

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

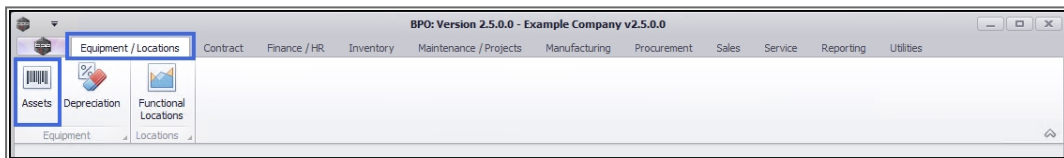
EQUIPMENT

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 without 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

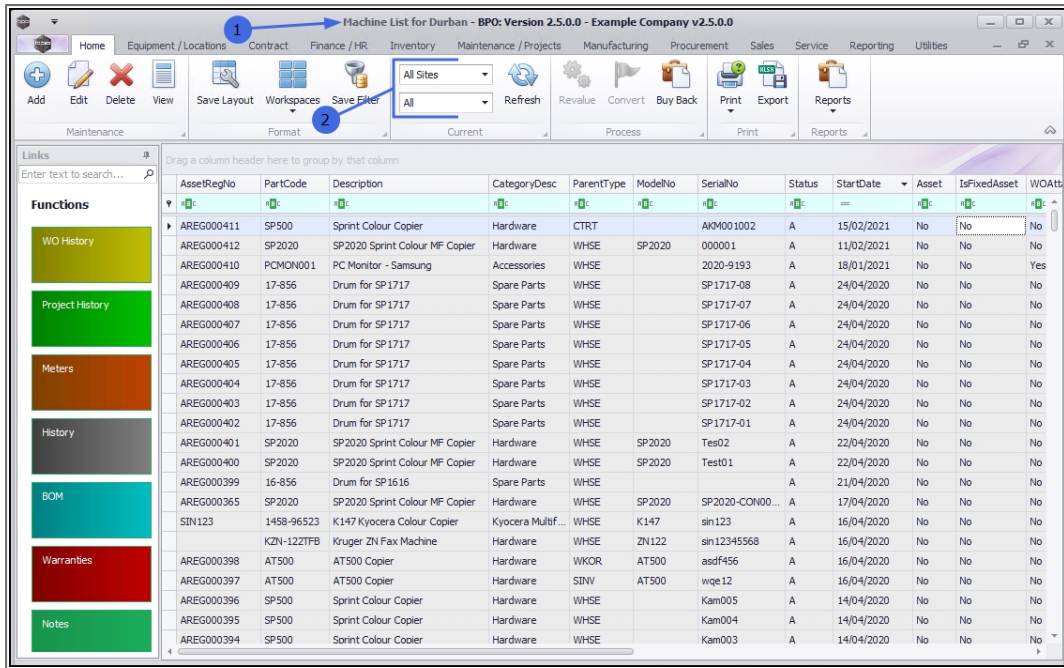


1. The **Machine List for []** screen will display.

THE SITE AND TYPE FILTERS

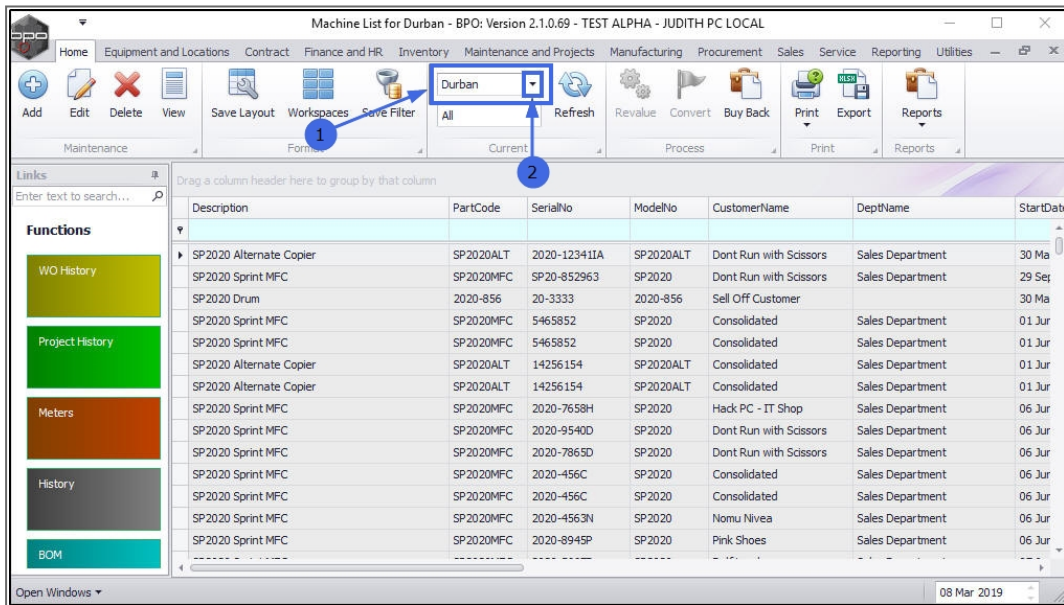
2. The screen will open with the default **Site** setting configured on the user and the Equipment **Type** filter set to '**All**' (machines). The Site filter should be set to '**All Sites**' in order to utilise the full functionality of the **Find Serial Number** feature.

Note: Refer to [Site Selection](#) for more information about Site settings.

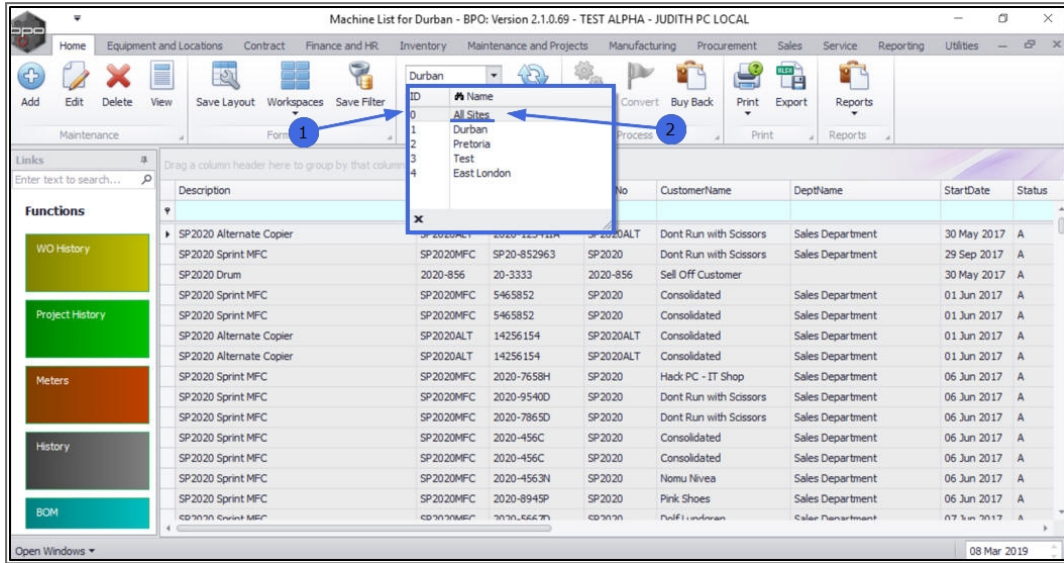


EDIT SITE FILTER

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

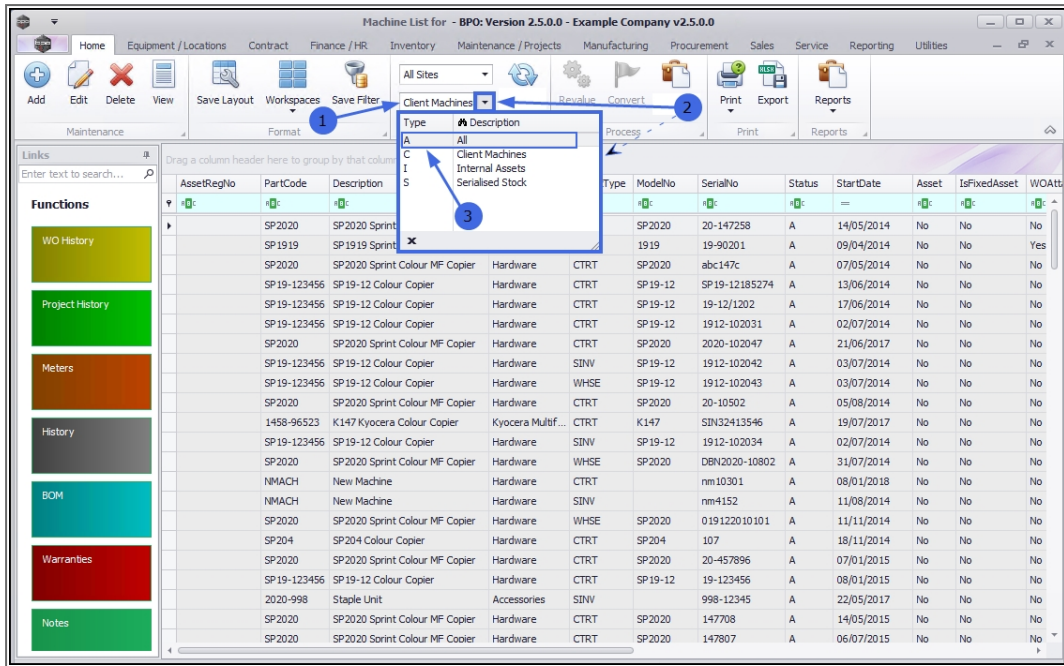


1. The **Sites** menu will be displayed.
2. Select **All Sites** from this list.

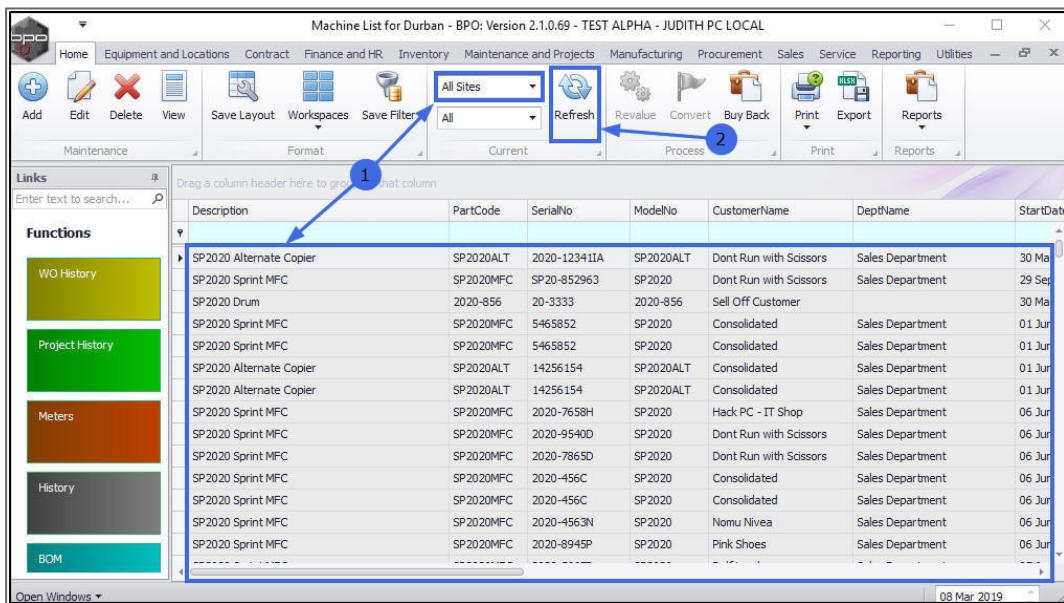


EDIT STATUS FILTER

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.

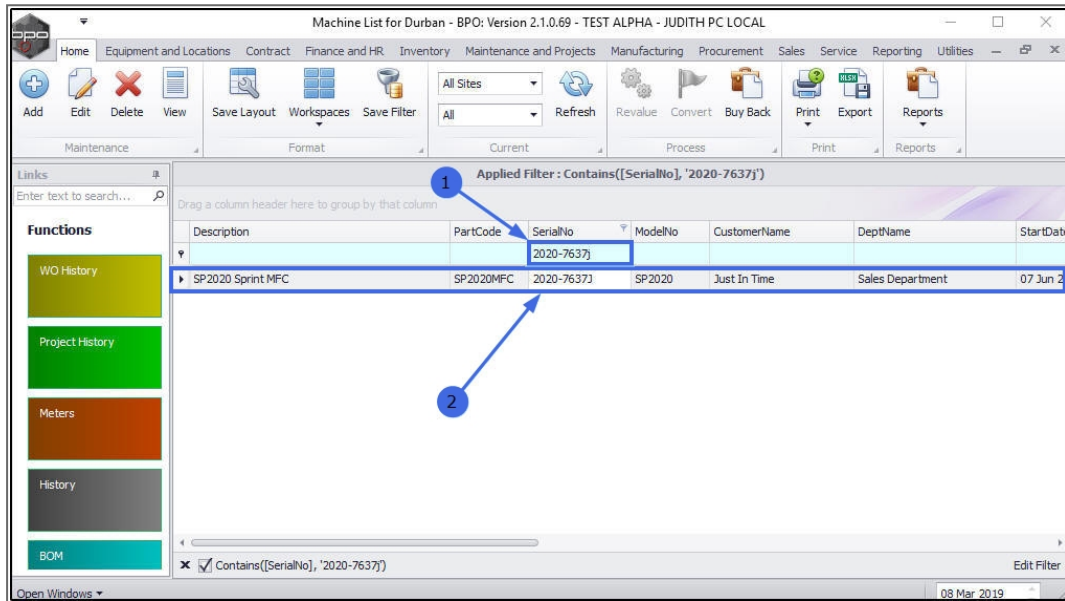


1. The data grid will now display **all** equipment items for **all** the sites in the data grid.
2. If the machines from all sites are not immediately displayed in the data grid, click on **Refresh**.



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.



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