

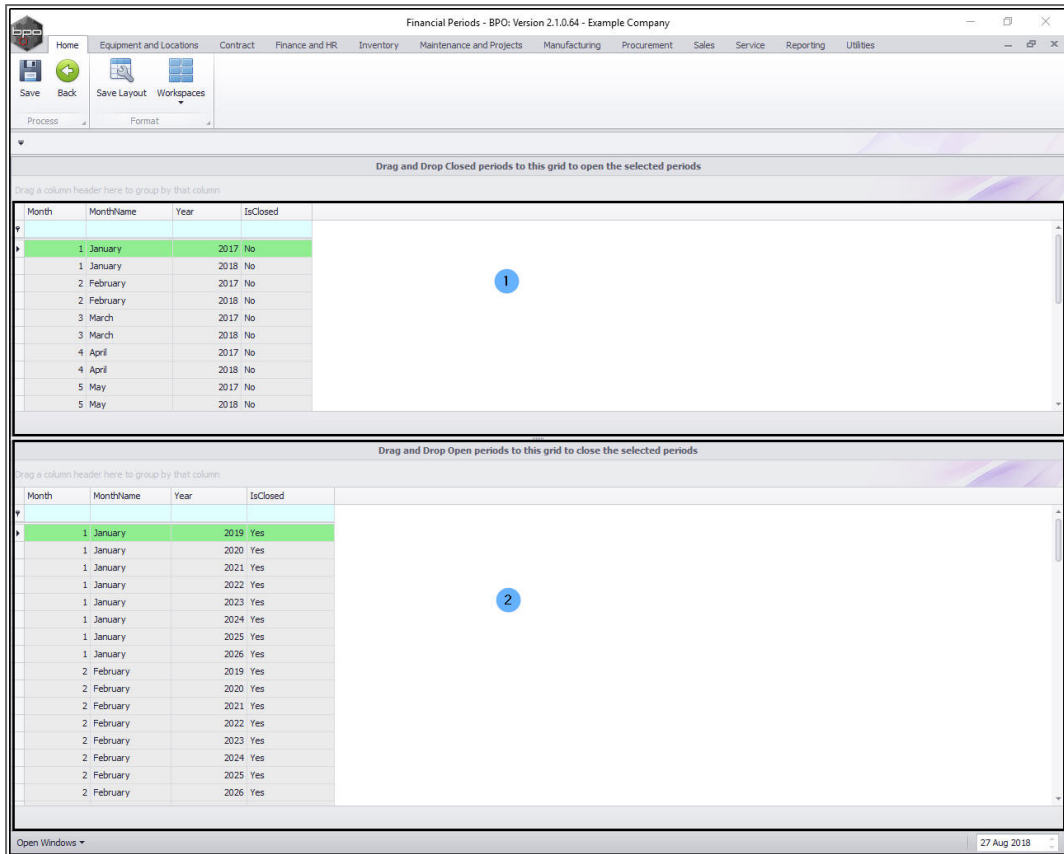
INTERFACE AND ENVIRONMENT

USING BPO – CONTROLS AND FUNCTIONS

Understanding the **Controls & Functions** and [Working Environment](#) of BPO2 is important as it minimises confusion when using the system. All BPO beginners should familiarise themselves with these two manuals in to get the most out of the system functionality. Additionally, it will be beneficial to review [Datagrids](#) and [Datagrid Filtering](#).

MULTIPLE DATA GRIDS IN A SCREEN

- Some screens have more than one data grid.
- For the system to know which data you want to work with, just click anywhere in that specific data grid.
 - In this example there are **2** data grids in the screen.



DRAG AND DROP FUNCTIONALITY

The **drag** and **drop** screen feature enhances user experience by enabling you to move data back and forth between two grids in the same screen.

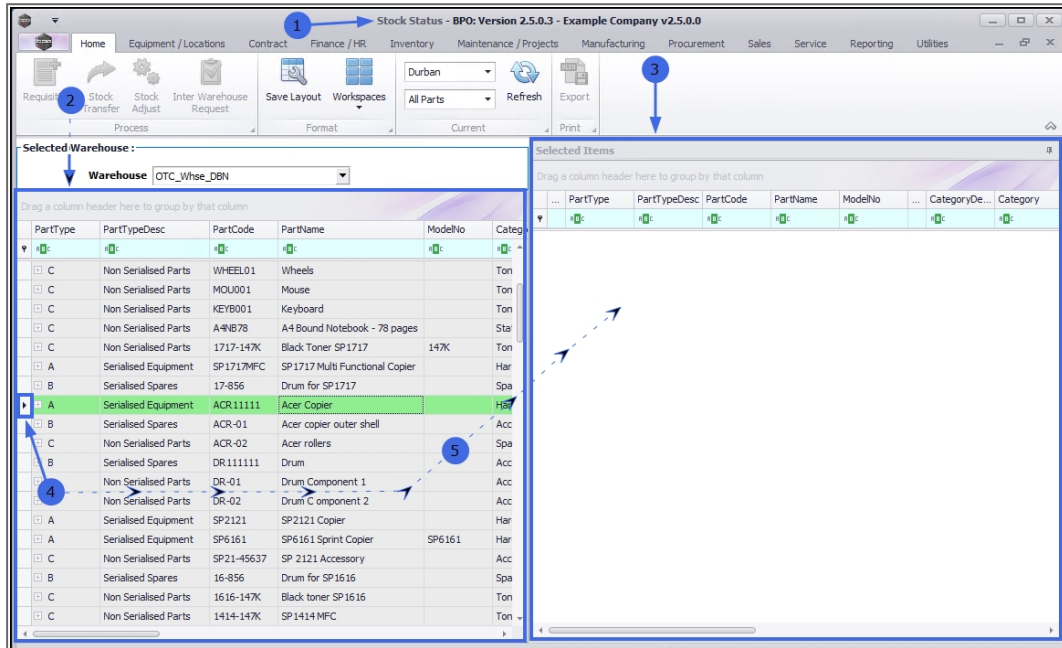
You can select a single item line or multi select item lines and move them from one grid to the other.

In the image below,

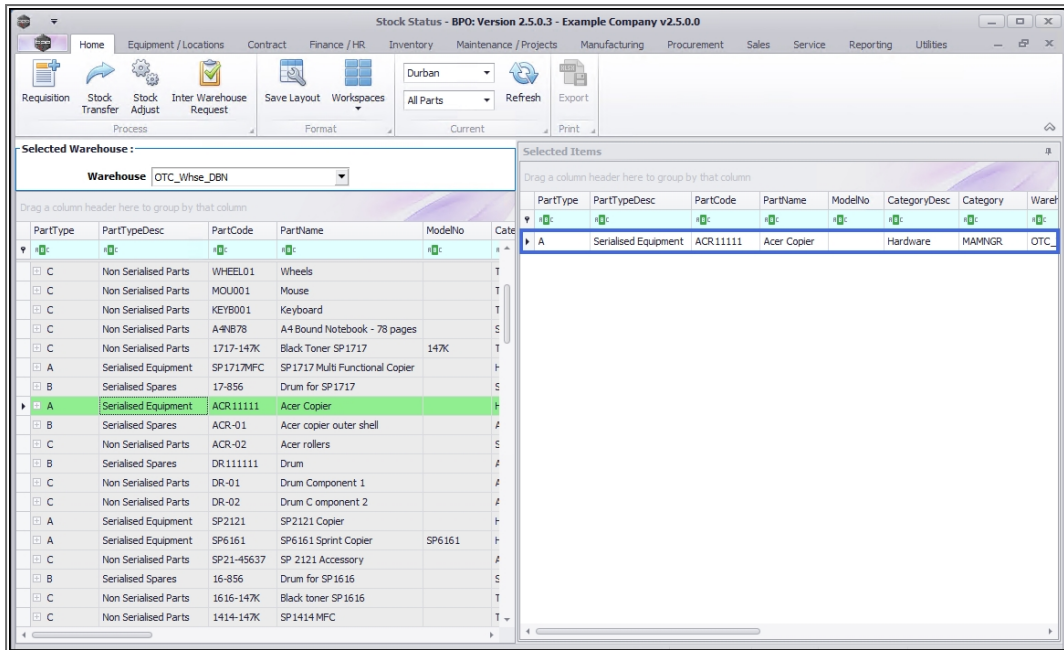
1. the **Stock Status** screen is divided into
2. the **Selected Warehouse** data grid and
3. the **Selected Items** data grid.

DRAG AND DROP A SINGLE ITEM LINE

4. **Click** and **hold** in the **row selector column** of the single item line you wish to move.
5. **Drag** this item line across to the second grid, (in this example, the 'Selected Items' grid) and **drop** it anywhere in this grid.



- The single item line can now be seen in the **Selected Items** frame



DRAG AND DROP MULTIPLE ITEM LINES

You may wish to select more than one item line, *either*

- a **block** of item lines *or*
- several item lines that are in **nonsequential order**.

Select Multiple Item Lines - Block

There are **two** methods to select a **block** of item lines:

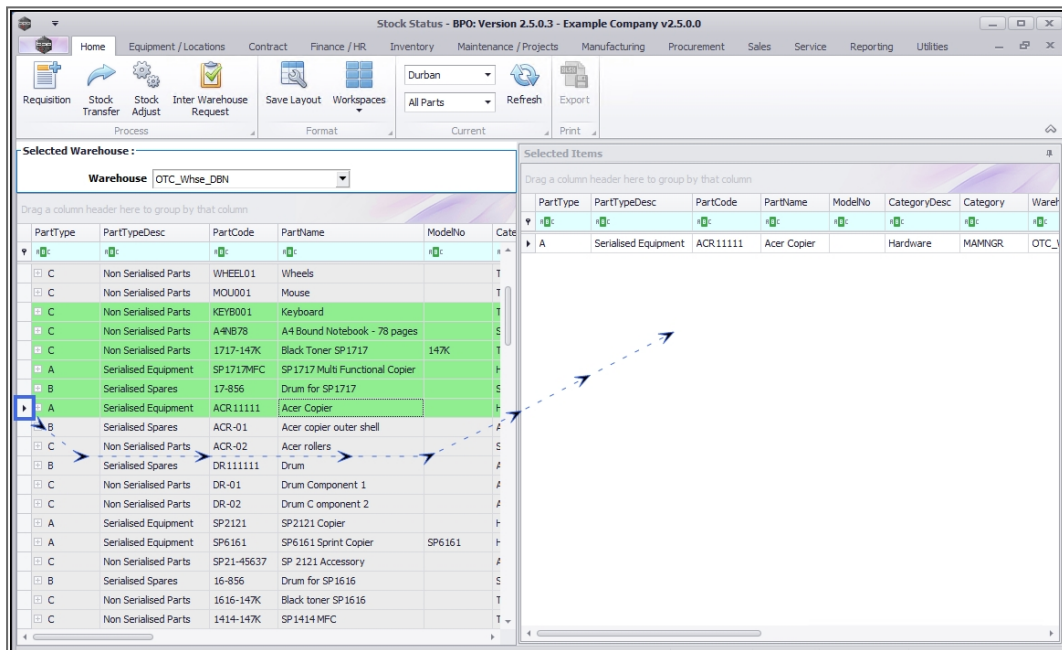
Method 1

- Select the **first row** in the block that you wish to move.
- Press and hold the **Shift** button on your keyboard.
- Use your mouse to click on the **final** row in the block you wish to move thereby **highlighting** all the rows between and including the first selected and the last.

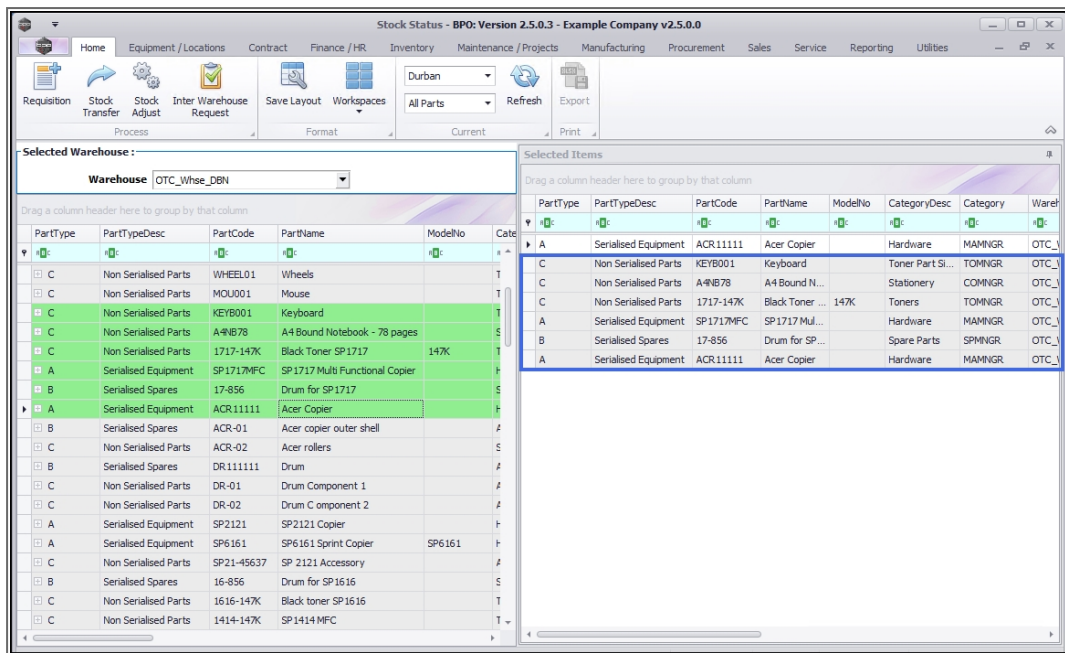
- Still pressing the **Hold** button, click in the **row selector column** of the final row and **drag** and **drop** the whole block to the second grid.

Method 2

- Select the **first row** in the block that you wish to move.
- Press and hold the **Shift** button on your keyboard.
- Use the **Up** and **Down** arrows on your keyboard to select all the rows that you wish to move. As you select each line, it will **highlight**.
- Still pressing the **Hold** button, click in the **row selector column** of the final row and **drag** and **drop** the whole block to the second grid.

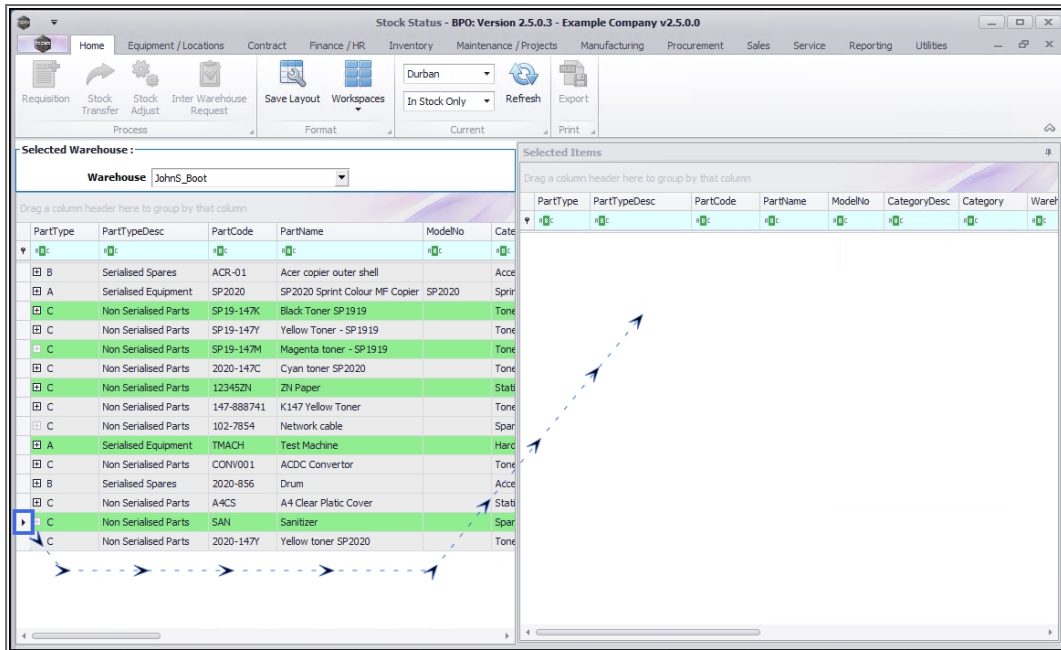


- The block selection of item lines is now reflected in the **Selected Items** frame

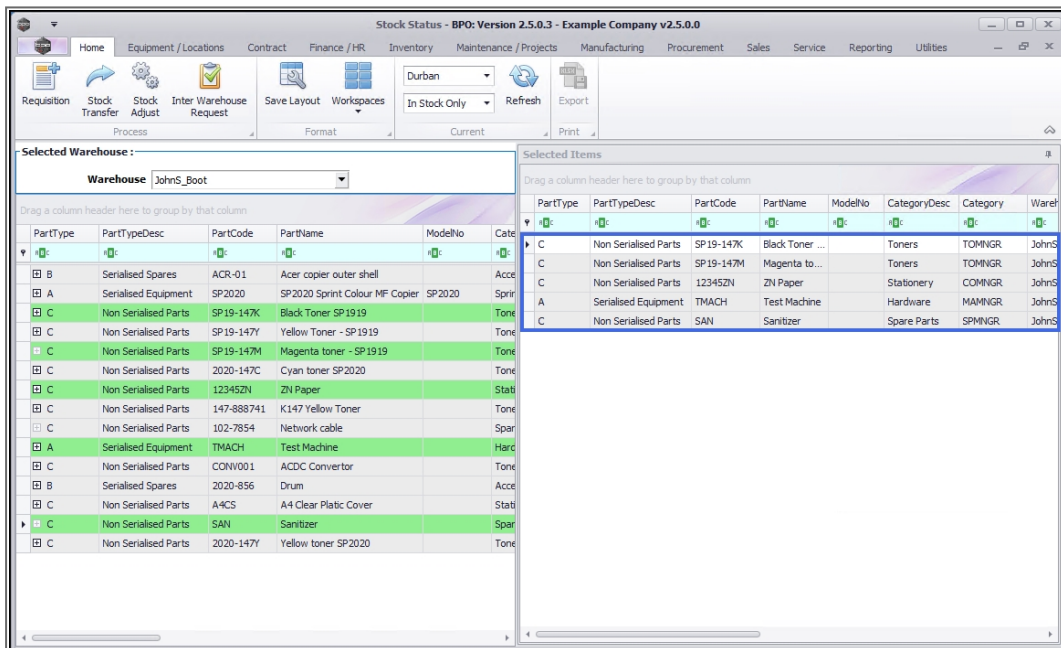


Select Multiple Item Lines - Nonsequential order

- Select the **first row** in the block that you wish to move.
- Press and hold the **Control** button on your keyboard.
- Using your mouse, click on each individual line that you wish to move.
- Still pressing the **Control** button, click in the **row selector column** of the final row of your selection and **drag** and **drop** the whole block to the second grid.



- The nonsequential selection of item lines is now reflected in the **Selected Items** frame



Undo Item Line Move

Any item line move can be undone by reversing the processes above and moving either a single item line or multiple item lines back to the first data grid.

Important Note: A row (item line) must be dragged from the *row selector column*. You cannot select and drag from anywhere else in the row.

SORTING DATA COLUMNS

You may wish to reorganise (**sort**) the contents of a data column in the grid that you are working in.

- Click on the column header.
 - In this image **Part Code** has been selected.
- A **Sort** button will be revealed, the direction it is pointing depends on the way it will sort the column.
 - If you click on the sort arrow when it points **down**, the column will sort in **ascending** order.
 - If you click on the sort arrow when it points **up**, the column will sort in **descending** order.
- In this example, the **Part Code** column data have been sorted in ascending order.

Machine List for Durban - BPO: Version 2.11.0.64 - Example Company

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

Links

Enter text to search...

Drag a column header here to group by that column

Description	PartCode	SerialNo	ModelNo	AssetRegNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset
SP2020 Sprint Colour Multi Functional Copier	SP2020	a12345	SP2020	AREG000185			12 Apr 2017	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020	AREG000210			22 May 2017	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB8	SP2020	AREG000308			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB7	SP2020	AREG000309			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB2	SP2020	AREG000311			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB3	SP2020	AREG000312			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB4	SP2020	AREG000313			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB5	SP2020	AREG000314			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB6	SP2020	AREG000315			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	9999999	SP2020	AREG000321			24 Apr 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	8888888	SP2020	AREG000322			24 Apr 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	7777777	SP2020	AREG000323			24 Apr 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	6666666	SP2020	AREG000324			24 Apr 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	00010101	SP2020	AREG000325			24 Apr 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB901	SP2020	AREG000330			24 May 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB902	SP2020	AREG000331			24 May 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB903	SP2020	AREG000332			24 May 2018	A	Hardware	No	WHSE	No
SP204 Colour Copier	SP204	204-10203	SP204		Titan Group		13 Aug 2014	A	Hardware	No	SINV	No
SP204 Colour Copier	SP204		SP204		Young Electric	Sales Depart...	18 Nov 2014	A	Hardware	No	CTRT	No
SP204 Colour Copier	SP204	204-989898	SP204	AREG000294	Hope Works	Technical	07 Aug 2017	A	Hardware	No	CTRT	No
SP204 Colour Copier	SP204	001912105029	SP204				11 Nov 2014	A	Hardware	No	WKOR	No
SP2121 Copier	SP2121			AREG000213			22 May 2017	A	Hardware	Yes	WKOR	No
Sprint Colour Copier	SP900	121212		AREG000031			13 Jan 2016	A	Hardware	Yes	WHSE	No
SP6161 Sprint Copier	SP6161	1616-234	SP6161	AREG000166			30 Mar 2017	A	Hardware	No	WHSE	No
SP6161 Sprint Copier	SP6161	1616123a	SP6161	AREG000167			30 Mar 2017	A	Hardware	No	WHSE	No
SP6161 Sprint Copier	SP6161	1616-5437t	SP6161	AREG000168			30 Mar 2017	A	Hardware	No	WHSE	No
Test Machine	TMACH	T123					11 Aug 2014	A	Hardware	Yes	CTRT	No
Test Machine	TMACH	test987654					11 Aug 2014	A	Hardware	Yes	CTRT	No
Test Machine	TMACH	tm40201					11 Aug 2014	A	Hardware	Yes	CTRT	No
Test Machine	TMACH	tmach00000700		AREG000295			08 Aug 2017	A	Hardware	Yes	WKOR	No
Test Machine	TMACH	8T123*					11 Aug 2014	A	Hardware	No	WHSE	No
Test Machine	TMACH	tmach00000003					11 Aug 2014	A	Hardware	No	WHSE	No
Test Machine	TMACH	nm6841234					11 Aug 2014	A	Hardware	No	WHSE	No
Microsoft Mouse	X821932-002	MM78-965	1454	AREG000056			07 Sep 2016	A	Accessories	No	WHSE	No

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SEARCH FOR DATA - THE FILTER BUTTON

- As you hover over a column header, the **Filter** button will appear.

Machine List for Durban - BPO: Version 2.1.0.64 - 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 Refresh Revalue Convert Buy Back Print Export Reports

Maintenance Format Current Process Print Reports

Links Enter text to search... Drag a column header here to group by that column

Description	PartCode	SerialNo	ModelNo	AssetRegNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset
SP2020 Sprint Colour Multi Functional Copier	SP2020	s12345	SP2020	AREG000185			12 Apr 2017	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020	AREG000210			22 May 2017	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	A88	SP2020	AREG000308			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB7	SP2020	AREG000309			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB2	SP2020	AREG000311			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB3	SP2020	AREG000312			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB4	SP2020	AREG000313			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB5	SP2020	AREG000314			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB6	SP2020	AREG000315			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	9999999	SP2020	AREG000321			24 Apr 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	8888888	SP2020	AREG000322			24 Apr 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	7777777	SP2020	AREG000323			24 Apr 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	6666666	SP2020	AREG000324			24 Apr 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	00010101	SP2020	AREG000325			24 Apr 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB901	SP2020	AREG000330			24 May 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB902	SP2020	AREG000331			24 May 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AB903	SP2020	AREG000332			24 May 2018	A	Hardware	No	WHSE	No
SP204 Colour Copier	SP204	204-10203	SP204		Titan Group		13 Aug 2014	A	Hardware	No	SINV	No
SP204 Colour Copier	SP204		SP204		Young Electric	Sales Depart...	18 Nov 2014	A	Hardware	No	CTRT	No
SP204 Colour Copier	SP204	204-989898	SP204	AREG000294	Hope Works	Technical	07 Aug 2017	A	Hardware	No	CTRT	No
SP204 Colour Copier	SP204	001912105029	SP204				11 Nov 2014	A	Hardware	No	WKOR	No
SP2121 Copier	SP2121			AREG000213			22 May 2017	A	Hardware	Yes	WKOR	No
Sprint Colour Copier	SP900	121212		AREG000031			13 Jan 2016	A	Hardware	Yes	WHSE	No
SP6161 Sprint Copier	SP6161	1616-234	SP6161	AREG000166			30 Mar 2017	A	Hardware	No	WHSE	No
SP6161 Sprint Copier	SP6161	1616123a	SP6161	AREG000167			30 Mar 2017	A	Hardware	No	WHSE	No
SP6161 Sprint Copier	SP6161	1616-5437f	SP6161	AREG000168			30 Mar 2017	A	Hardware	No	WHSE	No
Test Machine	TMACH	T123					11 Aug 2014	A	Hardware	Yes	CTRT	No
Test Machine	TMACH	test987654					11 Aug 2014	A	Hardware	Yes	CTRT	No
Test Machine	TMACH	tm-40201					11 Aug 2014	A	Hardware	Yes	CTRT	No
Test Machine	TMACH	tmach00000700		AREG000295			08 Aug 2017	A	Hardware	Yes	WKOR	No
Test Machine	TMACH	8T123*					11 Aug 2014	A	Hardware	No	WHSE	No
Test Machine	TMACH	tmach000000003					11 Aug 2014	A	Hardware	No	WHSE	No
Test Machine	TMACH	rm6841234					11 Aug 2014	A	Hardware	No	WHSE	No
Microsoft Mouse	X821932-002	MM78-965	1454	AREG000056			07 Sep 2016	A	Accessories	No	WHSE	No

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- When you click on this button, a **Custom** drop-down list will be displayed, the contents of which depend on the column header selected.
- This will be a quick reference list of all the different numbers (or names) in that column.
- Click on any number (or name) in the list.
 - In this image, the part code number **102-478** has been selected.

Machine List for Durban - BPO: Version 2.1.0.64 - Example Company

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

Durban Refresh Revalue Convert Buy Back Print Export Reports

Maintenance Format Current Process Print Reports

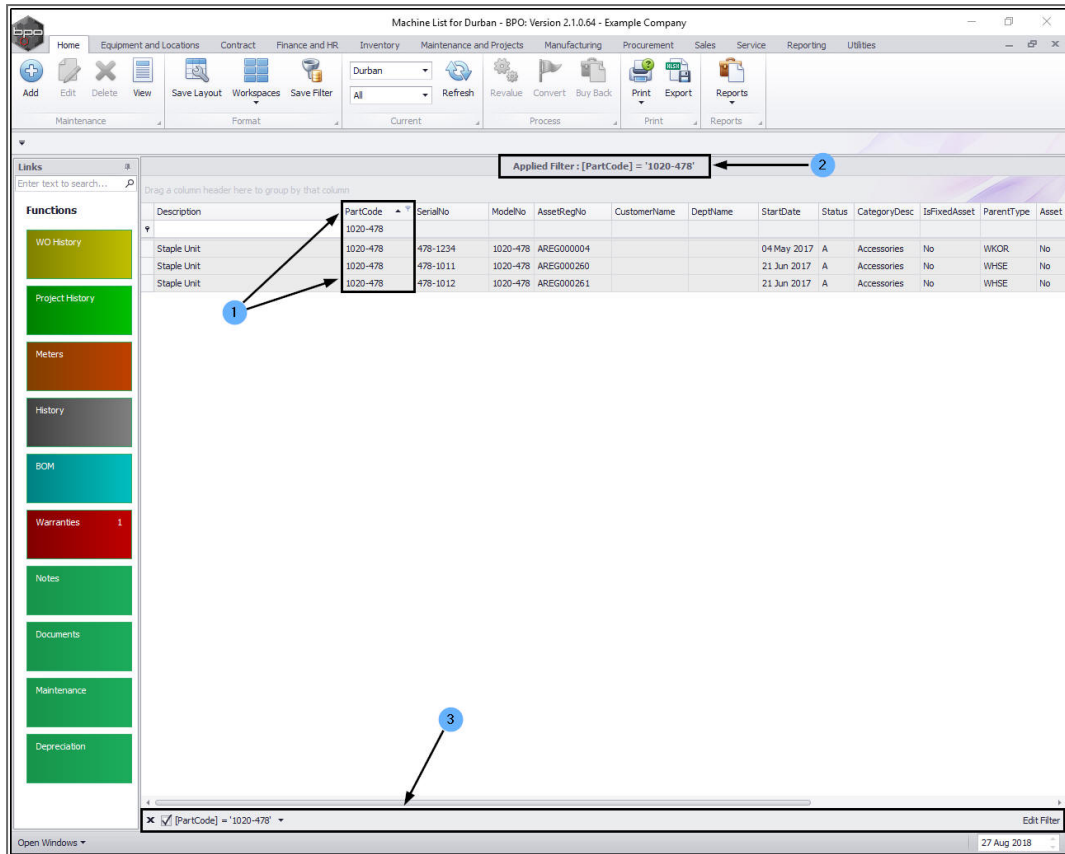
Links: Enter text to search... Drag a column header here to group by that column

Description	PartCode	SerialNo	ModelNo	AssetRegNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset
SP2020 Sprint Colour Multi Functional Copier	SP2020	1458-96523	SP2020	AREG000185			12 Apr 2017	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	16-856	SP2020	AREG000210			22 May 2017	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-856	SP2020	AREG000308			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-998	SP2020	AREG000309			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	204-147K	SP2020	AREG000311			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	ACR-01	SP2020	AREG000312			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	AT500	SP2020	AREG000313			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	DR111111	SP2020	AREG000314			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	K2N-1227FB	SP2020	AREG000315			08 Mar 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	NMACH	SP2020	AREG000321			24 Apr 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	PCMON001	SP2020	AREG000322			24 Apr 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	SP1020	SP2020	AREG000323			24 Apr 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	SP1818	SP2020	AREG000324			24 Apr 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	SP19-123456	SP2020	AREG000325			24 Apr 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	SP1919	SP2020	AREG000330			24 May 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	SP2020	SP2020	AREG000331			24 May 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	SP204	SP2020	AREG000332			24 May 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	A8901	SP2020	AREG000332			24 May 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	A8902	SP2020	AREG000331			24 May 2018	A	Hardware	No	WHSE	No
SP2020 Sprint Colour Multi Functional Copier	SP2020	A8903	SP2020	AREG000332			24 May 2018	A	Hardware	No	WHSE	No
SP204 Colour Copier	SP204	204-10203	SP204		Titan Group	Sales Depart...	13 Aug 2014	A	Hardware	No	SINW	No
SP204 Colour Copier	SP204		SP204		Young Electric	Technical	18 Nov 2014	A	Hardware	No	CTRT	No
SP204 Colour Copier	SP204	204-989898	SP204	AREG000294	Hope Works	Technical	07 Aug 2017	A	Hardware	No	CTRT	No
SP204 Colour Copier	SP204	001912105029	SP204				11 Nov 2014	A	Hardware	No	WKOR	No
SP2121 Copier	SP2121			AREG000213			22 May 2017	A	Hardware	Yes	WKOR	No
Sprint Colour Copier	SP000	121212		AREG000031			13 Jan 2016	A	Hardware	Yes	WHSE	No
SP6161 Sprint Copier	SP6161	1616-234	SP6161	AREG000166			30 Mar 2017	A	Hardware	No	WHSE	No
SP6161 Sprint Copier	SP6161	1616123a	SP6161	AREG000167			30 Mar 2017	A	Hardware	No	WHSE	No
SP6161 Sprint Copier	SP6161	1616-5437f	SP6161	AREG000168			30 Mar 2017	A	Hardware	No	WHSE	No
Test Machine	TMACH	T123					11 Aug 2014	A	Hardware	Yes	CTRT	No
Test Machine	TMACH	test987654					11 Aug 2014	A	Hardware	Yes	CTRT	No
Test Machine	TMACH	tm-40201					11 Aug 2014	A	Hardware	Yes	CTRT	No
Test Machine	TMACH	tmach00000700		AREG000295			08 Aug 2017	A	Hardware	Yes	WKOR	No
Test Machine	TMACH	8T123*					11 Aug 2014	A	Hardware	No	WHSE	No
Test Machine	TMACH	tmach00000003					11 Aug 2014	A	Hardware	No	WHSE	No
Test Machine	TMACH	rm6841234					11 Aug 2014	A	Hardware	No	WHSE	No
Microsoft Mouse	X821932-002	NM78-965	1454	AREG000056			07 Sep 2016	A	Accessories	No	WHSE	No

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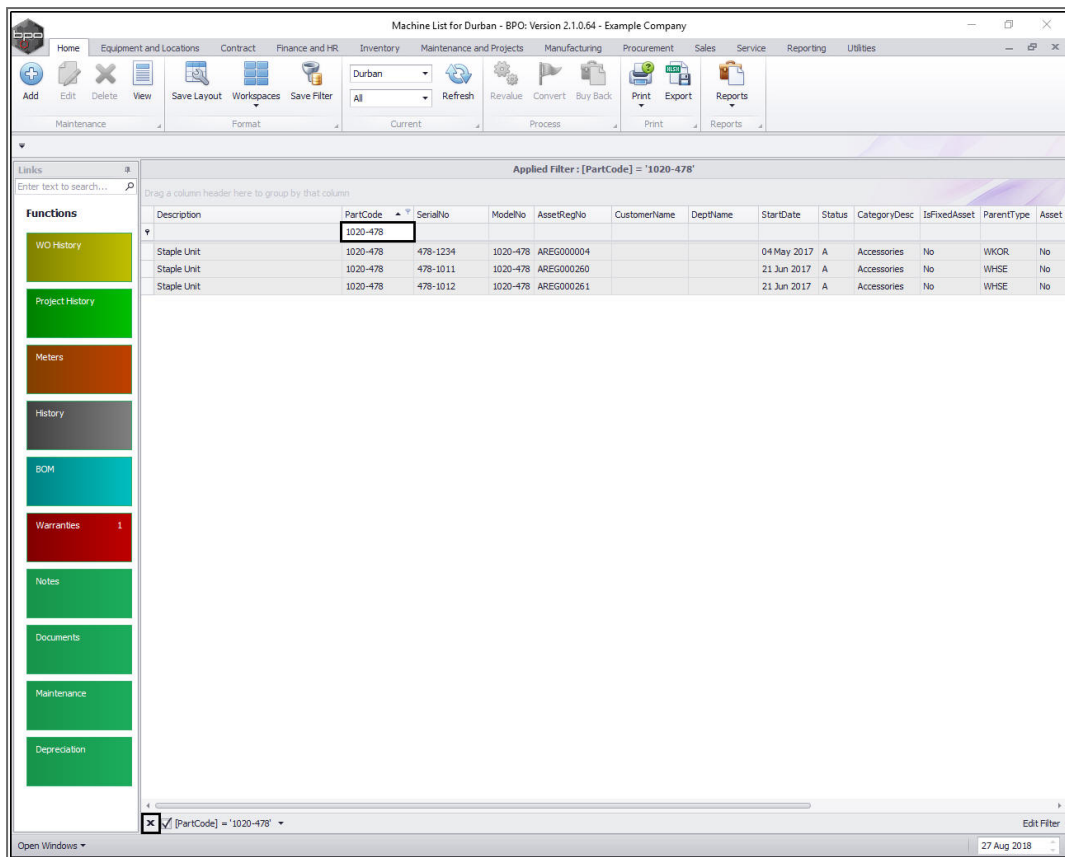
1. The system will filter your selection in the data grid and the **filter row** of the **Part Code** column will contain the number (or name) that you selected for filter.
2. The **Title row** of the data grid will display the filter selection.
3. The **Edit Filter row** of the data grid will also display the filter selection.

Data grid filtering is covered in more detail in the [Data grid filtering](#) manual.



CLEAR A SEARCH

- *Either*, remove **all** text from the **Filter row**,
- *Or*, click on the [X] in the **Edit Filter row**, to remove the filter(s).



SEARCH FOR DATA – THE FILTER ROW

- Select the column header.
- Type the data you are searching for in the **Filter text box**.
 - In this image, the applied filter is for a **Part Code** that contains the number **204**.
- The system will immediately start filtering for the first number / letter as you type it.
 - **Note 1:** The filter is not case sensitive.
 - **Note 2:** You can type any part of a word or number.

Data grid filtering is covered in more detail in the [Data grid filtering](#) manual.

Machine List for Durban - BPO: Version 2.11.0.64 - Example Company

Applied Filter: Contains([PartCode], '204')

Description	PartCode	SerialNo	ModelNo	AssetRegNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset
SP204 Colour Copier	204	001912105029	SP204				11 Nov 2014	A	Hardware	No	WKOR	No
SP204 Colour Copier	SP204	204-989898	SP204	AREG000294	Hope Works	Technical	07 Aug 2017	A	Hardware	No	CTRT	No
SP204 Colour Copier	SP204		SP204		Young Electric	Sales Depart...	18 Nov 2014	A	Hardware	No	CTRT	No
SP204 Colour Copier	SP204	204-10203	SP204		Titan Group		13 Aug 2014	A	Hardware	No	SDIV	No
SP204 Black Toner	204-147K			AREG000037			18 Feb 2016	A	Toners	No	WHSE	No
SP204 Black Toner	204-147K			AREG000036			18 Feb 2016	A	Toners	No	WHSE	No
SP204 Black Toner	204-147K			AREG000035			18 Feb 2016	A	Toners	No	WHSE	No
SP204 Black Toner	204-147K			AREG000034			18 Feb 2016	A	Toners	No	WHSE	No
SP204 Black Toner	204-147K			AREG000033			18 Feb 2016	A	Toners	No	WKOR	No
SP204 Black Toner	204-147K	101		AREG000001			18 Feb 2015	A	Toners	No	WKOR	No
SP204 Black Toner	204-147K	001912105050					11 Nov 2014	A	Toners	No	WKOR	No

SEARCH FOR DATA – MULTIPLE SEARCHES

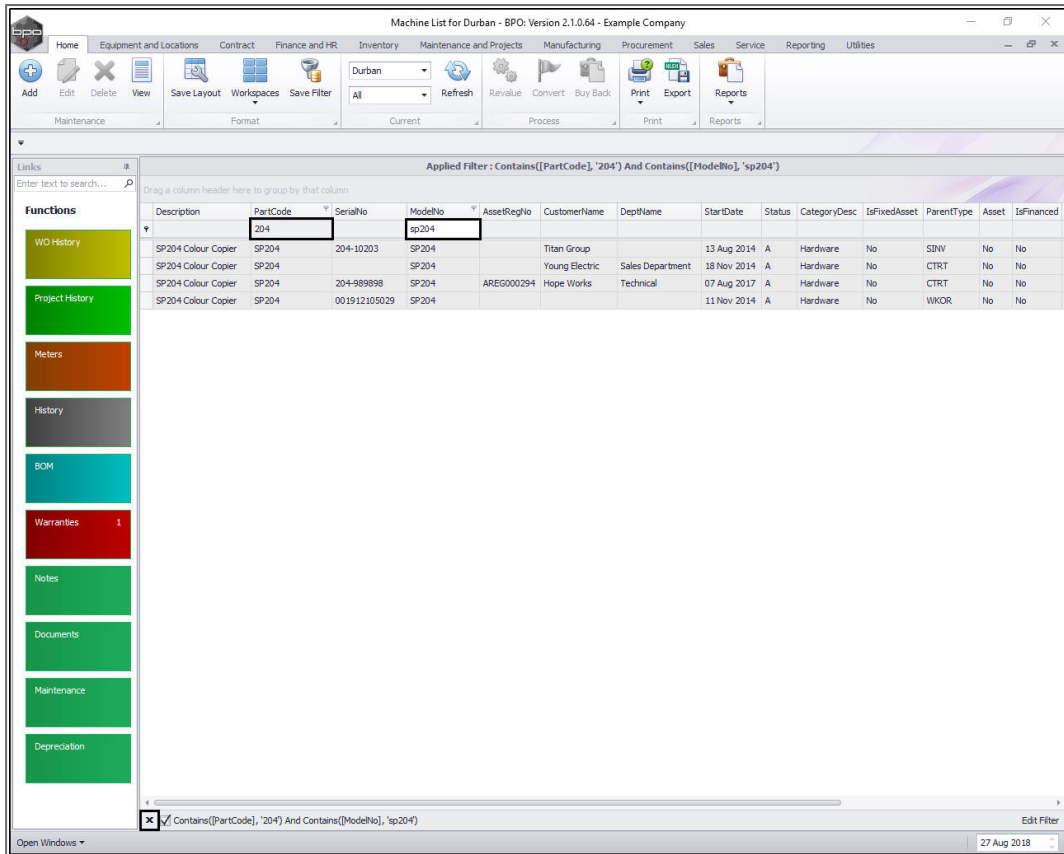
- If you want to search in more than one column, then do not remove the first filter selection.
- Type the new search data in the filter row in the next column of choice.
 - In this image the first filter is for **Part Codes** containing the number **204**.
 - The second filter is for **Model Numbers** containing the letters / numbers **sp204**.

The screenshot shows the 'Machine List for Durban' application interface. The main window displays a table of assets with the following columns: Description, PartCode, SerialNo, ModelNo, AsseRegNo, CustomerName, DepName, StarDate, Status, CategoryDesc, IsFixedAsset, ParentType, Asset, and IsFinanced. The table is filtered to show only assets where PartCode contains '204' and ModelNo contains 'sp204'. The filter is displayed at the top as 'Applied Filter: Contains([PartCode], '204') And Contains([ModelNo], 'sp204')'. Two blue circles with arrows point to the filter criteria: circle 1 points to '204' and circle 2 points to 'sp204'. The table contains four rows of data for SP204 Colour Copiers. The left sidebar shows various functions like WO History, Project History, Meters, History, BOM, Warranties (1), Notes, Documents, Maintenance, and Depreciation. The bottom status bar shows the current date as 27 Aug 2018.

Description	PartCode	SerialNo	ModelNo	AsseRegNo	CustomerName	DepName	StarDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	IsFinanced
SP204 Colour Copier	SP204	204-10203	SP204		Titan Group		13 Aug 2014	A	Hardware	No	SINW	No	No
SP204 Colour Copier	SP204		SP204		Young Electric	Sales Department	18 Nov 2014	A	Hardware	No	CTRT	No	No
SP204 Colour Copier	SP204	204-989898	SP204	AREG000294	Hope Works	Technical	07 Aug 2017	A	Hardware	No	CTRT	No	No
SP204 Colour Copier	SP204	001912105029	SP204				11 Nov 2014	A	Hardware	No	WKOR	No	No

CLEAR MULTIPLE SEARCHES

- *Either, remove all text* from the Filter row,
- *Or, click on the [X] in the Edit Filter row* to remove the filter(s).



COLUMN WIDTH

You can change the **width** of the columns within a data grid.

- **Click and hold** on the line between two columns in the column header row.
- White double ended **arrow heads** will appear and the **dividing line** between the columns will be highlighted.
- Move the mouse either left or right to **increase** or **decrease** the column width.

Machine List for Durban - BPO: Version 2.1.0.64 - 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 | Refresh | Revalue | Convert | Buy Back | Print | Export | Reports

Maintenance | Format | Current | Process | Print | Reports

Links: Enter text to search... Drag a column header here to group by that column

Description	PartCode	SerialNo	ModelNo	AssetRegNo	CustomerName	DepName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	IsFinanced
SP2020 Sprint Colou...	SP2020	20-12345	SP2020	123	Hope Works	Technical	27 Jan 2015	A	Hardware	No	CTRTR	No	Yes
SP1919 Sprint Colou...	SP1919	19-12345	1919		Derton Technol...		07 Apr 2014	A	Hardware	No	CTRTR	No	No
SP1919 Sprint Colou...	SP1919	19-90201	1919		Office Suppl...		09 Apr 2014	A	Hardware	No	CTRTR	No	No
K147 Kyocera Colou...	1458-96523	K147-123456789	K147		Office Suppl...		06 May 2014	A	Kyocera Mul...	No	CTRTR	No	No
Kruger ZN Fax Machine	K2N-1227FB	an12345678	ZN122		Young Electric	Sales Department	06 May 2014	A	Hardware	No	WHSE	No	No
K147 Kyocera Colou...	1458-96523	an123	K147		Young Electric	Sales Department	06 May 2014	A	Kyocera Mul...	No	CTRTR	No	No
K147 Kyocera Colou...	1458-96523	14-9652365	K147		Westwood Dym...		07 May 2014	A	Kyocera Mul...	No	WHSE	No	No
SP2020 Sprint Colou...	SP2020	abc147c	SP2020		Derton Technol...		07 May 2014	A	Hardware	No	CTRTR	No	No
K147 Kyocera Colou...	1458-96523	SIN32413546	K147		Hope Works	Technical	19 Jul 2017	A	Kyocera Mul...	No	CTRTR	No	No
SP19-12 Colour Copier	SP19-123456	SP19-12185274	SP19-12		Titan Group		13 Jun 2014	A	Hardware	No	CTRTR	No	No
SP19-12 Colour Copier	SP19-123456	19-12/1201	SP19-12		Titan Group		17 Jun 2014	A	Hardware	No	CTRTR	No	No
SP19-12 Colour Copier	SP19-123456	19-12/1202	SP19-12		Samanthas Diner		17 Jun 2014	A	Hardware	No	CTRTR	No	No
SP19-12 Colour Copier	SP19-123456	19-12-102031	SP19-12		Samanthas Diner		02 Jul 2014	A	Hardware	No	CTRTR	No	No
SP19-12 Colour Copier	SP19-123456	19-12-102032	SP19-12		Bothas Networ...		02 Jul 2014	A	Hardware	No	CTRTR	No	No
SP2020 Sprint Colou...	SP2020	2020-102047	SP2020		Dancing Shoes		21 Jun 2017	A	Hardware	No	WHSE	No	No
SP19-12 Colour Copier	SP19-123456	19-12-102034	SP19-12		Danny Storm L...		02 Jul 2014	A	Hardware	No	SDRW	No	No
SP19-12 Colour Copier	SP19-123456	19-12-102035	SP19-12		Office Suppl...		02 Jul 2014	A	Hardware	No	SDRW	No	No
SP19-12 Colour Copier	SP19-123456	19-12-102036	SP19-12		Westwood Dym...		02 Jul 2014	A	Hardware	No	SDRW	No	No
SP2020 Sprint Colou...	SP2020	2020-102021	SP2020		Titan Group		02 Jul 2014	A	Hardware	No	CTRTR	No	No
SP2020 Sprint Colou...	SP2020	2020-102022	SP2020		Office Suppl...		02 Jul 2014	A	Hardware	No	SDRW	No	No
SP2020 Sprint Colou...	SP2020	2020-102023	SP2020		Westwood Dym...		02 Jul 2014	A	Hardware	No	SDRW	No	No
SP2020 Sprint Colou...	SP2020	2020-102024	SP2020		Office Suppl...		02 Jul 2014	A	Hardware	No	CTRTR	No	No
SP2020 Sprint Colou...	SP2020	2020-102025	SP2020		Bothas Networ...		02 Jul 2014	A	Hardware	No	SINW	No	No
SP2020 Sprint Colou...	SP2020	2020-102049	SP2020		Big Bargains		03 Jul 2014	A	Hardware	No	SINW	No	No
SP19-12 Colour Copier	SP19-123456	19-12-102043	SP19-12		Hope Works	Technical	03 Jul 2014	A	Hardware	No	CTRTR	No	No
SP19-12 Colour Copier	SP19-123456	19-12-102044	SP19-12		Cash Sales Acc...	Sales Department	03 Jul 2014	A	Hardware	No	SDRW	No	No
New Machine	NMACH	nm10301			Hope Works	Technical	08 Jan 2018	A	Hardware	No	CTRTR	No	No
SP204 Colour Copier	SP204	204-10203	SP204		Titan Group		13 Aug 2014	A	Hardware	No	SDRW	No	No
SP2020 Sprint Colou...	SP2020	019122010101	SP2020		Hack PC - IT S...		11 Nov 2014	A	Hardware	No	WHSE	No	No
SP204 Colour Copier	SP204		SP204		Young Electric	Sales Department	18 Nov 2014	A	Hardware	No	CTRTR	No	No
SP2020 Sprint Colou...	SP2020	20-457896	SP2020		Derton Technol...		07 Jan 2015	A	Hardware	No	CTRTR	No	No
SP19-12 Colour Copier	SP19-123456	19-123456	SP19-12		Panda Copiers		08 Jan 2015	A	Hardware	No	CTRTR	No	No
SP2020 Sprint Colou...	SP2020	147708	SP2020		Hack PC - IT S...		14 May 2015	A	Hardware	No	CTRTR	No	No
SP2020 Sprint Colou...	SP2020	147807	SP2020		Hack PC - IT S...		06 Jul 2015	A	Hardware	No	CTRTR	No	No

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SAVE LAYOUT

- When you are happy with the data grid changes, click on **Save Layout** to save the changes made.

Machine List for Durban - BPO: Version 2.1.0.64 - Example Company

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

Links: Enter text to search...

Drag a column header here to group by that column

Description	PartCode	SerialNo	ModelNo	AsseRegNo	CustomerName	DepName	StarDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	IsFinanced
SP2020 Sprint Colou...	SP2020	20-12345	SP2020	123	Hope Works	Technical	27 Jan 2015	A	Hardware	No	CTRT	No	Yes
SP1919 Sprint Colou...	SP1919	19-12345	SP1919		Derton Technol...		07 Apr 2014	A	Hardware	No	CTRT	No	No
SP1919 Sprint Colou...	SP1919	19-90201	SP1919		Office Supplie...		09 Apr 2014	A	Hardware	No	CTRT	No	No
K147 Kyocera Colou...	1458-96523	K147-123456789	K147		Office Supplie...		06 May 2014	A	Kyocera MjL...	No	CTRT	No	No
Kruger ZN Fax Machine	K2N-1227FB	sn1234568	ZN122		Young Electric	Sales Department	06 May 2014	A	Hardware	No	WHSE	No	No
K147 Kyocera Colou...	1458-96523	sn123	K147		Young Electric	Sales Department	06 May 2014	A	Kyocera MjL...	No	CTRT	No	No
K147 Kyocera Colou...	1458-96523	14-9652365	K147		Westwood Dyn...		07 May 2014	A	Kyocera MjL...	No	WHSE	No	No
SP2020 Sprint Colou...	SP2020	abc147c	SP2020		Derton Technol...		07 May 2014	A	Hardware	No	CTRT	No	No
K147 Kyocera Colou...	1458-96523	SN32413546	K147		Hope Works	Technical	19 Jul 2017	A	Kyocera MjL...	No	CTRT	No	No
SP19-12 Colour Copier	SP19-123456	SP19-12185274	SP19-12		Titan Group		13 Jun 2014	A	Hardware	No	CTRT	No	No
SP19-12 Colour Copier	SP19-123456	19-12/1201	SP19-12		Titan Group		17 Jun 2014	A	Hardware	No	CTRT	No	No
SP19-12 Colour Copier	SP19-123456	19-12/1202	SP19-12		Samanthas Diner		17 Jun 2014	A	Hardware	No	CTRT	No	No
SP19-12 Colour Copier	SP19-123456	1912-102031	SP19-12		Samanthas Diner		02 Jul 2014	A	Hardware	No	CTRT	No	No
SP19-12 Colour Copier	SP19-123456	1912-102032	SP19-12		Bothas Networ...		02 Jul 2014	A	Hardware	No	CTRT	No	No
SP2020 Sprint Colou...	SP2020	2020-102047	SP2020		Dancing Shoes		21 Jun 2017	A	Hardware	No	WHSE	No	No
SP19-12 Colour Copier	SP19-123456	1912-102034	SP19-12		Danny Storm I...		02 Jul 2014	A	Hardware	No	SINV	No	No
SP19-12 Colour Copier	SP19-123456	1912-102035	SP19-12		Office Supplie...		02 Jul 2014	A	Hardware	No	SINV	No	No
SP19-12 Colour Copier	SP19-123456	1912-102036	SP19-12		Westwood Dyn...		02 Jul 2014	A	Hardware	No	SINV	No	No
SP2020 Sprint Colou...	SP2020	2020-10201	SP2020		Titan Group		02 Jul 2014	A	Hardware	No	CTRT	No	No
SP2020 Sprint Colou...	SP2020	2020-10202	SP2020		Office Supplie...		02 Jul 2014	A	Hardware	No	SINV	No	No
SP2020 Sprint Colou...	SP2020	2020-10203	SP2020		Westwood Dyn...		02 Jul 2014	A	Hardware	No	SINV	No	No
SP2020 Sprint Colou...	SP2020	2020-10204	SP2020		Office Supplie...		02 Jul 2014	A	Hardware	No	CTRT	No	No
SP2020 Sprint Colou...	SP2020	2020-10205	SP2020		Bothas Networ...		02 Jul 2014	A	Hardware	No	SINV	No	No
SP2020 Sprint Colou...	SP2020	2020-102049	SP2020		Big Bargains		03 Jul 2014	A	Hardware	No	SINV	No	No
SP19-12 Colour Copier	SP19-123456	1912-102043	SP19-12		Hope Works	Technical	03 Jul 2014	A	Hardware	No	CTRT	No	No
SP19-12 Colour Copier	SP19-123456	1912-102044	SP19-12		Cash Sales Acc...	Sales Department	03 Jul 2014	A	Hardware	No	SINV	No	No
New Machine	NMACH	nm10301			Hope Works	Technical	08 Jan 2018	A	Hardware	No	CTRT	No	No
SP204 Colour Copier	SP204	204-10203	SP204		Titan Group		13 Aug 2014	A	Hardware	No	SINV	No	No
SP2020 Sprint Colou...	SP2020	019122010101	SP2020		Hack PC - IT S...		11 Nov 2014	A	Hardware	No	WHSE	No	No
SP204 Colour Copier	SP204		SP204		Young Electric	Sales Department	18 Nov 2014	A	Hardware	No	CTRT	No	No
SP2020 Sprint Colou...	SP2020	20-457896	SP2020		Derton Technol...		07 Jan 2015	A	Hardware	No	CTRT	No	No
SP19-12 Colour Copier	SP19-123456	19-123456	SP19-12		Panda Copiers		08 Jan 2015	A	Hardware	No	CTRT	No	No
SP2020 Sprint Colou...	SP2020	147708	SP2020		Hack PC - IT S...		14 May 2015	A	Hardware	No	CTRT	No	No
SP2020 Sprint Colou...	SP2020	147807	SP2020		Hack PC - IT S...		06 Jul 2015	A	Hardware	No	CTRT	No	No

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EXPORT DATA

- Click anywhere in the data grid you wish to export.
- Click on **Export**.

Machine List for Durban - BPO: Version 2.1.0.64 - 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 Refresh Revalue Convert Buy Back Print Export Reports

Links Enter text to search... Drag a column header here to group by this column

Description	PartCode	SerialNo	ModelNo	AsseRegNo	CustomerName	DepName	StarDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	IsFinanced
SP2020 Sprint Colou...	SP2020	20-12345	SP2020	123	Hope Works	Technical	27 Jan 2015	A	Hardware	No	CTRT	No	Yes
SP1919 Sprint Colou...	SP1919	19-12345	SP1919		Derton Technol...		07 Apr 2014	A	Hardware	No	CTRT	No	No
SP1919 Sprint Colou...	SP1919	19-90201	SP1919		Office Supplie...		09 Apr 2014	A	Hardware	No	CTRT	No	No
K147 Kyocera Colou...	1458-96523	K147-123456789	K147		Office Supplie...		06 May 2014	A	Kyocera MjL...	No	CTRT	No	No
Kruger ZN Fax Machine	K2N-1227FB	sn1234568	ZN122		Young Electric	Sales Department	06 May 2014	A	Hardware	No	WHSE	No	No
K147 Kyocera Colou...	1458-96523	sn123	K147		Young Electric	Sales Department	06 May 2014	A	Kyocera MjL...	No	CTRT	No	No
K147 Kyocera Colou...	1458-96523	14-9652365	K147		Westwood Dyn...		07 May 2014	A	Kyocera MjL...	No	WHSE	No	No
SP2020 Sprint Colou...	SP2020	abc147c	SP2020		Derton Technol...		07 May 2014	A	Hardware	No	CTRT	No	No
K147 Kyocera Colou...	1458-96523	SIN32413546	K147		Hope Works	Technical	19 Jul 2017	A	Kyocera MjL...	No	CTRT	No	No
SP19-12 Colour Copier	SP19-123456	SP19-12185274	SP19-12		Titan Group		13 Jun 2014	A	Hardware	No	CTRT	No	No
SP19-12 Colour Copier	SP19-123456	19-12/1201	SP19-12		Titan Group		17 Jun 2014	A	Hardware	No	CTRT	No	No
SP19-12 Colour Copier	SP19-123456	19-12/1202	SP19-12		Samanthas Diner		17 Jun 2014	A	Hardware	No	CTRT	No	No
SP19-12 Colour Copier	SP19-123456	1912-102031	SP19-12		Samanthas Diner		02 Jul 2014	A	Hardware	No	CTRT	No	No
SP19-12 Colour Copier	SP19-123456	1912-102032	SP19-12		Bothas Networ...		02 Jul 2014	A	Hardware	No	CTRT	No	No
SP2020 Sprint Colou...	SP2020	2020-102047	SP2020		Dancing Shoes		21 Jun 2017	A	Hardware	No	WHSE	No	No
SP19-12 Colour Copier	SP19-123456	1912-102034	SP19-12		Danny Storm I...		02 Jul 2014	A	Hardware	No	SINV	No	No
SP19-12 Colour Copier	SP19-123456	1912-102035	SP19-12		Office Supplie...		02 Jul 2014	A	Hardware	No	SINV	No	No
SP19-12 Colour Copier	SP19-123456	1912-102036	SP19-12		Westwood Dyn...		02 Jul 2014	A	Hardware	No	SINV	No	No
SP2020 Sprint Colou...	SP2020	2020-10201	SP2020		Titan Group		02 Jul 2014	A	Hardware	No	CTRT	No	No
SP2020 Sprint Colou...	SP2020	2020-10202	SP2020		Office Supplie...		02 Jul 2014	A	Hardware	No	SINV	No	No
SP2020 Sprint Colou...	SP2020	2020-10203	SP2020		Westwood Dyn...		02 Jul 2014	A	Hardware	No	SINV	No	No
SP2020 Sprint Colou...	SP2020	2020-10204	SP2020		Office Supplie...		02 Jul 2014	A	Hardware	No	CTRT	No	No
SP2020 Sprint Colou...	SP2020	2020-10205	SP2020		Bothas Networ...		02 Jul 2014	A	Hardware	No	SINV	No	No
SP2020 Sprint Colou...	SP2020	2020-102049	SP2020		Big Bargains		03 Jul 2014	A	Hardware	No	SINV	No	No
SP19-12 Colour Copier	SP19-123456	1912-102043	SP19-12		Hope Works	Technical	03 Jul 2014	A	Hardware	No	CTRT	No	No
SP19-12 Colour Copier	SP19-123456	1912-102044	SP19-12		Cash Sales Acc...	Sales Department	03 Jul 2014	A	Hardware	No	SINV	No	No
New Machine	NMACH	nm10301			Hope Works	Technical	08 Jan 2018	A	Hardware	No	CTRT	No	No
SP204 Colour Copier	SP204	204-10203	SP204		Titan Group		13 Aug 2014	A	Hardware	No	SINV	No	No
SP2020 Sprint Colou...	SP2020	019122010101	SP2020		Hack PC - IT S...		11 Nov 2014	A	Hardware	No	WHSE	No	No
SP204 Colour Copier	SP204		SP204		Young Electric	Sales Department	18 Nov 2014	A	Hardware	No	CTRT	No	No
SP2020 Sprint Colou...	SP2020	20-457896	SP2020		Derton Technol...		07 Jan 2015	A	Hardware	No	CTRT	No	No
SP19-12 Colour Copier	SP19-123456	19-123456	SP19-12		Panda Copiers		08 Jan 2015	A	Hardware	No	CTRT	No	No
SP2020 Sprint Colou...	SP2020	147708	SP2020		Hack PC - IT S...		14 May 2015	A	Hardware	No	CTRT	No	No
SP2020 Sprint Colou...	SP2020	147807	SP2020		Hack PC - IT S...		06 Jul 2015	A	Hardware	No	CTRT	No	No

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- This will open **MS Excel** with a new spreadsheet and load all the data from the data grid into that spreadsheet.
- You can then **view, search for data**, prepare it for **printing**, etc.
- **Close** the Excel spreadsheet when you are done.

1	Description	PartCode	SerialNo	ModelNo	AssetRegl	CustomerNai	DeptName	StartDate	Stat	CategoryD	IsFixedAsi	ParentTy	Assi	IsFinani	PaymentT	Use
2	SP2020 Sprint Colour	SP2020	20-12345	SP2020	123	Hope Works	Technical	27 Jan 2015	A	Hardware	No	CTRT	No	Yes	TRANS	
3	SP1919 Sprint Colour	SP1919	19-12345	SP1919		Derton Technol	Technical	07 Apr 2014	A	Hardware	No	CTRT	No	No		
4	SP1919 Sprint Colour	SP1919	19-90201	SP1919		Office Supplies		09 Apr 2014	A	Hardware	No	CTRT	No	No		
5	K147 Kyocera Colour	1458-96523	K147-12345678	K147		Office Supplies		06 May 2014	A	Kyocera Multi	No	CTRT	No	No		
6	Kruger ZN Fax Machi	K2N-1227FB	sin12345568	ZN122		Young Electric	Sales Department	06 May 2014	A	Hardware	No	CTRT	No	No		
7	K147 Kyocera Colour	1458-96523	sin123	K147		Young Electric	Sales Department	06 May 2014	A	Kyocera Multi	No	CTRT	No	No		
8	K147 Kyocera Colour	1458-96523	14-9652365	K147		Westwood Dyn		07 May 2014	A	Kyocera Multi	No	CTRT	No	No		
9	SP2020 Sprint Colour	SP2020	abc147c	SP2020		Derton Technol		07 May 2014	A	Hardware	No	CTRT	No	No		
10	K147 Kyocera Colour	1458-96523	SIN32413546	K147		Hope Works	Technical	19 Jul 2017	A	Kyocera Multi	No	CTRT	No	No		
11	SP19-12 Colour Copi	SP19-123456	SP19-12185274	SP19-12		Titan Group		13 Jun 2014	A	Hardware	No	CTRT	No	No		
12	SP19-12 Colour Copi	SP19-123456	19-12/1201	SP19-12		Titan Group		17 Jun 2014	A	Hardware	No	CTRT	No	No		
13	SP19-12 Colour Copi	SP19-123456	19-12/1202	SP19-12		Samanthas Dine		17 Jun 2014	A	Hardware	No	CTRT	No	No		
14	SP19-12 Colour Copi	SP19-123456	1912-102031	SP19-12		Samanthas Dine		02 Jul 2014	A	Hardware	No	CTRT	No	No		
15	SP19-12 Colour Copi	SP19-123456	1912-102032	SP19-12		Bothas Network		02 Jul 2014	A	Hardware	No	CTRT	No	No		
16	SP2020 Sprint Colour	SP2020	2020-102047	SP2020		Dancing Shoes		21 Jun 2017	A	Hardware	No	WHSE	No	No		
17	SP19-12 Colour Copi	SP19-123456	1912-102034	SP19-12		Danny Storm IT		02 Jul 2014	A	Hardware	No	SINV	No	No		
18	SP19-12 Colour Copi	SP19-123456	1912-102035	SP19-12		Office Supplies		02 Jul 2014	A	Hardware	No	SINV	No	No		
19	SP19-12 Colour Copi	SP19-123456	1912-102036	SP19-12		Westwood Dyn		02 Jul 2014	A	Hardware	No	SINV	No	No		
20	SP2020 Sprint Colour	SP2020	2020-10201	SP2020		Titan Group		02 Jul 2014	A	Hardware	No	CTRT	No	No		
21	SP2020 Sprint Colour	SP2020	2020-10202	SP2020		Office Supplies		02 Jul 2014	A	Hardware	No	SINV	No	No		
22	SP2020 Sprint Colour	SP2020	2020-10203	SP2020		Westwood Dyn		02 Jul 2014	A	Hardware	No	SINV	No	No		
23	SP2020 Sprint Colour	SP2020	2020-10204	SP2020		Office Supplies		02 Jul 2014	A	Hardware	No	CTRT	No	No		
24	SP2020 Sprint Colour	SP2020	2020-10205	SP2020		Bothas Network		02 Jul 2014	A	Hardware	No	SINV	No	No		
25	SP2020 Sprint Colour	SP2020	2020-102049	SP2020		Big Bargains		03 Jul 2014	A	Hardware	No	SINV	No	No		
26	SP19-12 Colour Copi	SP19-123456	1912-102043	SP19-12		Hope Works	Technical	03 Jul 2014	A	Hardware	No	CTRT	No	No		
27	SP19-12 Colour Copi	SP19-123456	1912-102044	SP19-12		Cash Sales Acco	Sales Department	03 Jul 2014	A	Hardware	No	SINV	No	No		
28	New Machine	NMAACH	nm10301			Hope Works	Technical	08 Jan 2018	A	Hardware	No	CTRT	No	No		
29	SP204 Colour Copier	SP204	204-10203	SP204		Titan Group		13 Aug 2014	A	Hardware	No	SINV	No	No		
30	SP2020 Sprint Colour	SP2020	019122010101	SP2020		Hack PC - IT Shd		11 Nov 2014	A	Hardware	No	WHSE	No	No		
31	SP204 Colour Copier	SP204		SP204		Young Electric	Sales Department	18 Nov 2014	A	Hardware	No	CTRT	No	No		
32	SP2020 Sprint Colour	SP2020	20-457896	SP2020		Derton Technol		07 Jan 2015	A	Hardware	No	CTRT	No	No		
33	SP19-12 Colour Copi	SP19-123456	19-123456	SP19-12		Panda Copiers		08 Jan 2015	A	Hardware	No	CTRT	No	No		
34	SP2020 Sprint Colour	SP2020	147708	SP2020		Hack PC - IT Shd		14 May 2015	A	Hardware	No	CTRT	No	No		
35	SP2020 Sprint Colour	SP2020	147807	SP2020		Hack PC - IT Shd		06 Jul 2015	A	Hardware	No	CTRT	No	No		
36	Copier	SP1020	1020-1478	SP1020	AREG000003	Hope Works	Technical	17 Apr 2015	A	Hardware	No	SUPP	No	No		

SELECT A ROW (ITEM)

1. Click in the **row selector** column of the item you wish to work with.

By selecting a row (or item), you can do various things:

2. View more information about the item by clicking one of the **Functions** tiles.
3. **Edit, View** or **Delete** the item.

- **Note 1:** There are only certain screens where items can be deleted.
- **Note 2:** When an item is deleted, it will still be within the database, but it will be set to **inactive** and therefore not viewable to users any more.

Description	PartCode	SerialNo	ModelNo	Asse/Reg/No	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType
SP2020 Sprint Colour Multi Functional Copier	SP2020	20-12345	SP2020	123	Hope Works	Technical	27 Jan 2015	A	Hardware	No	CTRT
SP1919 Sprint Colour MFC	SP1919	19-12345	1919		Derton Technol...		07 Apr 2014	A	Hardware	No	CTRT
SP1919 Sprint Colour MFC	SP1919	19-90201	1919		Office Supples...		09 Apr 2014	A	Hardware	No	CTRT
K147 Kyocera Colour Copier	1458-96523	K147-123456789	K147		Office Supples...		06 May 2014	A	Kyocera Mu...	No	CTRT
Kruger ZN Fax Machine	KZN-1237FB	sin123456789	ZN122		Young Electric	Sales Department	06 May 2014	A	Hardware	No	WHSE
K147 Kyocera Colour Copier	1458-96523	sin123	K147		Young Electric	Sales Department	06 May 2014	A	Kyocera Mu...	No	CTRT
K147 Kyocera Colour Copier	1458-96523	14-9652365	K147		Westwood Dyn...		07 May 2014	A	Kyocera Mu...	No	WHSE
SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147c	SP2020		Derton Technol...		07 May 2014	A	Hardware	No	CTRT
K147 Kyocera Colour Copier	1458-96523	SIN32413546	K147		Hope Works	Technical	19 Jul 2017	A	Kyocera Mu...	No	CTRT
SP19-12 Colour Copier	SP19-123456	SP19-12185274	SP19-12		Titan Group		13 Jun 2014	A	Hardware	No	CTRT
SP19-12 Colour Copier	SP19-123456	19-12/1201	SP19-12		Titan Group		17 Jun 2014	A	Hardware	No	CTRT
SP19-12 Colour Copier	SP19-123456	19-12/1202	SP19-12		Samanthas Diner		17 Jun 2014	A	Hardware	No	CTRT
SP19-12 Colour Copier	SP19-123456	1912-102031	SP19-12		Samanthas Diner		02 Jul 2014	A	Hardware	No	CTRT
SP19-12 Colour Copier	SP19-123456	1912-102032	SP19-12		Bothas Networ...		02 Jul 2014	A	Hardware	No	CTRT
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102047	SP2020		Dancing Shoes		21 Jun 2017	A	Hardware	No	WHSE
SP19-12 Colour Copier	SP19-123456	1912-102034	SP19-12		Danny Storm I...		02 Jul 2014	A	Hardware	No	SINV
SP19-12 Colour Copier	SP19-123456	1912-102035	SP19-12		Office Supples...		02 Jul 2014	A	Hardware	No	SINV
SP19-12 Colour Copier	SP19-123456	1912-102036	SP19-12		Westwood Dyn...		02 Jul 2014	A	Hardware	No	SINV
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10201	SP2020		Titan Group		02 Jul 2014	A	Hardware	No	CTRT
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10202	SP2020		Office Supples...		02 Jul 2014	A	Hardware	No	SINV
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10203	SP2020		Westwood Dyn...		02 Jul 2014	A	Hardware	No	SINV
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10204	SP2020		Office Supples...		02 Jul 2014	A	Hardware	No	CTRT
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10205	SP2020		Bothas Networ...		02 Jul 2014	A	Hardware	No	SINV
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102049	SP2020		Big Bargains		03 Jul 2014	A	Hardware	No	SINV
SP19-12 Colour Copier	SP19-123456	1912-102043	SP19-12		Hope Works	Technical	03 Jul 2014	A	Hardware	No	CTRT
SP19-12 Colour Copier	SP19-123456	1912-102044	SP19-12		Cash Sales Acc...	Sales Department	03 Jul 2014	A	Hardware	No	SINV
New Machine	NMACH	nm10301			Hope Works	Technical	08 Jan 2018	A	Hardware	No	CTRT
SP204 Colour Copier	SP204	204-10203	SP204		Titan Group		13 Aug 2014	A	Hardware	No	SINV
SP2020 Sprint Colour Multi Functional Copier	SP2020	019122010101	SP2020		Hack PC - IT S...		11 Nov 2014	A	Hardware	No	WHSE
SP204 Colour Copier	SP204		SP204		Young Electric	Sales Department	18 Nov 2014	A	Hardware	No	CTRT
SP2020 Sprint Colour Multi Functional Copier	SP2020	20-457896	SP2020		Derton Technol...		07 Jan 2015	A	Hardware	No	CTRT
SP19-12 Colour Copier	SP19-123456	19-123456	SP19-12		Panda Copiers		08 Jan 2015	A	Hardware	No	CTRT
SP2020 Sprint Colour Multi Functional Copier	SP2020	147708	SP2020		Hack PC - IT S...		14 May 2015	A	Hardware	No	CTRT
SP2020 Sprint Colour Multi Functional Copier	SP2020	147807	SP2020		Hack PC - IT S...		06 Jul 2015	A	Hardware	No	CTRT

ADD AN ITEM

- Always click on the data grid that you wish to add a new record to - especially where more than one data grid is present. The **row selector** will indicate where you are in the data grid.
- Click on **Add** to open the **Maintain** screen. You will need to load the data as required before saving.

Machine List for Durban - BPO: Version 2.11.0.64 - Example Company

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

Durban Refresh Revalue Convert Buy Back Print Export Reports

Links: Enter text to search...

Drag a column header here to group by that column

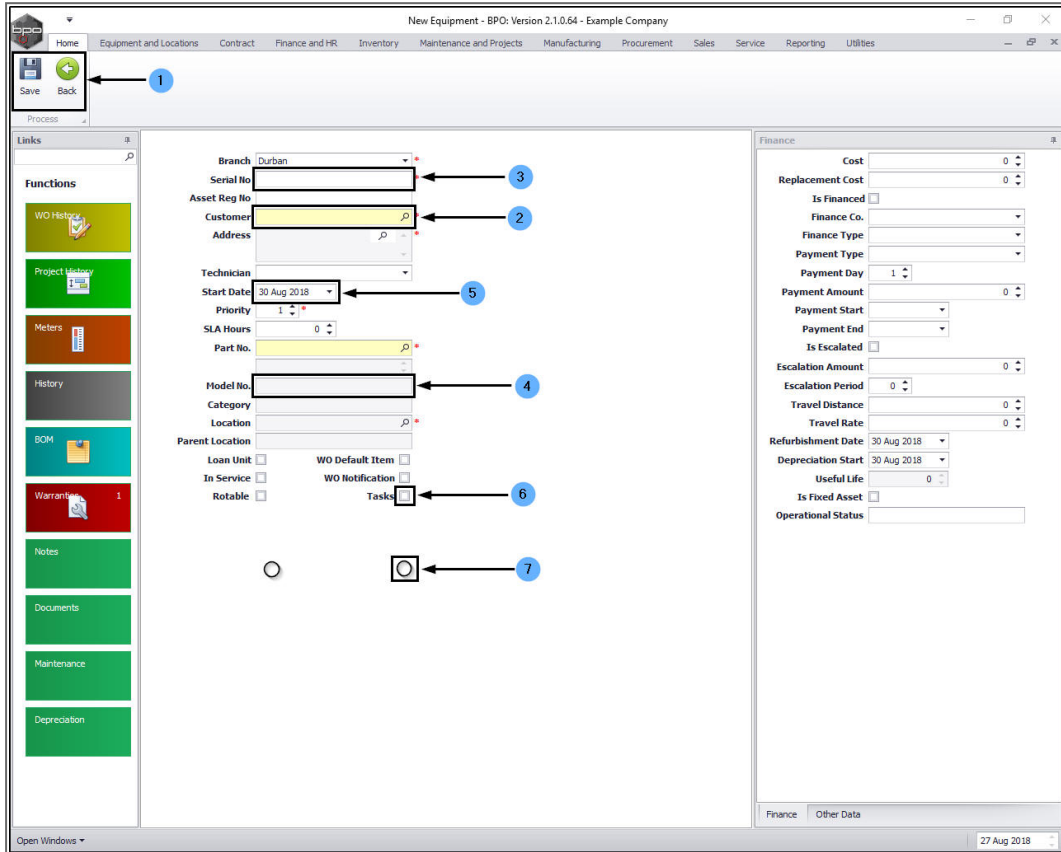
Description	PartCode	SerialNo	ModelNo	AssetRegNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType
SP1919 Sprint Colour MFC	SP1919	19-258	1919				06 Nov 2014	A	Hardware	No	WKOR
SP204 Colour Copier	SP204	001912105029	SP204				11 Nov 2014	A	Hardware	No	WKOR
SP204 Black Toner	204-147K	001912105050					11 Nov 2014	A	Toners	No	WKOR
SP2020 Sprint Colour Multi Functional Copier	SP2020	001912105029	SP2020				11 Nov 2014	A	Hardware	Yes	WKOR
SP2020 Sprint Colour Multi Functional Copier	SP2020	147111	SP2020				06 Jul 2015	A	Hardware	Yes	CTRT
SP204 Black Toner	204-147K	101		AREG000001			18 Feb 2015	A	Toners	No	WKOR
Staple Unit	1020-478	478-1234	1020-478	AREG000004			04 May 2017	A	Accessories	No	WKOR
Copier	SP1020	1020-10102	SP1020	AREG000007	Hope Works	Technical	22 Jun 2015	A	Hardware	Yes	CTRT
Copier	SP1020	1020-10105	SP1020	AREG000010	Apple Juice Inc	Sales Department	22 Jun 2015	A	Hardware	Yes	CTRT
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-147	SP2020	AREG000013	Hope Works	Technical	06 Dec 2017	A	Hardware	Yes	CTRT
Drum	2020-856	856-25852		AREG000028			10 Nov 2015	A	Accessories	No	WKOR
SP2020 Sprint Colour Multi Functional Copier	SP2020	test121212	SP2020	AREG000030	Hope Works	Technical	13 Jan 2016	A	Hardware	Yes	CTRT
SP204 Black Toner	204-147K			AREG000033			18 Feb 2016	A	Toners	No	WKOR
SP2020 Sprint Colour Multi Functional Copier	SP2020	test1234	SP2020	AREG000038	Hope Works	Technical	18 Feb 2016	A	Hardware	Yes	CTRT
Drum	2020-856			AREG000040			15 Jun 2016	A	Accessories	No	WKOR
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-787878	SP2020	AREG000042	Apple Juice Inc	Sales Department	01 Jul 2016	A	Hardware	Yes	CTRT
Drum	2020-856	856-1010		AREG000043			01 Jul 2016	A	Accessories	No	WKOR
Drum	2020-856	856-1020		AREG000044			01 Jul 2016	A	Accessories	Yes	WKOR
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103050	SP2020	AREG000046	Panda Copiers		05 Jul 2016	A	Hardware	Yes	CTRT
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103053	SP2020	AREG000048	Hope Works	Technical	05 Jul 2016	A	Hardware	Yes	CTRT
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103053	SP2020	AREG000048	Hope Works	Technical	05 Jul 2016	A	Hardware	Yes	CTRT
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103054	SP2020	AREG000049			05 Jul 2016	A	Hardware	No	WKOR
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103055	SP2020	AREG000050			05 Jul 2016	A	Hardware	No	WKOR
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103059	SP2020	AREG000054	Hope Works	Technical	05 Jul 2016	A	Hardware	Yes	CTRT
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-103060	SP2020	AREG000055			05 Jul 2016	A	Hardware	Yes	WKOR
Copier	SP1020	111111	SP1020	AREG000115			27 Feb 2017	A	Hardware	Yes	WKOR
Acer copier outer shell	ACR-01	12345		AREG000116			28 Feb 2017	A	Accessories	No	WKOR
Acer copier outer shell	ACR-01	12346		AREG000117			28 Feb 2017	A	Accessories	No	WKOR
Acer copier outer shell	ACR-01	12347		AREG000118			28 Feb 2017	A	Accessories	No	WKOR
Acer copier outer shell	ACR-01	12348		AREG000119			28 Feb 2017	A	Accessories	No	WKOR
Acer copier outer shell	ACR-01	12349		AREG000120			28 Feb 2017	A	Accessories	No	WKOR
Acer copier outer shell	ACR-01	12340		AREG000121			28 Feb 2017	A	Accessories	No	WKOR
Acer copier outer shell	ACR-01	12341		AREG000122			28 Feb 2017	A	Accessories	No	WKOR
Acer copier outer shell	ACR-01	12342		AREG000123			28 Feb 2017	A	Accessories	No	WKOR
Acer copier outer shell	ACR-01	12343		AREG000124			28 Feb 2017	A	Accessories	No	WKOR
Acer copier outer shell	ACR-01	4377654		AREG000129			28 Feb 2017	A	Accessories	No	WKOR

Open Windows 27 Aug 2018

MAINTAIN SCREEN OVERVIEW

- Save:** Click here to save the changes made to the screen / **Back** - click here to return to the previous screen without saving any changes.
- Yellow Search Text Boxes:** Either type in the data or click on the search button and select the data from the lookup screen. If you want to change the details already populated in the yellow box, clear the field (remove the text in the text box) and start the search again.
- White Text Boxes:** are for you to type in data.
- Grey Search Text Boxes:** These are uneditable. You cannot type into these boxes. There may be a search button which you can click on and select information from the lookup screen that will pop up.
- Date Fields:** Either type in or click on the drop-down arrow and use the calendar function to select the date.

6. **Check Boxes:** Click in the check box to select the item / clear the check box (click on it again) to remove the selection.
7. **Radio Buttons:** Click on the button that will enable you to select from a specified range of data.



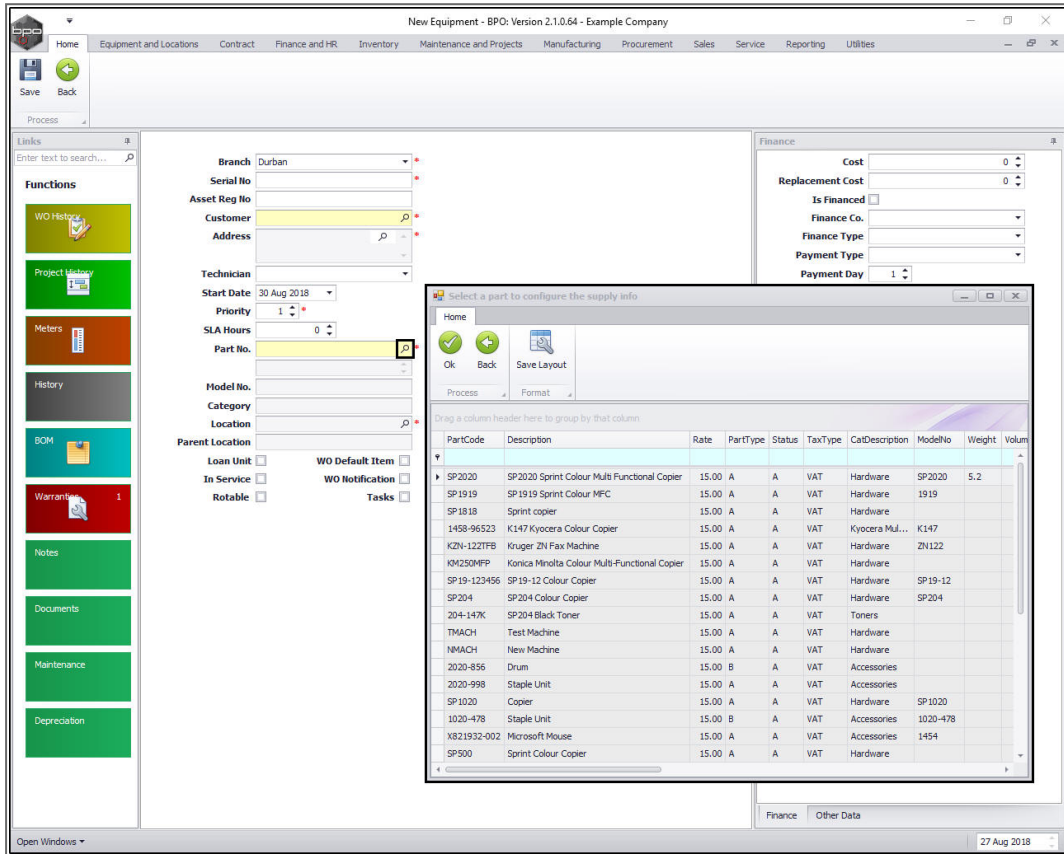
LOOKUP SCREEN

Lookup screens give you a list of information that you can *link* to the Main-tain screen that you are busy populating.

1. Click on the **search** button in either one of the grey or yellow text boxes.
 - In this example I am searching for a part number to request from store.

2. The relevant **Lookup screen** will pop up. The details in this screen will be linked to the search instigated.

- In this example, the search was initiated in the **Part No.** text box therefore the lookup screen contains a list of **parts** to select from.



- Either select the **row** and click on **Ok** or **double click** on the selected row.

The screenshot displays the BPO2 software interface. On the left, there is a sidebar with various function buttons: WO History, Project, Meters, History, BOM, Warranties (1), Notes, Documents, Maintenance, and Depreciation. The main area is divided into several sections:

- Form Fields:** Includes Branch (Durban), Serial No, Asset Reg No, Customer, Address, Technician, Start Date (30 Aug 2018), Priority (1), SLA Hours (0), Part No., Model No., Category, Location, Parent Location, Loan Unit, In Service, Rotable, WO Default Item, WO Notification, and Tasks.
- Finance Panel:** Shows Cost (0), Replacement Cost (0), Is Financed (checkbox), Finance Co., Finance Type, Payment Type, and Payment Day.
- Search Dialog:** A window titled "Select a part to configure the supply info" is open, showing a table of search results.

PartCode	Description	Rate	PartType	Status	TaxType	CatDescription	ModelNo	Weight	Volume
SP2020	SP2020 Sprint Colour Multi Functional Copier	15.00	A	A	VAT	Hardware	SP2020	5.2	
SP1919	SP1919 Sprint Colour MFC	15.00	A	A	VAT	Hardware	1919		
SP1818	Sprint copier	15.00	A	A	VAT	Hardware			
1458-96523	K147 Kyocera Colour Copier	15.00	A	A	VAT	Kyocera Mul...	K147		
KZM-1227FB	Kruger ZN Fax Machine	15.00	A	A	VAT	Hardware	ZN122		
KM250MFP	Konica Minolta Colour Multi-Functional Copier	15.00	A	A	VAT	Hardware			
SP19-123456	SP19-12 Colour Copier	15.00	A	A	VAT	Hardware	SP19-12		
SP204	SP204 Colour Copier	15.00	A	A	VAT	Hardware	SP204		
204-147K	SP204 Black Toner	15.00	A	A	VAT	Toners			
TMACH	Test Machine	15.00	A	A	VAT	Hardware			
NMACH	New Machine	15.00	A	A	VAT	Hardware			
2020-856	Drum	15.00	B	A	VAT	Accessories			
2020-998	Staple Unit	15.00	A	A	VAT	Accessories			
SP1020	Copier	15.00	A	A	VAT	Hardware	SP1020		
1020-478	Staple Unit	15.00	B	A	VAT	Accessories	1020-478		
X821932-002	Microsoft Mouse	15.00	A	A	VAT	Accessories	1454		
SP500	Sprint Colour Copier	15.00	A	A	VAT	Hardware			

- The selected details will populate the fields linked to the text box that you initiated the search in.

New Equipment - BPO: Version 2.1.0.64 - Example Company

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

Save | Back | Process

Links: Enter text to search...

Functions

- WO History
- Project History
- Meters
- History
- BOM
- Warranty 1
- Notes
- Documents
- Maintenance
- Depreciation

Branch: Durban

Serial No: []

Asset Reg No: []

Customer: []

Address: []

Technician: []

Start Date: 30 Aug 2018

Priority: 1

SLA Hours: 0

Part No. SP204

SP204 Colour Copier

Model No. SP204

Category: Hardware

Location: []

Parent Location: []

Loan Unit WO Default Item

In Service WO Notification

Rotable Tasks

Finance

Cost: 0

Replacement Cost: 0

Is Financed

Finance Co.: []

Finance Type: []

Payment Type: []

Payment Day: 1

Payment Amount: 0

Payment Start: []

Payment End: []

Is Escalated

Escalation Amount: 0

Escalation Period: 0

Travel Distance: 0

Travel Rate: 0

Refurbishment Date: 30 Aug 2018

Depreciation Start: 30 Aug 2018

Useful Life: 0

Is Fixed Asset

Operational Status: []

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