

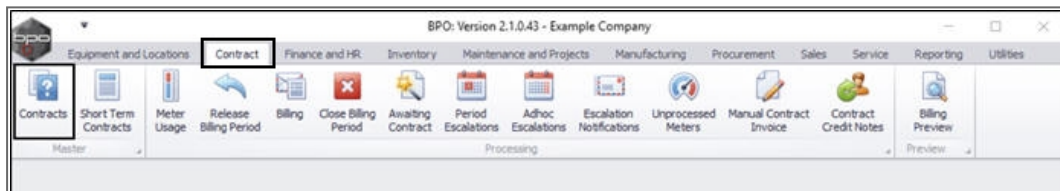
CONTRACT

FIND SERIAL NUMBER

Using the **Find** options in the Contract Listing screen, makes it easier to find a contract across multiple Sites.

The **Find Serial No.** functionality can be used when a client has the **serial number** of a machine at hand but does not know the linked contract number.

Ribbon Access: *Contract > Contracts*



The **Contract Listing** screen will be displayed.

- **Note:** You do not need to select the Site or Status before starting this process, especially with multi-site configuration. However, this functionality will still work if you have already selected either one.
- Click on **Find Serial No.**

Contract Listing - BPO: Version 2.1.0.43 - 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 Hold Release For Approval Suspend Remove From Approval Release Approve Contract Close Contract Refresh Find Contract Print Export Reports

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Links

Enter text to search...

Drag a column header here to group by that column

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate
CO0000006	OFF001	Office Supplies Unlimited		CPC	Cost Per Copy	Hillcrest	1234	22 Apr 2014
CO0000007	OFF001	Office Supplies Unlimited		CPC	Cost Per Copy	Forest Hills Centre		07 Jan 2014
CO0000011	WES001	Westwood Dynamic		CPC	Cost Per Copy	Main	ContractOrderNo	09 May 2014
CO0000013	TIA001	Titan Group		CPC	Cost Per Copy	South Riding Centre		16 May 2014
CO0000014	TIA001	Titan Group		CPC	Cost Per Copy	Main		16 May 2014
CO0000016	TIA001	Titan Group		CPC	Cost Per Copy	Main		13 Jun 2014
CO0000019	OFF001	Office Supplies Unlimited		CPC	Cost Per Copy	Main		28 Jul 2014
CO0000020	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		01 Jan 2011
CO0000028	HAC001	Hack PC - IT Shop		CPC	Cost Per Copy	Main		29 Jun 2015
PC0000001	DAN002	Dancing Shoes		PRI	Prepaid Contract	Kloof	test	23 Mar 2016
CO0000031	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Hillcrest		24 Mar 2016
CO0000041	PAN001	Panda Copiers		CPC	Cost Per Copy	Main		05 Jul 2016
CO0000042	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		07 Sep 2016
CO0000043	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area		01 Aug 2016
CO0000044	BOT0001	Botmas Networking inc		PRI	Prepaid Contract	Durban Area		25 Oct 2016
CO0000045	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	1234	10 May 2017
CO0000047	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Kloof		16 May 2017

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SELECT SERIAL NUMBER

- A *Select a machine* screen will pop up.
- Select the *row* of the *serial number* where you wish to find the *linked contract*.
- Click on *Ok*.

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Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

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Select a machine

Home

Ok Back Save Layout

Process Format

Drag a column header here to group by that column

SerialNo	AssetRegNo	CustomerName	Description	CategoryDesc	ParentType	ModelNo	IsFixedAsset	Status	De
2020-102040		Bothas Networking Inc	SP 2020 Sprint Colou...	Hardware	CTRT	SP 2020	No	A	
2020-102041		Danny Storm IT Cafe	SP 2020 Sprint Colou...	Hardware	SDW	SP 2020	No	A	
2020-102042		Hope Works	SP 2020 Sprint Colou...	Hardware	CTRT	SP 2020	Yes	A	
2020-102043			SP 2020 Sprint Colou...	Hardware	CTRT	SP 2020	Yes	A	
2020-102044			SP 2020 Sprint Colou...	Hardware	WKOR	SP 2020	Yes	A	
2020-102045			SP 2020 Sprint Colou...	Hardware	WKOR	SP 2020	Yes	A	
2020-102046		Derton Technologies	SP 2020 Sprint Colou...	Hardware	CTRT	SP 2020	Yes	A	
2020-102047			SP 2020 Sprint Colou...	Hardware	WHSE	SP 2020	No	A	
2020-102048		Hope Works	SP 2020 Sprint Colou...	Hardware	CTRT	SP 2020	Yes	A	
2020-102049		Big Bargains	SP 2020 Sprint Colou...	Hardware	SDW	SP 2020	No	A	
2020-10205		Bothas Networking Inc	SP 2020 Sprint Colou...	Hardware	SDW	SP 2020	No	A	
2020-103050	AREG000046	Panda Copiers	SP 2020 Sprint Colou...	Hardware	CTRT	SP 2020	Yes	A	
2020-103051	AREG000047	Panda Copiers	SP 2020 Sprint Colou...	Hardware	CTRT	SP 2020	Yes	A	
2020-103053	AREG000048	Hope Works	SP 2020 Sprint Colou...	Hardware	CTRT	SP 2020	Yes	A	
2020-103054	AREG000049		SP 2020 Sprint Colou...	Hardware	WKOR	SP 2020	No	A	
2020-103055	AREG000050		SP 2020 Sprint Colou...	Hardware	WKOR	SP 2020	No	A	
2020-103056	AREG000051	Hope Works	SP 2020 Sprint Colou...	Hardware	CTRT	SP 2020	No	A	
2020-103057	AREG000052		SP 2020 Sprint Colou...	Hardware	WHSE	SP 2020	No	A	

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FIND FILTER RESULTS

- The system will find the linked contract and point it out with the *row selector*.
 - **Note:** If *no* record is selected by the system, then the serial number is *not* linked to a Contract.

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Add Edit Delete View Save Layout Workspaces Save Filter Hold Release For Approval Suspend Remove From Approval Release Approve Contract Close Contract Refresh Find Serial No. Find Contract Print Export Reports

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