

INTERFACE AND ENVIRONMENT

USING BPO - CONTROLS AND FUNCTIONS

Understanding the **Controls & Functions** and <u>Working Environment</u> 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.



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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 <u>single item line</u> or <u>multi select item lines</u> and move them from one grid to the other.

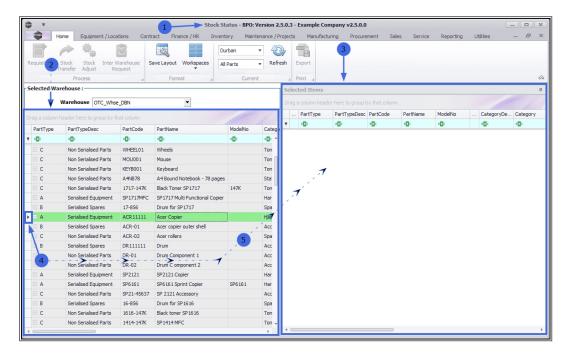
In the image below,

- 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

- 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



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	С	Non Serialised Parts	1717-147K	Black Toner SP1717	147K	т									
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۶.	А	Serialised Equipment	ACR11111	Acer Copier		F									
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	С	Non Serialised Parts	ACR-02	Acer rollers		5									
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	Α	Serialised Equipment	SP6161	SP6161 Sprint Copier	SP6161	F									
	С	Non Serialised Parts	SP21-45637	SP 2121 Accessory		A									
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DRAG AND DROP MULTIPLE ITEM LINES

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

- a. a **block** of item lines *or*
- b. 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

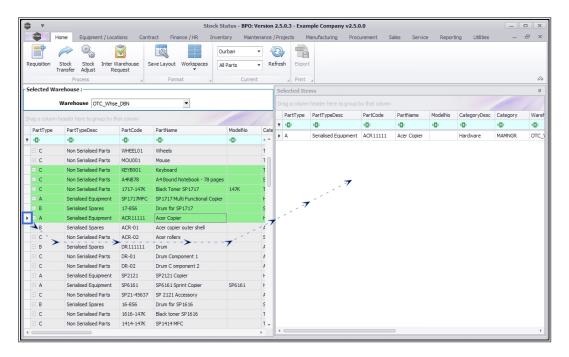
- ° Select the **first row** in the block that you wish to move.
- Press and <u>hold</u> the **Shift** button on your keyboard.
- Use your mouse to click on the final row in the block you wish to move thereby highlighting <u>all</u> the rows between and including the first selected and the last.



 Still pressing the Hold button, click in the row selector column of the <u>final</u> 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 <u>hold</u> the **Shift** button on your keyboard.
- Use the Up and Down arrows on your keyboard to select <u>all</u> the rows that you wish to move. As you select each line, it will high-light.
- Still pressing the Hold button, click in the row selector column of the <u>final</u> 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



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Select Multiple Item Lines - Nonsequential order

- $^\circ~$ Select the **first row** in the block that you wish to move.
- ° Press and <u>hold</u> 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 <u>final</u> row of your selection and **drag** and **drop** the whole block to the second grid.



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E	ΞC	Non Serialised Parts	SP19-147Y	Yellow Toner - SP1919		Tone		7						
	C C	Non Serialised Parts	SP19-147M	Magenta toner - SP1919		Tone		1						
E	ΞC	Non Serialised Parts	2020-147C	Cyan toner SP2020		Tone		1						
6	∃ C	Non Serialised Parts	12345ZN	ZN Paper		Stati	ļ ,	1						
E	ΞC	Non Serialised Parts	147-888741	K147 Yellow Toner		Tone	1							
	C	Non Serialised Parts	102-7854	Network cable		Spar	1							
	ΞA	Serialised Equipment	TMACH	Test Machine		Hard	1							
	± c	Non Serialised Parts	CONV001	ACDC Convertor		Tone	*							
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	ΞC	Non Serialised Parts	A4CS	A4 Clear Platic Cover	7									
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	¢ c	Non Serialised Parts	2020-147Y	Yellow toner SP2020	1.1	Tone								
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• The nonsequential selection of item lines is now reflected in the *Selected Items* frame

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Undo Item Line Move



Any item line move can be <u>undone</u> 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.



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	SP2020 Sprint Colour Multi Functional Copier	SP2020	a12345	SP2020	AREG000185			12 Apr 2017	Α	Hardware	No	WHSE	No
WO History	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020	AREG000210			22 May 2017	Α	Hardware	No	WHSE	No
	SP2020 Sprint Colour Multi Functional Copier	SP2020	ABB	SP2020	AREG000308			08 Mar 2018	A	Hardware	No	WHSE	No
	SP2020 Sprint Colour Multi Functional Copier	SP2020	AB7	SP2020	AREG000309			08 Mar 2018	Α	Hardware	No	WHSE	No
Project History	SP2020 Sprint Colour Multi Functional Copier	SP2020	AB2	SP2020	AREG000311			08 Mar 2018	Α	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	Α	Hardware	No	WHSE	No
Meters	SP2020 Sprint Colour Multi Functional Copier	SP2020	AB5	SP2020	AREG000314			08 Mar 2018	Α	Hardware	No	WHSE	No
	SP2020 Sprint Colour Multi Functional Copier	SP2020	AB6	SP2020	AREG000315			08 Mar 2018	Α	Hardware	No	WHSE	No
	SP2020 Sprint Colour Multi Functional Copier	SP2020	999999	SP2020	AREG000321			24 Apr 2018	Α	Hardware	No	WHSE	No
History	SP2020 Sprint Colour Multi Functional Copier	SP2020	888888	SP2020	AREG000322			24 Apr 2018	Α	Hardware	No	WHSE	No
riistory	SP2020 Sprint Colour Multi Functional Copier	SP2020	777777	SP2020	AREG000323			24 Apr 2018	Α	Hardware	No	WHSE	No
	SP2020 Sprint Colour Multi Functional Copier	SP2020	666666	SP2020	AREG000324			24 Apr 2018	Α	Hardware	No	WHSE	No
	SP2020 Sprint Colour Multi Functional Copier	SP2020	00010101	SP2020	AREG000325			24 Apr 2018	Α	Hardware	No	WHSE	No
вом	SP2020 Sprint Colour Multi Functional Copier	SP2020	AB901	SP2020	AREG000330			24 May 2018	Α	Hardware	No	WHSE	No
	SP2020 Sprint Colour Multi Functional Copier	SP2020	AB902	SP2020	AREG000331			24 May 2018	Α	Hardware	No	WHSE	No
	SP2020 Sprint Colour Multi Functional Copier	SP2020	AB903	SP2020	AREG000332			24 May 2018	Α	Hardware	No	WHSE	No
Warranties 1	SP204 Colour Copier	SP204	204-10203	SP204		Titan Group		13 Aug 2014	Α	Hardware	No	SINV	No
	SP204 Colour Copier	SP204		SP204		Young Electric	Sales Depart	18 Nov 2014	Α	Hardware	No	CTRT	No
	SP204 Colour Copier	SP204	204-989898	SP204	AREG000294	Hope Works	Technical	07 Aug 2017	Α	Hardware	No	CTRT	No
Notes	SP204 Colour Copier	SP204	001912105029	SP204				11 Nov 2014	Α	Hardware	No	WKOR	No
	SP2121 Copier	SP2121			AREG000213			22 May 2017	A	Hardware	Yes	WKOR	No
	Sprint Colour Copier	SP500	121212		AREG000031			13 Jan 2016	A	Hardware	Yes	WHSE	No
Documents	SP6161 Sprint Copier	SP6161	1616-234	SP6161	AREG000166			30 Mar 2017	Α	Hardware	No	WHSE	No
bocomonia -	SP6161 Sprint Copier	SP6161	1616123a	SP6161	AREG000167			30 Mar 2017	A	Hardware	No	WHSE	No
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	Test Machine	TMACH	T123					11 Aug 2014	A	Hardware	Yes	CTRT	No
Maintenance	Test Machine	TMACH	test987654					11 Aug 2014	A	Hardware	Yes	CTRT	No
	Test Machine	TMACH	tm40201					11 Aug 2014	Α	Hardware	Yes	CTRT	No
	Test Machine	TMACH	tmach00000700		AREG000295			08 Aug 2017	A	Hardware	Yes	WKOR	No
Depreciation	Test Machine	TMACH	&T123*					11 Aug 2014	A	Hardware	No	WHSE	No
	Test Machine	TMACH	tmach00000003					11 Aug 2014	A	Hardware	No	WHSE	No
	Test Machine	тмасн	nm6841234					11 Aug 2014	Α	Hardware	No	WHSE	No
	Microsoft Mouse	X821932-002	MM78-965	1454	AREG000056			07 Sep 2016	A	Accessories	No	WHSE	No
	10												

SEARCH FOR DATA - THE FILTER BUTTON

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



	and Locations Contract Finance and HR	Inventory	Maintenance an	d Projects	Manufacturing	Procurement	Sales Serv	ice Report	ng U	Itilities		- 1	8
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Maintenance	4 Format 4	Curr	ent 4		Process	a Print	4 Reports	4					-
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r text to search P	Description	PartCode *	SerialNo	ModelNo	AssetRegNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	
inctions													
	SP2020 Sprint Colour Multi Functional Copier	SP2020	a12345	SP2020	AREG000185			12 Apr 2017	A	Hardware	No	WHSE	1
WO History	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020	AREG000210			22 May 2017		Hardware	No	WHSE	1
	SP2020 Sprint Colour Multi Functional Copier	SP2020	AB8	SP2020	AREG000308			08 Mar 2018		Hardware	No	WHSE	1
	SP2020 Sprint Colour Multi Functional Copier SP2020 Sprint Colour Multi Functional Copier	SP2020	AB7	SP2020	AREG000309			08 Mar 2018		Hardware	No	WHSE	
Project History	SP2020 Sprint Colour Multi Functional Copier SP2020 Sprint Colour Multi Functional Copier	SP2020	AB2	SP2020	AREG000311			08 Mar 2018	A	Hardware	No	WHSE	- i
_	SP2020 Sprint Colour Multi Functional Copier SP2020 Sprint Colour Multi Functional Copier	SP2020	AB3	SP2020	AREG000312			08 Mar 2018		Hardware	No	WHSE	1
	SP2020 Sprint Colour Multi Functional Copier	SP2020	AB4	SP2020	AREG000313			08 Mar 2018		Hardware	No	WHSE	
Meters	SP2020 Sprint Colour Multi Functional Copier	SP2020	AB5	SP2020	AREG000314			08 Mar 2018		Hardware	No	WHSE	
Meters	SP2020 Sprint Colour Multi Functional Copier SP2020 Sprint Colour Multi Functional Copier	SP2020	AB6	SP2020	AREG000315			08 Mar 2018		Hardware	No	WHSE	
	SP2020 Sprint Colour Multi Functional Copier SP2020 Sprint Colour Multi Functional Copier	SP2020	999999	SP2020	AREG000321			24 Apr 2018		Hardware	No	WHSE	
	SP2020 Sprint Colour Multi Functional Copier SP2020 Sprint Colour Multi Functional Copier	SP2020	888888	SP2020	AREG000321			24 Apr 2018		Hardware	No	WHSE	
History	SP2020 Sprint Colour Multi Functional Copier	SP2020	777777	SP2020	AREG000323			24 Apr 2018		Hardware	No	WHSE	
	SP2020 Sprint Colour Multi Functional Copier SP2020 Sprint Colour Multi Functional Copier	SP2020	666666	SP2020	AREG000324			24 Apr 2018		Hardware	No	WHSE	
	SP2020 Sprint Colour Multi Functional Copier SP2020 Sprint Colour Multi Functional Copier		00010101	SP2020	AREG000325			24 Apr 2018		Hardware	No	WHSE	
вом	SP2020 Sprint Colour Multi Functional Copier	SP2020	AB901	SP2020	AREG000330			24 May 2018		Hardware	No	WHSE	
	SP2020 Sprint Colour Multi Functional Copier SP2020 Sprint Colour Multi Functional Copier	SP2020	AB902	SP2020	AREG000331			24 May 2018		Hardware	No	WHSE	
	SP2020 Sprint Colour Multi Functional Copier SP2020 Sprint Colour Multi Functional Copier	SP2020	AB903	SP2020	AREG000332			24 May 2018		Hardware	No	WHSE	
Warranties 1	SP204 Colour Copier	SP2020	204-10203	SP2020		Titan Group		13 Aug 2014		Hardware	No	SINV	
	SP204 Colour Copier SP204 Colour Copier	SP204		SP204		Young Electric	Sales Depart			Hardware	No	CTRT	
	SP204 Colour Copier	SP204	204-989898	SP204	AREG000294	Hope Works	Technical	07 Aug 2017		Hardware	No	CTRT	
Nation	SP204 Colour Copier SP204 Colour Copier	SP204	001912105029	SP204	100000291	nope mona	CONTROL	11 Nov 2014		Hardware	No	WKOR	
Notes	SP204 Coldar Copier SP2121 Copier	SP204 SP2121	001912103029	JF 201	AREG000213			22 May 2017		Hardware	Yes	WKOR	
	Sprint Colour Copier	SP2121 SP500	121212		AREG000215			13 Jan 2016		Hardware	Yes	WHSE	
	SP6161 Sprint Copier	SP6161	1616-234	SP6161	AREG000031 AREG000166			30 Mar 2017		Hardware	No	WHSE	
Documents	SP6161 Sprint Copier	SP6161 SP6161	1616123a	SP6161	AREG000166			30 Mar 2017 30 Mar 2017		Hardware	No	WHSE	
	SP6161 Sprint Copier SP6161 Sprint Copier	SP6161	1616123a	SP6161	AREG000167			30 Mar 2017 30 Mar 2017		Hardware	No	WHSE	
	Test Machine	TMACH	T123	3-0101	HA20000100			11 Aug 2014		Hardware	Yes	CTRT	
Maintenance	Test Machine	TMACH	test987654					11 Aug 2014		Hardware	Yes	CTRT	
	Test Machine	TMACH	tm40201					11 Aug 2014		Hardware	Yes	CTRT	
	Test Machine	TMACH	tmach00000700		AREG000295			08 Aug 2014		Hardware	Yes	WKOR	
Depreciation	Test Machine	TMACH	&T123*		AK2000295			11 Aug 2014		Hardware	No	WHSE	
	Test Machine	TMACH	8/1123* tmach00000003					11 Aug 2014		Hardware	No	WHSE	
	Test Machine	TMACH	nm6841234					and the second second		Hardware	No	WHSE	
				1454	405000056			11 Aug 2014					
-	Microsoft Mouse	X821932-002	MM78-965	1454	AREG000056			07 Sep 2016	A	Accessories	No	WHSE	

- 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.



Home	Equipment a	nd Locations C	Contract Fi	nance and HR	Inventory	Maintenance an	d Projects	Manufacturing	Procurement	Sales Serv	ice Report	ng L	Julities			8
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er text to searc	h Р	Description			PartCode +	Y SerialNo	ModelNo	AssetRegNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	
inctions						(Custom) *										
		SP2020 Sprint Co	lour Multi Eunc	tional Conier	SP2020	1458-96523	SP2020	AREG000185			12 Apr 2017	A	Hardware	No	WHSE	
		SP2020 Sprint Co			SP2020	16-856	SP2020	AREG000210			22 May 2017		Hardware	No	WHSE	
		SP2020 Sprint Co			SP2020	2020-856 2020-998	SP2020	AREG000308			08 Mar 2018		Hardware	No	WHSE	1
		SP2020 Sprint Co			SP2020	204-147K	SP2020	AREG000309			08 Mar 2018		Hardware	No	WHSE	
Project History	/	SP2020 Sprint Co			SP2020	ACR-01 AT500	SP2020	AREG000311			08 Mar 2018		Hardware	No	WHSE	
		SP2020 Sprint Co			SP2020	DR111111	SP2020	AREG000312			08 Mar 2018	A	Hardware	No	WHSE	
		SP2020 Sprint Co			SP2020	KZN-122TFB NMACH	SP2020	AREG000313			08 Mar 2018	A	Hardware	No	WHSE	
Meters		SP2020 Sprint Co	lour Multi Func	tional Copier	SP2020	PCMON001	SP2020	AREG000314			08 Mar 2018	A	Hardware	No	WHSE	
inclui a		SP2020 Sprint Co	lour Multi Func	tional Copier	SP2020	SP 1020	SP2020	AREG000315			08 Mar 2018	A	Hardware	No	WHSE	
		SP2020 Sprint Co	lour Multi Func	tional Copier	SP2020	SP 1818 SP 19-123456	SP2020	AREG000321			24 Apr 2018	A	Hardware	No	WHSE	
and the Second		SP2020 Sprint Co	lour Multi Func	tional Copier	SP2020	SP 19 19	SP2020	AREG000322			24 Apr 2018	A	Hardware	No	WHSE	
History		SP2020 Sprint Co	lour Multi Func	tional Copier	SP2020	SP2020 SP204	SP2020	AREG000323			24 Apr 2018	A	Hardware	No	WHSE	
		SP2020 Sprint Co	lour Multi Func	tional Copier	SP2020	SP2121 *	SP2020	AREG000324			24 Apr 2018	A	Hardware	No	WHSE	
		SP2020 Sprint Co	lour Multi Func	tional Copier	SP2020	1	SP2020	AREG000325			24 Apr 2018	A	Hardware	No	WHSE	
BOM		SP2020 Sprint Co	lour Multi Func	tional Copier	SP2020	AB901	SP2020	AREG000330			24 May 2018	A	Hardware	No	WHSE	
		SP2020 Sprint Co	lour Multi Func	tional Copier	SP2020	A8902	SP2020	AREG000331			24 May 2018	A	Hardware	No	WHSE	
		SP2020 Sprint Co	lour Multi Func	tional Copier	SP2020	A8903	SP2020	AREG000332			24 May 2018	A	Hardware	No	WHSE	
Warranties	1	SP204 Colour Cop	pier		SP204	204-10203	SP204		Titan Group		13 Aug 2014	A	Hardware	No	SINV	
		SP204 Colour Cop	bier		SP204		SP204		Young Electric	Sales Depart	18 Nov 2014	A	Hardware	No	CTRT	
		SP204 Colour Cop	pier		SP204	204-989898	SP204	AREG000294	Hope Works	Technical	07 Aug 2017	A	Hardware	No	CTRT	
Notes		SP204 Colour Cop	pier		SP204	001912105029	SP204				11 Nov 2014	A	Hardware	No	WKOR	
		SP2121 Copier			SP2121			AREG000213			22 May 2017	A	Hardware	Yes	WKOR	
		Sprint Colour Cop	ier		SP500	121212		AREG000031			13 Jan 2016	A	Hardware	Yes	WHSE	
Documents		SP6161 Sprint Co	pier		SP6161	1616-234	SP6161	AREG000166			30 Mar 2017	A	Hardware	No	WHSE	
occuments		SP6161 Sprint Co	pier		SP6161	1616123a	SP6161	AREG000167			30 Mar 2017	A	Hardware	No	WHSE	
		SP6161 Sprint Co	pier		SP6161	1616-5437t	SP6161	AREG000168			30 Mar 2017	A	Hardware	No	WHSE	
		Test Machine			TMACH	T123					11 Aug 2014	A	Hardware	Yes	CTRT	
Maintenance		Test Machine			TMACH	test987654					11 Aug 2014	A	Hardware	Yes	CTRT	
		Test Machine			TMACH	tm40201					11 Aug 2014	A	Hardware	Yes	CTRT	
		Test Machine			TMACH	tmach00000700		AREG000295			08 Aug 2017	A	Hardware	Yes	WKOR	
Depreciation		Test Machine			TMACH	&T123*					11 Aug 2014	A	Hardware	No	WHSE	
		Test Machine			TMACH	tmach0000003					11 Aug 2014	A	Hardware	No	WHSE	
		Test Machine			TMACH	nm6841234					11 Aug 2014	А	Hardware	No	WHSE	
		Microsoft Mouse			X821932-002	MM78-965	1454	AREG000056			07 Sep 2016	A	Accessories	No	WHSE	

- 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.



				chine List for Dur									٥	
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per text to search P					_									
unctions	Description		PartCode +	* SerialNo	ModelNo	AssetRegNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	. 1
	9	/	1020-478											
WO History	Staple Unit	/	1020-478	478-1234	1020-478	AREG000004			04 May 2017	A	Accessories	No	WKOR	Þ
	Staple Unit		1020-478	478-1011		AREG000260			21 Jun 2017		Accessories	No	WHSE	N
Project History	Staple Unit	1	1020-478	478-1012	1020-478	AREG000261			21 Jun 2017	Α	Accessories	No	WHSE	N
вом														
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BOM Warrantes 1 Notes Documents Maintenance				3										
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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).



Home	Equipment a	and Locations (Contract Fir	nance and HR	Inventory	Maintenance		/ersion 2.1.0.64 - E Manufacturing	Procurement		ervice Report	ing I	Jtilities		_	8
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d Edit	Delete Viev	_	Workspaces		All		Revalue	Convert Buy Bac	k Print Exp	ort Report						
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er text to searc	ф Р															
unctions		Description			PartCode +	* SerialNo	ModelNo	AssetRegNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	A
		Ŷ			1020-478											
		Staple Unit			1020-478	478-1234		AREG000004			04 May 2017		Accessories	No	WKOR	N
		Staple Unit			1020-478	478-1011		AREG000260			21 Jun 2017		Accessories	No	WHSE	N
Project History		Staple Unit			1020-478	478-1012	1020-478	AREG000261			21 Jun 2017	A	Accessories	No	WHSE	N
History BOM Warranties	1															
BOM Warranties	1															
BOM Warranties Notes	1															
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BOM		× V [PartCode]														dit F

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.



Home Equipment	t and Locations Contract Finance a	nd HR Inventory	Maintenance an	d Projects	Manufacturing	Procurement	Sales Serv	ice Reporti	na II	tilties		- 6	9
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ks a				Applie	d Filter : Contain	s([PartCode], '2	04')						
er text to search P													
unctions	Description	PartCode +	* SerialNo	ModelNo	AssetRegNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	A
	Ŷ	204											
WO History	SP204 Colour Copier	SP204	001912105029	SP204				11 Nov 2014	A	Hardware	No	WKOR	N
	SP204 Colour Copier	SP204	204-989898	SP204	AREG000294	Hope Works	Technical	07 Aug 2017		Hardware	No	CTRT	N
	SP204 Colour Copier	SP204		SP204		Young Electric	Sales Depart	18 Nov 2014		Hardware	No	CTRT	N
Project History	SP204 Colour Copier	SP204	204-10203	SP204		Titan Group		13 Aug 2014		Hardware	No	SINV	N
	SP204 Black Toner	204-147K			AREG000037			18 Feb 2016		Toners	No	WHSE	Ň
	SP204 Black Toner	204-147K			AREG000036			18 Feb 2016		Toners	No	WHSE	N
Meters	SP204 Black Toner	204-147K			AREG000035			18 Feb 2016		Toners	No	WHSE	N
Meters	SP204 Black Toner	204-147K			AREG000034			18 Feb 2016		Toners	No	WHSE	N
	SP204 Black Toner	204-147K			AREG000033			18 Feb 2016		Toners	No	WKOR	N
	SP204 Black Toner	204-147K	101		AREG000001			18 Feb 2015		Toners	No	WKOR	N
History	SP204 Black Toner	204-147K	001912105050					11 Nov 2014		Toners	No	WKOR	N
JOIN .													
Warranties 1													
Warranties 1 Notes													
Warranties 1 Notes Documents													
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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**.



Home Equipment	and Locations Contra	act Finance and	HR Inventory	Maintenance	and Projects	Manufacturing	Procurement 5	Sales Servio	e Re	porting Util	ities		-	8
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ks a				Applied Fil	ter:Contains([PartCode], '20-	4') And Contains([I	ModelNo], 'spa	204')					
er text to search P														
unctions	Description	and the second second	SerialNo		AssetRegNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	IsFinan
WO History	9	204	_	sp204	1									
	SP204 Colour Copier SP204 Colour Copier	SP204 SP204	204-10203	SP204 SP204		Titan Group Young Electric	Sales Department	13 Aug 2014 18 Nov 2014		Hardware Hardware	No No	SINV		No No
	SP204 Colour Copier	SP204	204-989898	SP204	AREG000294		Technical	07 Aug 2017		Hardware	No	CTRT		No
Project History	SP204 Colour Copier	SP204	001912105029	SP204				11 Nov 2014		Hardware	No	WKOR		No
BOM Warranties 1														
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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).



Home Equips	ment and Locations	Contract F	Finance and H	R Inventory	Maintenance a	ind Projects	Manufacturing	Procurement :	Sales Servio	e Re	porting Util	ities			8
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id Edit Delete		Workspaces		Al	- Refresh	Revalue C	onvert Buy Back	Print Export	Reports						
Maintenance		Format		. Cu	rrent _	Pr	ocess	Print	Reports						
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er text to search	P Drag a column heat														
unctions	Description	PartC	ode 📍	SerialNo	-	AssetRegNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	IsFinar
WO History	•	204			sp204										
	SP204 Colour Co SP204 Colour Co			204-10203	SP204 SP204		Titan Group		13 Aug 2014 18 Nov 2014		Hardware	No	SINV		No
	SP204 Colour Cl SP204 Colour Cl			204-989898	SP204 SP204	AREG000294	Young Electric Hone Works	Sales Department Technical	18 Nov 2014 07 Aug 2017		Hardware Hardware	No	CTRT		No No
Project History	SP204 Colour Co			001912105029	SP204	AREOUTE	Tiope Works	TCO INCO	11 Nov 2014		Hardware	No	WKOR		No
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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.



Home	Equipment a	nd Locations Contra	ct Finance and HF	Inventory	Maintenance ar	od Projects	Manufacturing	Procurement Sa	ales Service	Rer	orting Utiliti	PS		-	8
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er text to search.	р	Description	PartCode	SecialNo	ModelNo	AssetRegNo	CustomerName	DeptName	StartDate	Status	CategoryDesc	IsFixedAsset	ParentType	Asset	IsFina
unctions	9														
		SP2020 Sprint Colou	SP2020	20-12345	SP2020	123	Hope Works	Technical	27 Jan 2015	A	Hardware	No	CTRT	No	Yes
		SP 19 19 Sprint Colou		19-12345	1919		Derton Technol		07 Apr 2014		Hardware	No	CTRT	No	No
		SP 19 19 Sprint Colou	SP1919	19-90201	1919		Office Supplies		09 Apr 2014	A	Hardware	No	CTRT	No	No
		K147 Kyocera Colou		K147-123456789	K147		Office Supplies		06 May 2014		Kyocera Mul	No	CTRT	No	No
Project History		Kruger ZN Fax Machine		sin 12345568	ZN122		Young Electric	Sales Department	06 May 2014		Hardware	No	WHSE	No	No
		K147 Kyocera Colou		sin123	K147		Young Electric	Sales Department	06 May 2014		Kyocera Mul	No	CTRT	No	No
		K147 Kyocera Colou		14-9652365	K147		Westwood Dyn		07 May 2014		Kyocera Mul	No	WHSE	No	No
Meters		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 Mul	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
A MARGANIA CONTRACTOR		SP19-12 Colour Copier	SP19-123456	19-12/1201	SP19-12		Titan Group		17 Jun 2014	A	Hardware	No	CTRT	No	No
History		SP19-12 Colour Copier	SP19-123456	19-12/1202	SP19-12		Samanthas Diner		17 Jun 2014	A	Hardware	No	CTRT	No	No
		SP 19-12 Colour Copier	SP19-123456	1912-102031	SP19-12		Samanthas Diner		02 Jul 2014	A	Hardware	No	CTRT	No	No
		SP 19-12 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
		SP 19-12 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 Supplies		02 Jul 2014	A	Hardware	No	SINV	No	No
Warranties	1	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 Supplies		02 Jul 2014	A	Hardware	No	SINV	No	No
Notes		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 Supplies		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
		SP 19-12 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	nm 1030 1			Hope Works	Technical	08 Jan 2018	A	Hardware	No	CTRT	No	No
Maintenance		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
Depreciation		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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SAVE LAYOUT

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



Home	Equipment a	nd Locations Contr	act Finance and F	R Inventory	Maintenance a	nd Projects	Manufacturing	Procurement S	ales Servic	e Re	porting Utili	ties			. 0
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unctions	1														
		SP2020 Sprint Colou.	SP2020	20-12345	SP2020	123	Hope Works	Technical	27 Jan 2015	A	Hardware	No	CTRT	No	Yes
		SP 19 19 Sprint Colou.	SP1919	19-12345	1919		Derton Technol		07 Apr 2014	A	Hardware	No	CTRT	No	No
		SP 19 19 Sprint Colou.	SP1919	19-90201	1919		Office Supplies		09 Apr 2014	А	Hardware	No	CTRT	No	No
		K147 Kyocera Colou	. 1458-96523	K147-123456789	K147		Office Supplies		06 May 2014	Α	Kyocera Mul	No	CTRT	No	No
Project Histor	Y	Kruger ZN Fax Machin	e KZN-122TFB	sin 12345568	ZN122		Young Electric	Sales Department	06 May 2014	A	Hardware	No	WHSE	No	No
		K147 Kyocera Colou	. 1458-96523	sin123	K147		Young Electric	Sales Department	06 May 2014	А	Kyocera Mul	No	CTRT	No	No
		K147 Kyocera Colou	. 1458-96523	14-9652365	K147		Westwood Dyn		07 May 2014	A	Kyocera Mul	No	WHSE	No	No
Meters		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 Mul	No	CTRT	No	No
		SP19-12 Colour Copie	r SP19-123456	SP19-12185274	SP19-12		Titan Group		13 Jun 2014	A	Hardware	No	CTRT	No	No
History		SP19-12 Colour Copie	r SP19-123456	19-12/1201	SP19-12		Titan Group		17 Jun 2014	A	Hardware	No	CTRT	No	No
r iistor y		SP19-12 Colour Copie	r SP19-123456	19-12/1202	SP19-12		Samanthas Diner		17 Jun 2014	Α	Hardware	No	CTRT	No	No
		SP19-12 Colour Copie	r SP19-123456	1912-102031	SP19-12		Samanthas Diner		02 Jul 2014	A	Hardware	No	CTRT	No	No
		SP19-12 Colour Copie	r 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 Copie	r SP19-123456	1912-102034	SP19-12		Danny Storm I		02 Jul 2014	Α	Hardware	No	SINV	No	No
		SP19-12 Colour Copie	r SP19-123456	1912-102035	SP19-12		Office Supplies		02 Jul 2014	A	Hardware	No	SINV	No	No
Warranties	1	SP19-12 Colour Copie	r 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 Supplies		02 Jul 2014	A	Hardware	No	SINV	No	No
Notes		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 Supplies		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
Documents		SP2020 Sprint Colou.	SP2020	2020-102049	SP2020		Big Bargains		03 Jul 2014	A	Hardware	No	SINV	No	No
occanicitis		SP19-12 Colour Copie	r SP19-123456	1912-102043	SP19-12		Hope Works	Technical	03 Jul 2014	A	Hardware	No	CTRT	No	No
		SP19-12 Colour Copie	r SP19-123456	1912-102044	SP19-12		Cash Sales Acc	Sales Department	03 Jul 2014	A	Hardware	No	SINV	No	No
		New Machine	NMACH	nm 10301			Hope Works	Technical	08 Jan 2018	A	Hardware	No	CTRT	No	No
Maintenance		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
Depreciation		SP2020 Sprint Colou.	. SP2020	20-457896	SP2020		Derton Technol		07 Jan 2015	A	Hardware	No	CTRT	No	No
		SP19-12 Colour Copie	r 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*.



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		SP2020 Sprint Colou	SP2020	20-12345	SP2020	123	Hope Works	Technical	27 Jan 2015	A	Hardware	No	CTRT	No	Yes
		SP 19 19 Sprint Colou	SP1919	19-12345	1919		Derton Technol		07 Apr 2014	A	Hardware	No	CTRT	No	No
		SP 19 19 Sprint Colou	SP1919	19-90201	1919		Office Supplies		09 Apr 2014	А	Hardware	No	CTRT	No	No
		K147 Kyocera Colou	1458-96523	K147-123456789	K147		Office Supplies		06 May 2014	A	Kyocera Mul	No	CTRT	No	No
Project History		Kruger ZN Fax Machine	KZN-122TFB	sin 12345568	ZN122		Young Electric	Sales Department	06 May 2014	A	Hardware	No	WHSE	No	No
		K147 Kyocera Colou	1458-96523	sin123	K147		Young Electric	Sales Department	06 May 2014	A	Kyocera Mul	No	CTRT	No	No
	_	K147 Kyocera Colou		14-9652365	K147		Westwood Dyn		07 May 2014	A	Kyocera Mul	No	WHSE	No	No
Meters		SP2020 Sprint Colou		abc147c	SP2020		Derton Technol		07 May 2014	A	Hardware	No	CTRT	No	No
		K147 Kyocera Colou		SIN32413546	K147		Hope Works	Technical		A	Kyocera Mul	No	CTRT	No	No
	- 12	SP19-12 Colour Copier		SP19-12185274	SP19-12		Titan Group		13 Jun 2014		Hardware	No	CTRT	No	No
History		SP19-12 Colour Copier		19-12/1201	SP19-12		Titan Group			A	Hardware	No	CTRT	No	No
		SP19-12 Colour Copier		19-12/1202	SP19-12		Samanthas Diner		17 Jun 2014		Hardware	No	CTRT	No	No
		SP19-12 Colour Copier		1912-102031	SP19-12		Samanthas Diner			A	Hardware	No	CTRT	No	No
BOM		SP19-12 Colour Copier		1912-102032	SP19-12		Bothas Networ			A	Hardware	No	CTRT	No	No
		SP2020 Sprint Colou		2020-102047	SP2020		Dancing Shoes			A	Hardware	No	WHSE	No	No
		SP19-12 Colour Copier		1912-102034	SP19-12		Danny Storm I			A	Hardware	No	SINV	No	No
The second second		SP19-12 Colour Copier		1912-102035	SP19-12		Office Supplies			A	Hardware	No	SINV	No	No
Warranties	1	SP19-12 Colour Copier		1912-102036	SP19-12		Westwood Dyn			A	Hardware	No	SINV	No	No
		SP2020 Sprint Colou		2020-10201	SP2020		Titan Group			A	Hardware	No	CTRT	No	No
		SP2020 Sprint Colou		2020-10202	SP2020		Office Supplies			A	Hardware	No	SINV	No	No
Notes		SP2020 Sprint Colou		2020-10203	SP2020		Westwood Dyn			A	Hardware	No	SINV	No	No
		SP2020 Sprint Colou		2020-10204	SP2020		Office Supplies		02 Jul 2014	A	Hardware	No	CTRT	No	No
		SP2020 Sprint Colou		2020-10205	SP2020		Bothas Networ			A	Hardware	No	SINV	No	No
		SP2020 Sprint Colou		2020-102049	SP2020		Big Bargains	Technical		A	Hardware	No	SINV	No	No
		SP19-12 Colour Copier		1912-102043	SP19-12		Hope Works	Technical		A	Hardware	No	CTRT	No	No
		SP19-12 Colour Copier New Machine		1912-102044 nm10301	SP19-12			Sales Department Technical		A	Hardware	No	SINV	No	No
Maintenance		New Machine SP204 Colour Copier	NMACH SP204	nm10301 204-10203	50204		Hope Works Titan Group	reunnicar			Hardware	No	SINV	No	No
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		SP2020 Sprint Colou SP204 Colour Copier	SP2020 SP204	019122010101	SP2020 SP204		Young Electric	Sales Department	11 Nov 2014 18 Nov 2014		Hardware	No	CTRT	No	No
Depreciation		SP204 Colour Copier SP2020 Sprint Colou		20-457896	SP204 SP2020		Derton Technol	sales Department	07 Jan 2015		Hardware	No	CTRT	No	No
		SP2020 Sprint Colou SP19-12 Colour Copier		20-457896	SP2020 SP19-12		Panda Copiers			A	Hardware	No	CTRT	No	No
		SP 19-12 Colour Copier SP 2020 Sprint Colou		19-123450	SP19-12 SP2020		Hack PC - IT S		14 May 2015		Hardware	No	CIRT	No	No
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	- 1	a cozo aprint colou	5P 2020	197007	SP2020		Hd0k PC - 11 5		00 30 2015		naruware 		or mo		

- 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.



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	147 Kyocera Colo		SIN32413546	K147		Hope Works	Technical	19 Jul 2017		Kyocera Mul	100	CTRT	No	No	-	+
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2 5	P2020 Sprint Color	u SP2020	2020-10203	SP2020		Westwood Dyn		02 Jul 2014	A	Hardware	No	SINV	No	No		+
3 S	P2020 Sprint Color	u SP2020	2020-10204	SP2020		Office Supplies		02 Jul 2014	A	Hardware	No	CTRT	No	No		T
4 S	P2020 Sprint Colo	u SP2020	2020-10205	SP2020		Bothas Networ		02 Jul 2014	A	Hardware	No	SINV	No	No		
5 S	P2020 Sprint Color	u SP2020	2020-102049	SP2020		Big Bargains		03 Jul 2014	A	Hardware	No	SINV	No	No		
6 S	P19-12 Colour Co	5P19-123456	1912-102043	SP19-12		Hope Works	Technical	03 Jul 2014	A	Hardware	No	CTRT	No	No		
7 S	P19-12 Colour Co	SP19-123456	1912-102044	SP19-12		Cash Sales Acco	Sales Department	03 Jul 2014	A	Hardware	No	SINV	No	No		
8 N	ew Machine	NMACH	nm10301			Hope Works	Technical	08 Jan 2018	A	Hardware	No	CTRT	No	No		T
9 S	P204 Colour Copie	er SP204	204-10203	SP204		Titan Group		13 Aug 2014	A	Hardware	No	SINV	No	No		T
0 5	P2020 Sprint Color	u SP2020	019122010101	SP2020		Hack PC - IT Sho		11 Nov 2014	A	Hardware	No	WHSE	No	No		
1 5	P204 Colour Copie	er SP204		SP204		Young Electric	Sales Department	18 Nov 2014	A	Hardware	No	CTRT	No	No		
2 5	P2020 Sprint Color	u SP2020	20-457896	SP2020		Derton Technol		07 Jan 2015	A	Hardware	No	CTRT	No	No		
3 SI	P19-12 Colour Co	oi SP19-123456	19-123456	SP19-12		Panda Copiers		08 Jan 2015	A	Hardware	No	CTRT	No	No		
	P2020 Sprint Colo		147708	SP2020		Hack PC - IT Sho		14 May 2019	A	Hardware	No	CTRT	No	No		
5 S	P2020 Sprint Color		147807	SP2020		Hack PC - IT Sho		06 Jul 2015		Hardware	No	CTRT	No	No		
	opier	SP1020	1020-1478	SP1020	AREG000003	Hope Works	Technical	17 Apr 2015	A	Hardware	No	SUPP	No	No		11

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.



Ho	ome 8	Equipmen	t and Loc	ations	Contract	Finance and	HR In	rentory	Maintenar	nce and P	Projects	Manufa	acturing	Procurem	nent Sale	es Service	Reporting L	Jtilties			8
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			SP20	20 Sprint C	olour Multi Fi	unctional Copie	r SP203	10	20-1234	15	SP2020		123	Hope	Works	Technical	27 Jan 2015	A	Hardware	No	CTR
	tory		SP19	19 Sprint C	olour MFC		SP 19	.9	19-1234	15	1919			Derto	on Technol		07 Apr 2014	A	Hardware	No	CTR
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				-12 Colour		uncuonal Copie		123456	1912-10		SP2020 SP19-12				argains Works	Technical		A	Hardware	No	CTR
				-12 Colour				123456	1912-10		SP19-12 SP19-12				Sales Acc			A	Hardware	No	SINV
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				-12 Colour		ancoundi copie		123456	19-1234		SP 19-12				a Copiers		08 Jan 2015		Hardware	No	CTR
						unctional Copie			147708		SP2020				PC - IT S		14 May 2015		Hardware	No	CTR
						unctional Copie			147807		SP2020				PC - IT S			A	Hardware	No	CTR
			-																in a		

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.



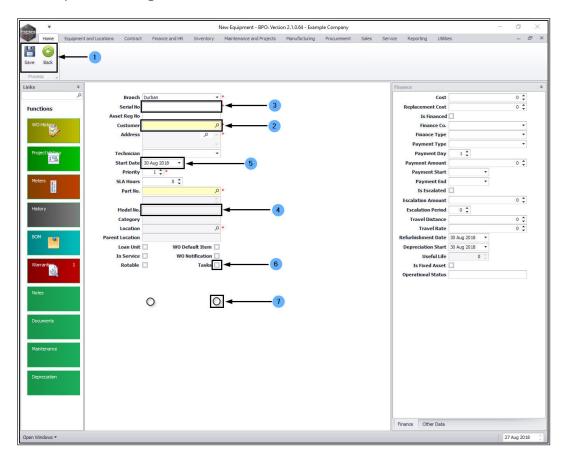
P H	lome	Equipmer	nt and Locations	Contract F	inance and HR	Inventory	Ma	intenance an	d Projec	ts Manuf	acturing P	Procure	ment Sale	es Service Re	porting Uti	ities			8
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			SP2020 Sprint C	olour Multi Euro	tional Conier	SP2020		2020-147		P2020	AREGOOOO		ope Works	Technical	06 Dec 2017		Hardware	Yes	CTR
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			SP204 Black Ton			204-147K					AREG0000				18 Feb 2016		Toners	No	WK
			SP2020 Sprint C		tional Conier	SP2020		test1234	s	P2020	AREG0000		ope Works	Technical	18 Feb 2016		Hardware	Yes	CTR
			Drum			2020-856					AREGOOOO				15 Jun 2016		Accessories	No	WK
			SP2020 Sprint C	olour Multi Eunc	tional Conier	SP2020		2020-78787	8 5	P2020	AREG0000	42 Ar	ople Juice Inc	Sales Department	01 Jul 2016	A	Hardware	Yes	CTR
			Drum			2020-856		856-1010			AREGODOO					A	Accessories	No	WKC
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			SP2020 Sprint C	olour Multi Func	tional Copier	SP2020		2020-10305	io s	P2020	AREG0000		anda Copiers			A	Hardware	Yes	CTR
			SP2020 Sprint C			SP2020		2020-10305		P2020	AREGODOO		ope Works	Technical	05 Jul 2016	A	Hardware	Yes	CTR
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Hotes			SP2020 Sprint C			SP2020		2020-10305	4 5	P2020	AREG0000-				05 Jul 2016	A	Hardware	No	WK
			SP2020 Sprint C			SP2020		2020-10305		P2020	AREGOOOD				05 Jul 2016	A	Hardware	No	WK
104	15		SP2020 Sprint C			SP2020		2020-10305	9 5	P2020	AREG0000	54 Ho	ope Works	Technical	05 Jul 2016	A	Hardware	Yes	CTR
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			Copier			SP1020		111111		P 1020	AREG0001				27 Feb 2017		Hardware	Yes	WK
			Acer copier oute	er shell		ACR-01		12345			AREG0001				28 Feb 2017		Accessories	No	WK
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			Acer copier oute	er shell		ACR-01		12347			AREG0001	18			28 Feb 2017	A	Accessories	No	WK
			Acer copier oute			ACR-01		12348			AREG0001				28 Feb 2017		Accessories	No	WK
Depreci			Acer copier oute	er shell		ACR-01		12349			AREG0001	20			28 Feb 2017	A	Accessories	No	WK
			Acer copier oute			ACR-01		12340			AREG0001				28 Feb 2017		Accessories	No	WK
			Acer copier oute	er shell		ACR-01		12341			AREG0001	22			28 Feb 2017	A	Accessories	No	WK
			Acer copier oute			ACR-01		12342			AREG0001	23			28 Feb 2017		Accessories	No	WK
			Acer copier oute			ACR-01		12343			AREG0001				28 Feb 2017	A	Accessories	No	WK
			Acer copier oute	er shell		ACR-01		4377654			AREG0001	29			28 Feb 2017	A	Accessories	No	WK

MAINTAIN SCREEN OVERVIEW

- 1. **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.
- 3. White Text Boxes: are for you to type in data.
- 4. **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.
- 5. **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 Maintain 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.

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10 No.	Address	<u> </u>	•				Finance 1	ype			-
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2			SP1818	Sprint copier	15.00 A		VAT	Hardware	144.47		- 1
			1458-96523 KZN-122TFB	K147 Kyocera Colour Copier Kruger ZN Fax Machine	15.00 A		VAT	Kyocera Mul Hardware	K147 ZN122		- 1
lotes			KM250MFP	Konica Minolta Colour Multi-Functional Copier	15.00 A		VAT	Hardware	214122		- 1
				SP19-12 Colour Copier	15.00 A		VAT	Hardware	SP19-12		- 1
			SP204	SP204 Colour Copier	15.00 A	A	VAT	Hardware	SP204		
ocuments			204-147K	SP204 Black Toner	15.00 A		VAT	Toners			- U
			TMACH	Test Machine	15.00 A	A	VAT	Hardware			
			NMACH	New Machine	15.00 A	A	VAT	Hardware			
laintenance			2020-856	Drum	15.00 B	A	VAT	Accessories			
			2020-998	Staple Unit	15.00 A		VAT	Accessories			
0.00			SP1020	Copier	15.00 A		VAT	Hardware	SP 1020		
epreciation			1020-478	Staple Unit	15.00 B		VAT	Accessories	1020-478		-
				Microsoft Mouse	15.00 A		VAT	Accessories	1454		-
			SP500	Sprint Colour Copier	15.00 A	A	VAT	Hardware			
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• Either select the **row** and click on **Ok** or **double click** on the selected row.



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2	Rotable	Idsks	SP1818	Sprint copier	15.00	A A	VAT	Hardware			
			1458-96523	K147 Kyocera Colour Copier	15.00	A A	VAT	Kyocera Mul	K147		
otes			KZN-122TFB	Kruger ZN Fax Machine	15.00	A A	VAT	Hardware	ZN122		
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ocuments			▶ SP204	SP204 Colour Copier	15.00		VAT	Hardware	SP204		
ordanite no.			204-147K	SP204 Black Toner	15.00		VAT	Toners			
			TMACH	Test Machine	15.00		VAT	Hardware			
aintenance			NMACH	New Machine Drum	15.00		VAT	Hardware			
			2020-856 2020-998	Staple Unit	15.00 15.00		VAT	Accessories Accessories			
			SP1020	Copier	15.00		VAT	Hardware	SP 1020		
epreciation			1020-478	Staple Unit	15.00		VAT	Accessories	1020-478		-
concont			1 CONTRACTOR OF A CONTRACTOR O	Microsoft Mouse	15.00		VAT	Accessories	1454		
			SP500	Sprint Colour Copier	15.00		VAT	Hardware			

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



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	Asset Reg No	Is Financed
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1	Address 🔎 - *	Finance Type 🔹
		Payment Type 🔹
Project History	Technician 🔹	Payment Day 1 🗘
-	Start Date 30 Aug 2018 🔻	Payment Amount 0 🗘
	Priority 1 🗘 •	Payment Start 🔹
Meters	SLA Hours 0 🗘	Payment End 👻
Meters	Part No. SP204 🔎 *	Is Escalated
	SP204 Colour Copier	Escalation Amount 0 🗘
History	Model No. SP204	Escalation Period 0 🗘
	Category Hardware	Travel Distance 0 🗘
	Location p *	Travel Rate 0 🗘
BOM	Parent Location	Refurbishment Date 30 Aug 2018 👻
	Loan Unit 🗌 WO Default Item 🗌	Depreciation Start 30 Aug 2018 -
	In Service 🗌 WO Notification 🗌	Useful Life 0 🗘
Warranties 1	Rotable 🗌 Tasks 🗌	Is Fixed Asset
2		Operational Status
Notes Documents Maintenance		
Depreciation		

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