

EQUIPMENT

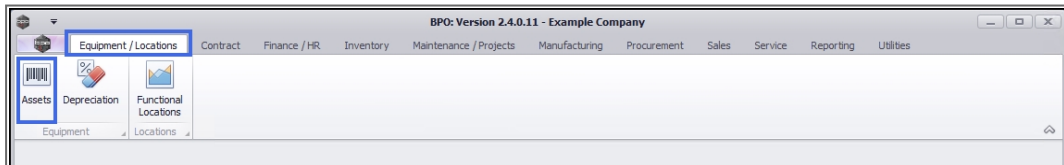
ASSETS – EDIT – OTHER DATA

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

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

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

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



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

THE SITE AND TYPE FILTERS

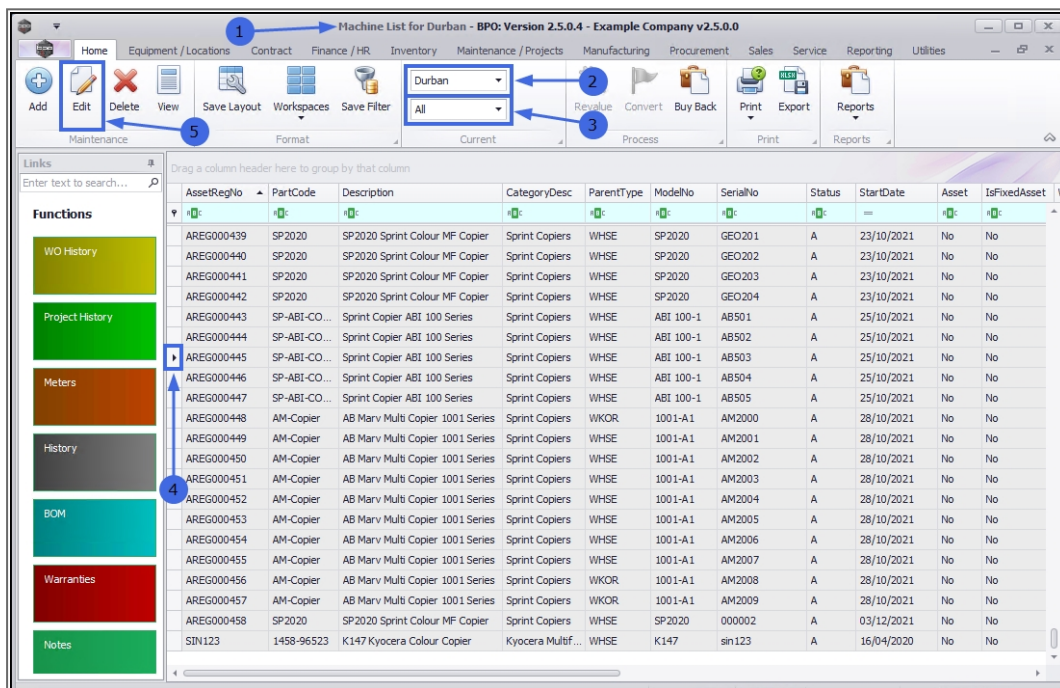
2. The screen will open with the default **Site** setting configured on the user.

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

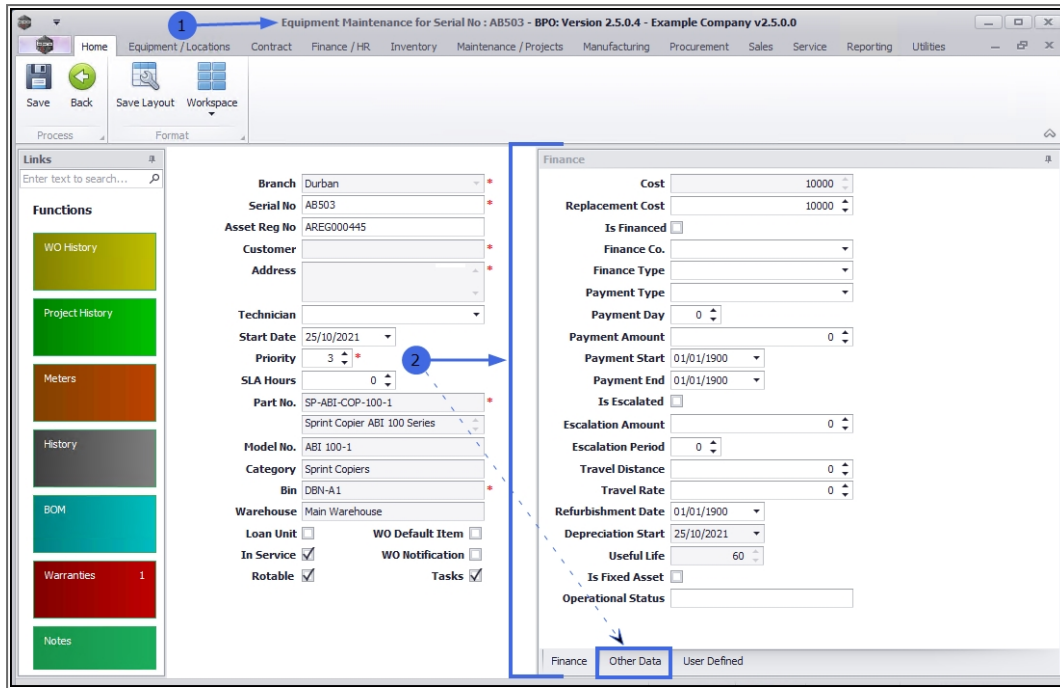
- This screen will open by default in the **All** Type. You do not need to change this Type in order to edit the **other data** of a selected asset. If this screen is already open in another *Type* e.g. *Internal Assets*, then click on the **drop-down arrow** and select from the list, the *Type* that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

SELECT THE ASSET

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

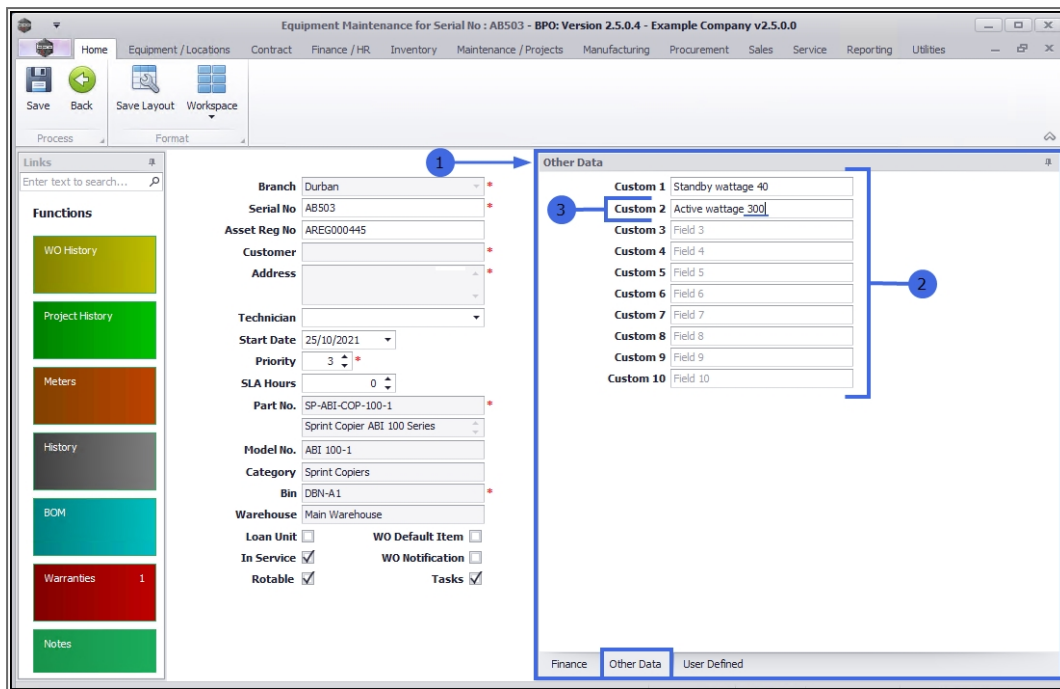


- The **Equipment Maintenance for Serial No: []** screen will open.
- If the Other Data frame is not expanded, click on the **Other Data** tab.



SELECT CUSTOM FIELD TO EDIT

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



Equipment Maintenance for Serial No : AB503 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

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

Save Back Save Layout Workspace

Process Format

Links
Enter text to search...

Functions

- WO History
- Project History
- Meters
- History
- BOM
- Warranties 1
- Notes

Branch Durban

Serial No AB503

Asset Reg No AREG000445

Customer

Address

Technician

Start Date 25/10/2021

Priority 3

SLA Hours 0

Part No. SP-ABI-COP-100-1
Sprint Copier ABI 100 Series

Model No. ABI 100-1

Category Sprint Copiers

Bin DBN-A1

Warehouse Main Warehouse

Loan Unit ☐ WO Default Item ☐

In Service ☒ WO Notification ☐

Rotable ☒ Tasks ☒

Other Data

Custom 1 Standby wattage 40

Custom 2 Active wattage 300

Custom 3 Field 3

Custom 4 Field 4

Custom 5 Field 5

Custom 6 Field 6

Custom 7 Field 7

Custom 8 Field 8

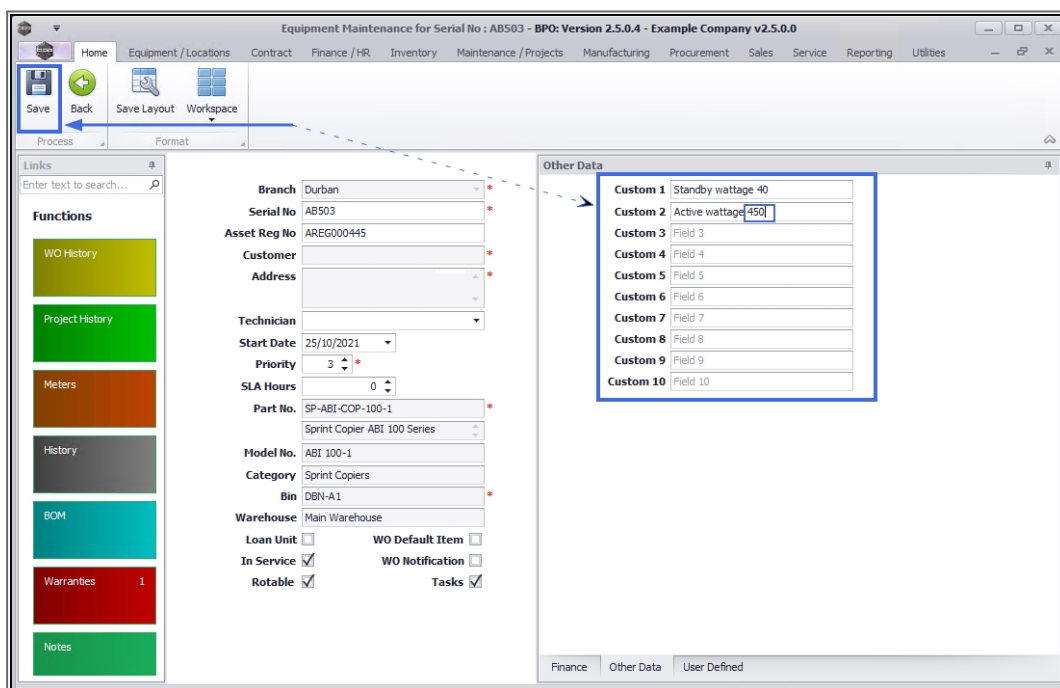
Custom 9 Field 9

Custom 10 Field 10

Finance Other Data User Defined

SAVE CHANGES

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



Equipment Maintenance for Serial No : AB503 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0

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

Save Back Save Layout Workspace

Process Format

Links
Enter text to search...

Functions

- WO History
- Project History
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- Notes

Branch Durban

Serial No AB503

Asset Reg No AREG000445

Customer

Address

Technician

Start Date 25/10/2021

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SLA Hours 0

Part No. SP-ABI-COP-100-1
Sprint Copier ABI 100 Series

Model No. ABI 100-1

Category Sprint Copiers

Bin DBN-A1

Warehouse Main Warehouse

Loan Unit ☐ WO Default Item ☐

In Service ☒ WO Notification ☐

Rotable ☒ Tasks ☒

Other Data

Custom 1 Standby wattage 40

Custom 2 Active wattage 450

Custom 3 Field 3

Custom 4 Field 4

Custom 5 Field 5

Custom 6 Field 6

Custom 7 Field 7

Custom 8 Field 8

Custom 9 Field 9

Custom 10 Field 10

Finance Other Data User Defined

- The changes will be **saved** and you will return to the **Machine List for []** screen.



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

Machine List for Durban BPO: Version 2.5.0.4 - Example Company v2.5.0.0

AssetRegNo	PartCode	Description	CategoryDesc	ParentType	ModelNo	SerialNo	Status	StartDate	Asset	IsFixedAsset
AREG000439	SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	GEO201	A	23/10/2021	No	No
AREG000440	SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	GEO202	A	23/10/2021	No	No
AREG000441	SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	GEO203	A	23/10/2021	No	No
AREG000442	SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	GEO204	A	23/10/2021	No	No
AREG000443	SP-ABI-CO...	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB501	A	25/10/2021	No	No
AREG000444	SP-ABI-CO...	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB502	A	25/10/2021	No	No
AREG000445	SP-ABI-CO...	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB503	A	25/10/2021	No	No
AREG000446	SP-ABI-CO...	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB504	A	25/10/2021	No	No
AREG000447	SP-ABI-CO...	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB505	A	25/10/2021	No	No
AREG000448	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WKOR	1001-A1	AM2000	A	28/10/2021	No	No
AREG000449	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2001	A	28/10/2021	No	No
AREG000450	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2002	A	28/10/2021	No	No
AREG000451	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2003	A	28/10/2021	No	No
AREG000452	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2004	A	28/10/2021	No	No
AREG000453	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2005	A	28/10/2021	No	No
AREG000454	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2006	A	28/10/2021	No	No
AREG000455	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2007	A	28/10/2021	No	No
AREG000456	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WKOR	1001-A1	AM2008	A	28/10/2021	No	No
AREG000457	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WKOR	1001-A1	AM2009	A	28/10/2021	No	No
AREG000458	SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	000002	A	03/12/2021	No	No
SIN123	1458-96523	K147 Kyocera Colour Copier	Kyocera Multif...	WHSE	K147	sin123	A	16/04/2020	No	No

Related Topics

- [Assets - Edit - Asset Details](#)
- [Assets - Edit - Finance Details](#)
- [Assets - Edit - Other Data](#)
- [Assets - Add - User Defined](#)

MNU.007.015

