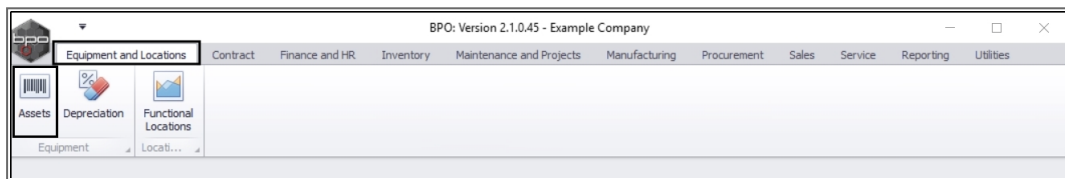


EQUIPMENT

ASSETS - VIEW (ASSET) EQUIPMENT DETAIL REPORT

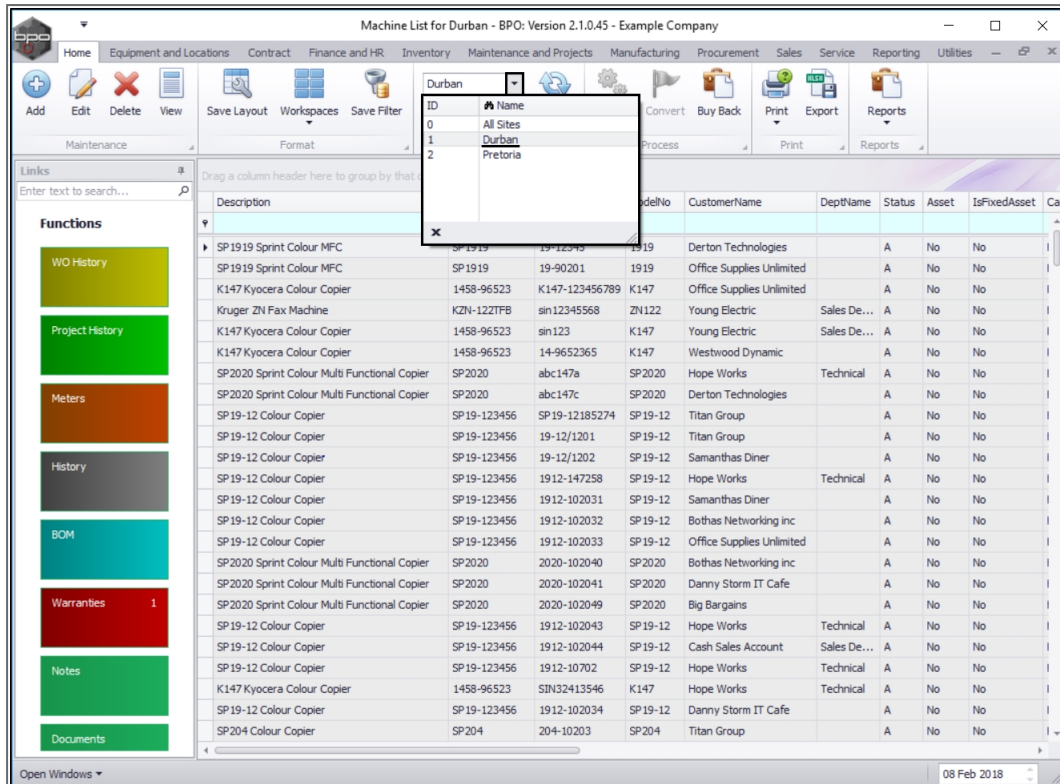
Ribbon Access: *Equipment and Locations* > *Assets*



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

THE SITE AND STATUS FILTERS

- **Note:** You do not need to select the ***Site*** or ***Status*** to access this report - you can set both filters to ***All***. However, you may wish to narrow your selection parameters, in which case you can select the Site and /or the Status which contain the asset you wish to view.



SELECT PRINT OPTION

- Select the **row** of the **asset** for which you wish to print a **Detail Report**.
- Click on the **drop-down arrow** in the **Print** icon.

Machine List for Durban - 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 Edit Delete View Save Layout Workspaces Save Filter Durban All Refresh Revalue Convert Buy Back Print Export Reports

Maintenance Format Current Process Print Reports

Links Enter text to search...

Functions

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

Drag a column header here to group by that column

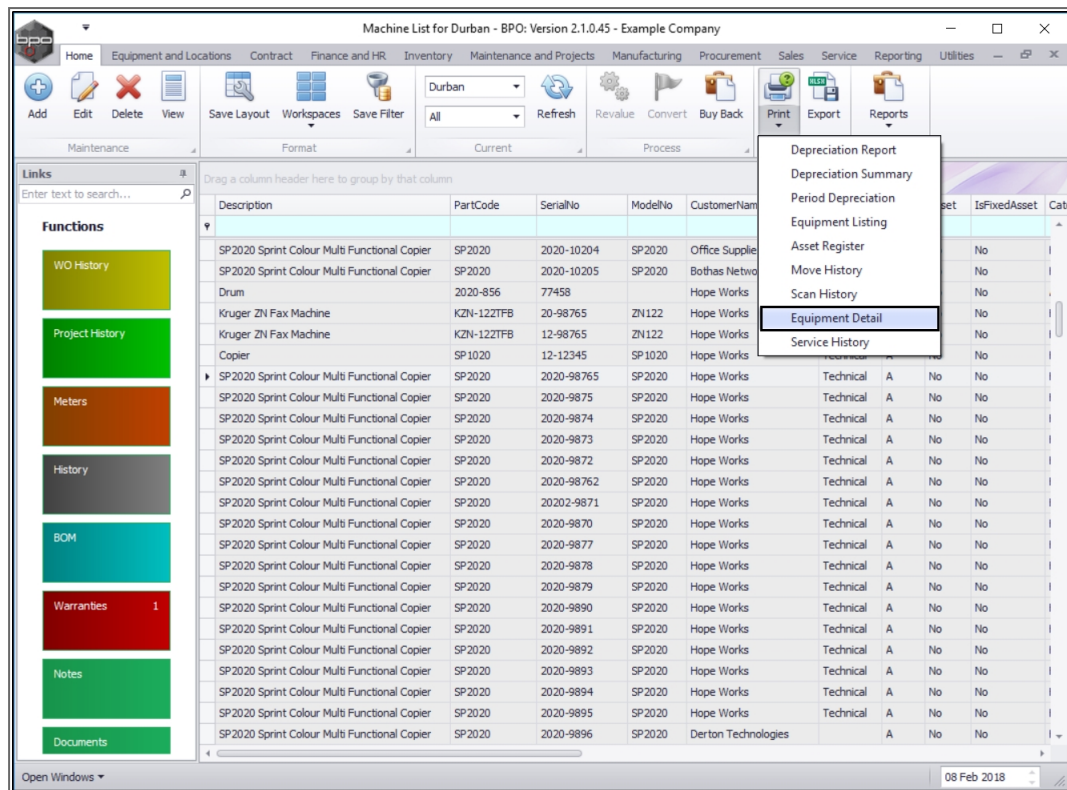
Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	Asset	IsFixedAsset	Cat
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-10204	SP2020	Office Supplies Unlimited		A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-10205	SP2020	Bothas Networking inc		A	No	No	
Drum	2020-856	77458		Hope Works	Technical	A	No	No	
Kruger ZN Fax Machine	KZN-122TFB	20-98765	ZN122	Hope Works	Technical	A	No	No	
Kruger ZN Fax Machine	KZN-122TFB	12-98765	ZN122	Hope Works	Technical	A	No	No	
Copier	SP 1020	12-12345	SP 1020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-98765	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9875	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9874	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9873	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9872	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-98762	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9871	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9870	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9877	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9878	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9879	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9890	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9891	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9892	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9893	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9894	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9895	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP 2020	2020-9896	SP2020	Derton Technologies		A	No	No	

Open Windows 08 Feb 2018

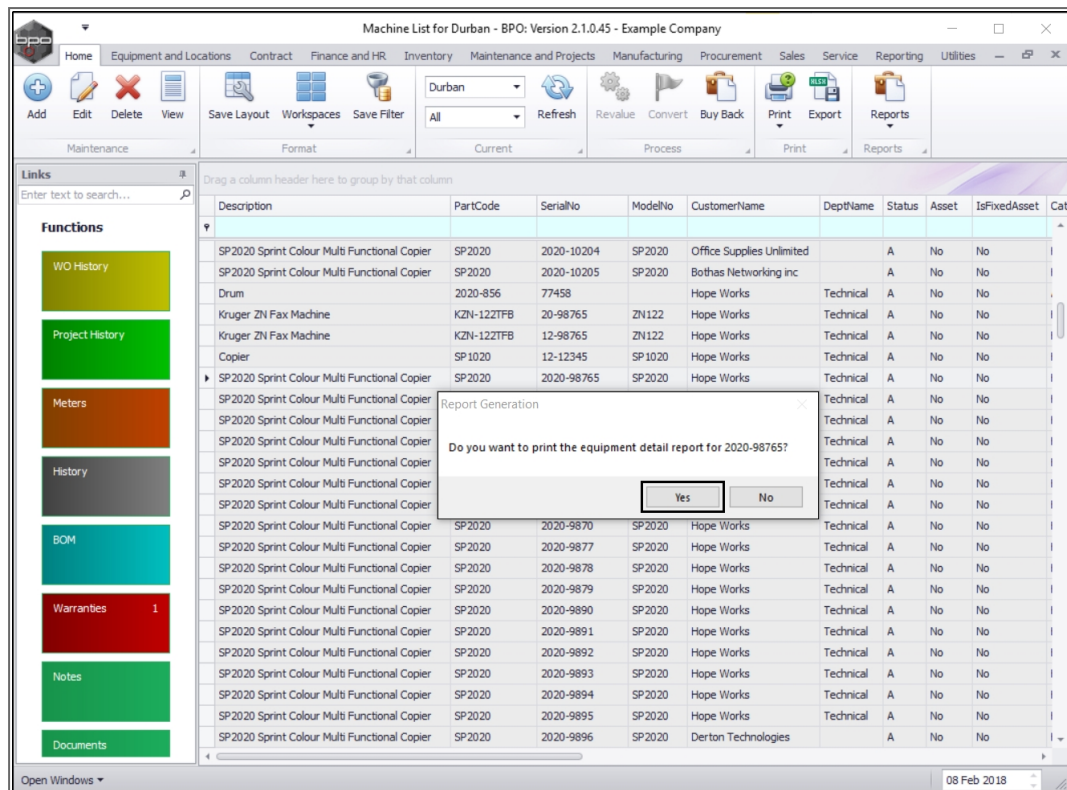
- The **Print options menu** will be expanded.

SELECT EQUIPMENT DETAIL OPTION

- Click on **Equipment Detail**.

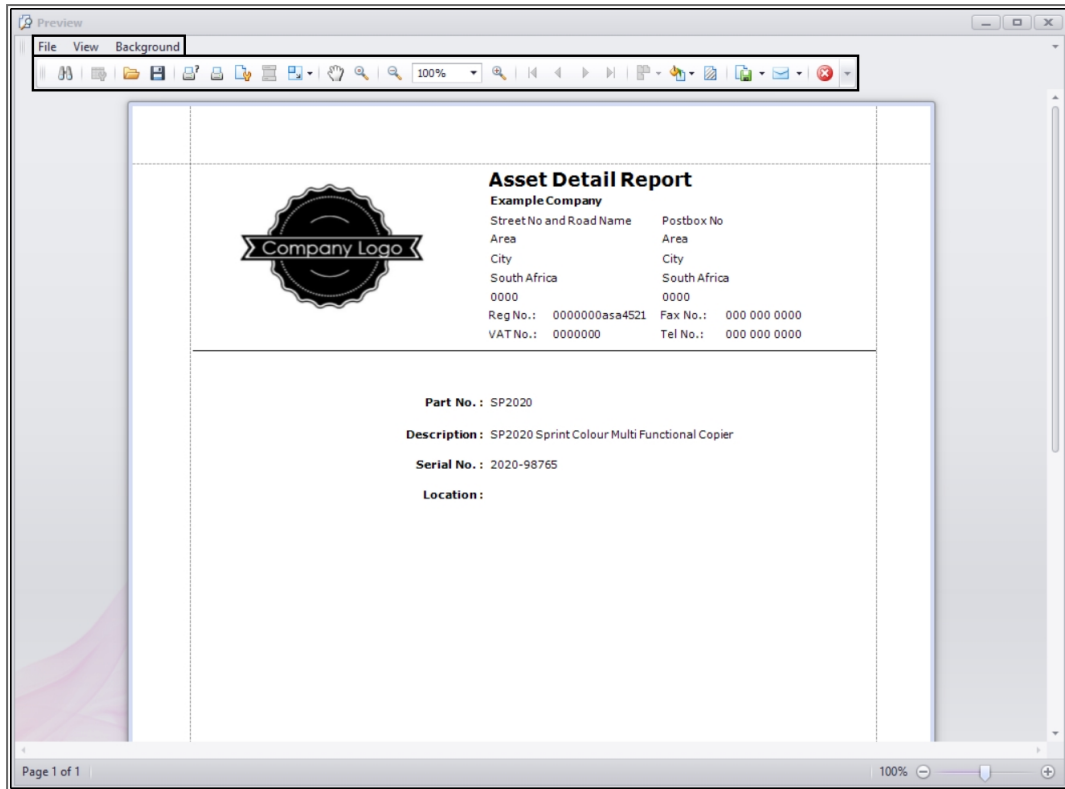


- A **Report Generation** message box will pop up asking;
 - *Do you want to print the equipment detail report for []?*
- Click on **Yes**.



SELECT REPORT OPTIONS

- The **Report Preview** screen will be displayed.
- From here you can **View**, **Print**, **Export** or **Email** the Asset Detail Report.
- **Close** the Report Preview screen when done.



MNU.007.030