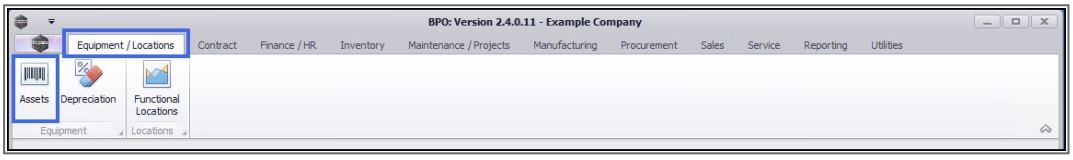
EQUIPMENT

ASSETS - PRINT - ASSET REGISTER REPORT

Ribbon Access: *Equipment and Locations > Assets*



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

THE SITE AND TYPE FILTERS

2. The screen will open with the default ***Site*** setting configured on the user and the Equipment ***Type*** filter set to '***All***' (machines).
    - **Note**: You do not need to select the ***Site*** or ***Type*** to access this report.

> Note: Refer to Site Selection for more information about Site settings.

SELECT ASSET

3. Ensure that you have selected an asset row.
    - **Note**: The ***Print*** button will not display the Print ***menu*** unless an asset row is selected.

SELECT PRINT OPTION

4. Click on the ***drop-down arrow*** in the ***Print*** icon.

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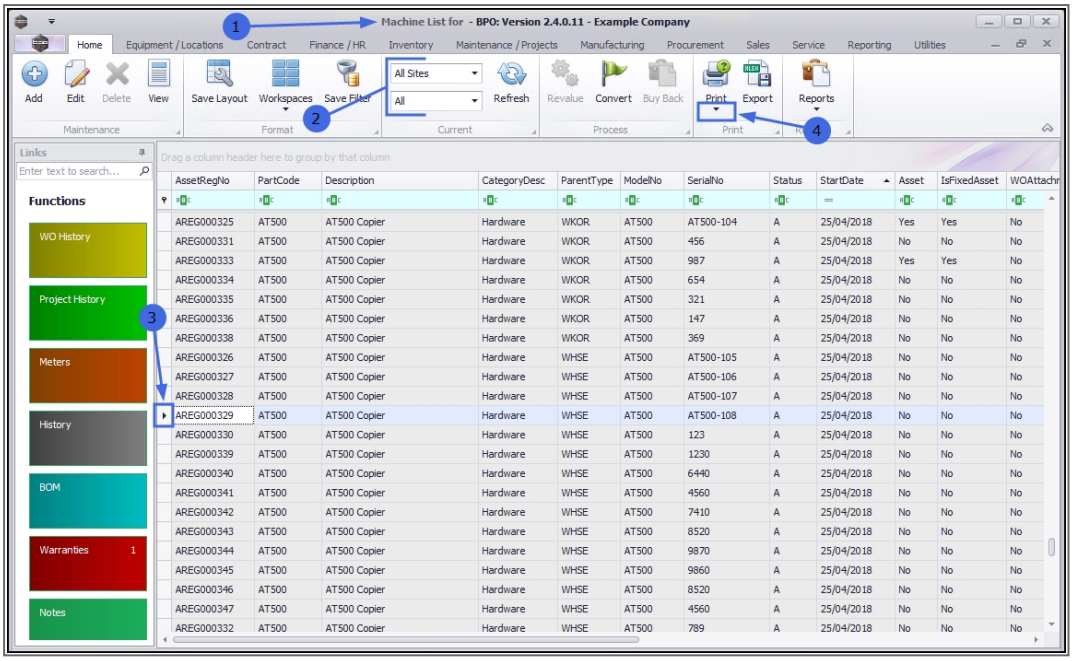
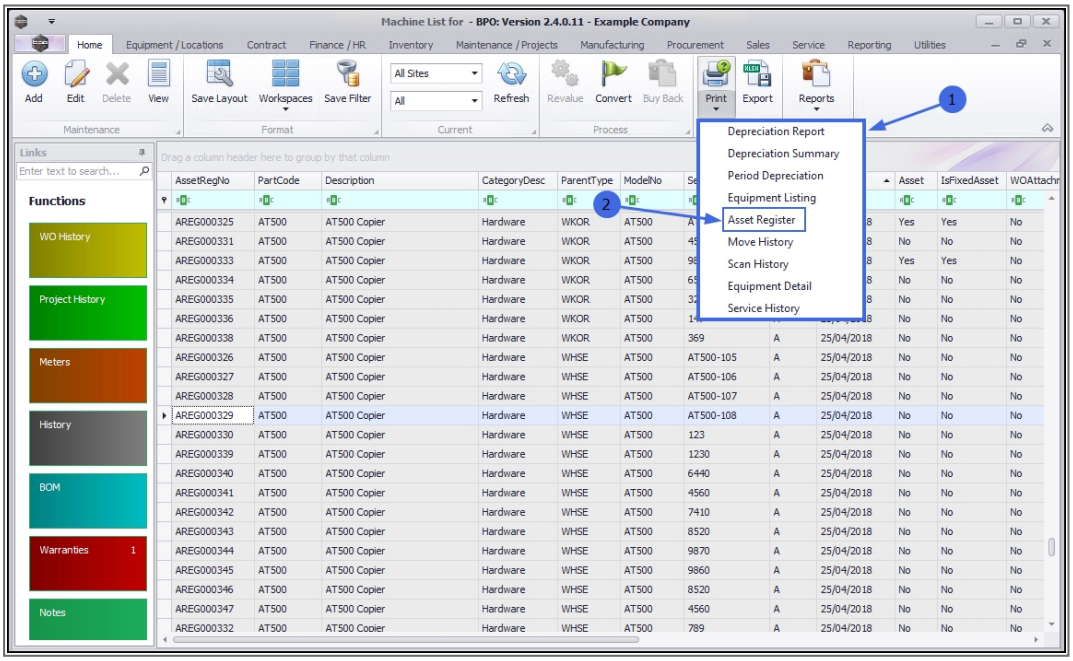


1. The ***Print options menu*** will be expanded.

SELECT REPORT OPTION

2. Click on ***Asset Register***.



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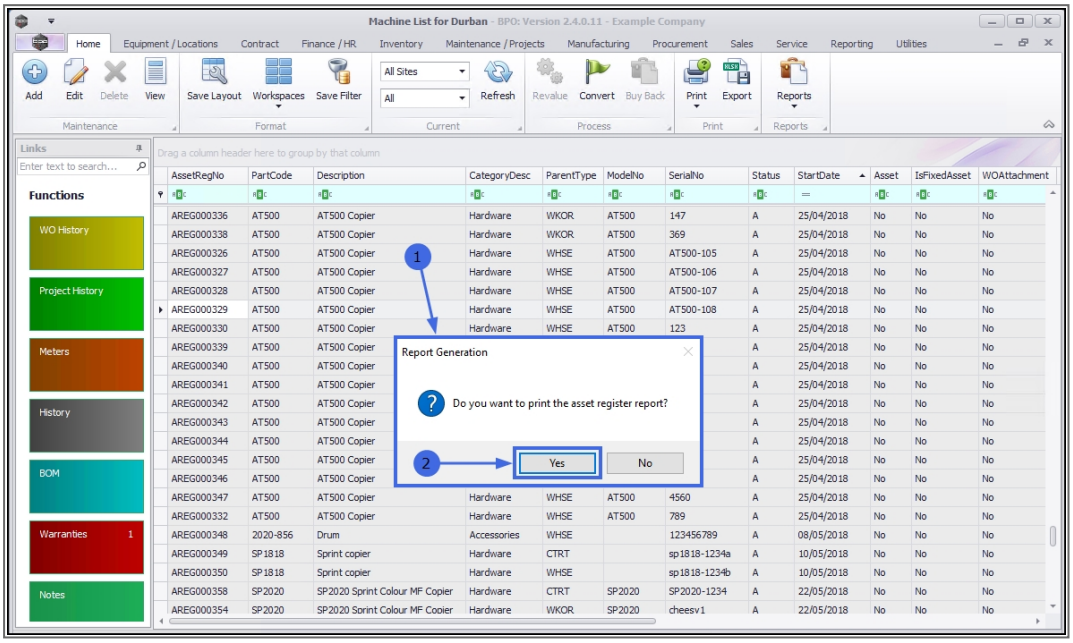
- A ***Report Generation*** message box will appear with the following prompt:
    - *Do you want to print the Asset Register report for []?*
- Click on ***Yes***.



1. A ***Required information....*** pop up screen will appear.

SELECT LISTING DATE

For the Asset Register report to run, a ***Listing Date*** must be selected.

2. Either ***type in*** or click on the ***drop-down arrow*** and use the displayed ***calendar function*** to select the date you require.
3. Click on ***Ok***.

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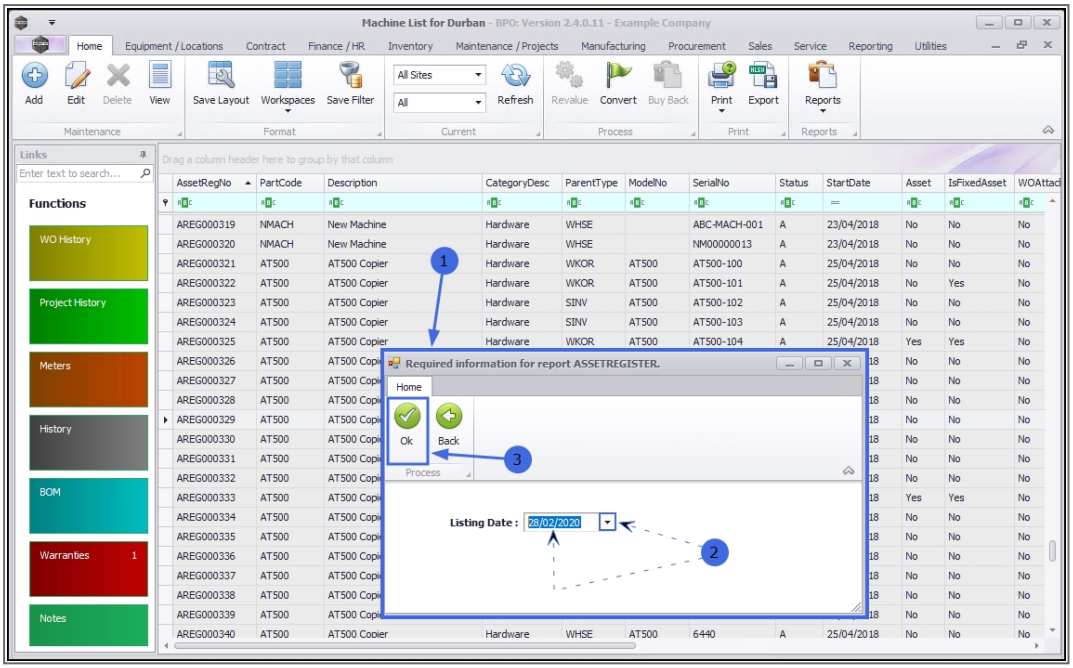

VIEW ASSET REGISTER REPORT

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

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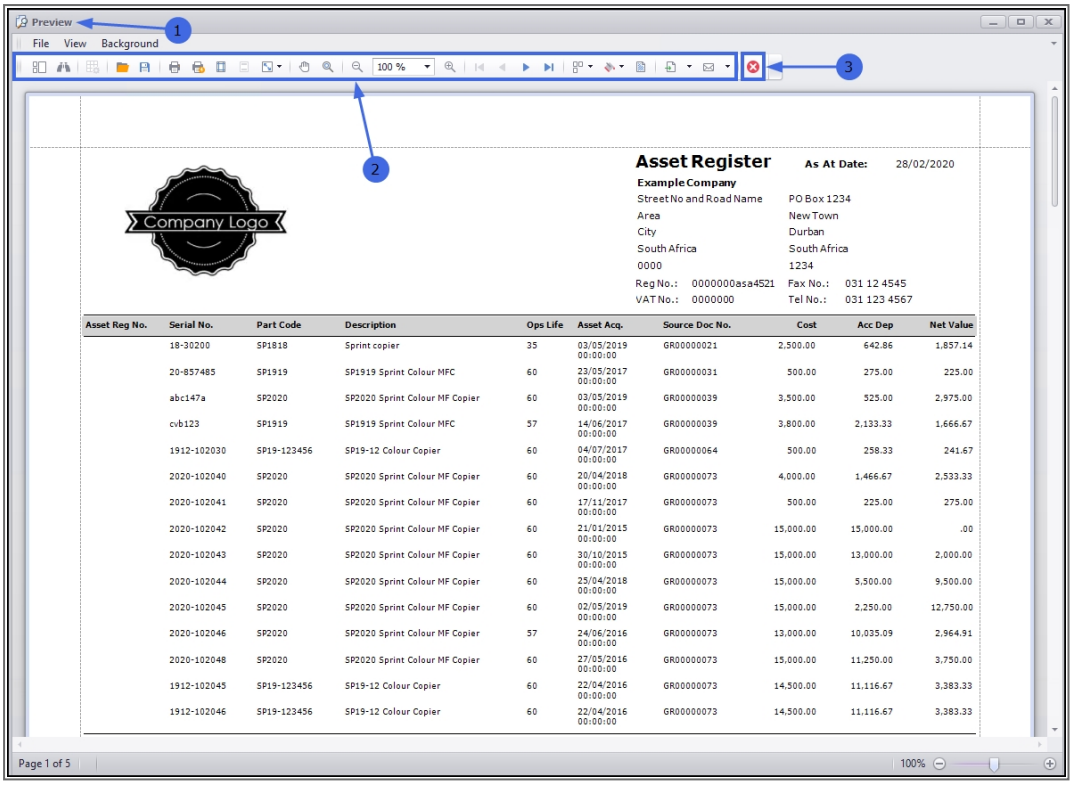

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