

We are currently updating our site; thank you for your patience.

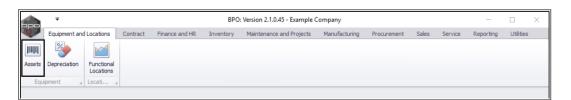
EQUIPMENT

ASSETS - REVALUE A CONTRACT ASSET

Contract assets can now be revalued whilst in the field.

This gives the user the ability to revalue the cost of the internal asset equipment and reset the 'useful life'.

Ribbon Access: Equipment and Locations > Assets



The Machine List for [] screen will be displayed.

SELECT THE SITE AND STATUS

- Select the site.
 - In this image **Durban** has been selected.

Help v2024.5.0.7/1.0 - Pg 1 - Printed: 21/08/2024



| po | | | | | | | | | | Version 2.1.0.45 | | | | | | - 🗆 | × |
|---------|------------|----------|--------|-----|------------------------------------|----------------|-----------------|-----------|---------|------------------|-------------|-------------------|-------------|-----------|---------|-------------|------|
| | Home | Equipmen | nt and | Loc | ations Contra | ct Finance | and HR Inven | tory Main | itenano | e and Projects 1 | Manufacturi | ng Procurement | Sales Servi | ce Repor | ting Ut | ilities — d | 9 |
| + | | X | | | 21 | | | Durban | | • 2 | 1 | 🕨 💼 | KLSP | | | | |
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| | | | | | | + | | 0 | All Sit | | _ | | • | | • | | |
| | Mainten | nance | | | | Format | 4 | 1 | Durba | | Pr | ocess a | Print | ⊿ Re | oorts . | 4 | |
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| nter te | ext to sea | rch | Q | | Description | | | | | | 10 | CustomerName | DeptNar | ne Status | Asset | IsFixedAsse | + 5+ |
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| Tunc | Luons | | | | SP204 Black Ton | | | × | | | 11. | | | A | No | No | 18 |
| wo |) History | | | | SP204 Black Ton SP204 Black Ton | | | 204-147 | | | | | | A 4 | No | No | 10 |
| | | | | | SP204 Black Ton | | | 204-147 | | | | | | A | No | No | 18 |
| | | | | | SP204 Black Ton | - | | 204-147 | | | | | | A | No | No | 18 |
| Pro | ject Histo | ry | | | SP2020 Sprint C | | nctional Copier | SP2020 | | test1234 | SP2020 | Hope Works | Technica | | No | Yes | 18 |
| | | | | | SP204 Black Ton | | | 204-147 | < | | | | | A | No | No | 18 |
| | | | | | SP204 Black Ton | er | | 204-147 | < | 101 | | | | A | No | No | 18 |
| Me | ters | | | | SP 19-12 Colour | Copier | | SP 19-123 | 3456 | 19-12/1202 | SP19-12 | Samanthas Diner | | A | No | No | 17 |
| | | | | | SP 19-12 Colour | Copier | | SP19-123 | 3456 | 19-12/1201 | SP19-12 | Titan Group | | A | No | No | 17 |
| | | | | | Copier | | | SP1020 | | 1020-1478 | SP1020 | Hope Works | Technica | A I | No | No | 17 |
| His | tory | | | | SP2020 Sprint C | olour Multi Fu | nctional Copier | SP2020 | | 2020-43259 | SP2020 | Hope Works | Technica | A | No | No | 16 |
| riis | luiy | | | | SP2020 Sprint C | olour Multi Fu | nctional Copier | SP2020 | | 2020-43258 | SP2020 | Hope Works | Technica | A li | No | No | 16 |
| | | | | | SP2020 Sprint C | olour Multi Fu | nctional Copier | SP2020 | | 2020-43257 | SP2020 | Hope Works | Technica | A li | No | No | 16 |
| | | | | | SP2020 Sprint C | olour Multi Fu | nctional Copier | SP2020 | | 2020-43256 | SP2020 | Hope Works | Technica | A li | No | No | 16 |
| BOI | М | | | | Drum | | | 2020-856 | 5 | 2020856-1234 | | | | A | Yes | Yes | 16 |
| | | | | F | Sprint copier | | | SP 18 18 | | 18-30200 | | | | Α | No | Yes | 16 |
| _ | | | | | Drum | | | 2020-856 | 5 | | | | | Α | No | No | 1 |
| Wa | irranties | | | | SP2020 Sprint C | olour Multi Fu | nctional Copier | SP2020 | | 147708 | SP2020 | Hack PC - IT Shop | | A | No | No | 14 |
| | | | | | Copier | | | SP1020 | | branch01 | SP1020 | North West Brand | h | Α | No | No | 14 |
| _ | | | | | Copier | | | SP1020 | | 12-12345 | SP1020 | Hope Works | Technica | I A | No | No | 14 |
| Not | tes | | | | SP19-12 Colour | | | SP19-123 | 3456 | SP19-12185274 | SP19-12 | Titan Group | | A | No | No | 13 |
| | | | | | Sprint Colour Co | | | SP500 | | 121212 | | | | A | No | No | 13 |
| | | | | | SP2020 Sprint C | | nctional Copier | SP2020 | | test121212 | SP2020 | Hope Works | Technica | | No | Yes | 1 |
| Doc | cuments | | | | Kruger ZN Fax M | | | KZN-122 | | 12-98765 | ZN122 | Hope Works | Technica | | No | No | 13 |
| | | | | | Kruger ZN Fax M | | | KZN-122 | TFB | 20-98765 | ZN122 | Hope Works | Technica | | No | No | 1 |
| | | | | | SP204 Colour Co | opier | | SP204 | | 204-10203 | SP204 | Titan Group | | A | No | No | 1 |

• By default, the Asset Type or **Status** is set to view **All** serialised items.



| PO. | Home Eg | uinment | tand | Locations Contract Finance and HR Inver | atory Maintenan | ce and Projecte | Manufacturio | g Procurement S | ales Service | Report | ing Litt | lities — I | æ) |
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| Add | Edit D | Delete | Viev | Save Layout Workspaces Save Filter | All | ✓ Refresh | Revalue Co | nvert Buy Back | Print Expor | t Re | ports | | |
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| inks | | | 4 | | | | | | | | | | |
| nter te | xt to search | 1 | ٩ | Description | PartCode | SerialNo | ModelNo | CustomerName | DeptName | Status | Asset | IsFixedAsse | t St |
| Func | tions | | | 9 | | | | | | | | | |
| _ | | | . 1 | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 456 | SP2020 | | | A | No | No | 05 |
| wo | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 654 | SP2020 | | | A | No | No | 05 |
| | | | | Drum | 2020-856 | 888 | | | | Α | No | No | 05 |
| | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 789 | SP2020 | | | A | No | Yes | 0 |
| Pro | ject History | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 321 | SP2020 | Hope Works | Technical | A | No | Yes | 05 |
| | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 987 | SP2020 | Hope Works | Technical | A | No | Yes | 05 |
| | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 123 | SP2020 | Hope Works | Technical | A | No | No | 0 |
| Met | ters | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 76589 | SP2020 | | | A | No | Yes | 0 |
| | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-103058 | SP2020 | | | Α | No | No | 0 |
| | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-103057 | SP2020 | | | Α | No | No | 05 |
| Hist | tory | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-103060 | SP2020 | Panda Copiers | | Α | No | Yes | 0 |
| 1150 | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-103059 | SP2020 | | | A | No | Yes | 05 |
| | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-103055 | SP2020 | | | Α | No | No | 0 |
| | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-103054 | SP2020 | | | Α | No | No | 0 |
| BO | 4 | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-103053 | SP2020 | Hope Works | Technical | Α | Yes | Yes | 0 |
| | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-103051 | SP2020 | Panda Copiers | | Α | Yes | Yes | 0 |
| | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-103050 | SP2020 | Panda Copiers | | A | No | Yes | 0 |
| War | rranties | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-103056 | SP2020 | Hope Works | Technical | Α | No | No | 0 |
| | | | | Copier | SP1020 | TIER 123 | SP 1020 | Hope Works | Technical | Α | No | No | 04 |
| | | | | Staple Unit | 1020-478 | 478-1234 | 1020-478 | | | Α | No | No | 04 |
| Not | es | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | lo1234 | SP2020 | | | Α | Yes | Yes | 0 |
| | | | | SP19-12 Colour Copier | SP19-123456 | 1912-102049 | SP19-12 | | | Α | No | No | 03 |
| | | | | SP 19-12 Colour Copier | SP19-123456 | 1912-102048 | SP19-12 | | | Α | No | No | 03 |
| Doc | uments | | | SP19-12 Colour Copier | SP19-123456 | 1912-102047 | SP19-12 | Hope Works | Technical | Α | No | Yes | 03 |
| | | | | SP19-12 Colour Copier | SP19-123456 | 1912-102046 | SP19-12 | | | Α | No | Yes | 03 |
| | | | | SP19-12 Colour Copier | SP19-123456 | 1912-102045 | SP19-12 | Derton Technologie | s | Α | No | Yes | 0 |
| _ | | | _ | 4 (| 51 15 125 150 | | 51512 | bertanneennologie | | n | 110 | 100 | |

SELECT THE ASSET TO REVALUE

- Select the **row** of the **serialised contract asset** that you wish to **revalue**.
- Click on Revalue.



| 1 | Home E | Equipment | t and L | ocations Contract Finance and HR Invi | entory Maintena | nce and Projects | Manufacturin | g Procurement Sale | s Service | Report | ing Uti | ilities — 🖆 | P) |
|---------|--------------|-----------|---------|--|-----------------|-----------------------------|--------------|-----------------------|------------|--------|---------|--------------|------------|
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| J | | ~ | | | Durban | | 1 | | | • | | | |
| Add | Edit | Delete | View | Save Layout Workspaces Save Filter | All | Refresh | Revalue Co | nvert Buy Back Pr | int Export | t Re | ports | | |
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| | ext to searc | ch | ÷ | | | | | | | | | | |
| 1021 02 | INC O SCOL | | - | Description | PartCode | SerialNo | ModelNo | CustomerName | DeptName | Status | Asset | IsFixedAsset | t St |
| Func | tions | | | P | | | | | | | | | |
| | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-103051 | SP2020 | Panda Copiers | | Α | Yes | Yes | 05 |
| wo | History | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-103050 | SP2020 | Panda Copiers | | Α | No | Yes | 05 |
| | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-103056 | SP2020 | Hope Works | Technical | A | No | No | 05 |
| | | | | Copier | SP1020 | TIER 123 | SP 1020 | Hope Works | Technical | Α | No | No | 04 |
| Pro | ject Histor | | | Staple Unit | 1020-478 | 478-1234 | 1020-478 | | | Α | No | No | 0- |
| | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | lo1234 | SP2020 | | | Α | Yes | Yes | 04 |
| | | | | SP19-12 Colour Copier | SP 19-123456 | 1912-102049 | SP 19-12 | | | Α | No | No | 0 |
| Met | ters | | | SP19-12 Colour Copier | SP 19-123456 | 1912-102048 | SP19-12 | | | Α | No | No | 03 |
| | | | | SP19-12 Colour Copier | SP 19-123456 | 1912-102047 | SP19-12 | Hope Works | Technical | Α | No | Yes | 03 |
| | | | | SP19-12 Colour Copier | SP 19-123456 | 1912-102046 | SP19-12 | | | A | No | Yes | 03 |
| Hiel | tory | | | SP19-12 Colour Copier | SP 19-123456 | 1912-102045 | SP 19-12 | Derton Technologies | | Α | No | Yes | 03 |
| TIS | | | | SP19-12 Colour Copier | SP 19-123456 | 1912-102042 | SP19-12 | | | Α | No | No | 03 |
| | | | | SP19-12 Colour Copier | SP 19-123456 | 1912-102041 | SP19-12 | | | Α | No | No | 03 |
| | | | | SP19-12 Colour Copier | SP19-123456 | 1912-102040 | SP19-12 | | | Α | No | No | 03 |
| BOI | м | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-102048 | SP2020 | Hope Works | Technical | Α | Yes | Yes | 03 |
| | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-102046 | SP2020 | Derton Technologies | | Α | No | Yes | 0 |
| | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-102045 | SP2020 | | | Α | No | Yes | 03 |
| Wa | rranties | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-102044 | SP2020 | | | A | Yes | Yes | 03 |
| | | | I [| SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-102042 | SP2020 | Hope Works | Technical | Α | Yes | Yes | 03 |
| | | | | SP19-12 Colour Copier | SP19-123456 | 1912-102044 | SP19-12 | Cash Sales Account | Sales De | Α | No | No | 03 |
| Not | tes | | | SP19-12 Colour Copier | SP 19-123456 | 1912-102043 | SP19-12 | Hope Works | Technical | Α | No | No | 03 |
| | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-102049 | SP2020 | Big Bargains | | Α | No | No | 03 |
| | | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-102041 | SP2020 | Danny Storm IT Cafe | | Α | No | No | 03 |
| Dor | cuments | | | SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-102040 | SP2020 | Bothas Networking inc | | Α | No | No | 03 |
| 200 | | | | K147 Kyocera Colour Copier | 1458-96523 | SIN32413546 | K147 | Hope Works | Technical | Α | No | No | 03 |
| | | | | SP19-12 Colour Copier | SP 19-123456 | 1912-102030 | SP19-12 | | | A | No | No | 03 |

- A **Revalue Equipment** message box will pop upwith the following prompt:
 - $^{\circ}~$ Are you sure you want to revalue serial number [],
 - which is currently on contract?
- Click on Yes.



| | Home E | guipmen | t and | Locati | ons Contrac | t Finance | and HR Inven | tory Maintenan | ice and Projects | Manufacturin | g Procurement ! | Sales Service | Report | ina Liti | lities — d | 7 > |
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| iter ter | xt to searc | :h | ٩ | De | scription | | | PartCode | SerialNo | ModelNo | CustomerName | DeptName | Status | Asset | IsFixedAsse | t Sta |
| Func | tions | | | 9 | | | | | | | | | | | | |
| | | | _ | SP | 2020 Sprint Co | lour Multi Fu | nctional Copier | SP2020 | 2020-103051 | SP2020 | Panda Copiers | | Α | Yes | Yes | 05 |
| | | | | SP | 2020 Sprint Co | lour Multi Fu | nctional Copier | SP2020 | 2020-103050 | SP2020 | Panda Copiers | | A | No | Yes | 05 |
| | | | | SP | 2020 Sprint Co | lour Multi Fu | nctional Copier | SP2020 | 2020-103056 | SP2020 | Hope Works | Technical | A | No | No | 05 |
| | | | | Co | pier | | | SP 1020 | TIER 123 | SP 1020 | Hope Works | Technical | A | No | No | 04 |
| Proj | ect History | | | St | aple Unit | | | 1020-478 | 478-1234 | 1020-478 | | | A | No | No | 04 |
| | | | | SP | 2020 Sprint Co | lour Multi Fu | nctional Copier | SP2020 | lo1234 | SP2020 | | | A | Yes | Yes | 04 |
| | | | | SP | 19-12 Colour (| Copier | | SP19-123456 | 1912-102049 | SP 19-12 | | | Α | No | No | 03 |
| Met | ers | | | SP | 19-12 Colour (| Copier | | SP19-123456 | 1912-102048 | SP 19-12 | | | Α | No | No | 03 |
| | | | | SP | 19-12 Colour (| Copier | | SP19-123456 | 1912-102047 | SP 19-12 | Hope Works | Technical | Α | No | Yes | 03 |
| | | | | SP | 19-12 Colour (| Copier | | SP19-123456 | 1912-102046 | SP 19-12 | | | A | No | Yes | 03 |
| Hist | 001 | | | SP | 19-12 Colour O | Copier | | SP19-123456 | 1912-102045 | SP 19-12 | Derton Technologie | s | Α | No | Yes | 03 |
| nisu | UI Y | | | SP | 19-12 Colour (| Copier | | SP19-123456 | 1912-102042 | SP 19-12 | | | Α | No | No | 03 |
| | | | | SP | 19-12 Colour (| Copier | | SP19-123456 | 1912-102041 | SP 19-12 | | | Α | No | No | 03 |
| | | | | SP | 19-12 Colour (| Copier | | SP19-123456 | 1912-102040 | SP 19-12 | | | Α | No | No | 03 |
| BON | 1 | | | SP | 2020 Sprint Co | lour Multi Fu | nctional Copier | SP2020 | 2020-102048 | SP2020 | Hope Works | Technical | Α | Yes | Yes | 03 |
| | | | | SP | 2020 Sprint Co | lour Multi Fu | nctional Copier | SP2020 | 2020-102046 | SP2020 | Derton Technologie | s | Α | No | Yes | 03 |
| | | | | SP | 2020 Sprint Co | lour Multi Fu | nctional Copier | SP2020 | 2020-102045 | SP2020 | | | Α | No | Yes | 03 |
| War | ranties | | | SP | 2020 Sprint Co | lour Multi Fu | nctional Copier | SP2020 | 2020-102044 | SP2020 | | | Α | Yes | Yes | 03 |
| | | | | ► SP | 2020 Sprint Co | lour Multi Fu | nctional Copier | SP2020 | 2020-102042 | SP2020 | Hope Works | Technical | Α | Yes | Yes | 03 |
| | | | | SP | 19-12 Colour (| Copier | | Revalue Equi | pment | | | × | Α | No | No | 03 |
| Note | es | | | SP | 19-12 Colour (| Copier | | Literate Light | prinerie | | | | Α | No | No | 03 |
| | | | | SP | 2020 Sprint Co | lour Multi Fu | nctional Copier | | | ant to combine | secial number 202 | 102042 | Α | No | No | 03 |
| | | | | SP | 2020 Sprint Co | lour Multi Fur | nctional Copier | | hich is currently | | e serial number 202 | J-102042, | Α | No | No | 03 |
| Dog | uments | | | SP | 2020 Sprint Co | lour Multi Fu | nctional Copier | | | | | | Α | No | No | 03 |
| | | | | K1 | 47 Kyocera Co | lour Copier | | | | | | | Α | No | No | 03 |
| | | | | SP | 19-12 Colour (| Copier | | | | | Yes | No | Α | No | No | 02 |
| | | | = | 4 ⊂ | | | | L | | | | | | | | Þ |

ADD REVALUATION DETAILS

The **Input the new revaluation cost and life for serial no.** [] screen will pop up.

- **Transaction Date:** This will auto populate with the current date. You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date.
- **Cost:** This field will auto populate and is un-editable.
- **Depreciation:** This field will auto populate and is un-editable.
- Book Value: This field will auto populate and is un-editable.
- Useful Life: This field will auto populate and is un-editable.
- **Contra Account:** Click on the search button and select the correct contra account number for this adjustment.



- **New Useful Life:** Either type in or use the arrow indicators to select the new useful life.
- **New Book Value:** Either type in or use the arrow indicators to select the new book value.

| | Ŧ | | | | Machine Lis | t for Durban | - BPO: Ver | sion 2.1.0.4 | 45 - Example | e Compa | ny | | | - | | \times |
|--------|-------------|-----------|-----------|--------------------------|-----------------------|--------------|------------|--------------|--------------|------------|----------------|---------------|--------|---------|--------------|----------|
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| Links | text to sea | web | * D | | | | | | | | | | | | | |
| Entern | IEXT to bee | | ~ | Description | | PartCode | Ser | rialNo | ModelNo | o Cust | omerName | DeptName | Status | Asset | IsFixedAsset | t Start |
| Fun | ctions | | 9 | | | Inp | ut the new | w revalua | tion cost ar | nd life fo | r serial no. 2 | 020-102042. | _ | | x | - |
| | | | | SP2020 Sprint Colour Mul | lti Functional Copier | Home | | | | | | | | | | 05 |
| W | O History | | | SP2020 Sprint Colour Mul | lti Functional Copier | Tione | | | | | | | | | | 05 |
| | | | | SP2020 Sprint Colour Mul | lti Functional Copier | | 8 | | | | | | | | | 05 |
| | | | | Copier | | Ok | Cancel | | | | | | | | | 04 |
| Pr | oject Histo | ory | | Staple Unit | | | | | | | | | | | | 04 |
| | | | | SP2020 Sprint Colour Mul | lti Functional Copier | Proc | iess 🦼 | | | | | | | | | 04 |
| | | | | SP19-12 Colour Copier | | | | | | | | | | | | 03 |
| M | eters | | | SP 19-12 Colour Copier | | | Transact | ion Data | 14 Feb 2018 | 3 🔻 | | | | | | 03 |
| | | | | SP19-12 Colour Copier | | | Transact | | 14760 2010 | | | | | | | 03 |
| | | | | SP19-12 Colour Copier | | | | Cost | | 15000 | | | | | | 03 |
| | - | | | SP 19-12 Colour Copier | | | Dep | reciation | | 0 | | | | | | 03 |
| | story | | | SP19-12 Colour Copier | | | Во | ok Value | | 15000 | | | | | | 03 |
| | | | | SP19-12 Colour Copier | | | | seful Life | | 60 | | | | | | 03 |
| | | | | SP19-12 Colour Copier | | | | | | 00 | | | | | | 03 |
| BC | M | | | SP2020 Sprint Colour Mul | lti Functional Copier | | Contra | Account | 9998 | | | Q | | | | 03 |
| | | | | SP2020 Sprint Colour Mul | lti Functional Copier | | New U | seful Life | | 60 🗘 | | | | | | 03 |
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| w | arranties | | | SP2020 Sprint Colour Mul | lti Functional Copier | | | | | Ŧ | | | | | 11. | 03 |
| | | | | SP2020 Sprint Colour Mul | lti Functional Copier | SP2020 | 20 | 20-102042 | SP2020 | Норе | Works | Technical | Α | Yes | Yes | 03 |
| | | | | SP19-12 Colour Copier | | SP19-123 | 456 19 | 12-102044 | SP19-12 | 2 Cash | Sales Account | Sales De | A | No | No | 03 0 |
| N | otes | | | SP 19-12 Colour Copier | | SP19-123 | 456 19 | 12-102043 | SP19-12 | 2 Hope | Works | Technical | Α | No | No | 03 |
| | | | | SP2020 Sprint Colour Mul | lti Functional Copier | SP2020 | 20 | 20-102049 | SP2020 | Big B | argains | | Α | No | No | 03 |
| | | | | SP2020 Sprint Colour Mul | lti Functional Copier | SP2020 | 20 | 20-102041 | SP2020 | Dann | ny Storm IT Ca | íe – | Α | No | No | 03 |
| | ocuments | | | SP2020 Sprint Colour Mul | lti Functional Copier | SP2020 | 20 | 20-102040 | SP2020 | Both | as Networking | inc | Α | No | No | 03 |
| | reaments | | | K147 Kyocera Colour Cop | pier | 1458-965 | 23 SIN | 132413546 | K147 | Норе | Works | Technical | Α | No | No | 03 |
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ADD WORK ORDER DETAILS

A Process Work Order Information screen will pop up.

- Work Order Date and Time: This will auto populate 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.
 - Either type in or use the arrow indicators to select an alternative time.
- Assigned to: This will auto populate with the person currently logged on to the system, but you can click on the drop-down arrow and select an alternative person if required.
- When you have edited the details as required, click on **Ok**.



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A **work order** will be created for the transaction and the equipment will be **revalued**.

VIEW THE LINKED WORK ORDER

- Ensure that the row selector is in front of the **revalued asset**.
- Click on the **WO History** tile.



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- **Close** the screen when you are done.



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VIEW UPDATED USEFUL LIFE

• Scroll right until you can view the Useful Life column.



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• You can see that the new Useful Life amount has been changed according to the detail that you typed into the Input the new revaluation cost and life for serial no. [] screen.



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| unctio | ons | 9 | | | | | | | | | | | - and a second | | | | | |
| | | | irgains | | 01 Jun 2017 | A | Hardware | No | | No | No | | | 60 | | | | |
| | | | s Networ | | 01 Jun 2017 | A | Hardware | No | | No | No | | | 60 | | | | |
| | | | irgains | | 01 Jun 2017 | A | Hardware | No | | No | No | | | 60 | | | | |
| | | | s Networ | | 01 Jun 2017 | A | Hardware | No | | No | No | | | 60 | | | | |
| Project | t History | | s Networ | | 01 Jun 2017 | Α | Hardware | No | | No | No | | | 60 | | | | |
| | | | Works | Technical | 23 May 2017 | A | Hardware | No | | No | No | | | 0 | | | | |
| | | | Works | Technical | 23 May 2017 | Α | Hardware | No | | No | No | | | 0 | | | | |
| Meters | s | | n Technol | | 23 May 2017 | A | Accessories | No | | No | No | | | 0 | | | | |
| | | | n Technol | | 23 May 2017 | Α | Accessories | No | | No | No | | | 0 | | | | |
| | | | s Networ | | 01 Aug 2017 | Α | Hardware | No | | No | No | | | 60 | | | | |
| History | v | | Group | | 03 Aug 2017 | Α | Hardware | No | | No | No | | | 0 | | | | |
| | | | Works | Technical | 07 Aug 2017 | Α | Hardware | No | | No | No | | | 60 | | | | |
| | | | argains | | 18 Aug 2017 | | Hardware | No | | No | No | | | 0 | | | | |
| BOM | | | Works | Technical | 18 Dec 2017 | A | Hardware | No | | No | No | | | 60 | | | | |
| BOIM | | | Works | Technical | 18 Dec 2017 | Α | Hardware | No | | No | No | | | 60 | | | | - |
| | | | Supplies | | | Α | Hardware | No | | No | No | | | 60 | | | | |
| | | | Works | Technical | 09 Sep 2018 | | Hardware | No | | No | No | | | 60 | | | | |
| Warrar | nties 1 | | Works | Technical | 02 May 2017 | | Hardware | Yes | | Yes | No | | | 60 | | | | |
| | | | | | 07 May 2014 | | Hardware | Yes | | No | No | | | 57 | | | | |
| | | | Works | Technical | 30 Oct 2017 | | Hardware | Yes | | No | No | | | 60 | | | | |
| Notes | | | Works | Technical | 17 Nov 2017 | | Hardware | Yes | | No | No | | - | 60 | | | | |
| | | • | Works | Technical | 03 Jul 2014 | A | Hardware | Yes | | No | No | | | 58 | | | | |
| | | | Works | Technical | 06 Jul 2015 | A | Hardware | Yes | | No | No | | | 60 | | | | |
| Docum | ients | | | | 03 Jul 2014 | Α | Hardware | Yes | | No | No | | _ | 60 | | | | |
| | | | | | 03 Jul 2014 | Α | Hardware | Yes | | No | No | | | 60 | | | | |
| | | | n Technol | | 03 Jul 2014 | Α | Hardware | Yes | | No | No | | | 57 | | | | |
| Mainte | mance | | | | 03 Jul 2014 | A | Hardware | Yes | | Yes | No | | | 60 | | | | |

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