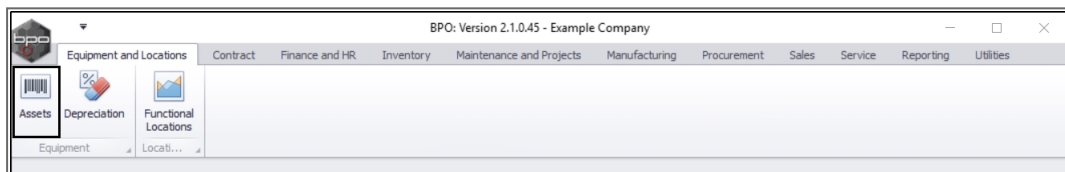


EQUIPMENT

ASSETS – NOTES – VIEW, ADD

There may be **notes** or **comments** that need to be recorded and linked to a particular asset. This process sets out how to view the current notes, if applicable, and how to link additional notes. Notes cannot be edited or deleted.

Ribbon Access: *Equipment and Locations* > *Assets*

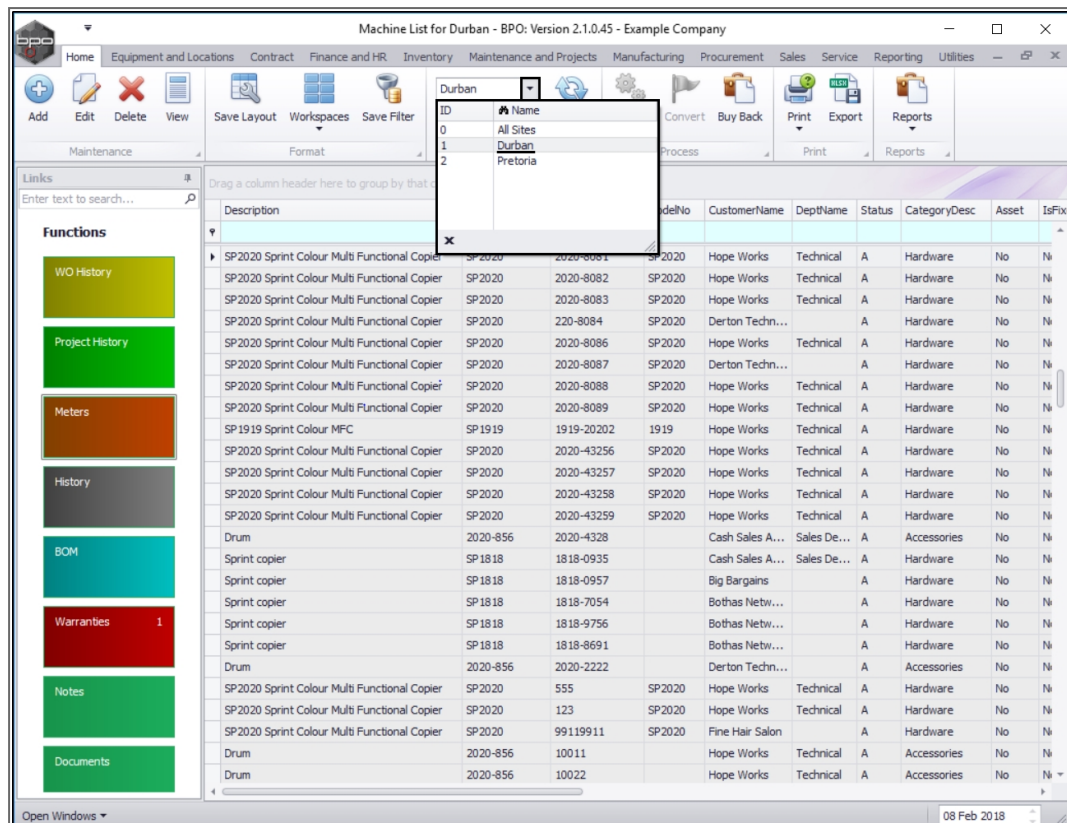


- The **Machine List for []** screen will be displayed.

THE SITE AND TYPE FILTERS

- The screen will open with the default **Site** setting configured on the user.
 - In this image **Durban** is selected.

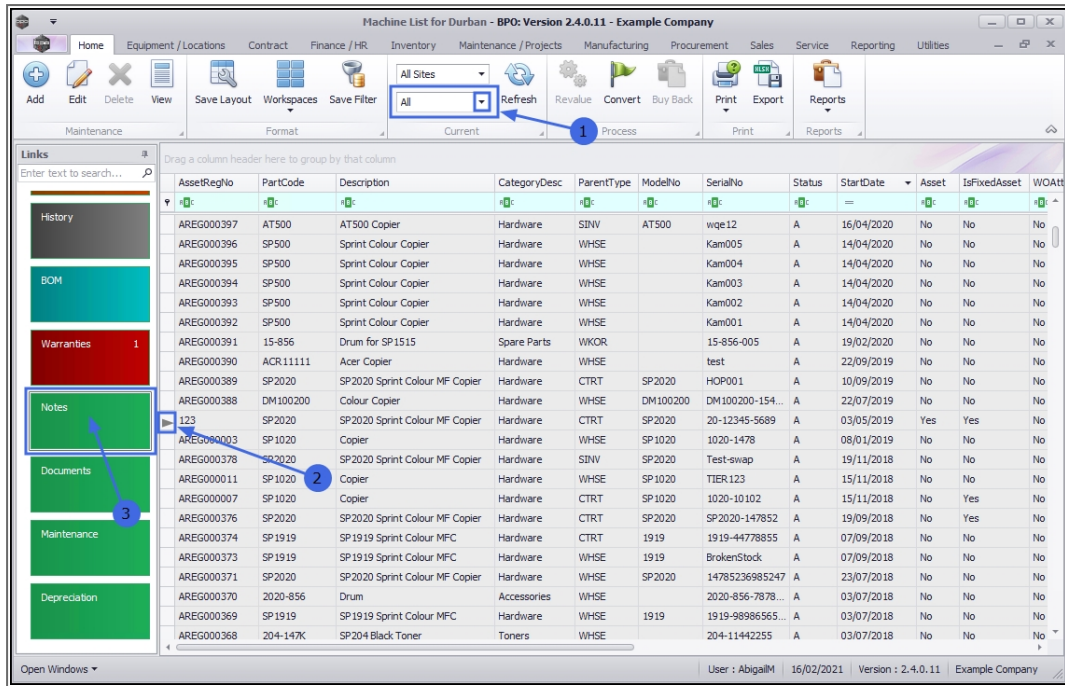
Note: Refer to [Site Selection](#) for more information about Site settings.



1. This screen will open by default in the **All** Type. You do not need to change this Type to view or add asset notes. If this screen is already open in another Type e.g. Internal Assets, then click on the **drop-down arrow** and select from the list, the right Type that contains the asset you wish to work with.

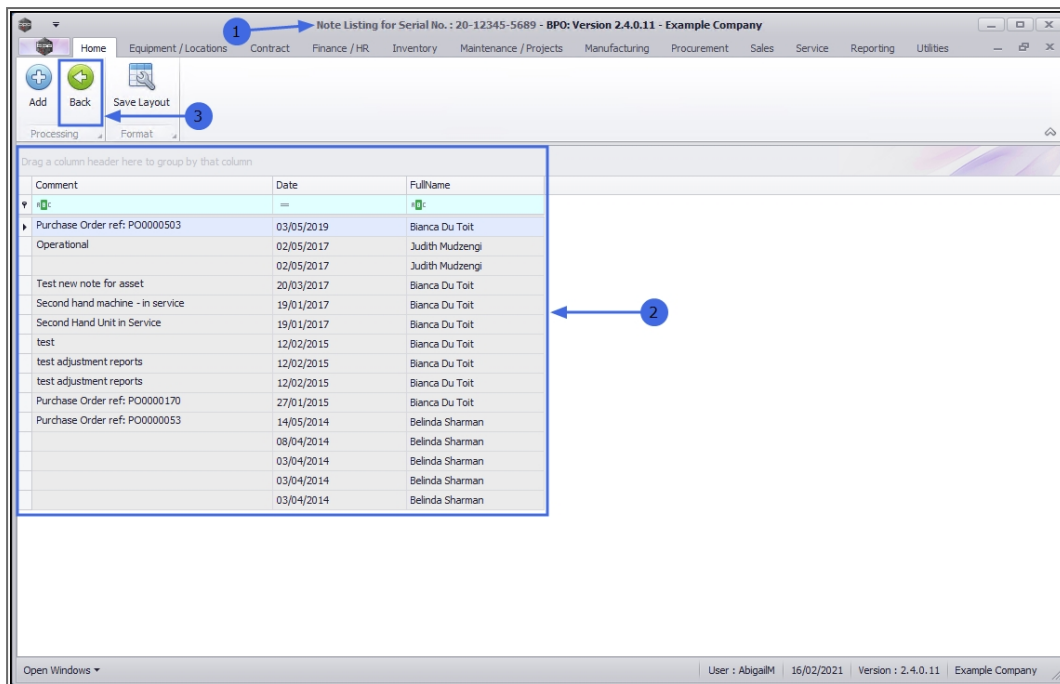
SELECT THE ASSET

2. Select the **row** of the **asset** where you wish to view the linked **notes**.
3. Click on the **Notes** tile.



VIEW NOTE(S)

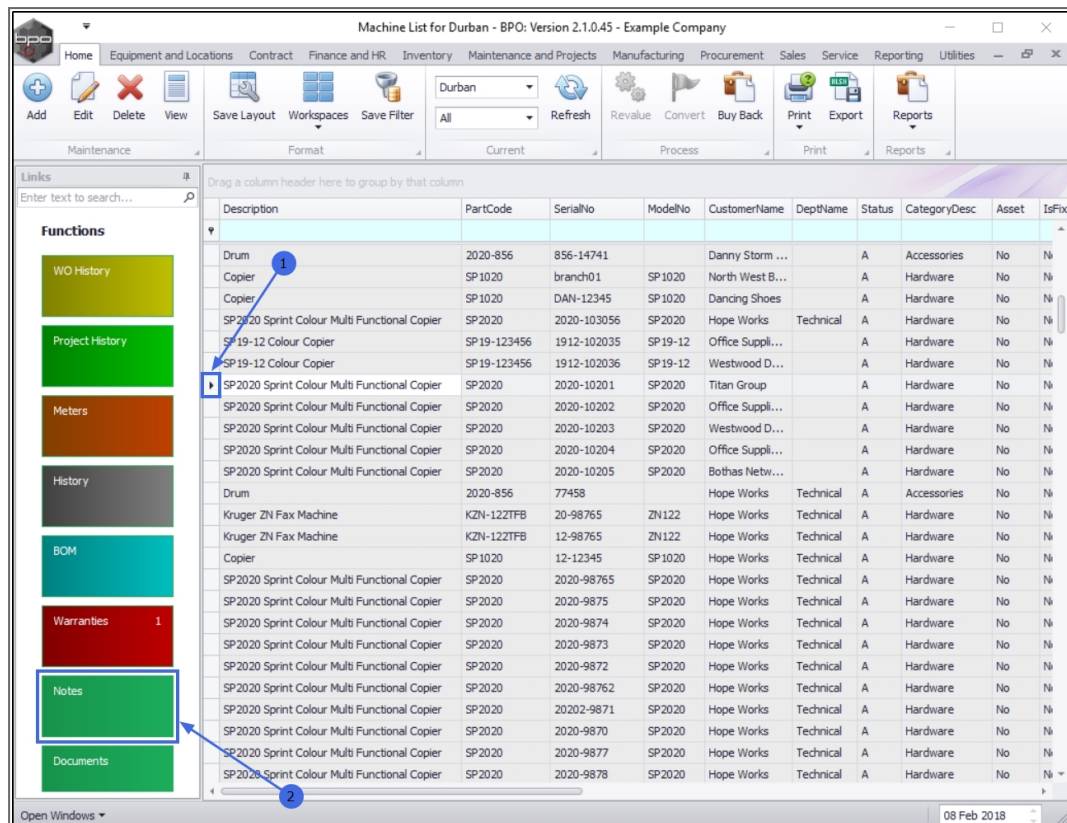
1. The **Note Listing for Serial No. : []** screen will open.
2. Here you can view a list of all the notes linked to the selected asset.
 - **Note:** You cannot edit or delete any information in the **Comments** data grid.
3. Click on the **Back** button to return to the Machine Listing screen.



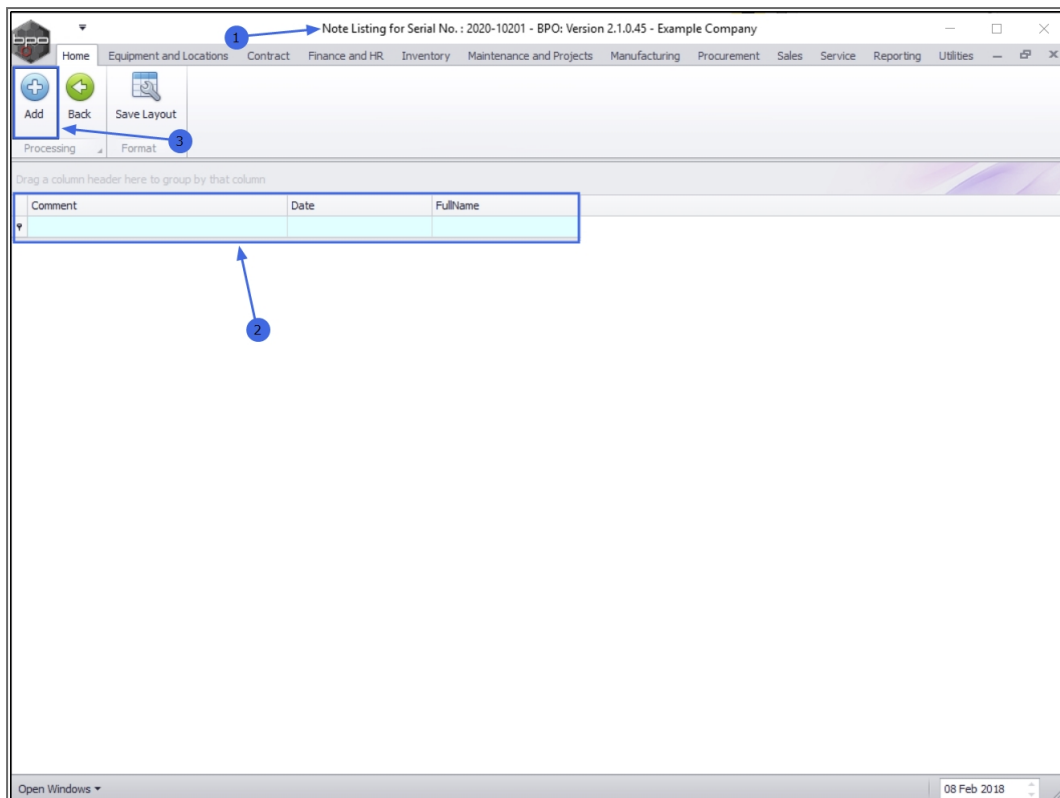
ADD A NOTE TO AN ASSET

Navigate to the **Note Listing for Serial No.: []** screen as explained above.

1. Select the **row** of the asset.
2. Click on the **Notes** tile.



1. The **Note Listing for Serial No.: []** screen will open.
2. In this example there are no notes currently linked to the selected asset.
3. Click on **Add**.



1. The **Equipment: []** screen will be displayed.

ADD NOTE DETAILS

2. Add the Note **details**, as required:
 - **Note Date and Time:** This will auto populate with the current date and time. You can click on the drop-down arrow and use the calendar function to select an alternative date, if required.
 - **Employee:** This will auto populate with the person currently logged on to the system. You can click on the drop-down arrow and select an alternative employee, if required.
 - **Note:** Click in the text box and type in the relevant note information, as required.

Equipment : 2020-10201 - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Process

Note Date and Time: 08 Feb 2018

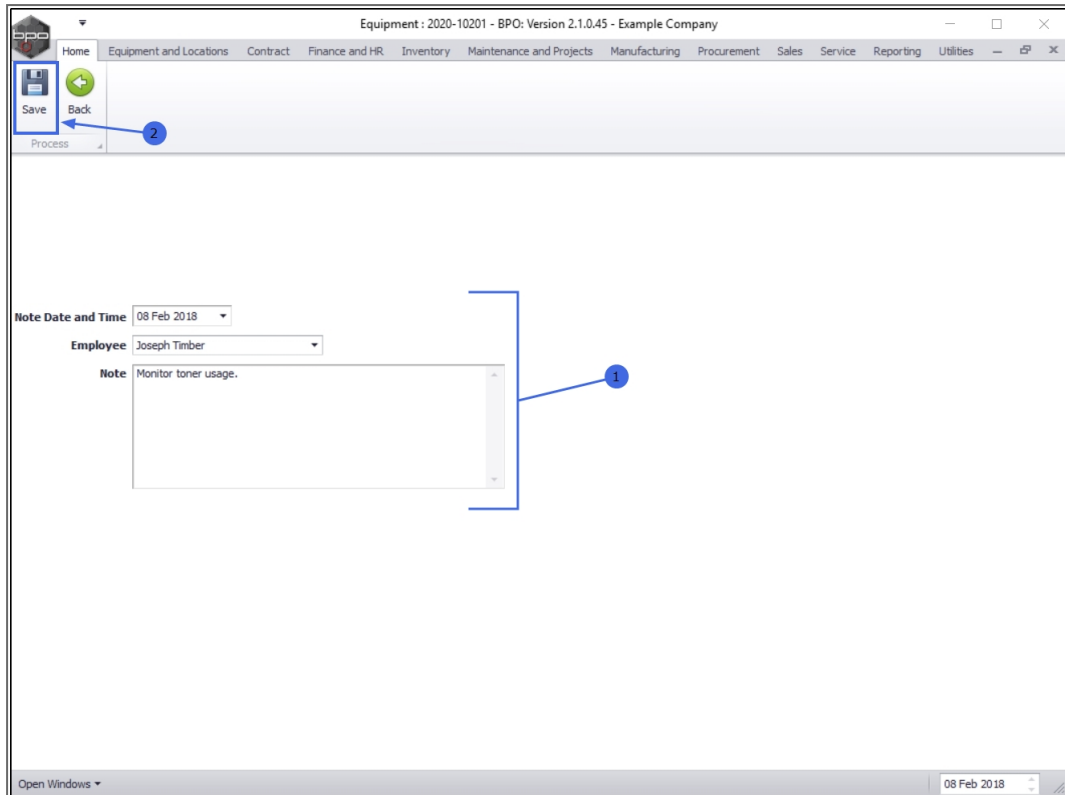
Employee: Sarah Milder

Note

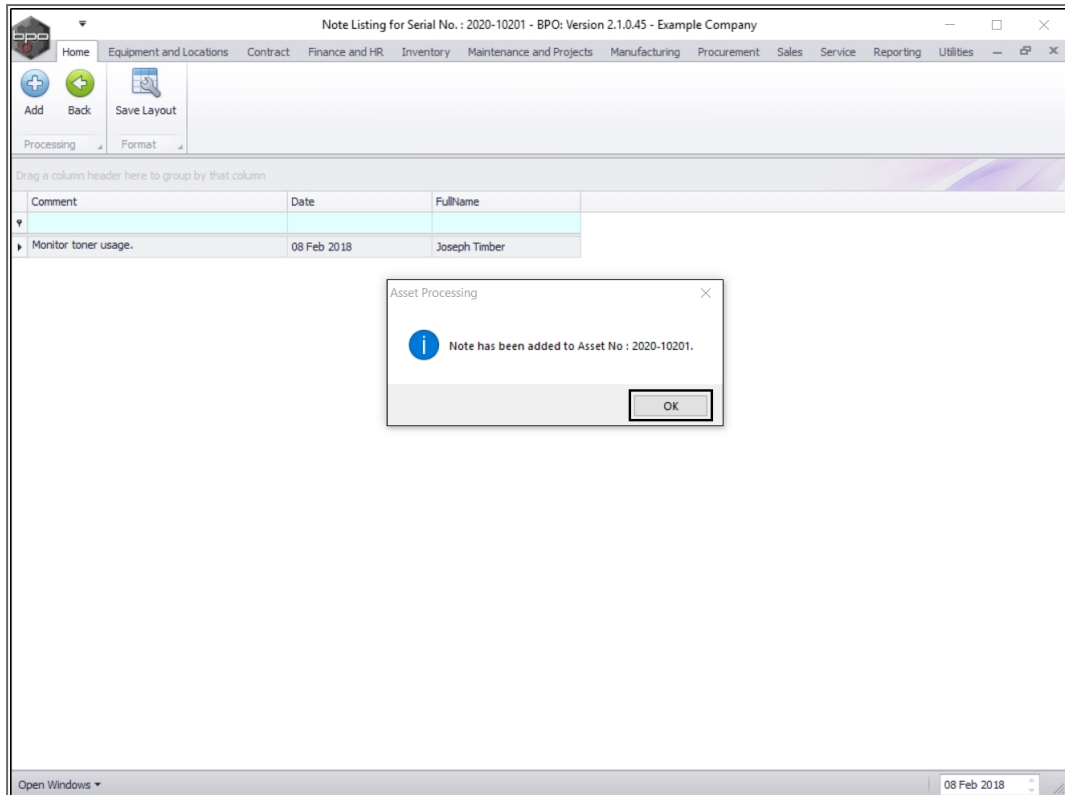
Open Windows 08 Feb 2018

SAVE NOTE DETAILS

- When you have finished adding the note details,
- Click on **Save**.



- You will return to the **Note Listing for Serial No.: []** screen.
- An **Asset Processing** message box will appear, advising the following:
 - *Note has been added to Asset No: [].*
- Click on **OK**.



VIEW ADDED NOTE

- You can now view the logged note in the **Comment** section of this screen.

Note Listing for Serial No. : 2020-10201 - BPO; Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Back Save Layout

Processing Format

Drag a column header here to group by that column

Comment	Date	FullName
Monitor toner usage.	08 Feb 2018	Joseph Timber

Open Windows 08 Feb 2018

- Click on **Back** to return to the **Machine List for []** screen.

MNU.007.013