

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

EQUIPMENT

ASSETS - FIND A SERIAL NUMBER

The **Find Serial Number** functionality is helpful when your company has more than one site.

This function will find the asset <u>without</u> the need to select a particular Site first, if for example, you are not sure where a particular asset is located.

Ribbon Access: Equipment and Locations > Assets



1. 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). The Site filter should be set to 'All Sites' in order to utilise the full functionality of the Find Serial Number feature.

Note: Refer to Site Selection for more information about Site settings.



] ▼		1		Machine List for Durban - B	PO: Version 2.5	.0.0 - Exampl	le Company	v2.5.0.0					a) x
Home Equ	Ipmen	t / Locations C	ontract Fina	ance / HR Inventory Mainti	enance / Projects	Manufact.	uring Proc	urement Sales	Service	e Reporting	Utilities	- 6	8 X
A 🗇 🗙		2		All Sites	- 2	4. P	× 🕋		1 1	<u> </u>			
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Maintenance		4	Format	∠ Current	4	Proce	255	4 Print	⊿ Rep	ports 🖌			\sim
inks	1 0												
inter text to search	0	AssetRegNo	PartCode	Description	CategoryDesc	ParentType	ModelNo	SerialNo	Status	StartDate -	Asset	IsFixedAsset	WOA
Functions	9		R	REC .	REC	s B C	REC	REC	REC	=	REC	R	880 4
	_	AREG000411	SP500	Sprint Colour Copier	Hardware	CTRT		AKM001002	4	15/02/2021	No	No	No
WO History	H	AREG000412	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	000001	A	11/02/2021	No	No	No
		AREG000410	PCMON001	PC Monitor - Samsung	Accessories	WHSE		2020-9193	A	18/01/2021	No	No	Yes
		AREG000409	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-08	A	24/04/2020	No	No	No
Project History		AREG000408	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-07	A	24/04/2020	No	No	No
		AREG000407	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-06	A	24/04/2020	No	No	No
		AREG000406	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-05	A	24/04/2020	No	No	No
Meters		AREG000405	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-04	A	24/04/2020	No	No	No
		AREG000404	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-03	A	24/04/2020	No	No	No
		AREG000403	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-02	Α	24/04/2020	No	No	No
History		AREG000402	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-01	Α	24/04/2020	No	No	No
history		AREG000401	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	Tes02	Α	22/04/2020	No	No	No
		AREG000400	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	Test01	A	22/04/2020	No	No	No
	i L	AREG000399	16-856	Drum for SP1616	Spare Parts	WHSE			Α	21/04/2020	No	No	No
BOM		AREG000365	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	SP2020-CON00	Α	17/04/2020	No	No	No
		SIN123	1458-96523	K147 Kyocera Colour Copier	Kyocera Multif	. WHSE	K147	sin 123	Α	16/04/2020	No	No	No
	2 L.		KZN-122TFB	Kruger ZN Fax Machine	Hardware	WHSE	ZN122	sin12345568	Α	16/04/2020	No	No	No
Warranties		AREG000398	AT500	AT500 Copier	Hardware	WKOR	AT500	asdf456	Α	16/04/2020	No	No	No
		AREG000397	AT500	AT500 Copier	Hardware	SINV	AT500	wqe12	A	16/04/2020	No	No	No
	4	AREG000396	SP500	Sprint Colour Copier	Hardware	WHSE		Kam005	Α	14/04/2020	No	No	No
Notes		AREG000395	SP500	Sprint Colour Copier	Hardware	WHSE		Kam004	Α	14/04/2020	No	No	No
		AREG000394	SP500	Sprint Colour Copier	Hardware	WHSE		Kam003	A	14/04/2020	No	No	No

EDIT SITE FILTER

- 1. If this screen is open in a <u>different</u> site from the 'All Sites' one required,
- 2. Click on the drop-down arrow in the Site field.

	Ŧ	Machine List for Durbar	- BPO: Version	n 2.1.0.69 - TEST A	LPHA - JUDITH	I PC LOCAL		×
	Home Equipment ar	d Locations Contract Finance and HR Inventor	y Maintenand	e and Projects M	anufacturing F	Procurement Sales Serv	ice Reporting Utilities —	8 x
Add	Edit Delete V	ew Save Layout Workspaces Sove Filter	Durban All	Refresh	Revalue Conve	rt Buy Back Print E	ixport Reports	
	Maintenance	a Forma a	Gurrer	it 4	Process	Print	a Reports a	
Links	4			2				
Enter tex	it to search, P	Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	StartDat
Funct	tions	•						-
10		SP2020 Alternate Copier	SP2020ALT	2020-12341IA	SP2020ALT	Dont Run with Scissors	Sales Department	30 Ma
WOI	History	SP2020 Sprint MFC	SP2020MFC	SP20-852963	SP2020	Dont Run with Scissors	Sales Department	29 Set
		SP2020 Drum	2020-856	20-3333	2020-856	Sell Off Customer		30 Ma
		SP2020 Sprint MFC	SP2020MFC	5465852	SP2020	Consolidated	Sales Department	01 Jur
Proje	ect History	SP2020 Sprint MFC	SP2020MFC	5465852	SP2020	Consolidated	Sales Department	01 Jur
		SP2020 Alternate Copier	SP2020ALT	14256154	SP2020ALT	Consolidated	Sales Department	01 Jur
		SP2020 Alternate Copier	SP2020ALT	14256154	SP2020ALT	Consolidated	Sales Department	01 Jur
Mete	ers	SP2020 Sprint MFC	SP2020MFC	2020-7658H	SP2020	Hack PC - IT Shop	Sales Department	06 Jur
		SP2020 Sprint MFC	SP2020MFC	2020-9540D	SP2020	Dont Run with Scissors	Sales Department	06 Jur
		SP2020 Sprint MFC	SP2020MFC	2020-7865D	SP2020	Dont Run with Scissors	Sales Department	06 Jur
Minto	1	SP2020 Sprint MFC	SP2020MFC	2020-456C	SP2020	Consolidated	Sales Department	06 Jur
Tisto	n y	SP2020 Sprint MFC	SP2020MFC	2020-456C	SP2020	Consolidated	Sales Department	06 Jur
		SP2020 Sprint MFC	SP2020MFC	2020-4563N	SP2020	Nomu Nivea	Sales Department	06 Jur
No. of Concession, Name		SP2020 Sprint MFC	SP2020MFC	2020-8945P	SP2020	Pink Shoes	Sales Department	06 Jur
BOM						- 10. 1		



- 1. The **Sites** menu will be displayed.
- 2. Select **All Sites** from this list.

	Machine List	for Durban - BPC	: Version 2.1.0.69	- TEST ALPHA	- JUDITH PC LOCAL		- 0	×
Home Equipmen	t and Locations Contract Finance and HR	Inventory Ma	ntenance and Proj	ects Manufac	turing Procurement :	Sales Service Reporting	Utilities —	8 >
Add Edit Delete	View Save Lavout Workspares Save Filter	Durban ID 🏘 Nar	• <u>{</u> 2}	Sea P	t Buy Back Print F	Tempert Reports		
Maintenance	Form 1	0 All Site 1 Durba	n	Process	2 Print	Reports		
Links #	Drag a column header here to group by that colum	2 Pretor 3 Test 4 East L	a ondon					
moer text to sedi ch p	Description			No	CustomerName	DeptName	StartDate	Status
Functions	P	~						
	SP2020 Alternate Copier	DI EUEUALI	2020-1201104	J 2020ALT	Dont Run with Scissors	Sales Department	30 May 2017	A
WO History	SP2020 Sprint MFC	SP2020MFC	SP20-852963	SP2020	Dont Run with Scissors	Sales Department	29 Sep 2017	A
	SP2020 Drum	2020-856	20-3333	2020-856	Sell Off Customer		30 May 2017	A
	SP2020 Sprint MFC	SP2020MFC	5465852	SP2020	Consolidated	Sales Department	01 Jun 2017	A
Project History	SP2020 Sprint MFC	SP2020MFC	5465852	SP2020	Consolidated	Sales Department	01 Jun 2017	A
	SP2020 Alternate Copier		14256154	SP2020ALT	Consolidated	Sales Department	01 Jun 2017	A
	SP2020 Alternate Copier	SP2020ALT	14256154	SP2020ALT	Consolidated	Sales Department	01 Jun 2017	A
Meters	SP2020 Sprint MFC	SP2020MFC	2020-7658H	SP2020	Hack PC - IT Shop	Sales Department	06 Jun 2017	A
THERE IS I	SP2020 Sprint MFC	SP2020MFC	2020-9540D	SP2020	Dont Run with Scissors	Sales Department	06 Jun 2017	A
	SP2020 Sprint MFC	SP2020MFC	2020-7865D	SP2020	Dont Run with Scissors	Sales Department	06 Jun 2017	A
	SP2020 Sprint MFC	SP2020MFC	2020-456C	SP2020	Consolidated	Sales Department	06 Jun 2017	A
History	SP2020 Sprint MFC	SP2020MFC	2020-456C	SP2020	Consolidated	Sales Department	06 Jun 2017	A
	SP2020 Sprint MFC	SP2020MFC	2020-4563N	SP2020	Nomu Nivea	Sales Department	06 Jun 2017	A
	SP2020 Sprint MFC	SP2020MFC	2020-8945P	SP2020	Pink Shoes	Sales Department	06 Jun 2017	A
BOM	CD2020 Conint MEC	SD 20 20MEC	2020-56670	00000	Dolfiundaran	Caler Denartment	07 km 2017	
	1 C.							*
Jpen Windows 🔻							08 Mar 2	.019

EDIT STATUS FILTER

- 1. If the screen does not auto display the **All** Equipment Type,
- 2. Click on the **drop-down arrow** in the **Type** field to display the **Type** menu.
- 3. Select 'All' from the list.



	Machine List for - BPO:	Version 2.5.0.0	Example	Company v2.	5.0.0					IX
Home Equipment / Locations Contract Fin	ance / HR Inventory Mainte	enance / Projects	Manufac	turing Proc	urement Sales	Service	e Reporting	Utilities	— d	я х
	All Sites	•	18 ₆	- 1	P		C			
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Maintenance Earmat	Type 🔥 Der	scription	Bro		Drint	Rer	oorte			
	A All			(Cosy 1	a Philic				///	
Links	p by that column L L Lient	Machines al Assets	-							/ /
AssetRegNo PartCode	Description S Serial	sed Stock	Тур	e ModelNo	SerialNo	Status	StartDate	Asset	IsFixedAsset	WOAtt
Functions 📍 💷 💷	a 🛛 c			RBC	8 B C	R B C	-	REC	8 <mark>0</mark> 0	80C 🔶
► SP2020	SP2020 Sprint			SP2020	20-147258	A	14/05/2014	No	No	No
WO History SP1919	SP 19 19 Sprint X			1919	19-90201	A	09/04/2014	No	No	Yes
SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	abc147c	A	07/05/2014	No	No	No
SP19-123456	SP19-12 Colour Copier	Hardware	CTRT	SP19-12	SP19-12185274	A	13/06/2014	No	No	No
Project History SP 19-123456	SP19-12 Colour Copier	Hardware	CTRT	SP19-12	19-12/1202	A	17/06/2014	No	No	No
SP19-123456	SP19-12 Colour Copier	Hardware	CTRT	SP19-12	1912-102031	Α	02/07/2014	No	No	No
SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	2020-102047	A	21/06/2017	No	No	No
Meters SP19-123456	SP19-12 Colour Copier	Hardware	SINV	SP19-12	1912-102042	A	03/07/2014	No	No	No
SP19-123456	SP19-12 Colour Copier	Hardware	WHSE	SP19-12	1912-102043	Α	03/07/2014	No	No	No
SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	20-10502	A	05/08/2014	No	No	No
1458-96523	K147 Kyocera Colour Copier	Kyocera Multif	CTRT	K147	SIN32413546	A	19/07/2017	No	No	No
SP19-123456	SP19-12 Colour Copier	Hardware	SINV	SP19-12	1912-102034	Α	02/07/2014	No	No	No
SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	DBN2020-10802	A	31/07/2014	No	No	No
NMACH	New Machine	Hardware	CTRT		nm 1030 1	A	08/01/2018	No	No	No
BOM NMACH	New Machine	Hardware	SINV		nm4152	Α	11/08/2014	No	No	No
SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	019122010101	A	11/11/2014	No	No	No
SP204	SP204 Colour Copier	Hardware	CTRT	SP204	107	A	18/11/2014	No	No	No
Warranties SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	20-457896	Α	07/01/2015	No	No	No
SP19-123456	SP19-12 Colour Copier	Hardware	CTRT	SP19-12	19-123456	Α	08/01/2015	No	No	No
2020-998	Staple Unit	Accessories	SINV		998-12345	A	22/05/2017	No	No	No
Notes SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	147708	Α	14/05/2015	No	No	No
4 SP2020	SP2020 Sprint Colour MF Copier	Hardware	CTRT	SP2020	147807	Α	06/07/2015	No	No	No ▼ ▶

- 1. The data grid will now display **all** equipment items for **all** the sites in the data grid.
- 2. If the machines from all sites are not immediately displayed in the data grid, click on **Refresh**.

	Machine List for Durb	oan - BPO: Version	n 2.1.0.69 - TEST A	LPHA - JUDITH	I PC LOCAL	- [) X
Home Equipment an	d Locations Contract Finance and HR Inven	tory Maintenand	e and Projects M	lanufacturing F	Procurement Sales Serv	ice Reporting Utilities -	. & x
Add Edit Delete Vi	ew Save Layout Workspaces Save Filter	All Sites All	 ▼ Refresh 	Revalue Conve	art Buy Back Print E	Export Reports	
Maintenance	4 Format 4	Curren	it "	Proces	s a Print	A Reports	
Links 4	Drag a column header here to groy hat colum						
inter text to search, P	Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	StartDa
Functions	Y						
	SP2020 Alternate Copier	SP2020ALT	2020-12341IA	SP2020ALT	Dont Run with Scissors	Sales Department	30 Ma
WO History	SP2020 Sprint MEC	SP2020MFC	SP20-852963	SP2020	Dont Run with Scissors	Sales Department	29 Sep
	SP2020 Drum	2020-856	20-3333	2020-856	Sell Off Customer		30 Ma
	SP2020 Sprint MFC	SP2020MFC	5465852	SP2020	Consolidated	Sales Department	01 Jur
Project History	SP2020 Sprint MFC	SP2020MFC	5465852	SP2020	Consolidated	Sales Department	01 Jur
	SP2020 Alternate Copier	SP2020ALT	14256154	SP2020ALT	Consolidated	Sales Department	01 Jur
	SP2020 Alternate Copier	SP2020ALT	14256154	SP2020ALT	Consolidated	Sales Department	01 Jur
Meters	SP2020 Sprint MFC	SP2020MFC	2020-7658H	SP2020	Hack PC - IT Shop	Sales Department	06 Jur
	SP2020 Sprint MFC	SP2020MFC	2020-9540D	SP2020	Dont Run with Scissors	Sales Department	06 Jur
	SP2020 Sprint MFC	SP2020MFC	2020-7865D	SP2020	Dont Run with Scissors	Sales Department	06 Jur
History	SP2020 Sprint MFC	SP2020MFC	2020-456C	SP2020	Consolidated	Sales Department	06 Jur
, actory	SP2020 Sprint MFC	SP2020MFC	2020-456C	SP2020	Consolidated	Sales Department	06 Jur
	SP2020 Sprint MFC	SP2020MFC	2020-4563N	SP2020	Nomu Nivea	Sales Department	06 Jur
2011	SP2020 Sprint MFC	SP2020MFC	2020-8945P	SP2020	Pink Shoes	Sales Department	06 Jur
BOM					- 101 1		



FILTER FOR SERIAL NO.

- 1. In the **filter** row, of the **Serial No** column, type in the specific **Serial No**. that you are searching for.
- 2. As you type, the system will auto-search for that specific Serial No. and will filter for and display the specific **row** containing the details of that serial number.



MNU.007.033