nd Projects | Manufacturing   | Procurement S    | ales Servic | e Re   | porting Litili | ties         |            | -     | 8     |
|------------------|-------------|-------------------------|-------------------|----------------|-----------------------------|-------------|-----------------|------------------|-------------|--------|----------------|--------------|------------|-------|-------|
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|                  | ~ [         |                         |                   | Durban         | ·                           |             |                 |                  | •           |        |                |              |            |       |       |
| dd Edit I        | Delete Vier | w Save Layout Work      | spaces Save Filte | r All          | <ul> <li>Refresh</li> </ul> | Revalue C   | onvert Buy Back | Print Export     | Reports     |        |                |              |            |       |       |
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| iks              |             |                         |                   |                |                             |             |                 |                  |             |        |                |              |            |       |       |
| er text to searc | n p         | Description             | PartCode          | SerialNo       | ModelNo                     | AssetRegNo  | CustomerName    | DeptName         | StartDate   | Status | CategoryDesc   | IsFixedAsset | ParentType | Asset | IsFin |
| unctions         |             | ٩                       |                   |                |                             |             |                 |                  |             |        |                |              |            |       |       |
|                  |             | SP2020 Sprint Colou     | SP2020            | 20-12345       | SP2020                      | 123         | Hope Works      | Technical        | 27 Jan 2015 | A      | Hardware       | No           | CTRT       | No    | Yes   |
|                  |             | SP 19 19 Sprint Colou   | SP1919            | 19-12345       | 1919                        |             | Derton Technol  |                  | 07 Apr 2014 | A      | Hardware       | No           | CTRT       | No    | No    |
|                  |             | SP 19 19 Sprint Colou   | SP1919            | 19-90201       | 1919                        |             | Office Supplies |                  | 09 Apr 2014 | A      | Hardware       | No           | CTRT       | No    | No    |
|                  |             | K147 Kyocera Colou      | 1458-96523        | K147-123456789 | K147                        |             | Office Supplies |                  | 06 May 2014 | Α      | Kyocera Mul    | No           | CTRT       | No    | No    |
| Project History  | 0           | Kruger ZN Fax Machine   | KZN-122TFB        | sin12345568    | ZN122                       |             | Young Electric  | Sales Department | 06 May 2014 | Α      | Hardware       | No           | WHSE       | No    | No    |
|                  |             | K147 Kyocera Colou      | 1458-96523        | sin 123        | K147                        |             | Young Electric  | Sales Department | 06 May 2014 | A      | Kyocera Mul    | No           | CTRT       | No    | No    |
|                  |             | K147 Kyocera Colou      | 1458-96523        | 14-9652365     | K147                        |             | Westwood Dyn    |                  | 07 May 2014 | A      | Kyocera Mul    | No           | WHSE       | No    | No    |
| Meters           |             | SP2020 Sprint Colou     | SP2020            | abc147c        | SP2020                      |             | Derton Technol  |                  | 07 May 2014 | A      | Hardware       | No           | CTRT       | No    | No    |
|                  |             | K147 Kyocera Colou      | 1458-96523        | SIN32413546    | K147                        |             | Hope Works      | Technical        | 19 Jul 2017 | A      | Kyocera Mul    | No           | CTRT       | No    | No    |
|                  |             | SP19-12 Colour Copier   | SP19-123456       | SP19-12185274  | SP19-12                     |             | Titan Group     |                  | 13 Jun 2014 | A      | Hardware       | No           | CTRT       | No    | No    |
| listory          |             | SP 19-12 Colour Copier  | SP19-123456       | 19-12/1201     | SP19-12                     |             | Titan Group     |                  | 17 Jun 2014 | A      | Hardware       | No           | CTRT       | No    | No    |
|                  |             | SP19-12 Colour Copier   | SP19-123456       | 19-12/1202     | SP19-12                     |             | Samanthas Diner |                  | 17 Jun 2014 | A      | Hardware       | No           | CTRT       | No    | No    |
|                  |             | SP19-12 Colour Copier   | SP19-123456       | 1912-102031    | SP19-12                     |             | Samanthas Diner |                  | 02 Jul 2014 | A      | Hardware       | No           | CTRT       | No    | No    |
| ROM              |             | SP19-12 Colour Copier   | SP19-123456       | 1912-102032    | SP19-12                     |             | Bothas Networ   |                  | 02 Jul 2014 | A      | Hardware       | No           | CTRT       | No    | No    |
| 2011             |             | SP2020 Sprint Colou     | SP2020            | 2020-102047    | SP2020                      |             | Dancing Shoes   |                  | 21 Jun 2017 | A      | Hardware       | No           | WHSE       | No    | No    |
|                  |             | SP 19-12 Colour Copier  | SP19-123456       | 1912-102034    | SP19-12                     |             | Danny Storm I   |                  | 02 Jul 2014 | A      | Hardware       | No           | SINV       | No    | No    |
| an manager       |             | SP19-12 Colour Copier   | SP19-123456       | 1912-102035    | SP19-12                     |             | Office Supplies |                  | 02 Jul 2014 | A      | Hardware       | No           | SINV       | No    | No    |
| Varranties       | 1           | SP19-12 Colour Copier   | SP19-123456       | 1912-102036    | SP19-12                     |             | Westwood Dyn    |                  | 02 Jul 2014 | A      | Hardware       | No           | SINV       | No    | No    |
|                  |             | SP2020 Sprint Colou     | SP2020            | 2020-10201     | SP2020                      |             | Titan Group     |                  | 02 Jul 2014 | A      | Hardware       | No           | CTRT       | No    | No    |
|                  |             | SP2020 Sprint Colou     | SP2020            | 2020-10202     | SP2020                      |             | Office Supplies |                  | 02 Jul 2014 | A      | Hardware       | No           | SINV       | No    | No    |
| lotes            |             | SP2020 Sprint Colou     | SP2020            | 2020-10203     | SP2020                      |             | Westwood Dyn    |                  | 02 Jul 2014 | A      | Hardware       | No           | SINV       | No    | No    |
|                  |             | SP2020 Sprint Colou     | SP2020            | 2020-10204     | SP2020                      |             | Office Supplies |                  | 02 Jul 2014 | A      | Hardware       | No           | CIRT       | No    | No    |
|                  |             | SP2020 Sprint Colou     | SP2020            | 2020-10205     | SP2020                      |             | Bothas Networ   |                  | 02 Jul 2014 | A      | Hardware       | No           | SINV       | No    | No    |
|                  |             | SP2020 Sprint Colou     | SP2020            | 2020-102049    | SP2020                      |             | Big Bargains    |                  | 03 Jul 2014 | A      | Hardware       | No           | SINV       | No    | No    |
|                  |             | SP19-12 Colour Copier   | SP19-123456       | 1912-102043    | SP19-12                     |             | Hope Works      | Technical        | 03 Jul 2014 | A      | Hardware       | No           | CTRT       | No    | No    |
|                  |             | SP19-12 Colour Copier   | SP19-123456       | 1912-102044    | SP19-12                     |             | Cash Sales Acc  | Sales Department | 03 Jul 2014 | A      | Hardware       | No           | SINV       | No    | No    |
| laintenance      |             | New Machine             | NMACH             | nm10301        |                             |             | Hope Works      | Technical        | 08 Jan 2018 | A      | Hardware       | No           | CIRI       | No    | No    |
|                  |             | SP204 Colour Copier     | SP204             | 204-10203      | SP204                       |             | Han Group       |                  | 13 Aug 2014 | A      | Hardware       | NO           | SINV       | No    | No    |
|                  |             | SP2020 Sprint Colou     | 5P2020            | 019122010101   | SP2020                      |             | mack PC - IT S  |                  | 11 Nov 2014 | A      | nardware       | NO           | WHSE       | NO    | NO    |
| enreciation      |             | SP204 Colour Copier     | SP204             | 20.452005      | SP204                       |             | Toung Electric  | Sales Department | 18 NOV 2014 | A      | Hardware       | NO No        | CIRI       | NO    | NO    |
| Seprecturell     |             | SP2020 Sprint Colou     | 5P2020            | 20-45/896      | SP2020                      |             | Derton Technol  |                  | 07 Jan 2015 | A      | nardware       | No.          | CIRI       | NO No | NO    |
|                  |             | 26 13-15 Coloris Colies | 5919-123455       | 19-120456      | 2613-15                     |             | Harlua Copiers  |                  | 00 Jan 2015 | A      | Hardware       | No           | CIRI       | No    | NO    |
|                  |             | SP2020 Sprint Colou     | 572020            | 147907         | SF 2020                     |             | Hack PC - IT S  |                  | 14 may 2015 | -      | Hardware       | No.          | CIRI       | Ne    | NO    |
|                  | -           | SP2U2U Sprint Colou     | 5F2020            | 14/807         | 5#2020                      |             | madk PC - 11 S  |                  | 00 JUI 2015 |        | naroware       |              | CIRI       | 140   | 140   |
|                  |             | 4 C                     |                   |                |                             |             |                 |                  |             |        |                |              |            |       |       |

# **EXPORT DATA**

- Click anywhere in the data grid you wish to export.
- Click on *Export*.



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| Inctions<br>WO History<br>Project History<br>History<br>History  |          | P2020 Sprint Colou<br>SP1919 Sprint Colou<br>SP1919 Sprint Colou<br>K147 Kyocera Colou<br>Kruger ZN Fax Machine<br>K147 Kyocera Colou<br>K147 Kyocera Colou<br>SP200 Sprint Colou<br>SP200 Sprint Colou   | SP2020<br>SP1919<br>SP1919<br>1458-96523<br>KZN-122TFB<br>1458-96523<br>1458-96523  | 20-12345<br>19-12345<br>19-90201<br>K147-123456789<br>sin12345568   | SP2020<br>1919<br>1919<br>K147  | 123               | Hope Works<br>Derton Technol                 | Technical  | 27 Jan 2015   | A               | Handrices    |              |            |       |              |
| WO History<br>Project History<br>Heters<br>History<br>IOM  |          | SP2020 Sprint Colou<br>SP1919 Sprint Colou<br>SP1919 Sprint Colou<br>K147 Kyrocera Colou<br>Kruger ZN Fax Machine<br>K147 Kyrocera Colou<br>SP2020 Sprint Colou<br>K147 Kyrocera Colou  | SP2020<br>SP1919<br>SP1919<br>1458-96523<br>K2N-122TFB<br>1458-96523<br>1458-96523  | 20-12345<br>19-12345<br>19-90201<br>K147-123456789<br>sin12345568   | SP2020<br>1919<br>1919<br>K147  | 123               | Hope Works<br>Derton Technol                 | Technical  | 27 Jan 2015   | A               | (Inclusion)  |              | -          |       |              |
| WO History<br>Project History<br>Meters<br>History<br>IOM  |          | SP 1919 Sprint Colou<br>SP 1919 Sprint Colou<br>K147 Kyocera Colou<br>Kruger ZN Fax Machine<br>K147 Kyocera Colou<br>K147 Kyocera Colou<br>SP 2020 Sprint Colou<br>K147 Kyocera Colou   | SP1919<br>SP1919<br>1458-96523<br>KZN-122TFB<br>1458-96523<br>1458-96523  | 19-12345<br>19-90201<br>K147-123456789<br>sin12345568   | 1919<br>1919<br>K147  |                   | Derton Technol                               |  |   |                 | naruware     | No           | CIRI       | No    | Yes          |
| roject History<br>feters<br>listory<br>OM  |          | SP1919 Sprint Colou<br>K147 Kyocera Colou<br>Kruger ZN Fax Machine<br>K147 Kyocera Colou<br>K147 Kyocera Colou<br>SP2020 Sprint Colou<br>K147 Kyocera Colou   | SP1919<br>1458-96523<br>KZN-122TFB<br>1458-96523<br>1458-96523  | 19-90201<br>K147-123456789<br>sin12345568   | 1919<br>K147  |                   |  |  | 07 Apr 2014   | A               | Hardware     | No           | CTRT       | No    | No           |
| roject History<br>feters<br>fistory  |          | K147 Kyocera Colou<br>Kruger ZN Fax Machine<br>K147 Kyocera Colou<br>K147 Kyocera Colou<br>SP2020 Sprint Colou<br>K147 Kyocera Colou  | 1458-96523<br>KZN-122TFB<br>1458-96523<br>1458-96523  | K147-123456789<br>sin12345568   | K147  |                   | Office Supplies                              |  | 09 Apr 2014   | A               | Hardware     | No           | CTRT       | No    | No           |
| roject History<br>feters<br>listory  |          | Kruger ZN Fax Machine<br>K147 Kyocera Colou<br>K147 Kyocera Colou<br>SP2020 Sprint Colou<br>K147 Kyocera Colou  | KZN-122TFB<br>1458-96523<br>1458-96523  | sin 12345568  |   |                   | Office Supplies                              |  | 06 May 2014   | A               | Kyocera Mul  | No           | CTRT       | No    | No           |
| eters<br>Istory<br>DM  |          | K147 Kyocera Colou<br>K147 Kyocera Colou<br>SP2020 Sprint Colou<br>K147 Kyocera Colou   | 1458-96523<br>1458-96523  | and the second  | ZN122   |                   | Young Electric                               | Sales Department   | 06 May 2014   | A               | Hardware     | No           | WHSE       | No    | No           |
| eters<br>Istory<br>OM  |          | K147 Kyocera Colou<br>SP2020 Sprint Colou<br>K147 Kyocera Colou   | 1458-96523  | sn123   | K147  |                   | Young Electric                               | Sales Department   | 06 May 2014   | A               | Kyocera Mul  | No           | CTRT       | No    | No           |
| eters<br>Istory<br>DM  |          | SP2020 Sprint Colou<br>K147 Kyocera Colou   |   | 14-9652365  | K147  |                   | Westwood Dyn                                 |  | 07 May 2014   | A               | Kyocera Mul  | No           | WHSE       | No    | No           |
| istory<br>DM   |          | K147 Kyocera Colou  | SP2020  | abc147c   | SP2020  |                   | Derton Technol                               |  | 07 May 2014   | A               | Hardware     | No           | CTRT       | No    | N            |
| story<br>DM  |          |   | 1458-96523  | SIN32413546   | K147  |                   | Hope Works                                   | Technical  | 19 Jul 2017   | A               | Kyocera Mul  | No           | CTRT       | No    | N            |
| story<br>DM  |          | SP19-12 Colour Copier   | SP19-123456   | SP19-12185274   | SP19-12   |                   | Titan Group                                  |  | 13 Jun 2014   | A               | Hardware     | No           | CTRT       | No    | N            |
| Story<br>DM  |          | SP19-12 Colour Copier   | SP19-123456   | 19-12/1201  | SP19-12   |                   | Titan Group                                  |  | 17 Jun 2014   | A               | Hardware     | No           | CTRT       | No    | N            |
| м  |          | SP19-12 Colour Copier   | SP19-123456   | 19-12/1202  | SP19-12   |                   | Samanthas Diner                              |  | 17 Jun 2014   | A               | Hardware     | No           | CTRT       | No    | N            |
| м  |          | SP19-12 Colour Copier   | SP19-123456   | 1912-102031   | SP19-12   |                   | Samanthas Diner                              |  | 02 Jul 2014   | A               | Hardware     | No           | CTRT       | No    | N            |
|  |          | SP19-12 Colour Copier   | SP19-123456   | 1912-102032   | SP19-12   |                   | Bothas Networ                                |  | 02 Jul 2014   | A               | Hardware     | No           | CTRT       | No    | N            |
|  |          | SP2020 Sprint Colou   | SP2020  | 2020-102047   | SP2020  |                   | Dancing Shoes                                |  | 21 Jun 2017   | A               | Hardware     | No           | WHSE       | No    | N            |
|  |          | SP19-12 Colour Copier   | SP19-123456   | 1912-102034   | SP19-12   |                   | Danny Storm I                                |  | 02 Jul 2014   | A               | Hardware     | No           | SINV       | No    | N            |
|  | _        | SP19-12 Colour Copier   | SP19-123456   | 1912-102035   | SP19-12   |                   | Office Supplies                              |  | 02 Jul 2014   | A               | Hardware     | No           | SINV       | No    | N            |
| arranties  | 1        | SP19-12 Colour Copier   | SP19-123456   | 1912-102036   | SP19-12   |                   | Westwood Dyn                                 |  | 02 Jul 2014   | A               | Hardware     | No           | SINV       | No    | N            |
|  |          | SP2020 Sprint Colou   | SP2020  | 2020-10201  | SP2020  |                   | Titan Group                                  |  | 02 Jul 2014   | A               | Hardware     | No           | CTRT       | No    | N            |
|  |          | SP2020 Sprint Colou   | SP2020  | 2020-10202  | SP2020  |                   | Office Supplies                              |  | 02 Jul 2014   | A               | Hardware     | No           | SINV       | No    | N            |
| otes   |          | SP2020 Sprint Colou   | SP2020  | 2020-10203  | SP2020  |                   | Westwood Dyn                                 |  | 02 Jul 2014   | A               | Hardware     | No           | SINV       | No    | N            |
|  |          | SP2020 Sprint Colou   | SP2020  | 2020-10204  | SP2020  |                   | Office Supplies                              |  | 02 Jul 2014   | A               | Hardware     | No           | CTRT       | No    | No           |
|  |          | SP2020 Sprint Colou   | SP2020  | 2020-10205  | SP2020  |                   | Bothas Networ                                |  | 02 Jul 2014   | A               | Hardware     | No           | SINV       | No    | N            |
| and the second second  |          | SP2020 Sprint Colou   | SP2020  | 2020-102049   | SP2020  |                   | Big Bargains                                 |  | 03 Jul 2014   | A               | Hardware     | No           | SINV       | No    | N            |
| ocuments   |          | SP19-12 Colour Copier   | SP19-123456   | 1912-102043   | SP19-12   |                   | Hope Works                                   | Technical  | 03 Jul 2014   | A               | Hardware     | No           | CTRT       | No    | No           |
|  |          | SP19-12 Colour Copier   | SP19-123456   | 1912-102044   | SP19-12   |                   | Cash Sales Acc                               | Sales Department   | 03 Jul 2014   | A               | Hardware     | No           | SINV       | No    | No           |
|  |          | New Machine   | NMACH   | nm 10301  |   |                   | Hope Works                                   | Technical  | 08 Jan 2018   | A               | Hardware     | No           | CTRT       | No    | No           |
| aintenance   |          | SP204 Colour Copier   | SP204   | 204-10203   | SP204   |                   | Titan Group                                  |  | 13 Aug 2014   | A               | Hardware     | No           | SINV       | No    | No           |
|  |          | SP2020 Sprint Colou   | SP2020  | 019122010101  | SP2020  |                   | Hack PC - IT S                               |  | 11 Nov 2014   | A               | Hardware     | No           | WHSE       | No    | No           |
|  |          | SP204 Colour Copier   | SP204   |   | SP204   |                   | Young Electric                               | Sales Department   | 18 Nov 2014   | A               | Hardware     | No           | CTRT       | No    | No           |
| epreciation  |          | SP2020 Sprint Colou   | SP2020  | 20-457896   | SP2020  |                   | Derton Technol                               |  | 07 Jan 2015   | A               | Hardware     | No           | CTRT       | No    | No           |
|  |          | SP19-12 Colour Copier   | SP19-123456   | 19-123456   | SP19-12   |                   | Panda Copiers                                |  | 08 Jan 2015   | A               | Hardware     | No           | CTRT       | No    | No           |
|  |          | SP2020 Sprint Colou   | SP2020  | 147708  | SP2020  |                   | Hack PC - IT S                               |  | 14 May 2015   | A               | Hardware     | No           | CTRT       | No    | No           |
|  | - 1      | SP2020 Sprint Colou   | SP2020  | 147807  | SP2020  |                   | Hack PC - IT S                               |  | 06 Jul 2015   | A               | Hardware     | No           | CTRT       | No    | No           |
|  |          |   |   |   |   |                   |  |  |   |                 |              |              | ~ ~~       | **    |              |

- This will open *MS Excel* with a new spreadsheet and load all the data from the data grid into that spreadsheet.
- You can then *view*, *search for data*, prepare it for *printing*, etc.
- *Close* the Excel spreadsheet when you are done.



| 6     | 5.9.             |             |                     |                                       |                      |                | for Durban_30-Au        | ig-2018_12-33-04.xls | x [Read-Only              | ] - Exce        | a 🚣 🚽                    |               | 🛕 Abigai                     | Milne                   | E                               | ) d'-      | X                       |
|-------|------------------|-------------|---------------------|---------------------------------------|----------------------|----------------|-------------------------|----------------------|---------------------------|-----------------|--------------------------|---------------|------------------------------|-------------------------|---------------------------------|------------|-------------------------|
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| Paste | Cut              | C<br>Iter E | alibri • <br>BIU• ⊞ | 11 - А́ А́<br>- <u>Ф</u> - <u>А</u> - | = = = •              | - 🏥 Wrap       | Text Ge<br>e & Center - | neral •              | Conditional<br>Formatting | Format<br>Table | as Cell In<br>• Styles • | sert Delete F | Σ Ai<br>Fil<br>ormat<br>✓ Cl | utoSum<br>II +<br>ear + | * AZ▼<br>Sort & F<br>Filter * S | Find &     |                         |
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| U     | UPDATES AVAIL    | ABLE U      | pdates for Offic    | e are ready to be                     | installed, but first | we need to clo | ose some apps.          | Update now           |                           |                 |                          |               |                              |                         |                                 |            | ×                       |
| A1    | •                | ×           | √ fx                | Description                           |                      |                |                         |                      |                           |                 |                          |               |                              |                         |                                 |            | ^                       |
| 1     | А                |             | В                   | С                                     | D                    | E              | F                       | G                    | н                         | 1               | J                        | К             | L                            | M                       | N                               | 0          |                         |
| 1 [   | Description      | * Pa        | rtCode 💌            | SerialNo 💌                            | ModelNo 💌            | AssetRegf *    | CustomerNai *           | DeptName 💌           | StartDate *               | Stat *          | CategoryD *              | IsFixedAs: *  | ParentTy *                   | Ass *                   | IsFinan *                       | PaymentT * | <ul> <li>Use</li> </ul> |
| 2 5   | P2020 Sprint Co  | olou SP     | 2020                | 20-12345                              | SP2020               | 123            | Hope Works              | Technical            | 27 Jan 2015               | A               | Hardware                 | No            | CTRT                         | No                      | Yes                             | TRANS      |                         |
| 3 5   | SP1919 Sprint Co | olou SP     | 1919                | 19-12345                              | 1919                 |                | Derton Technol          |                      | 07 Apr 2014               | A               | Hardware                 | No            | CTRT                         | No                      | No                              |            |                         |
| 4 5   | P1919 Sprint Co  | olou SP     | 1919                | 19-90201                              | 1919                 |                | Office Supplies         |                      | 09 Apr 2014               | A               | Hardware                 | No            | CTRT                         | No                      | No                              |            |                         |
| 5 1   | (147 Kyocera Co  | lou 14      | 58-96523            | K147-12345678                         | К147                 |                | Office Supplies         |                      | 06 May 201                | A               | Kyocera Mult             | No            | CTRT                         | No                      | No                              |            |                         |
| 6     | Kruger ZN Fax M  | achi KZ     | N-122TFB            | sin12345568                           | ZN122                |                | Young Electric          | Sales Department     | 06 May 201                | A               | Hardware                 | No            | WHSE                         | No                      | No                              |            |                         |
| 7     | (147 Kyocera Co  | lou 14      | 58-96523            | sin123                                | K147                 |                | Young Electric          | Sales Department     | 06 May 201                | A               | Kyocera Mult             | No            | CTRT                         | No                      | No                              |            |                         |
| 8     | (147 Kyocera Co  | lou 14      | 58-96523            | 14-9652365                            | K147                 |                | Westwood Dyna           |                      | 07 May 201                | A               | Kyocera Mult             | No            | WHSE                         | No                      | No                              |            |                         |
| 9 9   | P2020 Sprint Co  | olou SP     | 2020                | abc147c                               | SP2020               |                | Derton Technol          |                      | 07 May 201                | A               | Hardware                 | No            | CTRT                         | No                      | No                              |            |                         |
| 10    | (147 Kyocera Co  | lou 14      | 58-96523            | SIN32413546                           | K147                 |                | Hope Works              | Technical            | 19 Jul 2017               | A               | Kyocera Mult             | No            | CTRT                         | No                      | No                              |            |                         |
| 11 5  | P19-12 Colour    | Copi SP     | 19-123456           | SP19-12185274                         | SP19-12              |                | Titan Group             |                      | 13 Jun 2014               | A               | Hardware                 | No            | CTRT                         | No                      | No                              |            |                         |
| 12 5  | P19-12 Colour    | Copi SP     | 19-123456           | 19-12/1201                            | SP19-12              |                | Titan Group             |                      | 17 Jun 2014               | A               | Hardware                 | No            | CTRT                         | No                      | No                              |            |                         |
| 13 9  | P19-12 Colour    | Copi SP     | 19-123456           | 19-12/1202                            | SP19-12              |                | Samanthas Dine          | 1                    | 17 Jun 2014               | A               | Hardware                 | No            | CTRT                         | No                      | No                              |            |                         |
| 14 9  | P19-12 Colour    | Copi SP     | 19-123456           | 1912-102031                           | SP19-12              |                | Samanthas Dine          |                      | 02 Jul 2014               | A               | Hardware                 | No            | CTRT                         | No                      | No                              |            | -                       |
| 15 5  | P19-12 Colour    | Copi SP     | 19-123456           | 1912-102032                           | SP19-12              |                | Bothas Network          |                      | 02 Jul 2014               | A               | Hardware                 | No            | CTRT                         | No                      | No                              | -          |                         |
| 16 9  | P2020 Sprint Co  | oloui SP    | 2020                | 2020-102047                           | SP2020               |                | Dancing Shoes           |                      | 21 Jun 2017               | A               | Hardware                 | No            | WHSE                         | No                      | No                              |            |                         |
| 17 9  | P19-12 Colour    | Copi SP     | 19-123456           | 1912-102034                           | SP19-12              |                | Danny Storm IT          |                      | 02 Jul 2014               | A               | Hardware                 | No            | SINV                         | No                      | No                              | -          | +                       |
| 18    | P19-12 Colour    | Copi SP     | 19-123456           | 1912-102035                           | SP19-12              |                | Office Supplies         |                      | 02 Jul 2014               | A               | Hardware                 | No            | SINV                         | No                      | No                              |            | +                       |
| 19    | P19-12 Colour    | Coni SP     | 19-123456           | 1912-102036                           | SP19-12              |                | Westwood Dyn            |                      | 02 Jul 2014               | 4               | Hardware                 | No            | SINV                         | No                      | No                              |            |                         |
| 20 9  | P2020 Sprint Co  | alour SP    | 2020                | 2020-10201                            | \$2020               |                | Titan Group             |                      | 02 Jul 2014               | 4               | Hardware                 | No            | CTRT                         | No                      | No                              |            |                         |
| 21 0  | P2020 Sprint Co  | alour SP    | 2020                | 2020-10202                            | SP2020               |                | Office Supplies         |                      | 02 Jul 2014               | 4               | Hardware                 | No            | SINIV                        | No                      | No                              |            | +-                      |
| 22 0  | P2020 Sprint Co  | lour SD     | 2020                | 2020-10202                            | 502020               |                | Westwood Dun            |                      | 02 Jul 2014               | 0               | Hardware                 | No            | SIMIV                        | No                      | No                              |            | +                       |
| 22 0  | P2020 Sprint Co  | lour SD     | 2020                | 2020-10204                            | SP2020               |                | Office Supplier         |                      | 02 Jul 2014               | 4               | Hardware                 | No            | CTRT                         | No                      | No                              |            | +                       |
| 24 9  | P2020 Sprint Co  | Nou SP      | 2020                | 2020-10204                            | 5P2020               |                | Bothas Network          | -                    | 02 Jul 2014               | A .             | Hardware                 | No            | SINIV                        | No                      | No                              | -          | +                       |
| 25 0  | D2020 Sprint Co  | louisi      | 2020                | 2020 10203                            | 502020               |                | Rig Pargains            |                      | 02 Jul 2014               | A .             | Hardware                 | No            | CINIX                        | No                      | No                              | -          |                         |
| 25 5  | P10-12 Colour    | Conist      | 10.122456           | 1012-102043                           | SP10-12              |                | Hope Works              | Technical            | 02 101 2014               | A .             | Hardware                 | No            | CTPT                         | No                      | No                              |            |                         |
| 20 3  | P19-12 Colour    | Conisp      | 10.122456           | 1012-102043                           | 5010-12              |                | Cash Salas Acco         | Salar Department     | 02 Jul 2014               | 1               | Hardware                 | No            | SIMI                         | No                      | No                              |            | +-                      |
| 27 3  | Annu Machine     | CODI SP     | 13-125450           | 1912-102044                           | Jr 19-12             |                | Lasti Sales Acco        | Technical            | 09 Jan 2014               |                 | Hardware                 | No            | CTDT                         | No                      | No                              | +          | +-                      |
| 28 1  | vew Machine      | IN CO       | MACH                | nm10301                               | 60204                |                | Hope works              | Technical            | 08 Jan 2018               | A               | Hardware                 | NO            | CIRI                         | NO                      | NO                              | -          |                         |
| 29 5  | P204 Colour Co   | pier SP     | 204                 | 204-10203                             | 5F204                |                | Hash DC IT C            |                      | 15 Aug 2014               | 14              | nardware                 | No            | SINV                         | NO                      | NO                              | -          | + -                     |
| 30 5  | P2020 Sprint Co  | nou SP      | 2020                | 019122010101                          | 5P2020               |                | HACK PC - IT Sho        | C 1 . D              | 11 NOV 2014               |                 | nardware                 | NO            | WHSE                         | NO                      | NO                              |            | +-                      |
| 31 3  | P204 Colour Co   | plen SP     | 204                 | 20 45 7005                            | 5P204                |                | Toung Electric          | sales Department     | 10 NOV 2014               |                 | nardware                 | NO            | CIRI                         | INO                     | INO                             |            | + -                     |
| 32 9  | PZ020 Sprint Co  | DIOULSP     | 2020                | 20-457896                             | 5P2020               |                | Derton Technol          |                      | 07 Jan 2015               | A               | Hardware                 | NO            | CIRI                         | NO                      | NO                              |            | +-                      |
| 33 5  | P19-12 Colour    | Copi SP     | 19-123456           | 19-123456                             | SP19-12              |                | Panda Copiers           | -                    | 08 Jan 2015               | A               | Hardware                 | NO            | CIRI                         | NO                      | NO                              | -          | +                       |
| 34 9  | P2020 Sprint Co  | DIOU(SP     | 2020                | 14/708                                | SP2020               |                | Hack PC - IT Sho        |                      | 14 May 201                | A               | Hardware                 | NO            | CIRT                         | No                      | NO                              |            | +                       |
| 35 9  | P2020 Sprint Co  | oloui SP    | 2020                | 147807                                | SP2020               |                | Hack PC - IT Sho        |                      | 06 Jul 2015               | A               | Hardware                 | No            | CTRT                         | No                      | No                              | +          | +                       |
| 36 0  | opier            | SP          | 1020                | 1020-1478                             | SP1020               | AREG000003     | Hope Works              | Technical            | 17 Apr 2015               | A               | Hardware                 | No            | SUPP                         | No                      | No                              |            |                         |
| 1     | Shee             | t           | +                   |                                       |                      |                |                         |                      |                           | 4               |                          |               |                              |                         |                                 |            | •                       |
| Ready |                  |             |                     |                                       |                      |                |                         |                      |                           |                 |                          |               | III                          |                         | ]                               | 1          | + 100%                  |

# SELECT A ROW (ITEM)

1. Click in the *row selector* column of the item you wish to work with.

By selecting a row (or item), you can do various things:

- 2. View more information about the item by clicking one of the *Functions* tiles.
- 3. *Edit*, *View* or *Delete* the item.
  - Note 1: There are only certain screens where items can be deleted.
  - Note 2: When an item is deleted, it will still be within the database, but it will be set to *inactive* and therefore not viewable to users any more.



|                | manual contract manual and an                                    |              | Management and Pa  | and a second second |            |                 |  |             | 1011   |              |              | 4  |
|----------------|--|--------------|--------------------|---------------------|------------|-----------------|--|-------------|--------|--------------|--------------|----|
| Home Equip     | ment and Locations Contract Phance and He                        | inventory    | Maintenance and Pr | ojects Manural      | curing Pr  | Curement San    | es Service P   | eporang u   | ordes  |              |              |    |
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| Edit Delete    | View Save Layout Workspaces Save Filter                          | All          | - Refresh Ri       | evalue Convert      | Buy Back   | Print Export    | Reports  |             |        |              |              |    |
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|                |  |              |                    |                     |            |                 |  |             | _      |              |              |    |
| 5              | Drag a column header here to group by that colu                  |              |                    |                     |            |                 |  |             |        |              |              |    |
| text to search | P Description _2   | PartCode     | SerialNo           | ModelNo             | AssetRegNo | CustomerName    | DeptName   | StartDate   | Status | CategoryDesc | IsFixedAsset | Pa |
| nctions        |  |              |                    |                     |            |                 |  |             |        |              |              |    |
| -              | SP2020 Sprint Colour Multi Functional Copier                     | SP2020       | 20-12345           | SP2020              | 123        | Hope Works      | Technical  | 27 Jan 2015 | A      | Hardware     | No           | C  |
|                | SP1919 Sprint Colour MFC   | SP 19 19     | 19-12345           | 1919                |            | Derton Technol  |  | 07 Apr 2014 | A      | Hardware     | No           | c  |
|                | SP 1919 Sprint Colour MFC  | SP1919       | 19-90201           | 1919                |            | Office Supplies |  | 09 Apr 2014 | A      | Hardware     | No           | C  |
|                | K147 Kyocera Colour Copier                                       | 1458-96523   | K147-123456789     | K147                |            | Office Supplies |  | 06 May 2014 | A      | Kyocera Mul  | No           | С  |
| roject History | Kruger ZN Fax Machine  | KZN-122TFB   | sin 12345568       | ZN122               |            | Young Electric  | Sales Department   | 06 May 2014 | A      | Hardware     | No           | W  |
|                | K147 Kyocera Colour Copier                                       | 1458-96523   | sin123             | K147                |            | Young Electric  | Sales Department   | 06 May 2014 | A      | Kyocera Mul  | No           | C  |
|                | K147 Kyocera Colour Copier                                       | 1458-96523   | 14-9652365         | K147                |            | Westwood Dyn    |  | 07 May 2014 | A      | Kyocera Mul  | No           | W  |
| eters          | SP2020 Sprint Colour Multi Functional Copier                     | SP2020       | abc147c            | SP2020              |            | Derton Technol  |  | 07 May 2014 | A      | Hardware     | No           | C  |
|                | K147 Kyocera Colour Copier                                       | 1458-96523   | SIN32413546        | K147                |            | Hope Works      | Technical  | 19 Jul 2017 | Α      | Kyocera Mul  | No           | C  |
|                | SP19-12 Colour Copier  | SP19-123456  | SP19-12185274      | SP19-12             |            | Titan Group     |  | 13 Jun 2014 | A      | Hardware     | No           | C  |
| istory         | SP19-12 Colour Copier  | SP19-123456  | 19-12/1201         | SP19-12             |            | Titan Group     |  | 17 Jun 2014 | Α      | Hardware     | No           | C  |
|                | SP19-12 Colour Copier  | SP19-123456  | 19-12/1202         | SP19-12             |            | Samanthas Diner |  | 17 Jun 2014 | Α      | Hardware     | No           | С  |
|                | SP19-12 Colour Copier  | SP19-123456  | 1912-102031        | SP19-12             |            | Samanthas Diner |  | 02 Jul 2014 | Α      | Hardware     | No           | C  |
|                | SP19-12 Colour Copier  | SP19-123456  | 1912-102032        | SP19-12             |            | Bothas Networ   |  | 02 Jul 2014 | A      | Hardware     | No           | C  |
| UM             | <ul> <li>SP2020 Sprint Colour Multi Functional Copier</li> </ul> | SP2020       | 2020-102047        | SP2020              |            | Dancing Shoes   |  | 21 Jun 2017 | Α      | Hardware     | No           | V  |
|                | SP19-12 Colder Copier  | SP19-123456  | 1912-102034        | SP19-12             |            | Danny Storm I   |  | 02 Jul 2014 | Α      | Hardware     | No           | S  |
|                | SP 19-12 Colour Copier   | SP19-123456  | 1912-102035        | SP19-12             |            | Office Supplies |  | 02 Jul 2014 | A      | Hardware     | No           | S  |
| arranties 1    | SP19-12 Colour Copier  | SP19-123456  | 1912-102036        | SP19-12             |            | Westwood Dyn    |  | 02 Jul 2014 | A      | Hardware     | No           | S  |
|                | SP2020 Sprint Colour Multi Functional Copier                     | SP2020       | 2020-10201         | SP2020              |            | Titan Group     |  | 02 Jul 2014 | A      | Hardware     | No           | C  |
|                | SP2020 Sprint Colour Multi Functional Copier                     | SP2020       | 2020-10202         | SP2020              |            | Office Supplies |  | 02 Jul 2014 | A      | Hardware     | No           | S  |
|                | SP2020 Sprint Colour Multi Functional Copier                     | SP2020       | 2020-10203         | SP2020              |            | Westwood Dyn    |  | 02 Jul 2014 | A      | Hardware     | No           | S  |
|                | SP2020 Sprint Colour Multi Functional Copier                     | SP2020       | 2020-10204         | SP2020              |            | Office Supplies |  | 02 Jul 2014 | A      | Hardware     | No           | C  |
|                | SP2020 Sprint Colour Multi Functional Copier                     | SP2020       | 2020-10205         | SP2020              |            | Bothas Networ   |  | 02 Jul 2014 | A      | Hardware     | No           | S  |
|                | SP2020 Sprint Colour Multi Functional Copier                     | SP2020       | 2020-102049        | SP2020              |            | Big Bargains    |  | 03 Jul 2014 | A      | Hardware     | No           | S  |
|                | SP19-12 Colour Copier  | SP 19-123456 | 1912-102043        | SP19-12             |            | Hope Works      | Technical  | 03 Jul 2014 | A      | Hardware     | No           | C  |
|                | SP19-12 Colour Copier  | SP19-123456  | 1912-102044        | SP19-12             |            | Cash Sales Acc  | Sales Department   | 03 Jul 2014 | A      | Hardware     | No           | S  |
| aintenance     | New Machine  | NMACH        | nm10301            |                     |            | Hope Works      | Technical  | 08 Jan 2018 | A      | Hardware     | No           | C  |
|                | SP204 Colour Copier  | SP204        | 204-10203          | SP204               |            | Titan Group     |  | 13 Aug 2014 | A      | Hardware     | No           | S  |
|                | SH2U20 Sprint Colour Multi Functional Copier                     | SP2020       | 019122010101       | SP2020              |            | Hack PC - IT S  | Color Donate in 1  | 11 Nov 2014 | A      | Hardware     | NO           | N  |
| eoreciation    | SP204 Colour Copier  | SP204        |                    | SP204               |            | Young Electric  | Sales Department   | 18 Nov 2014 | A      | Hardware     | No           | C  |
| cpredation     | SM20/20 Sprint Colour Multi Functional Copier                    | SP2020       | 20-457896          | SP2020              |            | Denton Technol  |  | 07 Jan 2015 | A      | Hardware     | NO           | C  |
|                | SP 19-12 Colour Copier   | SP19-123456  | 19-123456          | SP19-12             |            | Panda Copiers   |  | uð Jan 2015 | A      | Hardware     | NO           | C  |
|                | SP2U20 Sprint Colour Multi Functional Copier                     | 5P2020       | 14//08             | 5P2020              |            | mack PC - IT S  |  | 14 May 2015 | A      | nardware     | NO NI        | C  |
|                | SP2020 Sprint Colour Multi Functional Copier                     | SP2020       | 14/80/             | 5P2020              |            | Hack PC - IT S  |  | 06 Jul 2015 | A .    | Hardware     | NO           | C  |
|                | 10   |              |                    |                     |            |                 | and the second sec |             |        |              |              |    |

### **ADD AN ITEM**

- Always click on the data grid that you wish to add a new record to
  - especially where more than one data grid is present. The *row selector* will indicate where you are in the data grid.
- Click on *Add* to open the *Maintain* screen. You will need to load the data as required before saving.



|                  |             |                  |                     |                | 1110               |                   |                |               | ,               |                      |              |        |              |              | -       |
|------------------|-------------|------------------|---------------------|----------------|--------------------|-------------------|----------------|---------------|-----------------|----------------------|--------------|--------|--------------|--------------|---------|
| Home             | Equipment a | ind Locations    | Contract F          | inance and HR  | Inventory          | Maintenance and P | rojects Manu   | facturing Pro | curement Sa     | les Service R        | eporting Uti | ities  |              | -            | 8       |
| 9 📿              | ×           |                  |                     |                | Durban             | · 3               |                |               |                 |                      |              |        |              |              |         |
| dd Edit          | Delete Viev | v Save Layout    | Workspaces          | Save Filter    | Al                 |                   | evalue Convert | Buy Back      | rint Export     | Reports              |              |        |              |              |         |
| Maintena         | ince        |                  | Format              |                | Curr               | ent a             | Process        |               | Print           | Reports _            |              |        |              |              |         |
| iks              | <b>a</b> .  |                  |                     |                |                    |                   |                |               |                 |                      |              |        |              |              |         |
| ter text to sear | h P         | nog a committee  |                     |                |                    | 1.0.0.0           | 10.000         |               | 1.2.1.2.1.2.2   | 140.000              | 142 1427     | 1.20   |              |              | 1       |
|                  |             | Description      |                     |                | PartCode           | SerialNo          | ModelNo        | AssetRegNo    | CustomerName    | DeptName             | StartDate    | Status | CategoryDesc | IsFixedAsset | Par     |
| unctions         |             |                  | 1                   |                | -                  | 10.000            | 1010           |               |                 |                      |              |        | 10000        |              |         |
| WO History       |             | SP1919 Sprint C  | OIOUR MIFC          |                | 261313             | 19-258            | 1919           |               |                 |                      | 05 NOV 2014  | A      | Hardware     | NO           | VVP     |
|                  |             | SP204 Colour Co  | opier               |                | SP204              | 001912105029      | SP204          |               |                 |                      | 11 Nov 2014  | A      | Hardware     | No           | W       |
|                  | -           | SP204 Black Tor  | ier                 |                | 204-14/K           | 001912105050      | 000000         |               |                 |                      | 11100 2014   | A      | Ioners       | NO           | VVF     |
| Design the Links |             | SP2020 Sprint C  | olour Mulu Fund     | tional Copier  | SP2020             | 001912105029      | 5P2020         |               |                 |                      | 00 2014      |        | naruware     | Tes          | VIII CT |
| rioject histor   | ·           | SP2020 Sprint C  | olour mula runa     | contai Copier  | 32020              | 14/111            | 3P 20 20       | ADEC000001    |                 |                      | 10 Eak 2015  | A      | Tanana       | Ne           | UI IAI  |
|                  |             | Staple Lipit     | iei                 |                | 1020-478           | 479,1724          | 1020-479       | AREGUUUUUI    |                 |                      | 10 PED 2015  |        | Accessories  | No           | W       |
|                  |             | Conjor           |                     |                | 1020-476<br>5D1020 | 1020 10102        | 5D 1020        | AREG000004    | Hono Works      | Tochnical            | 22 hrs 2015  |        | Hardware     | Von          | ~       |
| Meters           |             | Copier           |                     |                | 50 1020            | 1020-10102        | 5P 1020        | AREG000007    | Apple him Inc   | Cales Department     | 22 301 2013  |        | Hardware     | Vee          | -       |
|                  | 10          | Copier           | olour Multi Euro    | tional Conier  | SP 1020            | 2020-147          | SP 1020        | AREG000010    | Hope Works      | Technical            | 22 Jun 2013  | ~      | Hardware     | Vec          | 0       |
|                  |             | Drum             |                     | coonar copier  | 302020             | 2020-147          | 3F 2020        | AREG000013    | Tiope Works     | recirical            | 10 New 2015  |        | Accessories  | No           | in      |
| History          |             | 502020 Seviet C  | alarar Multi Cons   | tional Conier  | 2020-000           | 630-23632         | 602020         | AREG000020    | Hann Works      | Technical            | 12 300 2015  |        | Hardware     | Vee          |         |
|                  |             | SP2020 Spirit C  |                     | cuonal copier  | 304-147/           | (es(121212        | 3F2020         | AREG000030    | hope works      | recirica             | 19 Eeb 2016  | ~      | Topers       | No           | 10      |
|                  |             | SP2040 Back Tol  | olour Multi Euro    | tional Conier  | CD2020             | tost1224          | 602020         | AREG000033    | Hope Works      | Technical            | 10 Feb 2010  |        | Hardware     | Vec          |         |
| вом              |             | Drum             |                     | cuonal copier  | 2020-856           | test1234          | 3F 2020        | AREGO00030    | hope works      | recirical            | 15 Jun 2016  |        | Accessories  | No           | in in   |
|                  |             | SP2020 Sprint C  | olour Multi Euro    | tional Conier  | 6020 000           | 2020-797979       | 602020         | AREG000047    | Apple Juice Inc | Salar Department     | 01 34 2016   | -      | Hardware     | Var          |         |
|                  |             | Drum             |                     | coontar copier | 2020-855           | 856-1010          | 34 2020        | AREG000043    | Apple Juice Inc | Sales Deparationeric | 01 34 2016   | 6      | Accessories  | No           | in in   |
| Warranties       | 1           | Drum             |                     |                | 2020-855           | 855-1020          |                | AREG000044    |                 |                      | 01 34 2016   | •      | Accessories  | Ver          | 10      |
|                  |             | SP2020 Sprint C  | olour Multi Euro    | tional Conier  | 5020 000           | 2020-103050       | \$22020        | AREG000046    | Panda Conjare   |                      | 05 34 2016   |        | Hardwara     | Var          |         |
|                  |             | SP2020 Sprint C  | olour Multi Euro    | tional Conier  | 602020             | 2020-103050       | 692020         | AREG000049    | Hone Works      | Technical            | 05 34 2010   | ~      | Hardware     | Vec          | 0       |
|                  |             | SP2020 Sprint C  | olour Multi Euro    | tional Copier  | SP2020             | 2020-103053       | SP2020         | AREGODOO40    | Hope Works      | Technical            | 05 34 2016   |        | Hardware     | Vec          | 0       |
| votes            |             | SP2020 Sprint C  | olour Multi Euro    | tional Conier  | SP2020             | 2020-103054       | 592020         | AREG000049    | Trope trong     | 1 CON FOOR           | 05 34 2016   |        | Hardware     | No           |         |
|                  |             | SP2020 Sprint C  | olour Multi Euro    | tional Conier  | 502020             | 2020-103055       | 502020         | AREGODOOD     |                 |                      | 05 34 2016   |        | Hardware     | No           | 14      |
|                  |             | SP2020 Sprint C  | olour Multi Euro    | tional Copier  | 502020             | 2020-103055       | 602020         | AREGODOOS     | Hope Works      | Tochnical            | 05 34 2010   | -      | Hardware     | Vec          |         |
| Documents        |             | SP2020 Sprint C  | olour Multi Fund    | tional Copier  | SP2020             | 2020-103059       | SP2020         | AREGODODS     | hope works      | recirical            | 05 34 2016   |        | Hardware     | Ver          | 10      |
|                  |             | Conier           |                     | coondi copici  | SP 1020            | 111111            | SP 1020        | AREC000115    |                 |                      | 27 Eab 2017  | ^      | Hardware     | Var          |         |
|                  |             | Acor conier oute | v chall             |                | ACD-01             | 12245             | 3+ 1020        | AREG000116    |                 |                      | 29 Eab 2017  |        | Accessories  | No           | -       |
| Maintenance      |             | Acer copier oute | a sinci<br>ar chall |                | ACP-01             | 12345             |                | AREG000110    |                 |                      | 28 Feb 2017  |        | Accessories  | No           | 10      |
|                  |             | Acer copier oute | er chell            |                | ACR-01             | 12347             |                | AREG000119    |                 |                      | 28 Feb 2017  | 4      | Accessories  | No           | IA      |
|                  |             | Acer copier oute | a shall             |                | ACR-01             | 12348             |                | AREG000110    |                 |                      | 28 Feb 2017  |        | Accessories  | No           | ~       |
| Depreciation     |             | Acer copier oute | ar shell            |                | ACR-01             | 12349             |                | AREG000120    |                 |                      | 28 Feb 2017  | 4      | Accessories  | No           | W       |
|                  |             | Acer copier oute | er chell            |                | ACR-01             | 12340             |                | AREG000120    |                 |                      | 28 Feb 2017  | 4      | Accessories  | No           | in the  |
|                  |             | Acer copier oute | a chell             |                | ACR-01             | 12341             |                | AREG000121    |                 |                      | 28 Feb 2017  | 4      | Accessories  | No           | W       |
|                  | -           | Acer copier oute | ar chall            |                | ACP.01             | 12342             |                | APEC000122    |                 |                      | 28 Feb 2017  | 4      | Accessories  | No           | W       |
|                  | -           | Acer copier oute | er shell            |                | ACR-01             | 12343             |                | AREG000124    |                 |                      | 28 Feb 2017  | 4      | Accessories  | No           | W       |
|                  | -           | Acer copier oute | s chell             |                | ACR-01             | 4377654           |                | AREG000120    |                 |                      | 28 Feb 2017  |        | Accessories  | No           | W.      |
|                  |             | Acer copier oute | a snei              |                | ACKOI              | 4577654           |                | AKE0000129    |                 |                      | 20 FED 2017  | A      | Accessories  | NO           |         |

# MAINTAIN SCREEN OVERVIEW

- 1. **Save**: Click here to save the changes made to the screen / **Back** click here to return to the previous screen without saving any changes.
- Yellow Search Text Boxes: Either type in the data or click on the search button and select the data from the lookup screen. If you want to change the details already populated in the yellow box, clear the field (remove the text in the text box) and start the search again.
- 3. White Text Boxes: are for you to type in data.
- 4. **Grey Search Text Boxes**: These are uneditable. You cannot type into these boxes. There may be a search button which you can click on and select information from the lookup screen that will pop up.
- 5. **Date Fields**: Either type in or click on the drop-down arrow and use the calendar function to select the date.



- 6. **Check Boxes**: Click in the check box to select the item / clear the check box (click on it again) to remove the selection.
- 7. **Radio Buttons**: Click on the button that will enable you to select from a specified range of data.



### **LOOKUP SCREEN**

Lookup screens give you a list of information that you can *link* to the Maintain screen that you are busy populating.

- 1. Click on the **search** button in either one of the grey or yellow text boxes.
  - In this example I am searching for a part number to request from store.



- 2. The relevant **Lookup screen** will pop up. The details in this screen will be linked to the search instigated.
  - In this example, the search was initiated in the Part
     No. text box therefore the lookup screen contains a
     list of parts to select from.

| Home Equipment  | and Locations Contract | Finance and HR | Inventory 1  | Maintenance and Pro | jects Manufacturing Procurement               | Sales | Service Re      | porting   | Utilities               |         |        | - 6   |
|-----------------|------------------------|----------------|--------------|---------------------|---|-------|-----------------|-----------|-------------------------|---------|--------|-------|
|                 |                        |                |              |                     |   |       |                 |           |                         |         |        |       |
| Back            |                        |                |              |                     |   |       |                 |           |                         |         |        |       |
| ace             |                        |                |              |                     |   |       |                 |           |                         |         |        |       |
|                 |                        |                |              |                     |   |       | Finance         |           |                         |         |        |       |
| ext to search P | Branch                 | Durban         |              |                     |   |       | - Interior      |           | ost                     |         |        | 0 *   |
| stions          | Serial No              |                |              |                     |   |       | Rep             | acement   | ost                     |         |        | 0 1   |
| uons            | Asset Reg No           |                |              |                     |   |       |                 | Is Final  | ced 🗌                   |         |        |       |
| History         | Customer               |                | • م          |                     |   |       |                 | Finance   | Co.                     |         |        | •     |
| 1               | Address                |                | P - •        |                     |   |       |                 | Finance T | ype                     |         |        |       |
|                 |                        |                |              |                     |   |       |                 | Payment T | уре                     |         |        | *     |
| ject History    | Technician             |                |              |                     |   |       |                 | Payment   | Day 1 🗘                 |         |        |       |
| 1               | Start Date             | 30 Aug 2018 🔹  |              | 💀 Select a par      | t to configure the supply info                |       |                 |           |                         | 6       | - 0    | x     |
|                 | Priority               | 1 🗘 •          |              | Home                |   |       |                 |           |                         |         |        |       |
| ers             | SLA Hours              | 0 ‡            |              |                     |   |       |                 |           |                         |         |        |       |
|                 | Part No.               |                | Q            |                     |   |       |                 |           |                         |         |        |       |
|                 |                        |                | ÷            | Ok Back             | Save Layout                                   |       |                 |           |                         |         |        |       |
| ory             | Model No.              |                |              | Process             | Format  |       |                 |           |                         |         |        |       |
|                 | Category               |                |              |                     |   |       |                 |           |                         | 1       |        |       |
|                 | Location               |                | • م          | Drag a column he    |   |       |                 |           |                         |         | 1      |       |
| 4 <b>- 24</b>   | Parent Location        |                |              | PartCode            | Description                                   | Rate  | PartType Status | TaxType   | CatDescription          | ModelNo | Weight | Volum |
|                 | Loan Unit              | WO De          | fault Item 🗌 | 9                   |   |       |                 |           |                         |         |        |       |
|                 | In Service             | WON            | lotification | ▶ SP2020            | SP2020 Sprint Colour Multi Functional Copier  | 15.00 | A A             | VAT       | Hardware                | SP2020  | 5.2    |       |
| rranties 1      | Rotable                |                | Tasks        | SP1919              | SP1919 Sprint Colour MFC                      | 15.00 | A A             | VAT       | Hardware                | 1919    |        |       |
| 20              |                        |                |              | 1459-06522          | K147 Kuncera Colour Copier                    | 15.00 | A A             | VAT       | Mardware<br>Kwocera Mal | ¥147    |        |       |
|                 |                        |                |              | K7N-122TEB          | Kruner ZN Fax Machine                         | 15.00 | A A             | VAT       | Hardware                | 7N122   |        |       |
| res             |                        |                |              | KM250MFP            | Konica Minolta Colour Multi-Functional Copier | 15.00 | A A             | VAT       | Hardware                |         |        |       |
|                 |                        |                |              | SP19-123456         | SP19-12 Colour Copier                         | 15.00 | A A             | VAT       | Hardware                | SP19-12 |        |       |
|                 |                        |                |              | SP204               | SP204 Colour Copier                           | 15.00 | A A             | VAT       | Hardware                | SP204   |        |       |
| uments          |                        |                |              | 204-147K            | SP204 Black Toner                             | 15.00 | A A             | VAT       | Toners                  |         |        |       |
|                 |                        |                |              | TMACH               | Test Machine                                  | 15.00 | A A             | VAT       | Hardware                |         |        |       |
|                 |                        |                |              | NMACH               | New Machine                                   | 15.00 | A A             | VAT       | Hardware                |         |        |       |
| ntenance        |                        |                |              | 2020-856            | Drum  | 15.00 | B A             | VAT       | Accessories             |         |        |       |
|                 |                        |                |              | 2020-998            | Staple Unit                                   | 15.00 | A A             | VAT       | Accessories             |         |        |       |
|                 |                        |                |              | 1020-479            | Stanle Linit                                  | 15.00 | R A             | VAT       | Accessories             | 5P1020  |        |       |
| recation        |                        |                |              | X821932-002         | Microsoft Mouse                               | 15.00 | A A             | VAT       | Accessories             | 1454    |        |       |
|                 |                        |                |              | SP500               | Sprint Colour Copier                          | 15.00 | A A             | VAT       | Hardware                |         |        |       |
|                 |                        |                |              | 4 0                 | )   |       |                 |           |                         |         |        | •     |
|                 |                        |                |              | 1                   |   |       |                 | _         |                         |         |        |       |
|                 |                        |                |              |                     |   |       | 1               | 1         |                         |         |        |       |
|                 |                        |                |              |                     |   |       |                 |           |                         |         |        |       |

• Either select the **row** and click on **Ok** or **double click** on the selected row.



| а<br>Д           |                 |                 |                  |  |       | Fina        | nce         |                  |          |        |       |
|------------------|-----------------|-----------------|------------------|--|-------|-------------|-------------|------------------|----------|--------|-------|
| text to search P | Branch Du       | rban 🔹 *        |                  |  |       |             |             | Cost             |          | 0      | o ‡   |
| octions          | Serial No       |                 |                  |  |       | - a         | Replacemen  | t Cost           |          |        | D ‡   |
|                  | Asset Reg No    |                 |                  |  |       |             | Is Fir      | anced 🗌          |          |        |       |
| OHistory         | Customer        | • م             |                  |  |       |             | Finar       | ce Co.           |          |        | *     |
| <b>1</b>         | Address         | • م             |                  |  |       |             | Finance     | Туре             |          |        | *     |
|                  |                 |                 |                  |  |       |             | Paymen      | Туре             |          |        | •     |
| bject History    | Technician      | •               |                  |  |       |             | Payme       | nt Day 1 🗘       |          |        |       |
| •                | Start Date 30   | Aug 2018 🔻      | 💀 Select a par   | t to configure the supply info               |       |             |             |                  |          | _ 0    | ×     |
|                  | Priority        | 1 🗘 *           | Home             |  |       |             |             |                  |          |        |       |
| ters 🔳           | SLA Hours       | 0 ‡             |                  |  |       |             |             |                  |          |        | _     |
|                  | Part No.        | • م             |                  |  |       |             |             |                  |          |        |       |
|                  |                 | ÷               | Ok Back          | Save Layout                                  |       |             |             |                  |          |        |       |
| tory             | Model No.       |                 | Process          | Format                                       |       |             |             |                  |          |        |       |
|                  | Category        |                 |                  |  |       |             |             |                  | 1        |        |       |
|                  | Location        | • م             | Drag a column he |  |       |             |             |                  |          |        |       |
| M CONTRACTOR     | Parent Location |                 | PartCode         | Description                                  | Rate  | PartType St | atus TaxTyp | e CatDescription | ModelNo  | Weight | Volur |
|                  | Loan Unit 🗌     | WO Default Item | 9                |  |       |             |             |                  |          |        | - 0   |
|                  | In Service      | WO Notification | SP2020           | SP2020 Sprint Colour Multi Functional Copier | 15.00 | A A         | VAT         | Hardware         | SP2020   | 5.2    |       |
| rranties1        | Rotable         | Tasks           | SP1919           | SP1919 Sprint Colour MFC                     | 15.00 | A A         | VAT         | Hardware         | 1919     |        |       |
| 20               |                 |                 | SP1818           | Sprint copier                                | 15.00 | A A         | VAT         | Hardware         |          |        |       |
|                  |                 |                 | 1458-96523       | K147 Kyocera Colour Copier                   | 15.00 | A A         | VAT         | Kyocera Mul      | K147     |        |       |
| tes              |                 |                 | KZN-1221FB       | Kruger ZN Fax Machine                        | 15.00 | A A         | VAI         | Hardware         | ZN122    |        |       |
|                  |                 |                 | SP19-122456      | SP19-12 Colour Conier                        | 15.00 | A A         | VAT         | Hardware         | CD10-12  |        |       |
|                  |                 |                 | SP204            | SP204 Colour Copier                          | 15.00 | A A         | VAT         | Hardware         | SP204    |        |       |
| suments          |                 |                 | 204-147K         | SP204 Black Toner                            | 15.00 | A A         | VAT         | Toners           | 51 25 1  |        |       |
|                  |                 |                 | TMACH            | Test Machine                                 | 15.00 | A A         | VAT         | Hardware         |          |        |       |
|                  |                 |                 | NMACH            | New Machine                                  | 15.00 | A A         | VAT         | Hardware         |          |        |       |
| ntenance         |                 |                 | 2020-856         | Drum   | 15.00 | B A         | VAT         | Accessories      |          |        |       |
|                  |                 |                 | 2020-998         | Staple Unit                                  | 15.00 | A A         | VAT         | Accessories      |          |        |       |
|                  |                 |                 | SP 1020          | Copier                                       | 15.00 | A A         | VAT         | Hardware         | SP1020   |        |       |
| preciation       |                 |                 | 1020-478         | Staple Unit                                  | 15.00 | B A         | VAT         | Accessories      | 1020-478 |        |       |
|                  |                 |                 | X821932-002      | Microsoft Mouse                              | 15.00 | A A         | VAT         | Accessories      | 1454     |        |       |
|                  |                 |                 |                  |  |       |             |             |                  |          |        |       |

• The selected details will populate the fields linked to the text box that you initiated the search in.



| · ·               |                           | i<br>i                | New Equipment - BPO: Ver | sion 2.1.0.64 - Exam | ple Company |               |                   |                  | - 0         |
|-------------------|---------------------------|-----------------------|--------------------------|----------------------|-------------|---------------|-------------------|------------------|-------------|
| Home Equipment ar | nd Locations Contract Fir | ance and HR Inventory | Maintenance and Projects | Manufacturing        | Procurement | Sales Service | Reporting Ut      | Abes             | _ é         |
| ocess 4           |                           |                       |                          |                      |             |               |                   |                  |             |
| text to search    |                           |                       | 1.                       |                      |             | Fi            | nance             | •                |             |
|                   | Serial No                 | n: 10•                |                          |                      |             |               | Penlacement Co    | st .             | 0           |
| ictions           | Asset Reg No              |                       |                          |                      |             |               | Is Finance        | ed 🗆             | • •         |
| O History         | Customer                  | م                     | •0                       |                      |             |               | Finance C         | 0.               | •           |
| 10 No.            | Address                   | - م                   | •                        |                      |             |               | Finance Typ       | e 🛛              | •           |
|                   |                           | *                     |                          |                      |             |               | Payment Typ       | e 🛛              | •           |
| roject History    | Technician                |                       |                          |                      |             |               | Payment Da        | iy 1 🗘           |             |
| 1 1               | Start Date 30 Aug         | 2018 -                |                          |                      |             |               | Payment Amou      | nt               | 0 🗘         |
|                   | Priority 1                | •                     |                          |                      |             |               | Payment Sta       | rt 🔻             |             |
| eters             | SLA Hours                 | 0 🗘                   |                          |                      |             |               | Payment En        | nd 🔹             |             |
|                   | Part No. SP204            | م                     | •                        |                      |             |               | Is Escalate       | ed 🔲             |             |
|                   | SP204                     | Colour Copier         |                          |                      |             |               | Escalation Amount | nt               | 0 🗘         |
| story             | Model No. SP204           |                       |                          |                      |             |               | Escalation Perio  | od 0 ‡           |             |
|                   | Category Hardw            | are                   |                          |                      |             |               | Travel Distance   | ce               | 0 🗘         |
| OM                | Location                  | و                     |                          |                      |             |               | Travel Rat        | te               | 0 📮         |
|                   | Parent Location           | wo p-f-th them        |                          |                      |             |               | Refurbishment Dat | te 30 Aug 2018 ¥ |             |
|                   | In Service                | WO Notification       |                          |                      |             |               | Depreciation Sta  | fo 0             |             |
| /arranties 1      | Rotable                   | Tasks                 |                          |                      |             |               | Is Fixed Asse     | e vy             |             |
| 2                 |                           |                       |                          |                      |             |               | Operational State | 15               |             |
| otes              |                           |                       |                          |                      |             |               |                   |                  |             |
| ocuments          |                           |                       |                          |                      |             |               |                   |                  |             |
| aintenance        |                           |                       |                          |                      |             |               |                   |                  |             |
| epreciation       |                           |                       |                          |                      |             |               |                   |                  |             |
|                   |                           |                       |                          |                      |             | ŀ             | Finance Other Dat | a                |             |
| Mindows <b>x</b>  |                           |                       |                          |                      |             |               |                   |                  | 27 Aug 2019 |

MNU.000.004

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