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 without 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

2. 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.

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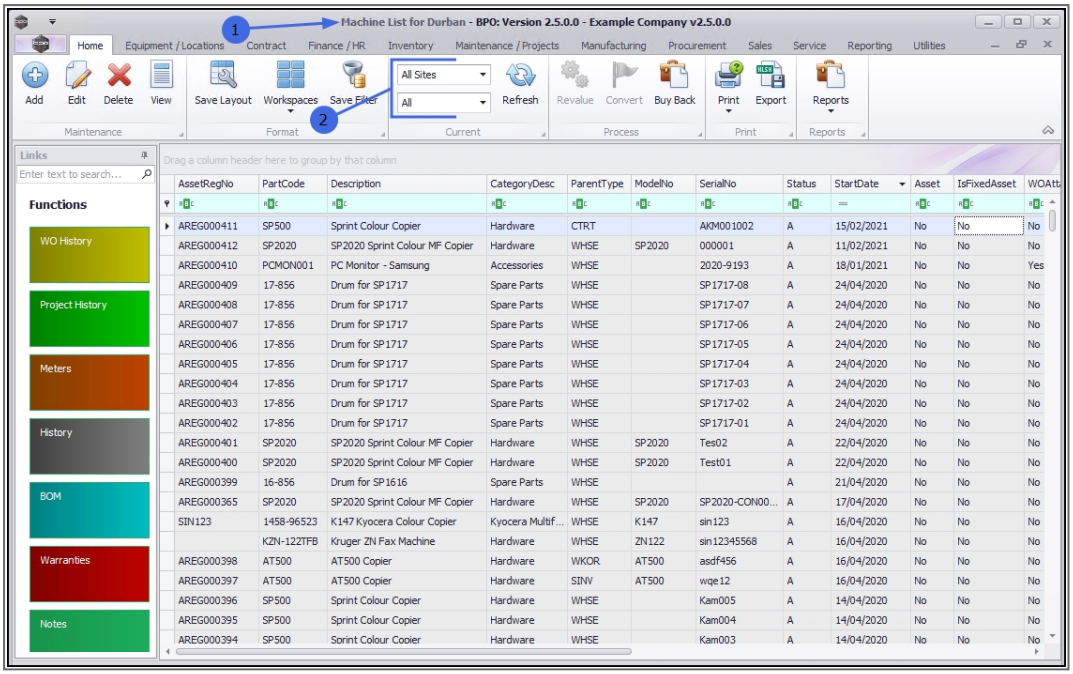
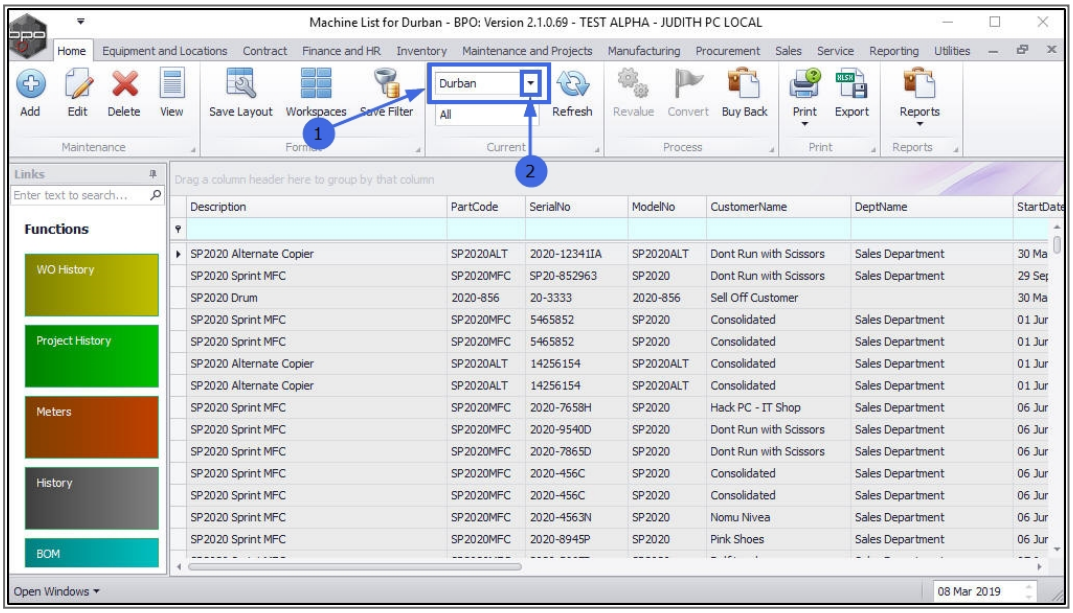


EDIT SITE FILTER

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



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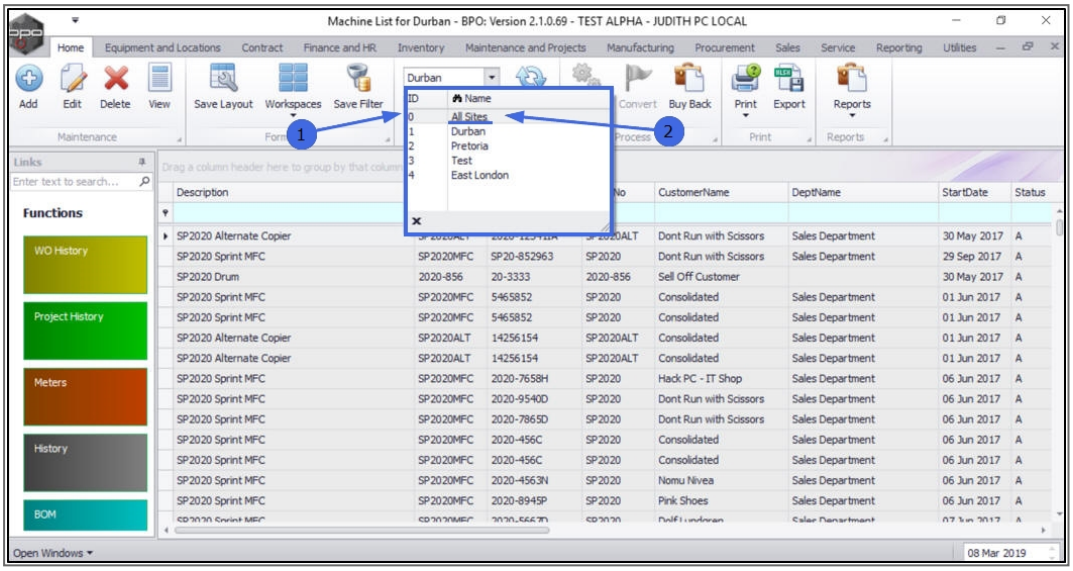
1. The ***Sites*** menu will be displayed.
2. Select ***All Sites*** from this list.



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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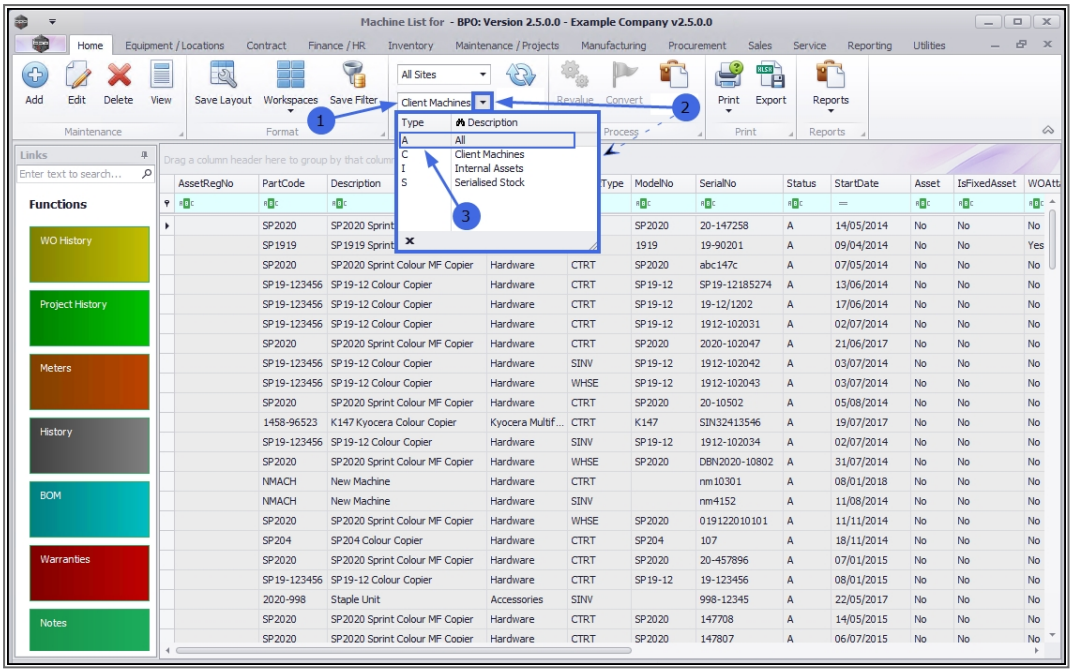
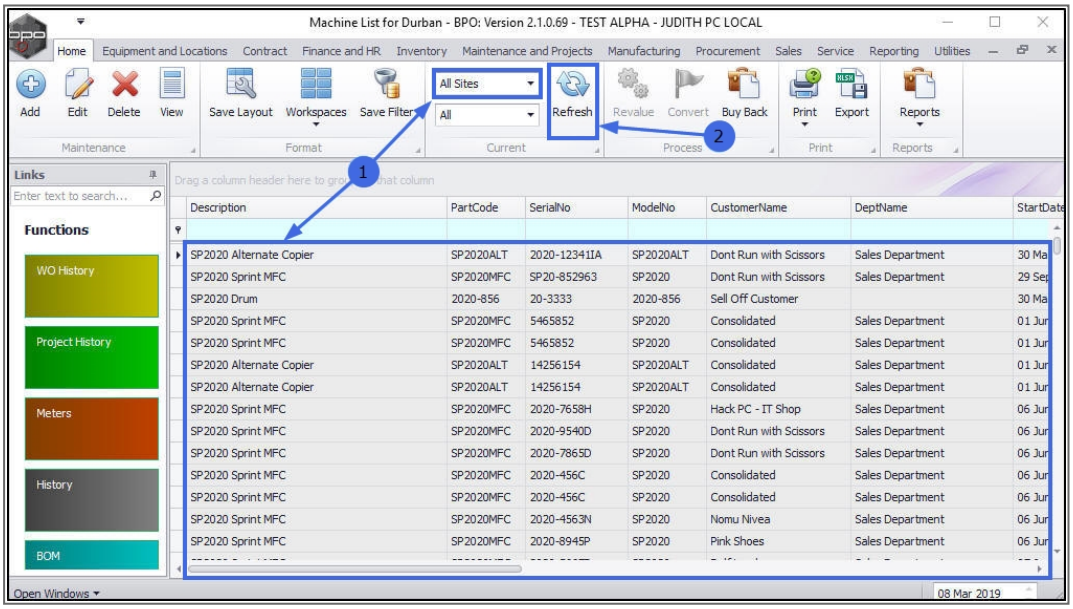


1. The data grid will now display ***all*** equipment items for ***all*** the sites in the data grid.
2. If the machines from all sites are not immediately displayed in the data grid, click on ***Refresh***.



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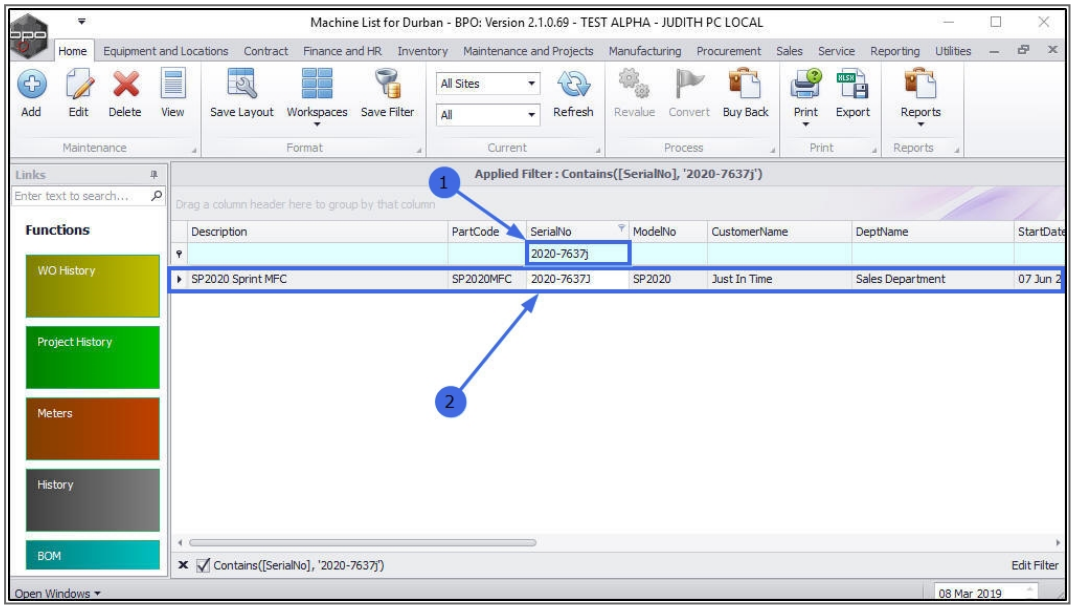
FILTER FOR SERIAL NO.

1. 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.



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