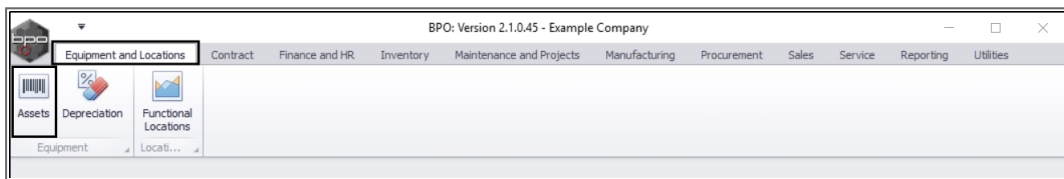


EQUIPMENT

ASSETS - VIEW (ASSET) EQUIPMENT DETAIL REPORT

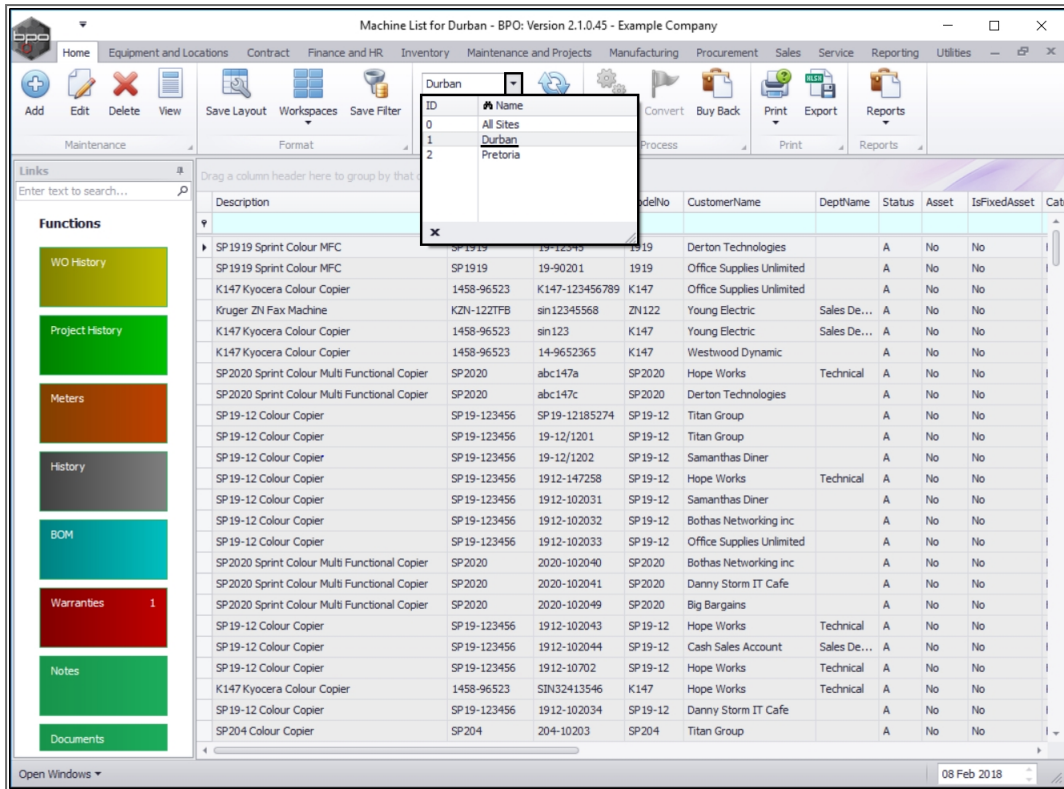
Ribbon Access: *Equipment and Locations > Assets*



- The *Machine List for []* screen will be displayed.

THE SITE AND STATUS FILTERS

- **Note:** You do not need to select the *Site* or *Status* to access this report - you can set both filters to *All*. However, you may wish to narrow your selection parameters, in which case you can select the Site and /or the Status which contain the asset you wish to view.



SELECT PRINT OPTION

- Select the **row** of the **asset** for which you wish to print a **Detail Report**.
- Click on the **drop-down arrow** in the **Print** icon.

Machine List for Durban - BPO: Version 2.1.0.45 - 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 | All | Refresh | Revalue | Convert | Buy Back | Print | Export | Reports

Links: Enter text to search...

Functions: WO History, Project History, Meters, History, BOM, Warranties (1), Notes, Documents

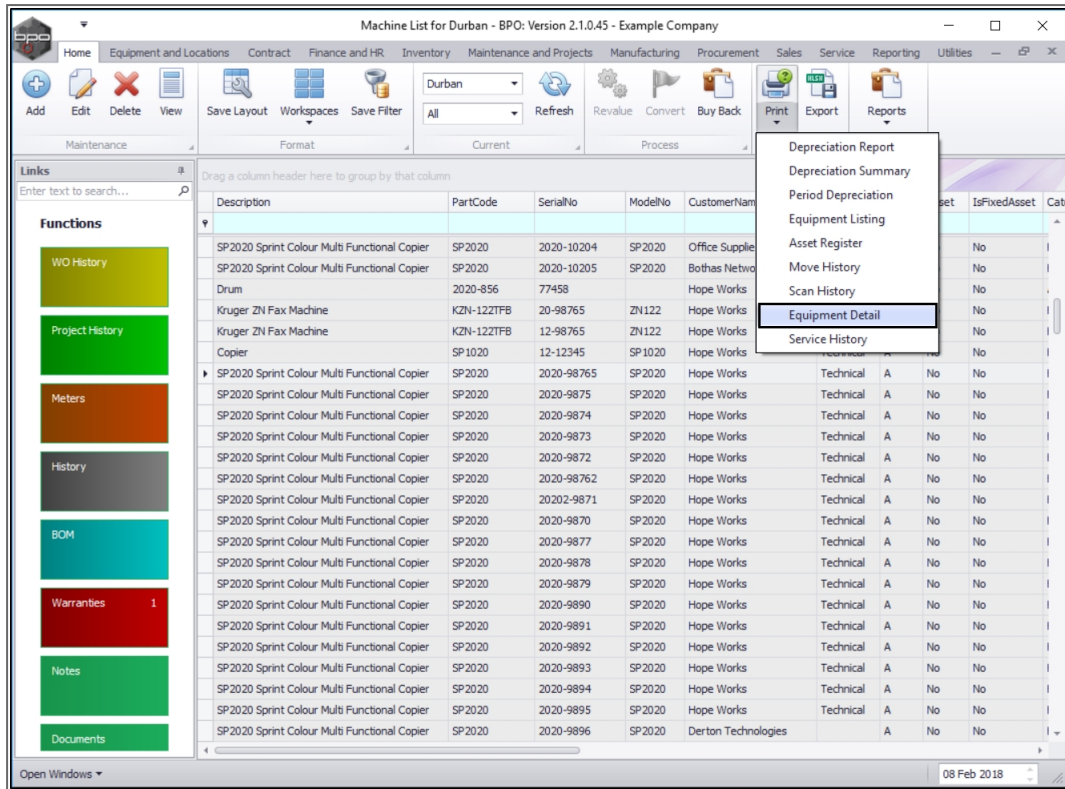
Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	Asset	IsFixedAsset	Cat
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10204	SP2020	Office Supplies Unlimited		A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10205	SP2020	Bothas Networking inc		A	No	No	
Drum	2020-856	77458		Hope Works	Technical	A	No	No	
Kruger ZN Fax Machine	KZN-122TFB	20-98765	ZN122	Hope Works	Technical	A	No	No	
Kruger ZN Fax Machine	KZN-122TFB	12-98765	ZN122	Hope Works	Technical	A	No	No	
Copier	SP 1020	12-12345	SP 1020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-98765	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9875	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9874	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9873	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9872	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-98762	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	20202-9871	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9870	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9877	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9878	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9879	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9890	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9891	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9892	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9893	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9894	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9895	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9896	SP2020	Derton Technologies		A	No	No	

Open Windows | 08 Feb 2018

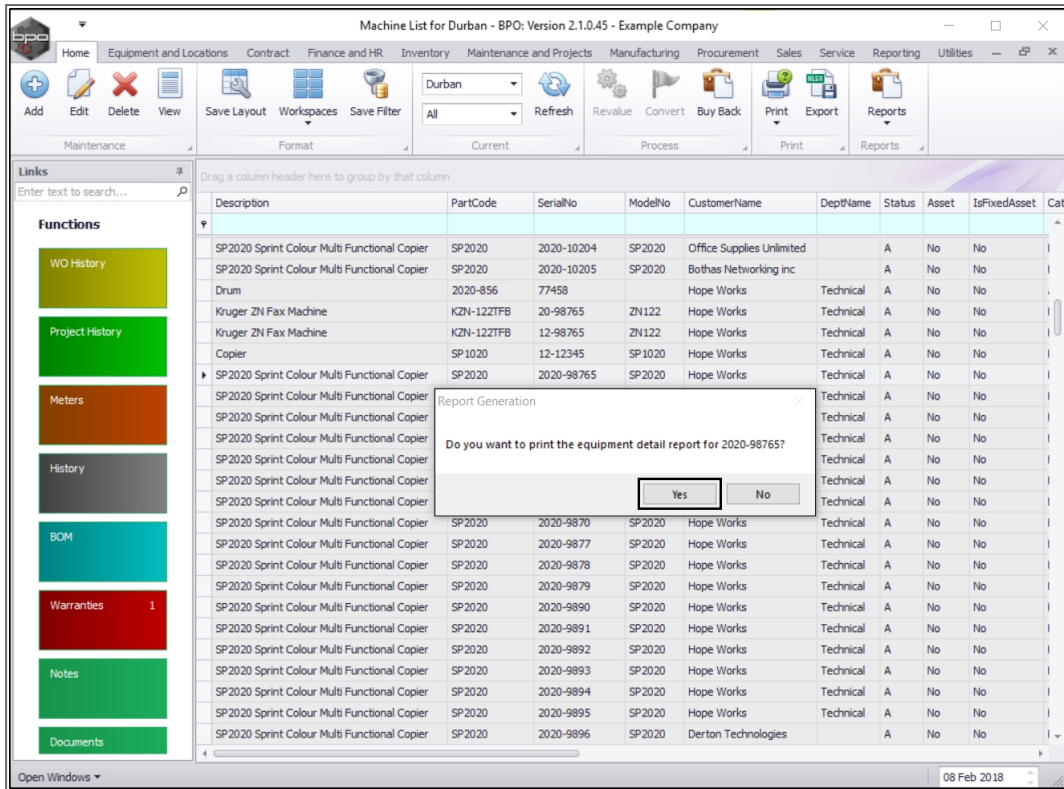
- The *Print options menu* will be expanded.

SELECT EQUIPMENT DETAIL OPTION

- Click on *Equipment Detail*.

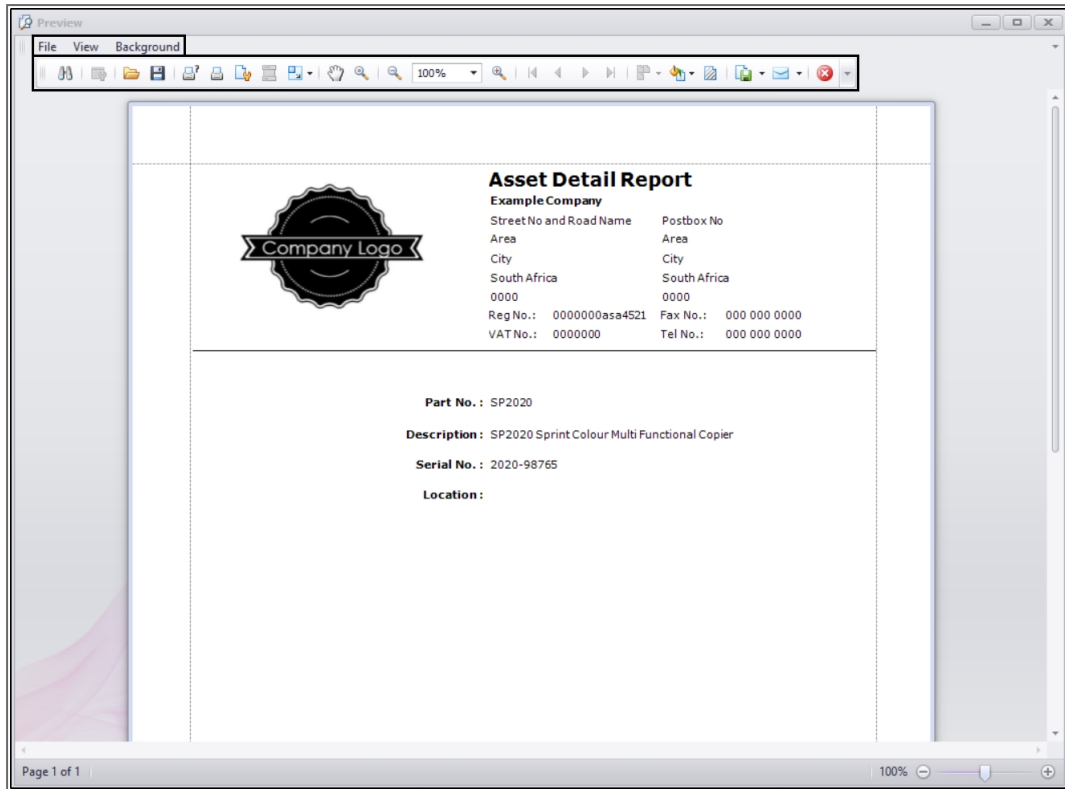


- A **Report Generation** message box will pop up asking;
 - *Do you want to print the equipment detail report for []?*
- Click on **Yes**.



SELECT REPORT OPTIONS

- The **Report Preview** screen will be displayed.
- From here you can **View, Print, Export** or **Email** the Asset Detail Report.
- **Close** the Report Preview screen when done.



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