

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.



3. This screen will open by default in the *All* Type. You do <u>not</u> 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

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

Hom	e Equip	ment /	Locations Cor	ntract Finan	ce / HR Inventory Maintena	nce / Projects	Manufacturing	Procurem	ent Sales Se	ervice	Reporting Uti	ities	- 8	2
add Edit	Delete	View	Save Layout	Workspaces	Save Filter		2 P evalue Conv	ert Buy Bad	Print Expo	1 -	eports			
Mainter	ance		5	Format	∡ Current	4	Proce	SS	4 Print	⊿ Re	ports 🖌			
nks	ų	Dra												
ter text to sea	rch 🔎		AssetRegNo +	PartCode	Description	CategoryDesc	ParentType	ModelNo	SerialNo	Status	StartDate	Asset	IsFixedAss	set
Functions		٩	REC	8 C	nDc	R C	* 0 0	REC	* 0 ¢	REC	-	8 C	RBC	
			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	
Project Histo			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	
Meters			AREG000446	SP-ABI-CO	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB504	A	25/10/2021	No	No	
		T	AREG000447	SP-ABI-CO	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB505	Α	25/10/2021	No	No	
			AREG000448	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WKOR	1001-A1	AM2000	Α	28/10/2021	No	No	
History			AREG000449	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2001	Α	28/10/2021	No	No	
This tory			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	Α	28/10/2021	No	No	
			AREG000452	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2004	Α	28/10/2021	No	No	
BOM			AREG000453	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2005	Α	28/10/2021	No	No	
			AREG000454	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2006	Α	28/10/2021	No	No	
			AREG000455	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2007	Α	28/10/2021	No	No	
Warranties			AREG000456	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WKOR	1001-A1	AM2008	Α	28/10/2021	No	No	
			AREG000457	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WKOR	1001-A1	AM2009	Α	28/10/2021	No	No	
			AREG000458	SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	000002	Α	03/12/2021	No	No	
Notes			SIN123	1458-96523	K147 Kyocera Colour Copier	Kyocera Multif	WHSE	K147	sin 123	Α	16/04/2020	No	No	

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



	1> Equ	ipment Maintenance for Serial No	: AB503	- BPO: Version 2.5.0.4 - Exa	mple Company v2.5.0.	0		_ – ×
Home Equipme	ent / Locations Contract	Finance / HR Inventory Maint	enance /	Projects Manufacturing	Procurement Sales	Service Reporting) Utilities	_ & ×
	ut Workspace							
Process _ Fo	ormat 4							~
Links #				Finance				4
Enter text to search P	Branch	Durban v	•	Cost		10000 🗘		
Functions	Serial No	AB503	*	Replacement Cost		10000 🗘		
	Asset Reg No	AREG000445		Is Financed				
WO History	Customer		*	Finance Co.		•		
	Address		•	Finance Type		-		
		Ψ.		Payment Type		-		
Project History	Technician	-		Payment Day	0 🗘			
	Start Date			Payment Amount		0 🗘		
	Priority	_ 3 ‡ * _ 2	▶	Payment Start	01/01/1900 🔻			
Meters	SLA Hours	0 \$		Payment End				
	Part No.	SP-ABI-COP-100-1	•	Is Escalated				
		Sprint Copier ABI 100 Series		Escalation Amount		0 🌲		
History	Model No.	ABI 100-1		Escalation Period	0 🗘			
		Sprint Copiers	1	Travel Distance		0 ‡		
		DBN-A1	•	Travel Rate		0 🗘		
BOM		Main Warehouse		Refurbishment Date				
	Loan Unit			Depreciation Start				
	In Service			Useful Life	60 🌲			
Warranties 1	Rotable	Tasks 🗸		Is Fixed Asset				
				Operational Status				
				È.				
Notes				Finance Other Data	User Defined			
				Concer Data	ober benned			

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**.



	Equi	ipment Maintenance f	or Serial No : AB503 -	BPO: Version 2.5.0.4 - Ex	ample Company v2.5.	0.0				
Home Equipment / Lo	ocations Contract	Finance / HR Invent	tory Maintenance / Pr	rojects Manufacturing	Procurement Sales	Service	Reporting	Utilities	-	в x
Save Back Save Layout W	Vorkspace									
Process Format	•									\Diamond
Links #				Other Data			_			д
Enter text to search 🔎	Branch	Durban	* *	Custom 1	Standby wattage 40					
Functions	Serial No	AB503	*	3	Active wattage 300		1			
	Asset Reg No	AREG000445		Custom 3	Field 3					
WO History	Customer		*	Custom 4	Field 4					
	Address		÷ *	Custom 5	Field 5					
			-	Custom 6				2		
Project History	Technician		•	Custom 7						
	Start Date			Custom 8						
	Priority	3 🌲 *		Custom 9						
Meters	SLA Hours	0 ‡		Custom 10	Field 10					
		SP-ABI-COP-100-1	•				_			
		Sprint Copier ABI 100 Ser	ries 🌲							
History	Model No.	ABI 100-1								
		Sprint Copiers								
		DBN-A1	*							
BOM		Main Warehouse								
	Loan Unit		ult Item 🔲							
	In Service		ification 🗌							
Warranties 1	Rotable	×	Tasks 🗸							
Notes										
notes				Finance Other Data	User Defined					
				Conci Data	Cool Denned			_		

SAVE CHANGES

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

4 7	Equ	ipment Maintenance for Sei	rial No : AB503 - BPC): Version 2.5.0.4 - E	xample Compar	ny v2.5.0.0			_ 0	X
Home Equipme	ent / Locations Contract	Finance / HR Inventory	Maintenance / Projec	ts Manufacturing	Procurement	Sales Service	Reporting	Utilities	_ 8	х
	ut Workspace									\$
Links #			01	ther Data						д
Enter text to search P	Branch	Durban		Custom	1 Standby watta	age 40				
Functions	Serial No		•	N	2 Active wattage		-			
Tunctions	Asset Reg No	AREG000445			3 Field 3					
WO History	Customer		•	Custom	4 Field 4					
	Address		· •	Custom	5 Field 5					
			-		6 Field 6					
Project History	Technician		•	Custom						
	Start Date			Custom						
	Priority	3 🛊 *		Custom						
Meters	SLA Hours	0 🗘		Custom 1	0 Field 10					
	Part No.	SP-ABI-COP-100-1	•							
		Sprint Copier ABI 100 Series	÷							
History	Model No.									
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BOM		Main Warehouse								
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Notes										
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 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.

	Home	Equipr	nent /	Locations Cor		Machine List for Durban BPO: ce / HR Inventory Maintena	version 2.5.0.4	Manufacturing			ervice	Reporting Util	ties	
Add	Edit De	kete	View	Save Layout	Workspaces	Save Filter Durban		tevalue Conv	ert Buy Bad	Print Expo		eports		
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nter text	t to search.	,c		AssetRegNo 🔺	PartCode	Description	CategoryDesc	ParentType	ModelNo	SerialNo	Status	StartDate	Asset	IsFixedAsset
Functi	ions		۴	8 0 0	REC	R <mark>B</mark> C	8 0 0	a 🛛 c	R I C	s I c	BOC	-	R I C	a 🖬 c
				AREG000439	SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	GEO201	A	23/10/2021	No	No
WO H	listory			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
Projec	ct History			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
Meter	rs			AREG000446	SP-ABI-CO	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB504	A	25/10/2021	No	No
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			Þ	AREG000448	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WKOR	1001-A1	AM2000	A	28/10/2021	No	No
19.4.5	100			AREG000449	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2001	A	28/10/2021	No	No
Histor				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
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				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	Α	28/10/2021	No	No
Warra	anties			AREG000456	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WKOR	1001-A1	AM2008	Α	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
Notes	s			SIN123	1458-96523	K147 Kyocera Colour Copier	Kyocera Multif	WHSE	K147	sin 123	A	16/04/2020	No	No

Related Topics

- Assets Edit Asset Details
- Assets Edit Finance Details
- Assets Edit Other Data
- Assets Add User Defined

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