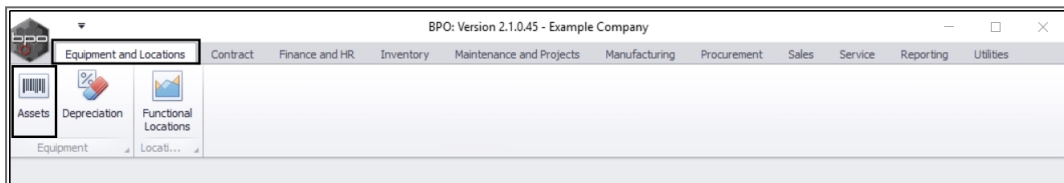


We are currently updating our site; thank you for your patience.

## EQUIPMENT

### ASSETS – VIEW (ASSET) MOVE HISTORY REPORT

Ribbon Access: Equipment and Locations > Assets

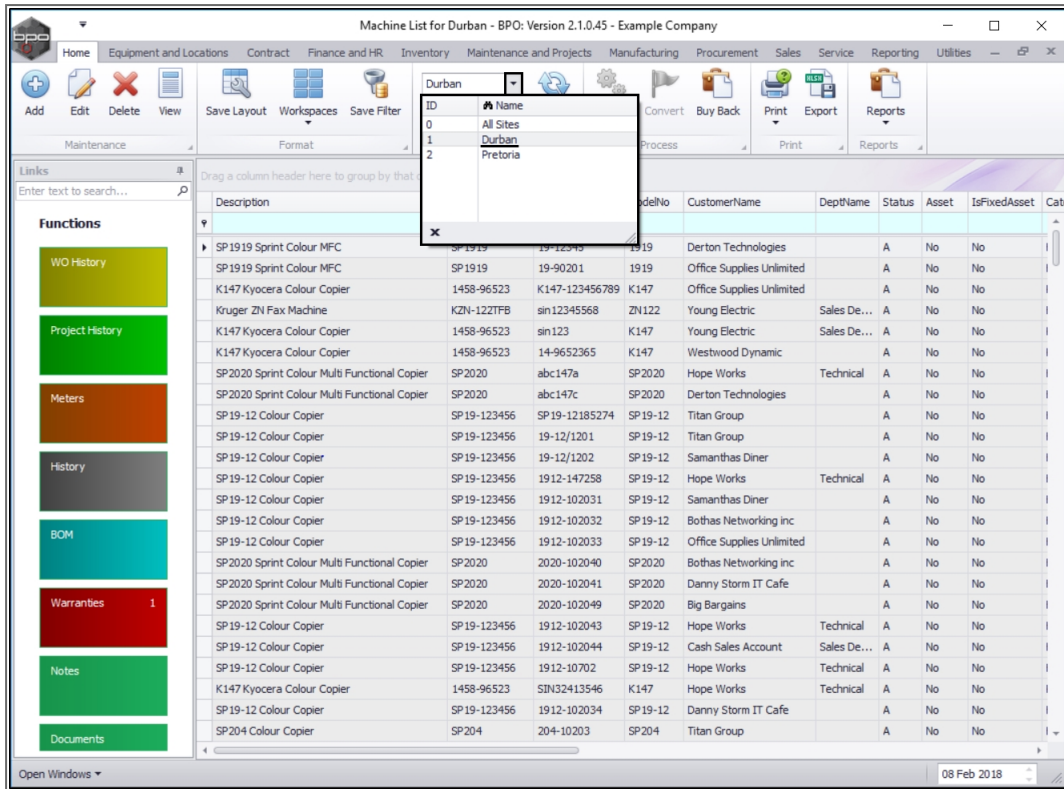


- The **Machine List for []** screen will be displayed.

## 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. Refer to [Site Selection](#) for more information.



## SELECT PRINT OPTION

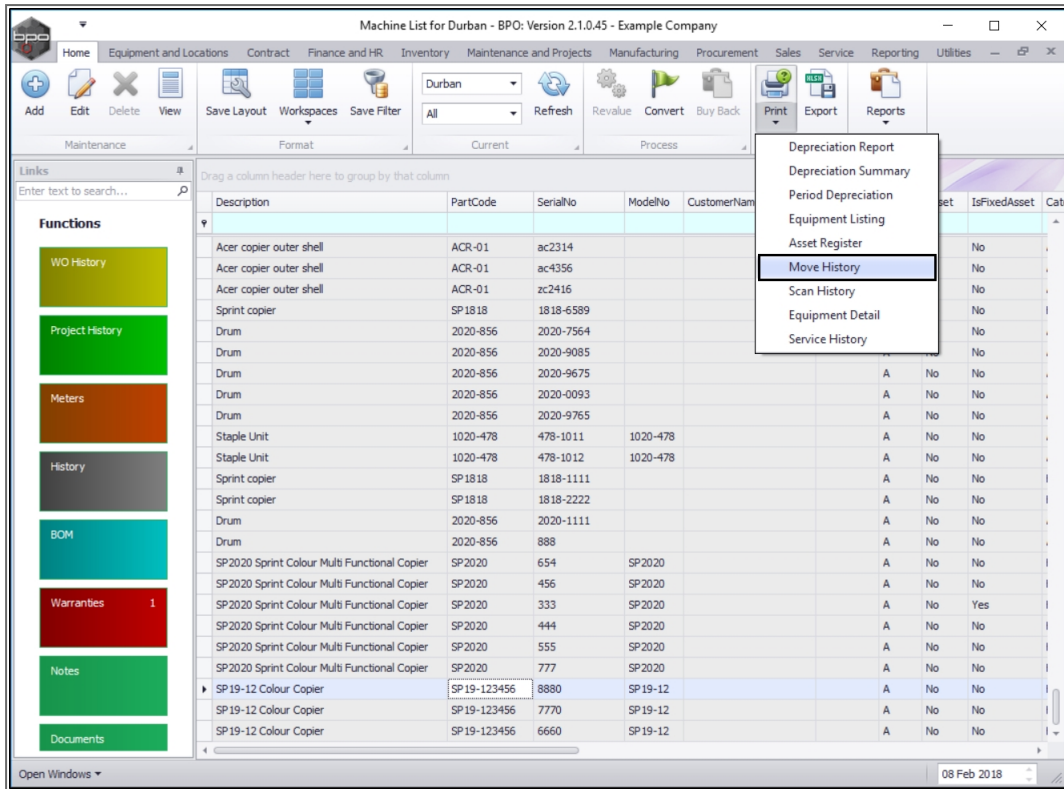
- Select the **row** of the **asset** where you wish to view the **Asset Move History Report**.
- Click on the **drop-down arrow** in the **Print** button.

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	Asset	IsFixedAsset	Cat
Acer copier outer shell	ACR-01	ac2314				A	No	No	
Acer copier outer shell	ACR-01	ac4356				A	No	No	
Acer copier outer shell	ACR-01	zc2416				A	No	No	
Sprint copier	SP 1818	1818-6589				A	No	No	
Drum	2020-856	2020-7564				A	No	No	
Drum	2020-856	2020-9085				A	No	No	
Drum	2020-856	2020-9675				A	No	No	
Drum	2020-856	2020-0093				A	No	No	
Drum	2020-856	2020-9765				A	No	No	
Staple Unit	1020-478	478-1011	1020-478			A	No	No	
Staple Unit	1020-478	478-1012	1020-478			A	No	No	
Sprint copier	SP 1818	1818-1111				A	No	No	
Sprint copier	SP 1818	1818-2222				A	No	No	
Drum	2020-856	2020-1111				A	No	No	
Drum	2020-856	888				A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	654	SP2020			A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	456	SP2020			A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	333	SP2020			A	No	Yes	
SP2020 Sprint Colour Multi Functional Copier	SP2020	444	SP2020			A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	555	SP2020			A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	777	SP2020			A	No	No	
SP 19-12 Colour Copier	SP 19-123456	8880	SP 19-12			A	No	No	
SP 19-12 Colour Copier	SP 19-123456	7770	SP 19-12			A	No	No	
SP 19-12 Colour Copier	SP 19-123456	6660	SP 19-12			A	No	No	

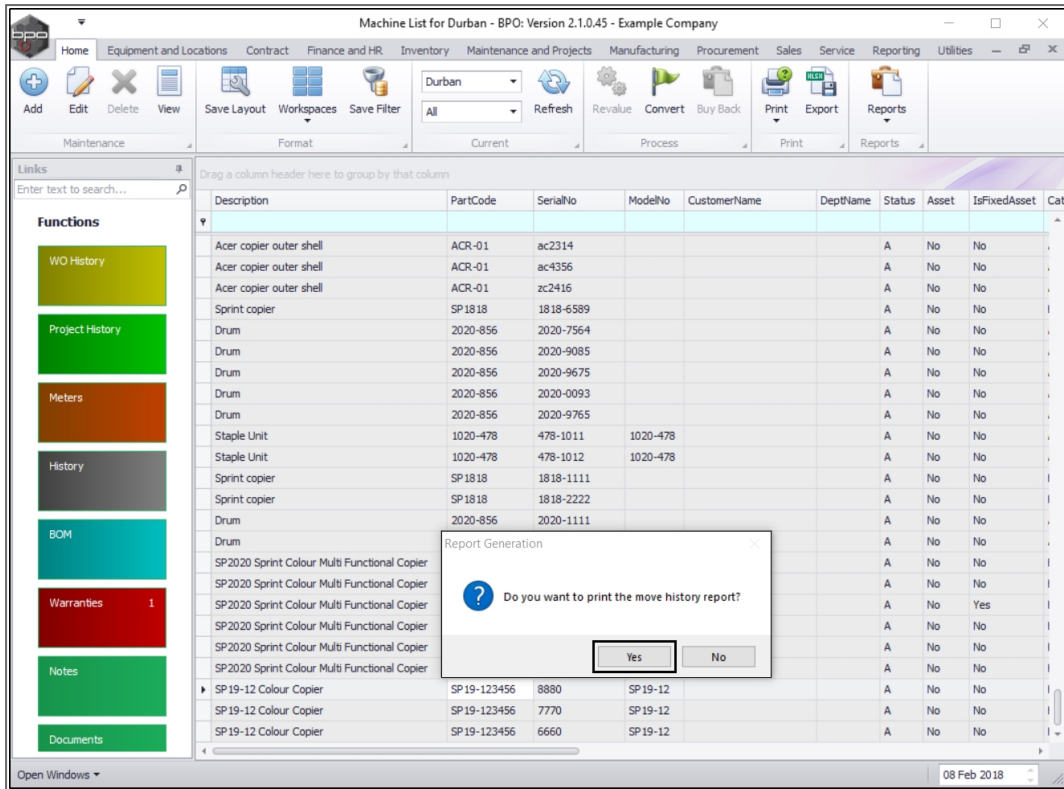
- The **Print** drop-down menu will be displayed.

## SELECT MOVE HISTORY OPTION

- Select **Move History** from the list.



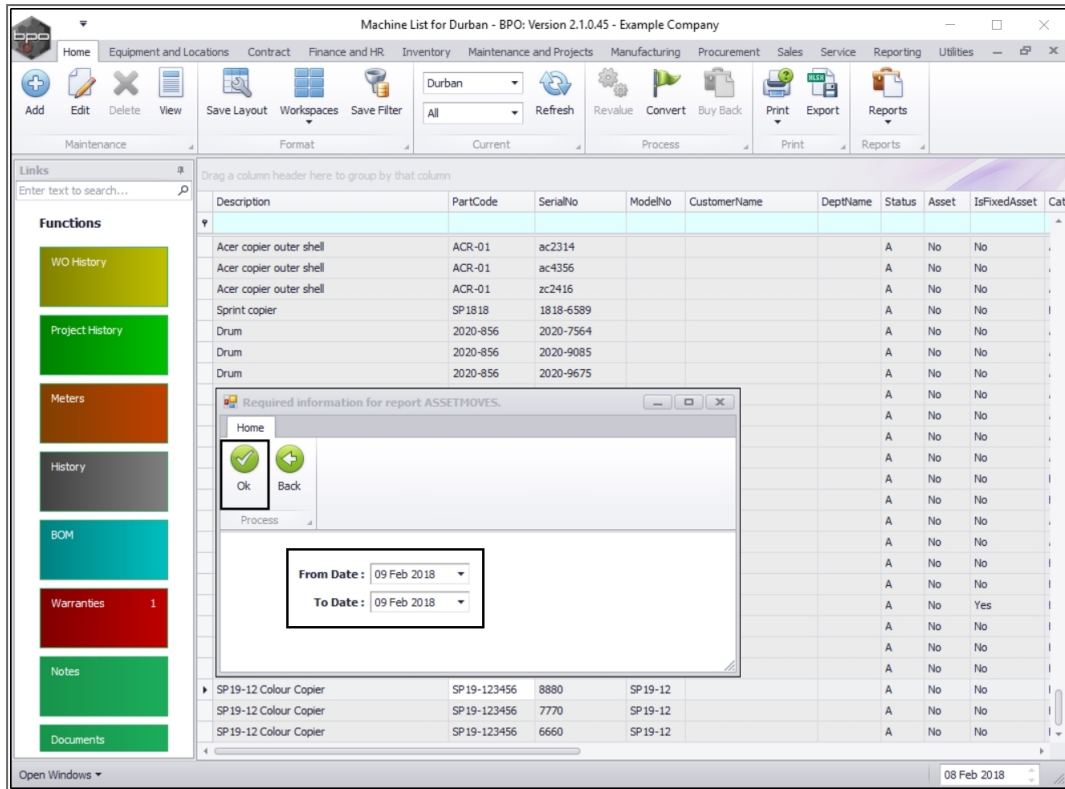
- A **Report Generation** message box will pop up asking:
  - **Do you want to print the move history report?**
- Click on **Yes**.



The Required Information for report ASSETMOVES screen will pop up.

## SELECT REQUIRED DATE

- Either type in or click on the drop-down **arrow** in each field and use the calendar function to select the **From** and **To** dates as required.
- When you have selected the date range, click on **Ok**.



The **Report Preview** screen will be displayed.

## SELECT REPORT OPTIONS

- From here you can **View, Print, Export** or **Email** the Asset Move History Report.
- **Close** the Report Preview screen when you are done.

Preview

File View Background

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### Asset Move History Report

From Date : 09 Feb 2015 To : 09 Feb 2018

Asset Reg No.	Serial No.	Description	From Location	From Description	FromParent	To Location	To Description	To Parent	Date	Time
123	20-12345	SP2020 Sprint Colour Multi Functional Copier	Main Warehouse	A1		Main Warehouse	A1		12 Feb 2015	09:46:55
123	20-12345	SP2020 Sprint Colour Multi Functional Copier	Main Warehouse	A1		Assets Warehouse	Internal Assets		12 Feb 2015	09:46:56
123	20-12345	SP2020 Sprint Colour Multi Functional Copier	Assets Warehouse	Internal Assets		Main Warehouse	A1		12 Feb 2015	09:47:29
123	20-12345	SP2020 Sprint Colour Multi Functional Copier	Assets Warehouse	Internal Assets		Assets Warehouse	Internal Assets		12 Feb 2015	09:47:29
123	20-12345	SP2020 Sprint Colour Multi Functional Copier				Main Warehouse	A1		12 Feb 2015	09:47:30
123	20-12345	SP2020 Sprint Colour Multi Functional Copier	Main Warehouse	A1					12 Feb 2015	09:47:30
123	20-12345	SP2020 Sprint Colour Multi Functional Copier	Main Warehouse	A1		Main Warehouse	A1		12 Feb 2015	10:33:38
123	20-12345	SP2020 Sprint Colour Multi Functional Copier	Main Warehouse	A1		Assets Warehouse	Internal Assets		12 Feb 2015	10:33:38
123	20-12345	SP2020 Sprint Colour Multi Functional Copier	Assets Warehouse	Internal Assets		W00000429	Replace toner		19 Feb 2015	08:06:43
123	20-12345	SP2020 Sprint Colour Multi Functional Copier	W00000429	Replace toner					30 Jun 2015	10:03:10
123	20-12345	SP2020 Sprint Colour Multi Functional Copier				Assets Warehouse	Internal Assets		28 Oct 2015	09:40:27
123	20-12345	SP2020 Sprint Colour Multi Functional Copier	Assets Warehouse	Internal Assets		W00000621	rest		28 Oct 2015	09:40:47
123	20-12345	SP2020 Sprint Colour Multi Functional Copier	W00000621	rest					28 Oct 2015	09:42:25
123	20-12345	SP2020 Sprint Colour Multi Functional Copier				Assets Warehouse	Internal Assets		22 Jun 2016	11:00:12
123	20-12345	SP2020 Sprint Colour Multi Functional Copier	Assets Warehouse	Internal Assets		W00000917	Rental		22 Jun 2016	11:02:28

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