

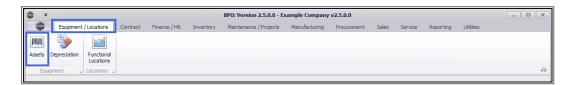
EQUIPMENT

ASSETS - FIND A SERIAL NUMBER

The **Find Serial Number** functionality is helpful when your company has more than one site.

This function will find the asset <u>without</u> the need to select a particular Site first, if for example, you are not sure where a particular asset is located.

Ribbon Access: Equipment and Locations > Assets



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

THE SITE AND TYPE FILTERS

The screen will open with the default *Site* setting configured on the user and the Equipment *Type* filter set to '*All*' (machines). The Site filter should be set to '*All Sites*' in order to utilise the full functionality of the *Find Serial Number* feature.

Note: Refer to Site Selection for more information about Site settings.



⊤ (1		Machine List for Durban - E	PO: Version 2.5	.0.0 - Exampl	e Company	v2.5.0.0					
	Home	Equi	ipmen	t / Locations	Contract Fina	ance / HR Inventory Maint	enance / Projects	Manufactu	iring Proci	urement Sales	Service	e Reporting	Utilities		8 3
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- une	ciono			AREG000411	SP500	Sprint Colour Copier	Hardware	CTRT	-	AKM001002	A	15/02/2021	No	No	No
wo			ľ	AREG000412	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	000001	A	11/02/2021	No	No	No
				AREG000410	PCMON001	PC Monitor - Samsung	Accessories	WHSE		2020-9193	A	18/01/2021	No	No	Yes
				AREG000409	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-08	A	24/04/2020	No	No	No
Pro	ect History			AREG000408	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-07	A	24/04/2020	No	No	No
				AREG000407	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-06	A	24/04/2020	No	No	No
			AREG000406	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-05	A	24/04/2020	No	No	No	
Met	Meters			AREG000405	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-04	A	24/04/2020	No	No	No
				AREG000404	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-03	A	24/04/2020	No	No	No
				AREG000403	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-02	A	24/04/2020	No	No	No
Hist				AREG000402	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-01	Α	24/04/2020	No	No	No
nist	Ur y			AREG000401	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	Tes02	A	22/04/2020	No	No	No
				AREG000400	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	Test01	A	22/04/2020	No	No	No
				AREG000399	16-856	Drum for SP1616	Spare Parts	WHSE			Α	21/04/2020	No	No	No
BON	1			AREG000365	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	SP2020-CON00	Α	17/04/2020	No	No	No
				SIN123	1458-96523	K147 Kyocera Colour Copier	Kyocera Multif.	. WHSE	K147	sin123	Α	16/04/2020	No	No	No
					KZN-122TFB	Kruger ZN Fax Machine	Hardware	WHSE	ZN122	sin12345568	Α	16/04/2020	No	No	No
War	ranties			AREG000398	AT500	AT500 Copier	Hardware	WKOR	AT500	asdf456	Α	16/04/2020	No	No	No
				AREG000397	AT500	AT500 Copier	Hardware	SINV	AT500	wqe12	Α	16/04/2020	No	No	No
				AREG000396	SP500	Sprint Colour Copier	Hardware	WHSE		Kam005	A	14/04/2020	No	No	No
Not	es			AREG000395	SP500	Sprint Colour Copier	Hardware	WHSE		Kam004	Α	14/04/2020	No	No	No
				AREG000394	SP500	Sprint Colour Copier	Hardware	WHSE		Kam003	Α	14/04/2020	No	No	No

EDIT SITE FILTER

- 1. If this screen is open in a <u>different</u> site from the 'All Sites' one required,
- 2. Click on the *drop-down arrow* in the *Site* field.

Home Equipment a	and L	ocations Contract Finance and HR Invent	ory Maintenand	e and Projects Ma	inufacturing F	Procurement Sales Serv	ice Reporting Utilities	- 8)
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		SP2020 Drum	2020-856	20-3333	2020-856	Sell Off Customer		30 Ma
		SP2020 Sprint MFC	SP2020MFC	5465852	SP2020	Consolidated	Sales Department	01 Jur
Project History		SP2020 Sprint MFC	SP2020MFC	5465852	SP2020	Consolidated	Sales Department	01 Jur
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Meters		SP2020 Sprint MFC	SP2020MFC	2020-7658H	SP2020	Hack PC - IT Shop	Sales Department	06 Jur
		SP2020 Sprint MFC	SP2020MFC	2020-9540D	SP2020	Dont Run with Scissors	Sales Department	06 Jur
		SP2020 Sprint MFC	SP2020MFC	2020-7865D	SP2020	Dont Run with Scissors	Sales Department	06 Jur
History		SP2020 Sprint MFC	SP2020MFC	2020-456C	SP2020	Consolidated	Sales Department	06 Jur
		SP2020 Sprint MFC	SP2020MFC	2020-456C	SP2020	Consolidated	Sales Department	06 Jur
		SP2020 Sprint MFC	SP2020MFC	2020-4563N	SP2020	Nomu Nivea	Sales Department	06 Jur
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- 1. The *Sites* menu will be displayed.
- 2. Select *All Sites* from this list.

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and the second se		> S	P2020 Alternate	Copier		JF 20207	1.0	2020-1201104	5 200	DALT	Dont Run with Scissor	s Sales Dep	artment	30 May 2017	A	
		S	P2020 Sprint MF	с		SP 20 200	IFC	SP20-852963	SP2020		Dont Run with Scissor	s Sales Dep	Sales Department		A	
		S	P2020 Drum			2020-85	6	20-3333	2020-	856	Sell Off Customer			30 May 2017	Α	
	_	S	P2020 Sprint MF	с		SP 20 20/	IFC	5465852	SP202	0	Consolidated	Sales Dep	artment	01 Jun 2017	A	
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		SP2020 Alternate Copier			SP20204	ALT		14256154	OALT	Consolidated				Sales Dep		
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		S	P2020 Sprint MF	с		SP2020	IFC	2020-9540D	SP202	0	Dont Run with Scissor	s Sales Dep	artment	06 Jun 2017	A	
		S	P2020 Sprint MF	с		SP20208	IFC	2020-7865D	SP202	0	Dont Run with Scissor	s Sales Dep	artment	06 Jun 2017	A	
History		S	P2020 Sprint MF	с		SP20200	IFC	2020-456C	SP202	0	Consolidated	Sales Dep	artment	06 Jun 2017	A	
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EDIT STATUS FILTER

- 1. If the screen does not auto display the **All** Equipment Type,
- 2. Click on the *drop-down arrow* in the *Type* field to display the *Type* menu.
- 3. Select '**All**' from the list.



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			SP2020	SP2020 Sprin	t Colour MF C	opier	Hardware	CTRT		SP2020	abc147c	A	07/05/2014	No	No	No
			SP19-123456	SP19-12 Cold	ur Copier		Hardware	CTRT		SP19-12	SP19-12185274	A	13/06/2014	No	No	No
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			SP19-123456	SP 19-12 Cold	ur Copier		Hardware	CTRT		SP19-12	1912-102031	A	02/07/2014	No	No	No
			SP2020	SP2020 Sprin	t Colour MF C	opier	Hardware	CTRT		SP2020	2020-102047	A	21/06/2017	No	No	No
Meters			SP19-123456	SP 19-12 Colo	ur Copier		Hardware	SINV		SP19-12	1912-102042	A	03/07/2014	No	No	No
			SP19-123456	SP 19-12 Colo	ur Copier		Hardware	WHSE		SP19-12	1912-102043	A	03/07/2014	No	No	No
			SP2020	SP2020 Sprin	t Colour MF C	opier	Hardware	CTRT		SP2020	20-10502	A	05/08/2014	No	No	No
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history			SP19-123456	SP19-12 Cold	ur Copier		Hardware	SINV		SP19-12	1912-102034	Α	02/07/2014	No	No	No
			SP2020	SP2020 Sprin	t Colour MF C	opier	Hardware	WHSE		SP2020	DBN2020-10802	Α	31/07/2014	No	No	No
			NMACH	New Machine			Hardware	CTRT			nm 1030 1	A	08/01/2018	No	No	No
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			SP2020	SP2020 Sprin	t Colour MF C	opier	Hardware	WHSE		SP2020	019122010101	Α	11/11/2014	No	No	No
			SP204	SP204 Colour	Copier		Hardware	CTRT		SP204	107	A	18/11/2014	No	No	No
Warranties			SP2020	SP2020 Sprin	t Colour MF C	opier	Hardware	CTRT		SP2020	20-457896	Α	07/01/2015	No	No	No
			SP19-123456	SP19-12 Cold	ur Copier		Hardware	CTRT		SP19-12	19-123456	Α	08/01/2015	No	No	No
			2020-998	Staple Unit			Accessories	SINV			998-12345	A	22/05/2017	No	No	No
Notes			SP2020	SP2020 Sprin	t Colour MF C	opier	Hardware	CTRT		SP2020	147708	A	14/05/2015	No	No	No
			SP2020	SP2020 Sprin	t Colour MF C	opier	Hardware	CTRT		SP2020	147807	A	06/07/2015	No	No	No

- 1. The data grid will now display **all** equipment items for **all** the sites in the data grid.
- 2. If the machines from all sites are not immediately displayed in the data grid, click on *Refresh*.

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FILTER FOR SERIAL NO.

- In the *filter* row, of the *Serial No* column, type in the specific *Serial No*. that you are searching for.
- 2. As you type, the system will auto-search for that specific Serial No. and will filter for and display the specific *row* containing the details of that serial number.

-	Machine List for Durban	- BPO: Version 2.1.0.69 - TES	F ALPHA - JUDITH PC LOCAL	5	- E	X
Home Equipment an	d Locations Contract Finance and HR Inventory	Maintenance and Projects	Manufacturing Procurement	Sales Service	Reporting Utilities -	. 8 ×
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