

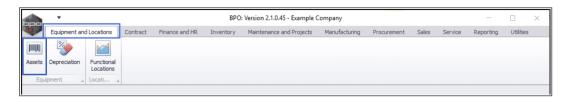
We are currently updating our site; thank you for your patience.

# EQUIPMENT

## **ASSETS - PRINT - SERVICE HISTORY REPORT**

The **Service History Report** is a summary of the service activity for a selected asset over a defined period. This is useful to track <u>Service Requests</u> and to monitor which assets are building up a long history of repair. This will potentially trigger a decision to end the assets useful life and replace it with a new, more reliable version.

**Ribbon Access:** Equipment and Locations > Assets



• The Machine List for [] screen will display.

#### THE SITE AND TYPE FILTERS

• 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 - 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.

° In this example, the **Durban** site is selected.



	Machine List for D					lea Cardo	D.	ortina Utilities	_ 6	X
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Functions	•									
Tunctions	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8081	5 2020	Hope Works	Technical	A	Hardware	No	N
WO History	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8082	SP2020	Hope Works	Technical	A	Hardware	No	N
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8082	SP2020	Hope Works	Technical	A	Hardware	No	N
	SP2020 Sprint Colour Multi Functional Copier	SP2020	220-8084	SP2020	Derton Techn	reconnical	A	Hardware	No	N
Project History	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8086	SP2020	Hope Works	Technical	A	Hardware	No	N
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	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8088	SP2020	Hope Works	Technical	A	Hardware	No	N
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8089	SP2020	Hope Works	Technical	A	Hardware	No	N
Meters	SP 1919 Sprint Colour MFC	SP 19 19	1919-20202	1919	Hope Works	Technical	A	Hardware	No	N
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43256	SP2020	Hope Works	Technical	A	Hardware	No	N
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43257	SP2020	Hope Works	Technical	A	Hardware	No	N
History	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43258	SP2020	Hope Works	Technical	A	Hardware	No	N
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-43259	SP2020	Hope Works	Technical	A	Hardware	No	N
	Drum	2020-856	2020-4328		Cash Sales A	Sales De	A	Accessories	No	N
BOM	Sprint copier	SP 18 18	1818-0935		Cash Sales A	Sales De	A	Hardware	No	N
	Sprint copier	SP1818	1818-0957		Big Bargains		A	Hardware	No	N
	Sprint copier	SP1818	1818-7054		Bothas Netw		A	Hardware	No	N
Warranties 1	Sprint copier	SP1818	1818-9756		Bothas Netw		Α	Hardware	No	N
	Sprint copier	SP1818	1818-8691		Bothas Netw		A	Hardware	No	N
	Drum	2020-856	2020-2222		Derton Techn		A	Accessories	No	N
Notes	SP2020 Sprint Colour Multi Functional Copier	SP2020	555	SP2020	Hope Works	Technical	A	Hardware	No	N
	SP2020 Sprint Colour Multi Functional Copier	SP2020	123	SP2020	Hope Works	Technical	Α	Hardware	No	N
	SP2020 Sprint Colour Multi Functional Copier	SP2020	99119911	SP2020	Fine Hair Salon		Α	Hardware	No	N
Documents	Drum	2020-856	10011		Hope Works	Technical	Α	Accessories	No	N
	Drum	2020-856	10022		Hope Works	Technical	Α	Accessories	No	N

#### **SELECT THE ASSET**

• Select the **row** of the **serialised item** where you wish to view the **Service History Report**.

#### **OPEN THE REPORT OPTIONS**

• Click on the **drop-down arrow** in the **Print** button.



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				SP2020 Sprint	Colour Multi	Functional Co	pier	SP2020	2020-103	056	SP2020	Hope Works	Technical	A	Hardware	No	N
P	Project His	story		SP19-12 Colou	ur Copier			SP19-123456	1912-102	035	SP19-12	Office Suppli		A	Hardware	No	N
				SP19-12 Color	ur Copier			SP19-123456	1912-102	036	SP19-12	Westwood D		A	Hardware	No	N
				<ul> <li>SP2020 Sprint</li> </ul>	Colour Multi	Functional Co	pier	SP2020	2020-102	D1	SP2020	Titan Group		Α	Hardware	No	N
Meters			SP2020 Sprint	Colour Multi	Functional Co	pier	SP2020	2020-102	02	SP2020	Office Suppli		Α	Hardware	No	N	
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	History			SP2020 Sprint	Colour Multi	Functional Co	pier	SP2020	2020-102	05	SP2020	Bothas Netw		Α	Hardware	No	N
'	iistoi y			Drum				2020-856	77458			Hope Works	Technical	Α	Accessories	No	N
				Kruger ZN Fax	« Machine			KZN-122TFB	20-98765		ZN122	Hope Works	Technical	Α	Hardware	No	N
				Kruger ZN Fax	« Machine			KZN-122TFB	12-98765		ZN122	Hope Works	Technical	Α	Hardware	No	N
E	BOM			Copier				SP1020	12-12345		SP1020	Hope Works	Technical	Α	Hardware	No	N
				SP2020 Sprint	Colour Multi	Functional Co	pier	SP2020	2020-987	65	SP2020	Hope Works	Technical	Α	Hardware	No	N
				SP2020 Sprint	Colour Multi	Functional Co	pier	SP2020	2020-987	5	SP2020	Hope Works	Technical	Α	Hardware	No	N
۷	Varrantie	s	1	SP2020 Sprint	Colour Multi	Functional Co	pier	SP2020	2020-987	4	SP2020	Hope Works	Technical	Α	Hardware	No	N
				SP2020 Sprint	Colour Multi	Functional Co	pier	SP2020	2020-987	3	SP2020	Hope Works	Technical	Α	Hardware	No	N
				SP2020 Sprint	Colour Multi	Functional Co	pier	SP2020	2020-987	2	SP2020	Hope Works	Technical	Α	Hardware	No	N
N	lotes			SP2020 Sprint	Colour Multi	Functional Co	pier	SP2020	2020-987	62	SP2020	Hope Works	Technical	Α	Hardware	No	N
				SP2020 Sprint	Colour Multi	Functional Co	pier	SP2020	20202-98	71	SP2020	Hope Works	Technical	Α	Hardware	No	N
				SP2020 Sprint	Colour Multi	Functional Co	pier	SP2020	2020-987	D	SP2020	Hope Works	Technical	Α	Hardware	No	N
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				SP2020 Sprint	Colour Multi	Functional Co	pier	SP2020	2020-987	в	SP2020	Hope Works	Technical	A	Hardware	No	N

#### **SELECT SERVICE HISTORY OPTION**

- The Print drop-down **menu** will be displayed.
- Click on Service History.



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					Sprint Colour Mu			SP2020	2020-102		SP2020	Bothas Netw				rdware	N			
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				Kruger	ZN Fax Machine			KZN-122TFB	20-98765		ZN122	Hope Works	Tech	nical A	на	rdware	N	0	1	
				Kruger	ZN Fax Machine			KZN-122TFB	12-98765		ZN122	Hope Works	Tech	nical A	на	rdware	N	0	1	
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				SP2020	Sprint Colour Mu	ulti Functional Co	pier	SP2020	2020-987	2	SP2020	Hope Works	Tech	nical A	A Ha	rdware	N	D	1	
N	lotes			SP2020	Sprint Colour Mu	ulti Functional Co	pier	SP2020	2020-987	62	SP2020	Hope Works	Tech	nical A	A Ha	rdware	N	D	1	
				SP2020	Sprint Colour Mu	ulti Functional Co	pier	SP2020	20202-98	71	SP2020	Hope Works	Tech	nical A	A Ha	rdware	N	D	N	
				SP2020	Sprint Colour Mu	lti Functional Co	pier	SP2020	2020-987	0	SP2020	Hope Works	Tech	nical A	Ha	rdware	N	D	1	
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				SP2020	Sprint Colour Mu	lti Functional Co	pier	SP2020	2020-987	8	SP2020	Hope Works	Tech	nical A	A Ha	rdware	N	D	1	

- A Report Generation message box will pop up:
  - Do you want to print the service history report for the equipment []?
- Click on Yes.

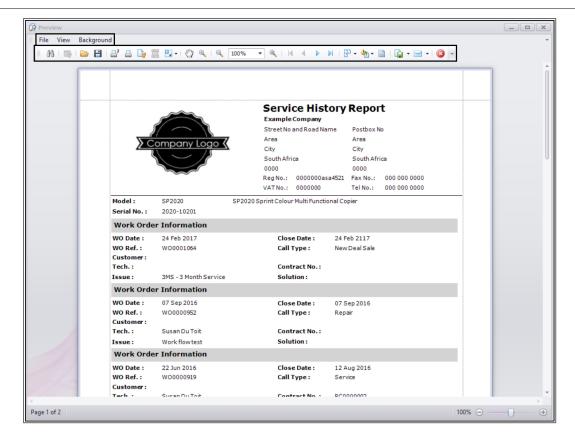


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INO LEstant		Drum		2020-856	856-14741		Danny Storm		Α	Accessories	No	
WO History		Copier		SP1020	branch01	SP1020	North West B		Α	Hardware	No	
		Copier		SP 1020	DAN-12345	SP1020	Dancing Shoes		Α	Hardware	No	
		SP2020 Sprint Co	lour Multi Functional Copie	er SP2020	2020-103056	SP2020	Hope Works	Technical	Α	Hardware	No	
Project History		SP19-12 Colour C	Copier	SP19-123456	1912-102035	SP19-12	Office Suppli		Α	Hardware	No	
		SP19-12 Colour C	Copier	SP19-123456	1912-102036	SP19-12	Westwood D		Α	Hardware	No	
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Meters	Meters Report Generation X						Office Suppli		Α	Hardware	No	
						SP2020	Westwood D		Α	Hardware	No	
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						SP2020	Bothas Netw		A	Hardware	No	
History		2020-10201?										
History		2020-10201?					Hope Works	Technical	Α	Accessories	No	
History		2020-10201?	Г	Yes	No	ZN122	Hope Works Hope Works	Technical Technical	A A	Accessories Hardware	No No	
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вом	1	Copier SP2020 Sprint Co SP2020 Sprint Co SP2020 Sprint Co	lour Multi Functional Copie	SP1020 er SP2020 er SP2020 er SP2020	12-12345 2020-98765 2020-9875	ZN122 SP1020 SP2020 SP2020	Hope Works Hope Works Hope Works Hope Works Hope Works	Technical Technical Technical Technical	A A A A A	Hardware Hardware Hardware Hardware Hardware	No No No No	
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#### **VIEW SERVICE HISTORY REPORT**

- The Report Preview screen will open.
- From here you can **View, Print, Export** or **Email** the Service History Report.
- Close the Report Preview screen when done.





#### MNU.007.003