

# **EQUIPMENT**

# **ASSETS - EDIT - USER DEFINED**

A **User Defined** panel has been added to the Asset Maintain screen (the *Equipment Maintenance for Serial No: []* screen).

At present, these fields in the Equipment - Assets module can be used to add extra information relevant to the selected asset. The added fields will reflect in the User Defined panel in the Asset Maintain screen across *all* assets on the system, but the *Variable Values* selected for each User Defined field will be <u>unique</u> to the selected asset.

This information will also reflect in the *Call Maintain* screen where the asset is linked. Although the fields can be *viewed* from the *Call Maintain* screen, the actual information can only be *edited* in the *Asset Maintain* screen.

This topic will expand on how to *edit* the User Defined custom fields for a selected asset. Not all custom fields can be edited in the same way, it depends on what Input Type they have been set up with.

**Note**: It will be useful to familiarise yourself with the <u>Add Asset User Defined</u> topic before progressing with this manual.

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



1. The *Machine List for []* screen will display.



### 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.

- By default, this screen will open with the *Type* filter set to '*All*', listing all of the assets on the system (Customer Assets, Internal Assets and Serialised Stock items).
- 4. You can click on the *drop-down arrow* in the Type field and select an *alternative* Type, (such as Client Machines), if required.

*			<ul> <li>Machine List for Durban - BPO</li> </ul>	): Version 2.5.0	.4 - Example	Company v	2.5.0.0				
Home Equip	ment / Location	s Contract Fin	ance / HR Inventory Mainten	ance / Projects	Manufacturin	ng Procure	ment Sales	Service	Reporting	Utilities	- 8
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	AREGOO	0433 SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	GB01	А	23/10/2021	No	No
	AREGOO	0434 SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	G802	A	23/10/2021	No	No
	AREGOO	0435 SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	GB03	A	23/10/2021	No	No
	AREGOO	0436 SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	GB04	Α	23/10/2021	No	No
Project History	AREGOO	0437 SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	GB05	A	23/10/2021	No	No
	AREGOO	0438 SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	GB06	A	23/10/2021	No	No
	AREGOOD	0443 SP-ABI-CO	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB501	A	25/10/2021	No	No
Meters	AREGOO	0444 SP-ABI-CO.	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB502	A	25/10/2021	No	No
	AREGOO	0445 SP-ABI-CO.	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB503	A	25/10/2021	No	No
	AREGOO	0446 SP-ABI-CO.	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB504	A	25/10/2021	No	No
History	AREGOO	0447 SP-ABI-CO.	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB505	A	25/10/2021	No	No
riistory	AREGOO	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2000	Α	28/10/2021	No	No
	AREGOO	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2001	Α	28/10/2021	No	No
	AREGOOD	0450 AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2002	Α	28/10/2021	No	No
BOM	AREGOO	0451 AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2003	Α	28/10/2021	No	No
	AREGOO	0452 AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2004	Α	28/10/2021	No	No
	AREGOO	0453 AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2005	Α	28/10/2021	No	No
Warranties	AREGOO	0454 AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2006	Α	28/10/2021	No	No
	AREGOO	0455 AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2007	A	28/10/2021	No	No
	AREGOO	0456 AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2008	Α	28/10/2021	No	No
Notes	AREGOOD	0457 AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2009	A	28/10/2021	No	No

### **SELECT THE ASSET**

Select the *row* of the asset where you wish to edit the *User Defined* custom fields.



2. Click on *Edit*.

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	Hon	e Equip	ment	/Locations Co	ntract Finan	ce/HR In	ventory Maintenar	ice / Projects	Manufacturing	Procureme	ent Sales Ser	vice R	eporting Utilit	ies	_ & x
¢		×				8	Durban 🔻		*, P	- <b>î</b>	2	1	6		
Add	Edit	Delete	View	Save Layout	Workspaces	Save Filter	All	Refresh	Revalue Com	ert Buy Back	Print Expor	t Re	orts ▼		
	Mainte	nance		2	Format		Current	4	Proce	SS	Print	A Rep	orts "		$\Diamond$
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Enter t	ext to sea	rch 🕽	٦	rag a column neau	er nere to group	b by that colu									
_			-	AssetRegNo A	PartCode	Description		CategoryDesc	ParentType	ModelNo	SerialNo	Status	StartDate	Asset	IsHixedAsset
Fun	ctions		Y	R B C	R B C	R C		R C	allic .	RBC	BEC.	R C	=	a 🔤 c	REC
W	O History			AREG000440	SP2020	SP2020 Spri	nt Colour MF Copier	Sprint Copiers	WHSE	SP2020	GEO202	A	23/10/2021	No	No
				AREGU00441	SP2020	SP2020 Spri	nt Colour MF Copier	Sprint Copiers	WHSE	SP2020	GEO203	A	23/10/2021	NO	No
				AREG000442	SP2020	SP2020 Spri	nt Colour ME Copier	Sprint Copiers	WHSE	SP2020	GEO204	A	23/10/2021	No	No
				AREG000443	SP-ABI-CO	Sprint Copie	r ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB501	A	25/10/2021	No	No
Pri	oject Histi	ory		AREG000444	SP-ABI-CO	Sprint Copie	r ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB502	A .	25/10/2021	No	No
				AREGU00445	SP-ABI-CO	Sprint Copie	r ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB503	A	25/10/2021	No	No
				AREG000446	SP-ABI-CO	Sprint Copie	r ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB504	A	25/10/2021	No	No
Me	eters			AREG000447	SP-ABI-CO	Sprint Copie	r ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB505	A	25/10/2021	No	No
				AREG000448	AM-Copier	AB Marv Mu	ti Copier 1001 Series	Sprint Copiers	WKOR	1001-A1	AM2000	A	28/10/2021	No	No
				AREG000449	AM-Copier	AB Marv Mu	ti Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2001	A	28/10/2021	No	No
His	story			AREG000450	AM-Copier	AB Marv Mu	ti Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2002	A	28/10/2021	No	No
				AREG000451	AM-Copier	AB Marv Mu	ti Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2003	A	28/10/2021	No	No
				AREG000452	AM-Copier	AB Marv Mu	ti Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2004	A	28/10/2021	No	No
BC	M			AREG000453	AM-Copier	AB Marv Mu	ti Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2005	Α	28/10/2021	No	No
				AREG000454	AM-Copier	AB Marv Mu	Iti Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2006	A	28/10/2021	No	No
				AREG000455	AM-Copier	AB Marv Mu	ti Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2007	A	28/10/2021	No	No
				AREG000456	AM-Copier	AB Marv Mu	ti Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2008	A	28/10/2021	No	No
Wa	arranties			AREG000457	AM-Copier	AB Marv Mu	Iti Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2009	A	28/10/2021	No	No
			Ľ	AREG000458	SP2020	SP2020 Spri	nt Colour MF Copier	Sprint Copiers	WHSE	SP2020	000002	A	03/12/2021	No	No
				SIN123	1458-96523	K147 Kyocer	a Colour Copier	Kyocera Multif.	WHSE	K147	sin123	A	16/04/2020	No	No
No															U •
				1								_			+

- 1. The *Equipment Maintenance for Serial No:* [] screen will open.
- 2. If the *User Defined* field is not yet extended, click on the *User Defined* tab.



<del>ب</del> چ	1 Equi	oment Maintenance for Serial No : 000002	- BPO: Version 2.5.0.4 - Exa	ample Company v2.5.0.0	D	-	. <b>•</b> x
Home Equipme	ent / Locations Contract	Finance / HR Inventory Maintenance / F	Projects Manufacturing	Procurement Sales S	Service Reporting	Utilities	_ & ×
Save Back Save Layo	ut Workspace						
	•						~
Process a Po	ormat		-				~
Links 4			Finance				4
Enter text to search >	Branch	Durban 🔻 *	Cost		\$250 🗘		
Functions	Serial No	•	Replacement Cost		6250 🗘		
	Asset Reg No	AREG000458	Is Financed	$\checkmark$			
WO History	Customer	Bits and Bytes 🔎 *	Finance Co.	YES001	-		
	Address	26 Dune Road O *	Finance Type	Hire Purchase	-		
		Forest Hills *	Payment Type	Debit Order	-		
Project History	Technician	Belinda Sharman 🔹	Payment Day	25 🜲			
	Start Date	03/12/2021 🔻	Payment Amount		520 🗘		
	Priority	3 🜲 *	Payment Start	01/12/2021 -			
Meters	SLA Hours	8 🗘	Payment End	30/11/2022 -			
	Part No.	SP2020 🔑 *	Is Escalated	$\checkmark$			
		SP2020 Sprint Colour MF Copier  🔅	Escalation Amount		10 🗘		
History	Model No.	SP2020	Escalation Period	6 🜲			
	Category	Sprint Copiers	Travel Distance		0 🗘		
	Bin	Customer Assets 🔎 *	Travel Rate		0 ‡		
BOM	Warehouse	Customer Asset Warehouse	Refurbishment Date	30/11/2022 -			
	Loan Unit	WO Default Item	Depreciation Start	01/12/2021 -			
	In Service	WO Notification	Useful Life	0 ‡			
Warranties 1	Rotable	Tasks	Is Fixed Asset				
			Operational Status				
Notes							
			Finance Other Data	User Defined	2		
						1	

- 1. The User Defined panel will open.
- 2. In this example, there are *custom fields* already set up in the system.
- 3. The *Code* and *Code Description* fields will reflect across all assets.
- The data *entered* or *added* to the *Variable Value* field is <u>unique</u> to the selected asset and will <u>not</u> reflect in any other asset or other module *User Defined* fields.

Note: The content of these fields can be populated according to *individual* company requirements. The examples given here are pertinent to the system being demonstrated and are not universal.





Although the data *selected* or *entered* into the *Variable Value* field is unique to the selected asset, the <u>Input Type</u> set up in the *Variable Value* field will reflect across *all* assets.

The capacity to edit the Variable Value field will then depend on the *Input Type* set up:

### **EDIT VARIABLE VALUES**

#### LOOKUP LIST

- In this example, the SBW Standby Wattage User Defined field has a Lookup list as the Input Type.
- 2. Currently, the Variable Value is **30W** *Thirty Watts*.



	Equi	pment Maintenance for Serial No : 000002	- BPO: Versio	on 2.5.0.4 - Example Company v2.	.5.0.0			x
Home Equipmen	nt / Locations Contract	Finance / HR Inventory Maintenance / P	rojects Ma	nufacturing Procurement Sales	Service Report	ing Utilities	_ 8	×
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Process 🖌 For	rmat _							$\hat{\sim}$
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Enter text to search P	Branch	Durban 🔻 *	Drag a colu					
Functions	Serial No	000002 *	Code	CodeDescription	VariableValue			
	Asset Reg No	AREG000458	₽ R∎C	*BC	880			
WO History	Customer	Bits and Bytes 🔑 *	001	Model Specific Item				
	Address	26 Dune Road	PCPS	Printed Copies Per Second	5			
		Forest Hils	SBW	Standby Wattage	30W	< <u>2</u>		
Project History	Technician	Belinda Sharman 👻	UDS	User-definable Scaling	Yes			
	Start Date	03/12/2021 -						
	Priority	3 🜲 *						
Meters	SLA Hours	8 🗘						
	Part No.	SP2020 🔎 *						
		SP2020 Sprint Colour MF Copier  🌐						
History	Model No.	SP2020						
	Category	Sprint Copiers						
	Bin	Customer Assets 🔑 *						
BOM	Warehouse	Customer Asset Warehouse						
	Loan Unit	WO Default Item						
	In Service	WO Notification						
Warranties 1	Rotable	Tasks						
Notes								_
			Finance	Other Data User Defined				

- 1. Click in the *Variable Value* field.
- A drop-down arrow and list will appear this is a *Lookup List* Input Type.
- 3. Select the *row* of the alternative Type you wish to link to this custom field.
  - ° In this example, **40W** *Forty Watts* is selected.



😂 🔻 Equi	pment Maintenance for Serial No : 00000	2 - B	PO: Vei	sion 2.5.0.4 - Example Compa	ny v2.5.0.0		_		x
Home Equipment / Locations Contract	Finance / HR Inventory Maintenance /	Proj	ects	Manufacturing Procurement	Sales Service	Reporting Uti	lities —	8	×
Save Back Save Layout Workspace									
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Enter text to search P Branch	Durban 👻 *	ſ			at 1				
Functions Serial No	000002 *	ł	Code	CodeDescription	Variable	/alue		/	
Asset Reg No	AREG000458		9 R <b>O</b> C		A D C				
WO History Customer	Bits and Bytes 🔎 *		001	Model Specific Item					
Address	26 Dune Road  New Town		PCPS	Printed Copies Per Second	5				
	Forest Hills *		Ø. SBW	Standby Wattage	Thirty W	atts 💌 💙			
Project History Technician	Belinda Sharman 🔻	1	UDS	User-definable Scaling	Type	Description			
Start Date	03/12/2021 🔻				20W 30W	Twenty Watts Thirty Watts			
Priority	3 🗘 *				40W	Forty Watts			
Meters SLA Hours	8 🗘				50W	Fifty Watts			
Part No.	SP2020 🔎 *								
	SP2020 Sprint Colour MF Copier				×				
History Model No.	SP2020						1		
Category	Sprint Copiers						3		
Bin	Customer Assets 🔎 *								
BOM Warehouse	Customer Asset Warehouse								
Loan Unit	WO Default Item								
In Service	WO Notification								
Warranties 1 Rotable	Tasks								
Notes			Firm						
			Financ	e Other Data User Defined					

1. The edited selection will populate the *Variable Value* field.

#### FREE INPUT TEXT

- In the next example, the PCPS Printed Copies Per Second User Defined field has Free Input Text as the Input Type.
- 3. Currently, the Variable Value is 5.
- 4. Click in the Variable Value field and either *modify* the original text or *delete* and *add* new text, as required to make the correct changes.



<b>\$</b> 7	Equipment Maint	enance for Serial No : 00000	2 - BPO	: Versio	n 2.5.0.4 - Example Company	v2.5.0.0			
Home Equipment / Locations	Contract Finance / HR	Inventory Maintenance /	Project	s Man	ufacturing Procurement S	ales Service Reporting	Utilities	- 4	7 x
Save Back Save Layout Workspace									
Process a Format	4								$\diamond$
Links #			Use	er Defin	ed				ψ X
Enter text to search 🔎	Branch Durban	*	Dra			column 3			
Functions	Serial No 000002	*		Code	CodeDescription	VariableValue			
Ass	set Reg No AREG000458		Ŷ	REC	R B C	8 <b>0</b> 0			
WO History	Customer Bits and Bytes	• <mark>م</mark>		001	Model Specific Item				
	Address 26 Dune Road	2 *		PCPS	Printed Copies Per Second	5 <	4		
	Forest Hills			SBW	Standby Wattage	40W			
Project History	Technician Belinda Sharm	ian 🔻		UDS	User-definable Scaling	Yes			
	Start Date 03/12/2021	-				1			
	Priority 3 🗘 *								
Meters	SLA Hours	8 🗘				1			
	Part No. SP2020	* م							
	SP2020 Sprint	t Colour MF Copier 🛛 🌐							
History	Model No. SP2020								
	Category Sprint Copiers	3							
	Bin Customer Ass	ets 🔎 *							
BOM	Varehouse Customer Ass	et Warehouse							
	Loan Unit 🗌	WO Default Item 🗌							
	In Service	WO Notification							
Warranties 1	Rotable	Tasks							
Notes						[			
			Fi	inance	Other Data User Defined				

1. The edited text will populate the *Variable Value* field.

#### YES OR NO VALUE

- In the next example, the UDS User definable Scaling User Defined field has Yes or No value as the Input Type.
- 3. Currently, the Variable Value is **Yes**.
- 4. Click in the Variable Value field.



<b>*</b>		E	uipment Maintena	nce for Ser	ial No : 000002	- BPO: Versio	n 2.5.0.4 - Exa	imple Compa	iny v2.5.0.0			x
Home	Equipmer	nt / Locations Contrac	Finance / HR	Inventory	Maintenance / I	Projects Ma	nufacturing F	Procurement	Sales Service	Reporting	Utilities	 ₽ ×
	2											
Save Dack S	Save Layou	T Workspace										
Process "	For	rmat 🦼										 $\diamond$
Links	д					User Defin	ed					ψ×
Enter text to search.	,P	Bran	h Durban		• *	Drag a colu						
Functions		Serial	o 000002		*	Code	CodeDescri	iption	VariableValu	Je		
		Asset Reg	o AREG000458			9 8 <b>0</b> 0	a 🛛 c		8 B C		_	
WO History		Custom	Bits and Bytes		* ٩	001	Model Spec	ific Item	Yes		1	
		Addre	s 26 Dune Road	1	* <u>م</u>	PCPS	Printed Cop	oies Per Second	4			
			Forest Hills		-	SBW	Standby W	attage	40W			
Project History		Technici	n Belinda Sharman		2	UDS	User-defina	able Scaling	Yes <	< ·	• 4	
		Start Da	e 03/12/2021	•					<b>▲</b>			
		Priori	y 3 ‡ *									
Meters		SLA Hou	<b>s</b> 8	•								
		Part	SP2020		* 9				3			
			SP2020 Sprint Co	our MF Copie	r Ç							
History		Model	s. SP2020									
		Catego	y Sprint Copiers									
POM			in Customer Assets		* 0							
DOM		warehou	e Customer Asset v	varenouse	_							
		Loan U		Default It	em 🛄							
Warranties	1	Rotab	e\ •□									
and a second		Kotab		10.								
Notes												
						Finance	Other Data	User Defined	d			

- 1. The "Yes" text will be replaced with a check box that is unselected.
- 2. Click anywhere in the panel, *outside* of the Variable Value field.

<b>3</b> •	Equipment Maintenance for Serial No	: 000002 -	BPO:	Versio	n 2.5.0.4 - Example Company vi	2.5.0.0			ı x
Home Equipment / Locations Co	ontract Finance / HR Inventory Main	ntenance / Pro	jects	a Mar	nufacturing Procurement Sale	s Service Reporting	Utilities		5 X
Save Back Process									\$
Links #		[	Use	er Defin	ed				ψ×
Enter text to search P	Branch Durban	• •							
Functions Se	erial No 000002	•	(	Code	CodeDescription	VariableValue		/	
Asset	Reg No AREG000458		9	REC	R B C	ABC .	_		
WO History Cu	stomer Bits and Bytes	•	(	001	Model Specific Item	Yes	1		
A	ddress 26 Dune Road ,0 4	* *	F	PCPS	Printed Copies Per Second	4			
	Forest Hills	-	5	SBW	Standby Wattage	40W	1		
Project History Ted	hnician Belinda Sharman	•	Ιl	JDS	User-definable Scaling				
Sta	rt Date 03/12/2021 -								
Matara	Priority 3 .	2							
SLA SLA	Part No. SP2020	0 *							
	SP2020 Sprint Colour MF Copier								
History	del No. SP2020	×							
Ca	tegory Sprint Copiers	-							
	Bin Customer Assets	o *							
BOM War	ehouse Customer Asset Warehouse								
Lo	an Unit 🗌 🛛 🛛 WO Default Item 🗌	3							
In S	Service WO Notification	1							
Warranties 1 R	otable 🗌 Tasks	3							
INOTES			Fir	nance	Other Data User Defined				_
				ion ice	Outer Data Oser Defined				



- 1. "*No*" will now populate the Variable Value field.
- When you have finished editing the Variable Values of the asset User Defined fields, click on Save.

	Equi	pment Maintenance for Serial	No : 000002	- BP	0: Versio	n 2.5.0.4 - Example Compa	ny v2.5.0.0				
Home Equipme	nt / Locations Contract	Finance / HR Inventory M	Naintenance / F	rojec	ts Ma	nufacturing Procurement	Sales Servi	ce Report	ing Utilities	-	₽ ×
Save Back Save Layor	ut Workspace										\$
Links 4				U	ser Defin	ed					ůΧ
Enter text to search P	Branch	Durban	<b>*</b> *	D	rag a colu						
Functions	Serial No	000002	*		Code	CodeDescription	Variat	leValue			
	Asset Reg No	AREG000458		9	REC	88c	RBC				
WO History	Customer	Bits and Bytes	* 9		001	Model Specific Item	Yes				
	Address	26 Dune Road ,O New Town	* *		PCPS	Printed Copies Per Second	4				
		Forest Hills	-		SBW	Standby Wattage	40W				
Project History	Technician	Belinda Sharman	•	Þ	UDS	User-definable Scaling	No			1	
	Start Date	03/12/2021 -									
	Priority	3 🗘 *									
Meters	SLA Hours	8 🗘									
	Part No.	SP2020	* 9								
		SP2020 Sprint Colour MF Copier	÷								
History	Model No.	SP2020									
	Category	Sprint Copiers									
ROM	Bin	Customer Assets	÷ (								
DOM	warenouse	Customer Asset Warehouse									
	In Service	WO Notification									
Warranties 1	Rotable	Task									
	Rotabic			L							
Notes											
					inance	Other Data User Defined	1				

- Your changes will be saved and you will return to the *Machine List for* [] screen.
- 2. The edited asset will be selected in the data grid.

### **EDIT CUSTOM FIELDS**

Follow the processes set out below to edit the *custom fields.* 

3. Select the asset where you wish to make changes to a custom field and click on *Edit*.



### Assets - Edit - User Defined

-	Home	Equi	inmant	1-	estract Einan	Machine List for Durban - BPO:	Version 2.5.0.	4 - Example C	ompany v2.	5.0.0	nice F	enorting Util	(	
Add	Edit	Delete	View	Save Layout	Workspaces	Save Filter	Refresh	Revalue Conv	Procurent	k Print Expo	t Re	Ports	ues	
	Maintena	ance	3		Format	∡ Current	4	Proce	ISS	. Print	A Rep	ports _		6
Links			л р											
inter te:	xt to sear	ch	<del>ب</del>	AssetRegNo	PartCode	Description	CategoryDesc	ParentType	ModelNo	SerialNo	Statue	StartDate	Accet	IcFivedAccet
Func	tions		•	1800 C C C C C C C C C C C C C C C C C C	RBC	REC	REC.	all c	RBC	REC	8 <b>0</b> 0	=	8 C	REC
Tune	cions		-1	AREG000439	SP2020	SP2020 Sprint Colour ME Conjer	Sprint Copiers	WHSE	SP2020	GE0201	Δ.	23/10/2021	No	No
wo			1	AREG000440	SP2020	SP2020 Sprint Colour ME Copier	Sprint Copiers	WHSE	SP2020	GE0202	A	23/10/2021	No	No
			1	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
Proj	ject Histor	Y	1	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
			1	AREG000445	SP-ABI-CO	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB503	A	25/10/2021	No	No
Met	ers			AREG000446	SP-ABI-CO	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB504	A	25/10/2021	No	No
			1	AREG000447	SP-ABI-CO	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB505	A	25/10/2021	No	No
			1	AREG000448	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WKOR	1001-A1	AM2000	A	28/10/2021	No	No
12.4				AREG000449	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2001	A	28/10/2021	No	No
Hist	ory		1	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
			1	AREG000452	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2004	Α	28/10/2021	No	No
BON			1	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	A	28/10/2021	No	No
			1	AREG000455	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2007	Α	28/10/2021	No	No
War	rranties			AREG000456	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2008	Α	28/10/2021	No	No
			Y	AREG000457	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2009	Α	28/10/2021	No	No
			•	AREG000458	SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	000002	А	03/12/2021	No	No
Not	es			SIN123	1458-96523	K147 Kyocera Colour Copier	Kyocera Multif.	WHSE	K147	sin 123	Α	16/04/2020	No	No
			4		2									÷

#### LOOKUP LIST

- 1. Right-click in the *row* of the custom field where you wish to make changes.
  - Ensure that you have selected a custom field that has *Input Type*: Lookup List.
- 2. A *Process* menu will pop up.
- 3. Click on *Edit Edit Custom Field*.



â =	Equi	pment Maintenance for Serial I	No : 000002 ·	- BPC	): Versio	n 2.5.0.4 - Example Compar	ıy v2.5.0.0	_	
Home Equipmen	nt / Locations Contract	Finance / HR Inventory Ma	aintenance / Pr	rojeci	ts Mar	nufacturing Procurement	Sales Service Rep	orting Utilities —	e x
Save Back Process For	it Workspace					-			\$
Links #				Us	er Defin	ed	1		ψ×
Enter text to search P	Branch	Durban	<b>*</b> *	Dr			t e lunn		
Functions	Serial No	000002	*		Code	CodeDescription	VariableValue	2	/ /
	Asset Reg No	AREG000458		Ŷ	REC	#BC	NBC	1	
WO History	Customer	Bits and Bytes	P *		001	Model Specific Item	Yes		
	Address	26 Dune Road ,O	* *		PCPS	Printed Copies Per Second	4 🔧		
		Forest Hills	-	Þ	SBW	Standby Wattage	40W		
Project History	Technician	Belinda Sharman	•		UDS	User-definable Scaling	No	Process	
	Start Date	03/12/2021 -						Add Now Custom Field	
	Priority	3 🗘 *						Add New Custom Field	
Meters	SLA Hours	8 🗘						Edit Custom Field	
	Part No.	SP2020	* 9					🚃 Lookup 🔥	
		SP2020 Sprint Colour MF Copier	<b>—</b>					Add new lookup item	
history	Model No.	SP2020							
	Category	Sprint Copiers	0.*					N N	
BOM	Bin	Customer Assets	- 4						
5501	warenouse	WO Default Item						2	
	In Service	WO Notification							
Warranties 1	Rotable	Tasks							
Notes									
				F	inance	Other Data User Defined			
				_	_				

- 1. The *Add new custom element* screen will open.
  - Even though the screen title is *Add new custom element*, you can *edit* some of the details from here.

#### Edit Code

This field is greyed out, it is <u>not</u> possible to edit the *Code* from this screen.

#### **Edit Description**

Click in this field and either *add* new text or *remove* text from the *Description*, as required.

#### Edit Input Type

4. This field is greyed out, it is <u>not</u> possible to edit the *Input Type: Lookup List* from this screen.





- 1. In this example, the *Description* has been edited to include the text: "*Machine*".
- 2. When you have made the required changes, click on *Save*.





- 1. You will return to the *Equipment Maintenance for Serial No: []* screen.
- 2. The *Code Description* has been updated in the User Defined panel.

**Reminder**: These custom elements are available to *all* assets in the *New Equipment* and *Equipment Maintenance* screens. This update will reflect across *all* assets.

<b>a</b> =	Equi	pment Maintenance for Serial No : 000002	<b>2</b> - BP	'O: Versio	n 2.5.0.4 - Example Company v2	2.5.0.0		x
Home Equipme	ent / Locations Contract	Finance / HR Inventory Maintenance /	Proje	cts Ma	nufacturing Procurement Sale	s Service Reportin	g Utilities — d	P ×
Save Back Save Layo	ut Workspace							8
Links A			U	ser Defir	ed			a x
Enter text to search P	Branch	Durban 🔻 *						
Functions	Serial No	000002 *	-	Carla	CadeDaamintian	MasiableMakus		
Functions	Asset Reg No	AREG000458		alle	CodeDescription	vanablevalue		
WO History	Customer	Bits and Bytes 🔎 *		001	Model Specific Item	Yes		
	Address	26 Dune Road	-	PCPS	Printed Copies Per Second	4		
		Forest Hills *		SBW	Machine Standby Wattage	40W		
Project History	Technician	Belinda Sharman 🔹		UDS	User-definable Scaling	No		
	Start Date	03/12/2021 🔻			1			
	Priority	3 🜲 *				$\mathbf{A}$		
Meters	SLA Hours	8 🛟				2		
	Part No.	SP2020 / *						
		SP2020 Sprint Colour MF Copier						
History	Model No.	SP2020						
	Category	Sprint Copiers						
0011	Bin	Customer Assets $P$ *						
BOM	Warehouse	Customer Asset Warehouse						
	Loan Unit	WO Default Item						
Warrantion 1	In Service	WO Notification						
Notes	Kolable	1d5K5						
				Finance	Other Data User Defined			

### FREE INPUT TEXT

- 1. Right-click in the *row* of the custom field where you wish to make changes.
  - Ensure that you have selected a custom field that has *Input Type*: *Free Input Text*.
- 2. A *Process* menu will pop up.
- 3. Click on *Edit Edit Custom Field*.



<b>\$</b> =	Equij	oment Maintenance for Seria	l No : 000002 - B	PO: Versio	a 2.5.0.4 - Example Company v	2.5.0.0	_ <b>— X</b>
Home Equipment /	Locations Contract	Finance / HR Inventory M	Maintenance / Proje	ects Mar	ufacturing Procurement Sale	s Service Repo	orting Utilities 🗕 🗗 🗙
Save Back Save Layout	Workspace						
Process a Porma	at						
Enter text to search 0				Jser Defin	20		* *
	Branch	Durban	I	Drag a colur	in header here to group by that coli		2
Functions	Serial No	000002		Code	CodeDescription	VariableValue	7
THE LEADER	Asset Reg No	AREG000458	-	2 10	s@c 🔨	R B C	
WO History	Customer	Bits and Bytes	<u> </u>	001	Model Specific Item	Yes	
	Address	New Town		PCPS	Printed Copies Per Second	4	
		Forest Hills	·	SBW	Machine Standby Wattage	40W	Process
Project History	Technician	Belinda Sharman	•	UDS	User-definable Scaling	No	Add New Custom Field
	Start Date	03/12/2021 -					
	Priority	3 🗘 *					Edit Custom Field
Meters	SLA Hours	8 🗘	_				E Lookup
	Part No.	SP2020	* 9				Add new looku) item
		SP2020 Sprint Colour MF Copier	÷				
History	Model No.	SP2020					
	Category	Sprint Copiers					3
	Bin	Customer Assets	* ٩				
BOM	Warehouse	Customer Asset Warehouse					
	Loan Unit	W0 Default Iten	n 🗆				
	In Service	W0 Notificatio	n 🗆				
Warranties 1	Rotable	Task	is 🗌				
Notes			-				
				Finance	Other Data User Defined		
						1	

- 1. The *Add new custom element* screen will open.
  - Even though the screen title is *Add new custom element*, you can *edit* the details from here.

#### Edit Code

Click in this field and either *add* new text or *remove* text from the *Code*, as required.

#### **Edit Description**

Click in this field and either *add* new text or *remove* text from the *Description*, as required.

#### Edit Input Type

In this exercise, the *Input Type* will be edited as an example.

**Reminder**: This update will reflect across *all* assets.



4. Click on the *drop-down arrow* in this field



- 1. The *Input Type* menu will display.
- 2. Select the *alternativeType* you wish to link to this custom field.





- 1. The selected *Type* will populate the Input Type field.
- 2. Click on *Save*.

-				Add new	custom ele	ment - BPO: Version 2.5.	.0.4 - Example Co	ompany v2.5.0.	0					
	Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽ X
H														
Save	Back													
Proces		-2												
110.0	75 A													
	Co	de PCPS		*										
	Descript	on Printed Copies Per Se	econd	•										
i	Input Ty	pe Lookup list		•										
		•												
		1												
		1												

- 1. You will return to the *Equipment Maintenance for Serial No:* screen.
- 2. You may need to click in the Variable Value field to *refresh* the panel and display the changes
- In this example, the field has updated to display a *drop-down arrow*, inherent of the *Lookup list* Input Type.

**Note 1**: For this list to display any data , follow the process to <u>add Lookup fields</u> to this custom element.

**Note 2**: This Input Type is not necessarily applicable to the linked custom field but is for *demonstration* purposes only to show how the *Input Type* can be edited.



<b>•</b> •	1 Equi	pment Maintenance for Serial No	: 000002 -	BPO: Versi	on 2.5.0.4 - Example Company v	/2.5.0.0	_	
Home Equipment	nt/Locations Contract	Finance / HR Inventory Main	tenance / Pro	jects M	anufacturing Procurement Sal	es Service Reporting	Utilities —	8 X
Save Back Save Layou	ut Workspace							
	•							
Process _ Fo	rmat 4							~
Links 4			_	User Defi	ned			ųΧ
Enter text to search P	Branch	Durban •	*	Drag a col		lumn		
Functions	Serial No	000002	•	Code	CodeDescription	VariableValue		
	Asset Reg No	AREG000458		9 8 <b>0</b> 0	8 8 C	ABC /		
WO History	Customer	Bits and Bytes	*	001	Model Specific Item	Yes		
	Address	26 Dune Road ,O 🔺	. *	Ø. PCPS	Printed Copies Per Second	_ , ≯ -		
		Forest Hills		SBW	Machine Standby Wattage	40W \		
Project History	Technician	Belinda Sharman	·	UDS	User-definable Scaling	No		
	Start Date	03/12/2021 -				`` <b>`</b>		
	Priority	3 🜲 *				3		
Meters	SLA Hours	8 🜲						
	Part No.	SP2020	*					
		SP2020 Sprint Colour MF Copier						
History	Model No.	SP2020						
	Category	Sprint Copiers						
	Bin	Customer Assets	*					
BOM	Warehouse	Customer Asset Warehouse						
	Loan Unit	WO Default Item	1					
	In Service	WO Notification	1					
Warranties 1	Rotable	Tasks	1					
Notes								
				Finance	Other Data User Defined			

#### YES OR NO VALUE

- 1. Right-click in the *row* of the custom field where you wish to make changes.
  - Ensure that you have selected a custom field that has *Input Type*: Yes or No value.
- 2. A *Process* menu will pop up.
- 3. Click on *Edit Edit Custom Field*.



<b>a</b> =	Equi	pment Maintenance for Serial No : 000002 ·	BPO: Versio	n 2.5.0.4 - Example Company v2.	5.0.0		
Home Equipme	nt / Locations Contract	Finance / HR Inventory Maintenance / Pr	ojects Mar	ufacturing Procurement Sales	Service Repr	orting Utilities —	в х
Save Back Save Layou	ut Workspace		-				\$
Links 4			User Defin	ed			ψ×
Enter text to search P	Branch	Durban 👻 *	Drag a colur	In header here to group by that colum			
Functions	Serial No	•	Code	CodeDescription	VariableValue		6.7
	Asset Reg No	AREG000458	₽ 8 <b>0</b> 0	* <b>0</b> C-	88C		
WO History	Customer	Bits and Bytes 🔎 *	001 -	Model Specific Item	Yes	4	
	Address	26 Dune Road  New Town	- PCPS	Printed Copies Per Second	1		
		Forest Hills	SBW	Machine Standby Wattage	40W		
Project History	Technician	Belinda Sharman	UDS	User-definable Scaling	No		
	Start Date	03/12/2021 -				Process	
	Priority	3 🗘 *				Add New Custom Field	
Meters	SLA Hours	8 🗘				Edit	
	Part No.	SP2020 P *				Edit Custom Field	
History		cpagage				Lookup	
i istory	Model No.	SP2020				- Add Hew looka, item	
	Bin	Customer Assets Q *					
BOM	Warehouse	Customer Asset Warehouse				3	
	Loan Unit	WO Default Item					
	In Service	WO Notification					
Warranties 1	Rotable	Tasks					
Notes							
			Finance	Other Data User Defined			

- 1. The *Add new custom element* screen will open.
  - Even though the screen title is *Add new custom element*, you can *edit* the details from here.

#### Edit Code

Click in this field and either *add* new text or *remove* text from the *Code*, as required.

#### **Edit Description**

Click in this field and either *add* new text or *remove* text from the *Description*, as required.

#### Edit Input Type

4. You can click on the *drop-down arrow* in this field and select an alternative Input Type if required.





- 1. In this example, the *Code* has been edited to: "*U-dS*".
- 2. When you have made the required changes, click on *Save*.

<b>⇒</b> <i>∓</i>			Add new	custom eler	nent - BPO: Version 2.5	.0.4 - Example Co	mpany v2.5.0.	0						x
Home E	quipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	Ð	x
Save Back														
Process	- 2													\$
Code.	11.40													
Description	U-05	-1		-										
Input Type	Vec or No value	31												
тиристуре	res or no value		•											
														_



- 1. Your changes will be saved and you will return to the *Equipment Maintenance for Serial No: []* screen.
- 2. Note that editing the *Code* of the custom field has resulted in a *new* custom field being created.

\$ <u>`</u>	1 Equi	pment Maintenance for Serial No : 000002	- BPC	): Version	2.5.0.4 - Example Company v2	.5.0.0			
Home Equipment	Workspace	Finance / HR Inventory Maintenance / F	Projec	ts Manı	Ifacturing Procurement Sales	s Service Repo	orting Utilities	-	
Save 4			Us	er Define	d				àх
Enter text to search P	Branch	Durban 🔻 *	Dr						
Functions	Serial No	000002 *	-	Code	CodeDescription	VariableValue			
	Asset Reg No	AREG000458	9	R C	#BC	880			
WO History	Customer	Bits and Bytes 🔎 *	Þ	001	Model Specific Item	Yes			
	Address	26 Dune Road  New Town		PCPS	Printed Copies Per Second	4			
		Forest Hills 🔹		SBW	Machine Standby Wattage	40W			
Project History	Technician	Belinda Sharman 🔻	н	UDS	User-definable Scaling	No	<b>-</b>	1.5	
	Start Date	03/12/2021 -		U-dS ≺	User-definable Scaling			2	
	Priority	3 🗘 *			1111 A				
Meters	SLA Hours	8 🛊							
	Part No.	SP2020 / *							
		SP2020 Sprint Colour MF Copier							
History	Model No.	SP2020							
	Category	Sprint Copiers							
POM	Bin	Customer Assets D +							
BOM	Warenouse	Customer Asset Warehouse							
	Loan Unit	WO Netification							
Warranties 1	III Service Rotable								
	Notable								
Notes									
			F	inance	Other Data User Defined				

### CONCLUSION

Where the custom field *Input Type* is *Lookup List*, it is only possible to edit the *Code Description* of the custom field

Where the custom field *Input Type* is either *Free Input Text* or *Yes or No value*, it is possible to edit the *Code*, *Description and Input Type* of the custom field

 However, if the *Code* is edited in either of these custom fields (*Free Input Text* or *Yes or No value*) then a *new* custom field will be created.



### SAVE EDITED CUSTOM FIELDS

- 1. When you have finished making changes to the User Defined fields, as required,
- 2. Click on *Save*.

<b>\$ *</b>	Equipment Maintenance for Serial No : 000002 - BPO: Version 2.5.0.4 - Example Company v2.5.0.0													
Home Equipme	nt / Locations Contract	Finance / HR Inventory Maintena	ance / Proj	ects Ma	nufacturing Pi	rocurement	Sales Servi	e Reporting	Utilities	_ 6	7 ×			
Process 2 Fo	ormat 4										$\diamond$			
Links #				User Defin	ied						ά×			
Enter text to search P	Branch	Durban 🔻 *												
Functions	Serial No	000002 *		Code	CodeDescrip	otion	Variab	leValue						
	Asset Reg No	AREG000458		P 800	80C		RBC							
WO History	Customer	Bits and Bytes 🔑 *		001	Model Specif	fic Item	Yes		-					
	Address	26 Dune Road ,O 🔺 *		PCPS	Printed Copi	ies Per Second	4		-1					
		Forest Hills 🔹		SBW	Machine Sta	ndby Wattage	40W							
Project History	Technician	Belinda Sharman 🔻		UDS	User-definal	ble Scaling	No							
	Start Date	03/12/2021 👻		<ul> <li>U-dS</li> </ul>	User-definal	ble Scaling	No							
	Priority	3 🗘 *												
Meters	SLA Hours	8 🌲												
	Part No.	SP2020 🔎 *												
		SP2020 Sprint Colour MF Copier 🛛 🌲												
History	Model No.	SP2020												
	Category	Sprint Copiers												
	Bin	Customer Assets 🔑 *												
BOM	Warehouse	Customer Asset Warehouse												
	Loan Unit	WO Default Item 🗌												
	In Service	WO Notification												
Warranties 1	Rotable	Tasks												
Notes			- I-											
				Finance	Other Data	User Defined								
									1					

- 1. You will return to the *Machine List for []* screen.
- 2. The edited asset will be selected.

### VIEW EDITED CUSTOM FIELDS NOW LINKED TO ALL ASSETS

- 3. Select the *row* of a *different* asset in the data grid.
- 4. Click on *Edit*.



<b>•</b> •	Machine List for Durban - BPO: Version 2.5.0.4 - Example Company v2.5.0.0													
	Home	e Equip	oment	/Locations Cor	ntract Finan	ce / HR Inventory Maintena	nce / Projects	Manufacturing	Procurem	ent Sales Se	rvice F	Reporting Utili	ties	_ & ×
4dd	C/2 Edit	Delete	View	Save Layout	Workspaces	Save Filter Durban	Refresh	Revalue Com	Pert Buy Bad	Print Expo	rt Re	ports		
	Mainten	nance		4	Format	4 Current	4	Proce	ISS	Print	A Rep	oorts 4		$\diamond$
Links		ŋ												
Enter te	ext to sear	rch /	ρ											
				AssetRegNo A	PartCode	Description	CategoryDesc	ParentType	ModelNo	SerialNo	Status	StartDate	Asset	IsFixedAsset
Func	tions		٩	8 <b>8</b> C	8 8 C	REC	REC	a 🖬 c	RBC	R C	880	=	R C	R C
	A Destruction			AREG000439	SP2020	SP2020 Sprint Colour MF Copier	Sprint Copiers	WHSE	SP2020	GEO201	A	23/10/2021	No	No
wo	History			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
Pro	ject Histor			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
			3	AREG000445	SP-ABI-CO	Sprint Copier ABI 100 Series	Sprint Copiers	WHSE	ABI 100-1	AB503	A	25/10/2021	No	No
Met	ters			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
Hist	torv			AREG000449	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2001	Α	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	Α	28/10/2021	No	No
BOI	M			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
Wa	rranties			AREG000456	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	1001-A1	AM2008	Α	28/10/2021	No	No
				AREG000457	AM-Copier	AB Marv Multi Copier 1001 Series	Sprint Copiers	WHSE	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
Not	tes 😦			SIN 123	1458-96523	K147 Kyocera Colour Copier	Kyocera Multif	f WHSE	K147	sin 123	Α	16/04/2020	No	No
	2		•											* }

- 1. The *Equipment Maintenance for Serial No: []* screen will open.
- 2. If not already extended, click on the *User Defined tab* to open the panel.
- 3. The changes made to the custom elements of the *previous asset* are now available to *this* asset.
- 4. Note that the *Variable Value* column is not populated.

**Reminder**: The data added to this Variable Value field is <u>unique</u> to the selected asset and will <u>not</u> reflect in any other asset or other module User Defined fields.

5. Click on *Back* or *Close* the screen to return to the Part Listing screen.



Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities	_ & ×
Save Layout Workshale	
Process Format	$\sim$
Links A 2 User Defined	# ×
Enter text to search A Branch Durban ` * Drag a column header here to group by that column	
Functions Serial No AM2003 Code CodeDescription VariableValue	
Asset Reg No AREG000451	
WO History Customer 001 Model Specific Item	
Address + PCPS Printed Copies Per Second	
SBW Machine Standby Wattage	3
Project History Technician    UDS User-definable Scaling	
Start Date 28/10/2021 * U-dS User-definable Scaling	
Priority 3 \$	I
Meters SLA Hours 0 🗘	I
Part No. AM-Copier *	
AB Marv Multi Copier 1001 Series	I
History Model No. 1001-A1	I
Category Sprint Copiers	
Bin DEN-D1	
BOM Warehouse Main Warehouse	
Loan Unit WO Default Item	
In Service 🗹 WO Notification 🗆	
Warrantes 1 Rotable 🗹 Tasks 🗹	
Notes	
Finance Other Data User Defined	

# VIEW USER DEFINED FIELDS IN CALL MAINTAIN SCREEN

The custom elements edited in this process will also reflect in the *Call Maintain* screen where this asset is linked to a Call. Either a *new* Call or an *existing* Call will have these new details available in the *Calls User Defined* panel.

Follow the process to navigate to the Call Maintenance screen and <u>view the</u> <u>Used Defined panel</u> with the updated custom fields.

#### **Related Topics**

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

#### MNU.007.016