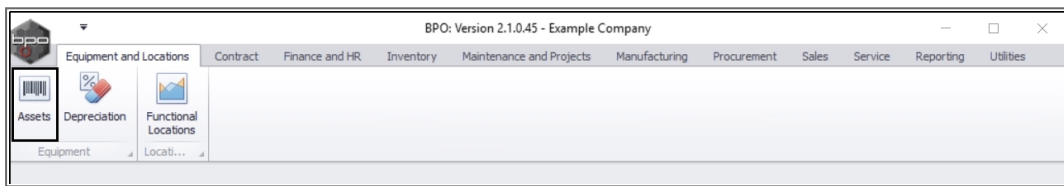


We are currently updating our site; thank you for your patience.

## EQUIPMENT

### ASSETS – PRINT – DEPRECIATION REPORT

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.

Note: You do not need to select the **Site** or **Type** to access this report. Refer to [Site Selection](#) for more information about Site settings.

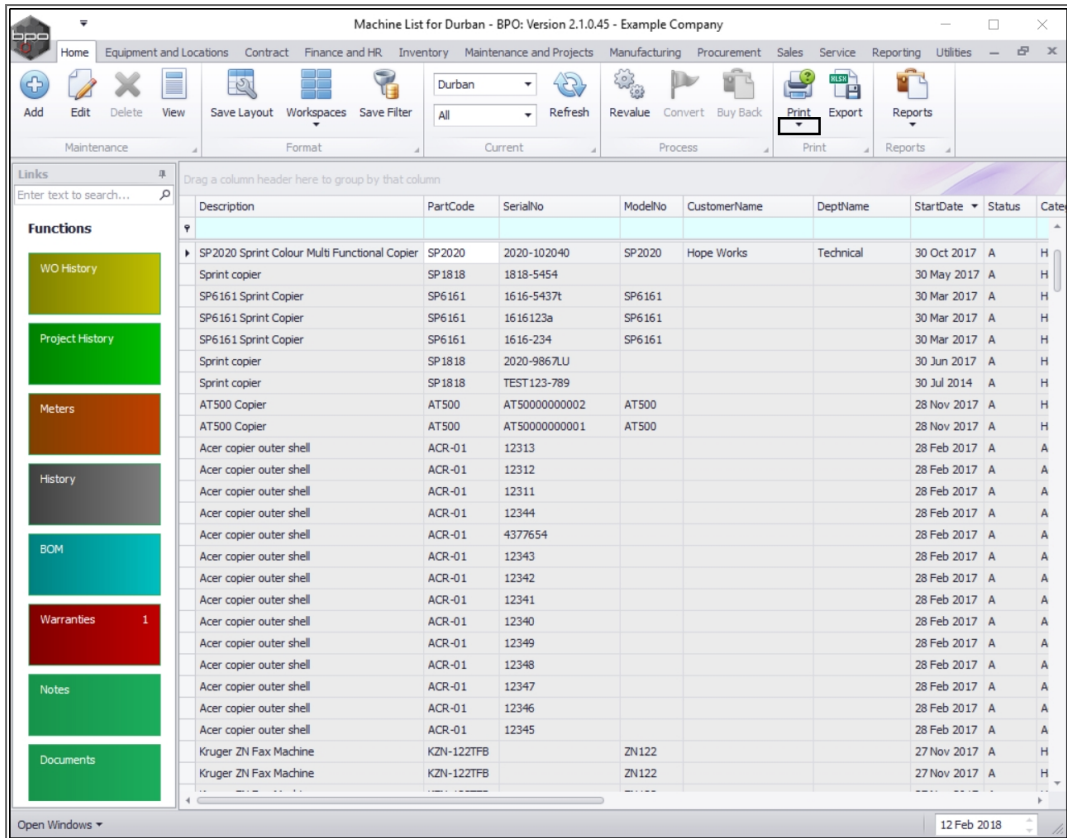
- In this example **Durban** is selected.

Description	ID	Name	CustomerName	DeptName	StartDate	Status	Cate
Drum	2020-856	2020-856			31 May 2017	A	A
Drum	2020-856	2020-8749			31 May 2017	A	A
Drum	2020-856	2020-6537			31 May 2017	A	A
Drum	2020-856	2020-3425			31 May 2017	A	A
Sprint copier	SP1818	1818-5362			31 May 2017	A	H
Sprint copier	SP1818	1818-4352			31 May 2017	A	H
Sprint copier	SP1818	1818-2345			31 May 2017	A	H
Sprint copier	SP1818	1818-0088			31 May 2017	A	H
SP1919 Sprint Colour MFC	SP1919	1919-9326	1919		30 Oct 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102040	SP2020	Hope Works	30 Oct 2017	A	H
Sprint copier	SP1818	1818-5454			30 May 2017	A	H
SP6161 Sprint Copier	SP6161	1616-5437t	SP6161		30 Mar 2017	A	H
SP6161 Sprint Copier	SP6161	1616123a	SP6161		30 Mar 2017	A	H
SP6161 Sprint Copier	SP6161	1616-234	SP6161		30 Mar 2017	A	H
Sprint copier	SP1818	2020-9867LU			30 Jun 2017	A	H
Sprint copier	SP1818	TEST123-789			30 Jul 2014	A	H
AT500 Copier	AT500	AT50000000002	AT500		28 Nov 2017	A	H
AT500 Copier	AT500	AT50000000001	AT500		28 Nov 2017	A	H
Acer copier outer shell	ACR-01	12313			28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12312			28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12311			28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12344			28 Feb 2017	A	A
Acer copier outer shell	ACR-01	4377654			28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12343			28 Feb 2017	A	A
Acer copier outer shell	ACR-01	12342			28 Feb 2017	A	A

- By default, the Asset **Type** filter is set to view **All** serialised items.

## SELECT PRINT OPTION

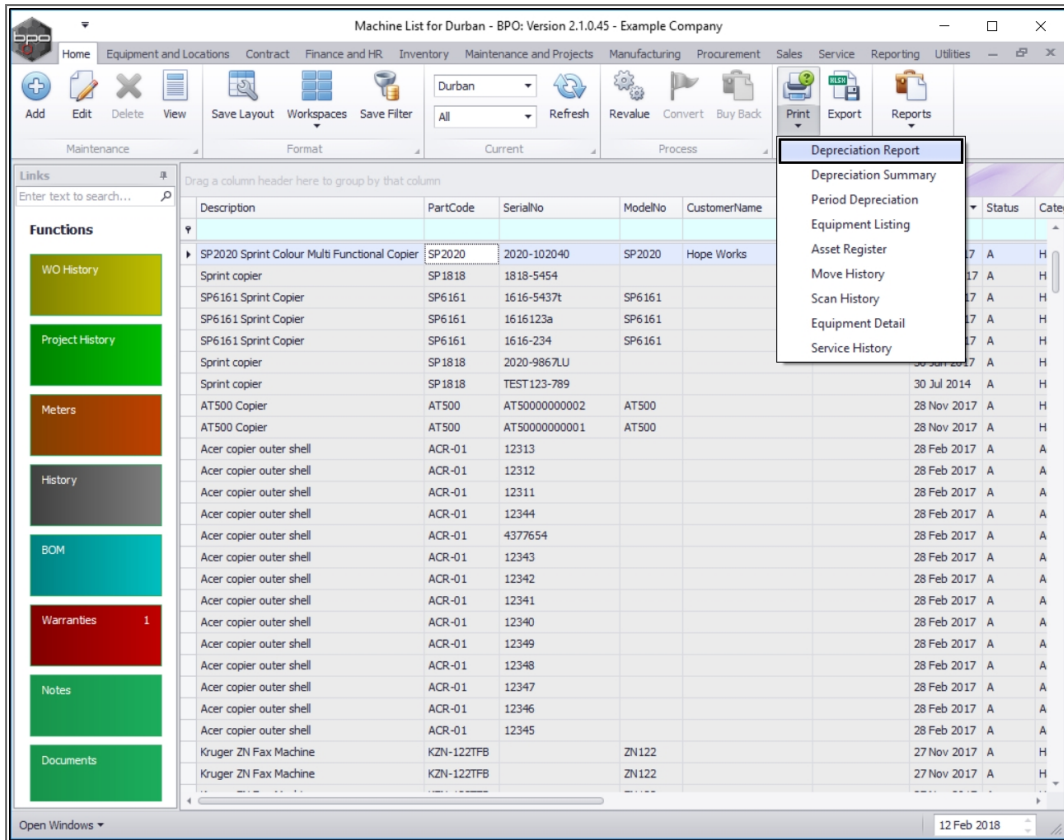
- Click on the **drop-down arrow** in the **Print** button.



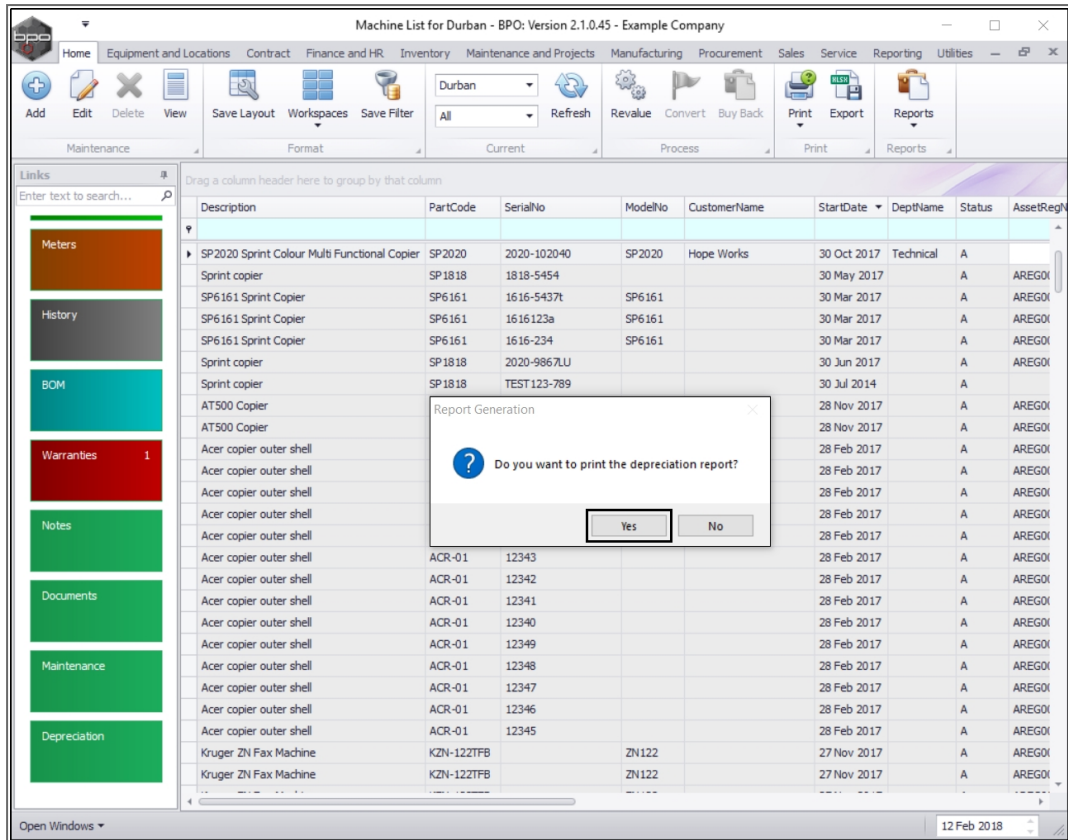
- The **Print** drop-down menu will be displayed.

## SELECT DEPRECIATION REPORT OPTION

- Click on **Depreciation Report**.



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



## SELECT REPORT DATE

- The **Required information for report DEPRECIATION.** screen will pop up.
  - **Depreciation Date:** This will be auto populated with the current date, but you can either type in or click on the drop-down arrow and use the use the calendar function to select the required date.
- When you have selected the date, click on **Ok.**

## SELECT REPORT OPTIONS

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

