

CONTRACT

CONTRACTS - REMOVE ITEM (INTERNAL ASSET)

Follow the process below to remove an <u>Internal Asset</u> from a Contract and place the asset back into the company Asset warehouse.

Ribbon Access:*Contract > Contracts*

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The *Contract Listing* screen will be displayed.

- Select the *Site* that you wish to work in.
 - $^{\circ}$ In this example, *Durban* has been selected.



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- Upon opening, this screen will default to the *Active* status, listing all the *Active* contracts for the selected site.
 - Note: You can *only* remove an Internal Asset *item* when the Contract is in the *Active* state.



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SELECT THE CONTRACT

- Select the *row* of the *contract* where you wish to remove an *internal* asset item.
 - Note:Make sure you have selected a contract that has
 - an <u>internal</u> asset linked to it.
- Click on *Edit*.



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- The *Maintenance for Contract No,: []* screen will open.
- Here you can view the *Parts* data grid, which lists *all* the machines linked to this Contract.



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SELECT INTERNAL ASSET

- *Right click* in the *row* of the internal asset item that you wish to *remove* from this contract.
- A *Process* menu will pop up.

DELETE INTERNAL ASSET FROM CONTRACT

• Select *Delete* - Delete Item



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- A *Delete Row* message box will pop up with the following prompt:
 - $^\circ~$ Are you sure you want to delete this row for item []?
- Click on Yes.



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RETURN WORK ORDER CREATED

- A *Contract Processing* message box will pop up advising the following:
 - A work order will be created to return the item to the asset warehouse.
- Click on Ok.



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ADD WORK ORDER DETAILS

A Process Work Order Information screen will pop up.

- Work Order Date Time: This will be auto populated with the *current* date and time.
 - Either type in, or click on the drop-down arrow and use the calendar function to select an *alternative* date, if required
 - Either type in, or use the directional arrows to select an *alternative* time, if required.
- Assigned To: This will auto populate with the person *currently* logged on to the system and will be responsible for returning this machine to store.



 Click on the drop-down arrow and search for an *alternative* person, if required.

SAVE WORK ORDER DETAILS

When you have made your selections, click on *Ok*.

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1. The selected internal asset will be *removed* from the *Parts* data grid.

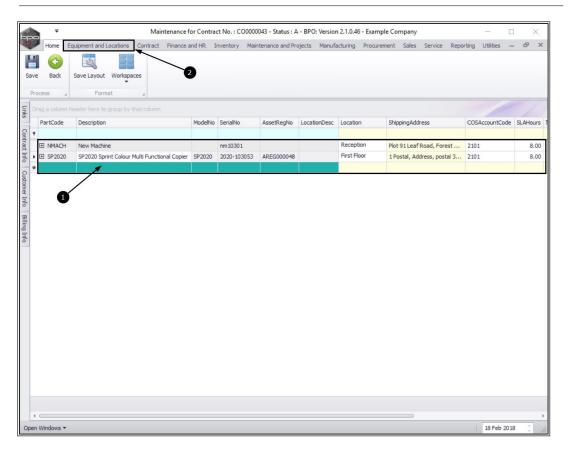


View Internal Asset Parent Type

Note: This internal asset will remain linked to the Contract 'CTRT' Parent Type in the *Machine List for []* screen until a Return Request has been completed.

2. To view this, navigate to the *Machine List for []* screen.

Ribbon Access: Equipment and Locations > Assets



- 1. In the *Machine List for []* screen, ensure that you have selected the correct *Site* and that the *status* is set to *Internal Assets*.
- 2. Use the *scroll bar* or the <u>filter row</u> in the *Serial No* column to search for the internal asset that you have removed from contract.



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	SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-787878	SP2020	AREG000042	Apple Juice Inc	Sales Department	01

- 1. Once you have found the internal asset / machine,
- 2. You will see that its *Parent Type* is still listed as *CTRT* Contract.

COMPLETE RETURN REQUEST

 You will need to <u>return the item to store</u> (the Assets warehouse) by completing the *Return Request*.



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	nance		SP2020 Sprint Colour Multi Functional Copier	CTRT	SP2020	2020-787878	SP2020	AREG000042	Apple Juice Inc	Sales Department	01

 Once you have completed the Return Request you will note that the *Parent Type* of this internal asset / machine will now be listed as *WHSE* - Warehouse.



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