

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

## EQUIPMENT

### ASSETS - BOM

A BOM is intrinsic when building a product and when ordering replacement parts. Refer to [Introduction to BOM's](#) for a more detailed explanation.

In the case of Assets, a Bill of Materials can be:

- i. a detailed list of items, and their quantities required to make up an end item product (asset).
- ii. a list of items and their quantities used to perform maintenance activities on such a product (asset).

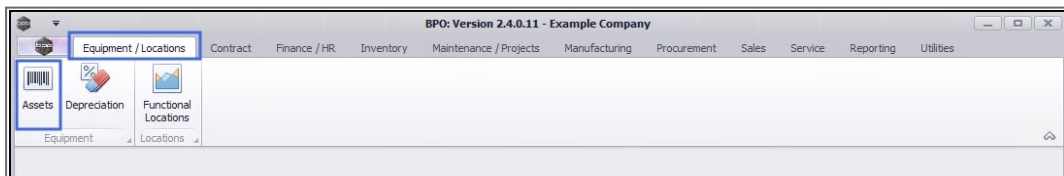
When an asset is requested in the Call screen, the linked BOM will enable the system to list the parts specific to this product.

You can [Add](#), [Delete](#) and [View](#) a Bill of Materials linked to a particular asset directly from the **BOM** tile in the Asset listing (**Machine List for [ ]**) screen.

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#### Ribbon Access: Equipment/Locations > Assets

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

## SELECT THE SITE AND STATUS

2. This screen will open by default with the **Site** filter set to **All Sites** and the **Status** filter set to **All**.

- **Note:** You do not need to select a specific **Site** or **Status**, however, if you wish to narrow your asset filter parameters, you can click on the drop-down **arrows** and select a particular Site and Status from the list.

## SELECT ASSET

3. Select the **row** of the asset where you wish to view the linked Bill of Materials. The selected row will highlight.

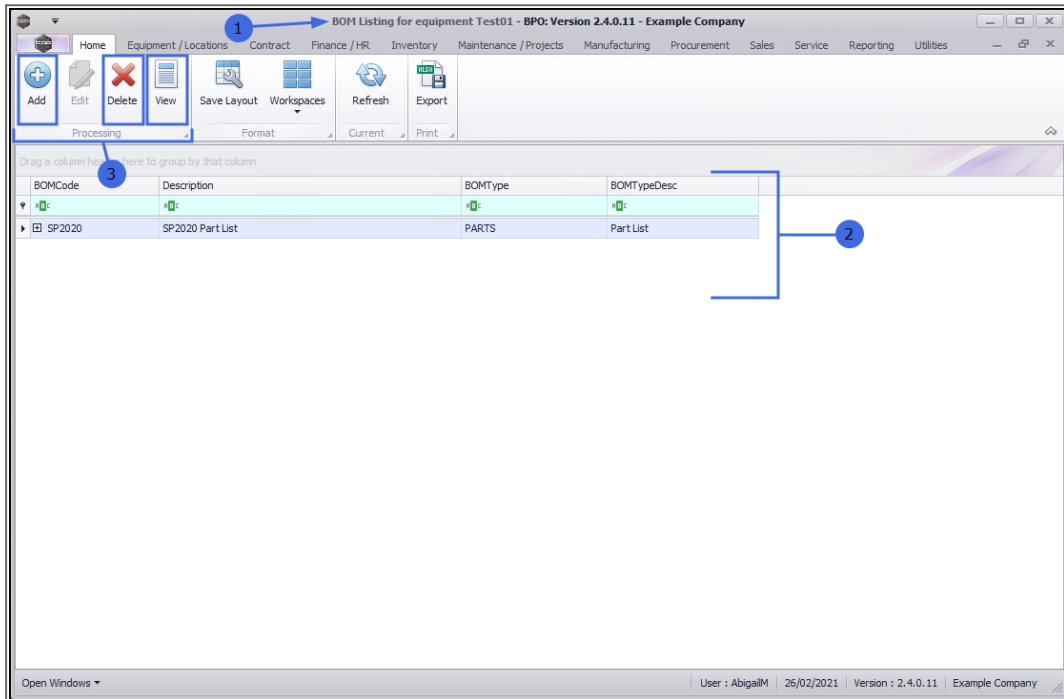
4. In the Links panel, click on the **BOM** tile.

The screenshot displays the 'Machine List for Durban - BPO: Version 2.4.0.11 - Example Company' interface. The top navigation bar includes tabs for Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the navigation bar is a toolbar with buttons for Add, Edit, Delete, View, Save Layout, Workspc, Save Filter, Refresh, Revalue, Convert, Buy Back, Print, Export, and Reports. The main area features a table with columns: AssetRegNo, PartCode, Description, CategoryDesc, ParentType, ModelNo, SerialNo, Status, StartDate, Asset, and IsFixedAsset. The table contains multiple rows of asset data. On the left side, there is a 'Links' panel with a search bar and several function tiles: WO History, Project History, Meters, History, BOM (highlighted with a blue box and arrow 4), Warranties, and Notes. Annotations 1, 2, and 3 point to the 'All Sites' filter, the 'Save Filter' button, and the 'BOM' tile respectively. The row for 'AREG000400' is highlighted in blue.

AssetRegNo	PartCode	Description	CategoryDesc	ParentType	ModelNo	SerialNo	Status	StartDate	Asset	IsFixedAsset
AREG000411	SP500	Sprint Colour Copier	Hardware	WHSE		AKM001002	A	15/02/2021	No	No
AREG000412	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	000001	A	11/02/2021	No	No
AREG000410	PCMON001	PC Monitor - Samsung	Accessories	WHSE		2020-9193	A	18/01/2021	No	No
AREG000409	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-08	A	24/04/2020	No	No
AREG000408	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-07	A	24/04/2020	No	No
AREG000407	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-06	A	24/04/2020	No	No
AREG000406	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-05	A	24/04/2020	No	No
AREG000405	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-04	A	24/04/2020	No	No
AREG000404	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-03	A	24/04/2020	No	No
AREG000403	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-02	A	24/04/2020	No	No
AREG000402	17-856	Drum for SP1717	Spare Parts	WHSE		SP1717-01	A	24/04/2020	No	No
AREG000401	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	Test02	A	22/04/2020	No	No
AREG000400	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	Test01	A	22/04/2020	No	No
AREG000399	16-856	Drum for SP1616	Spare Parts	WHSE			A	21/04/2020	No	No
AREG000365	SP2020	SP2020 Sprint Colour MF Copier	Hardware	WHSE	SP2020	SP2020-CON00...	A	17/04/2020	No	No
SIN123	1458-96523	K147 Kyocera Colour Copier	Kyocera Multif...	WHSE	K147	sin123	A	16/04/2020	No	No
	KZN-1227FB	Kruger ZN Fax Machine	Hardware	WHSE	ZN122	sin12345568	A	16/04/2020	No	No
AREG000398	AT500	AT500 Copier	Hardware	WKOR	AT500	asdf456	A	16/04/2020	No	No
AREG000397	AT500	AT500 Copier	Hardware	SINV	AT500	wqe12	A	16/04/2020	No	No
AREG000396	SP500	Sprint Colour Copier	Hardware	WHSE		Kam005	A	14/04/2020	No	No
AREG000395	SP500	Sprint Colour Copier	Hardware	WHSE		Kam004	A	14/04/2020	No	No
AREG000394	SP500	Sprint Colour Copier	Hardware	WHSE		Kam003	A	14/04/2020	No	No

1. The **BOM Listing for equipment [ ]** screen will open.
2. All the BOMs that have been linked to this equipment item will be listed here.
3. From this screen, you can [Add](#), [Delete](#) and [View](#) the linked BOMs.

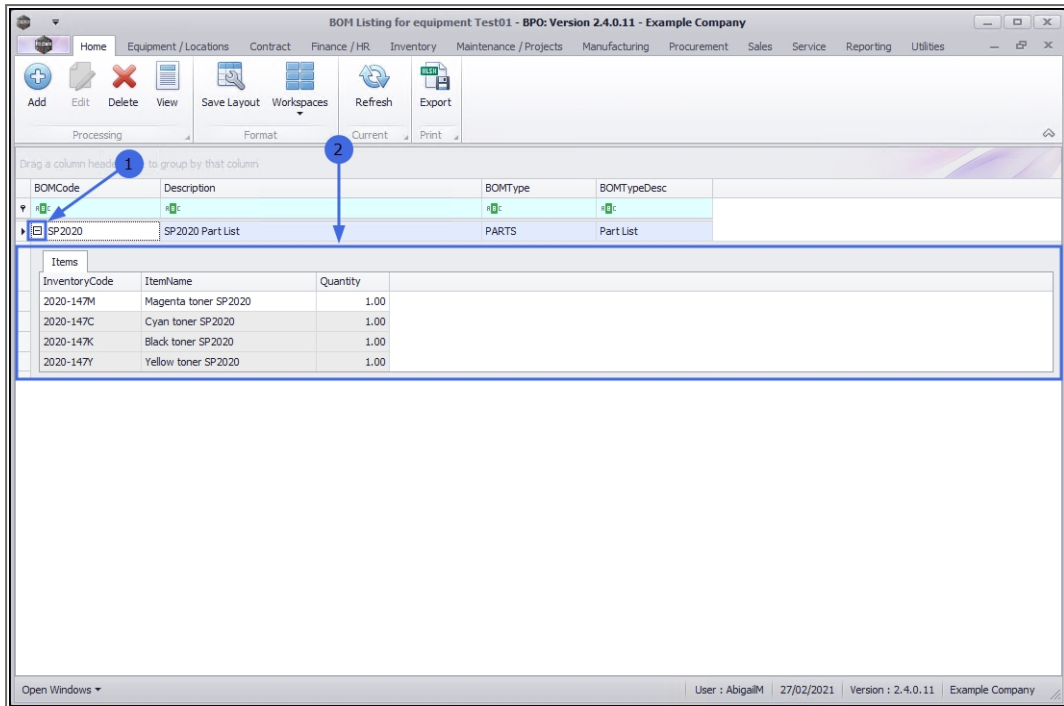
- **Note:** The **Edit** function is not available in this screen. Refer to [Create a BOM](#) for more information on editing a BOM.



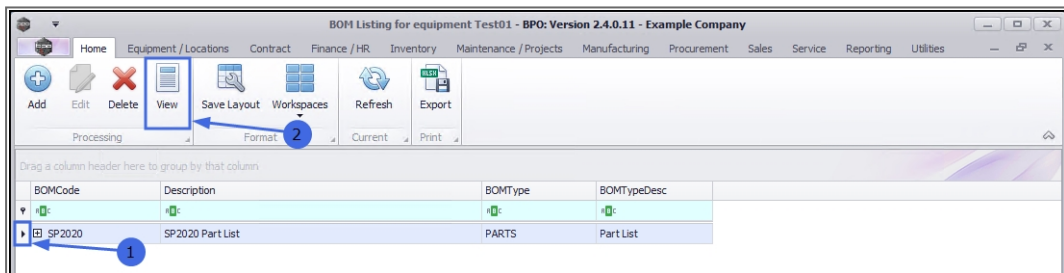
## QUICK VIEW BOM ITEMS

1. To 'quick view' the BOM linked items in this screen, click on the **expand** button in the row of the BOM you wish to view.
2. The **Items** data grid will expand to display a data grid of all the parts and their quantities required for this BOM.

**Collapse** the data grid when you are done.



1. Select the **row** of the BOM .
2. Click on **View**.



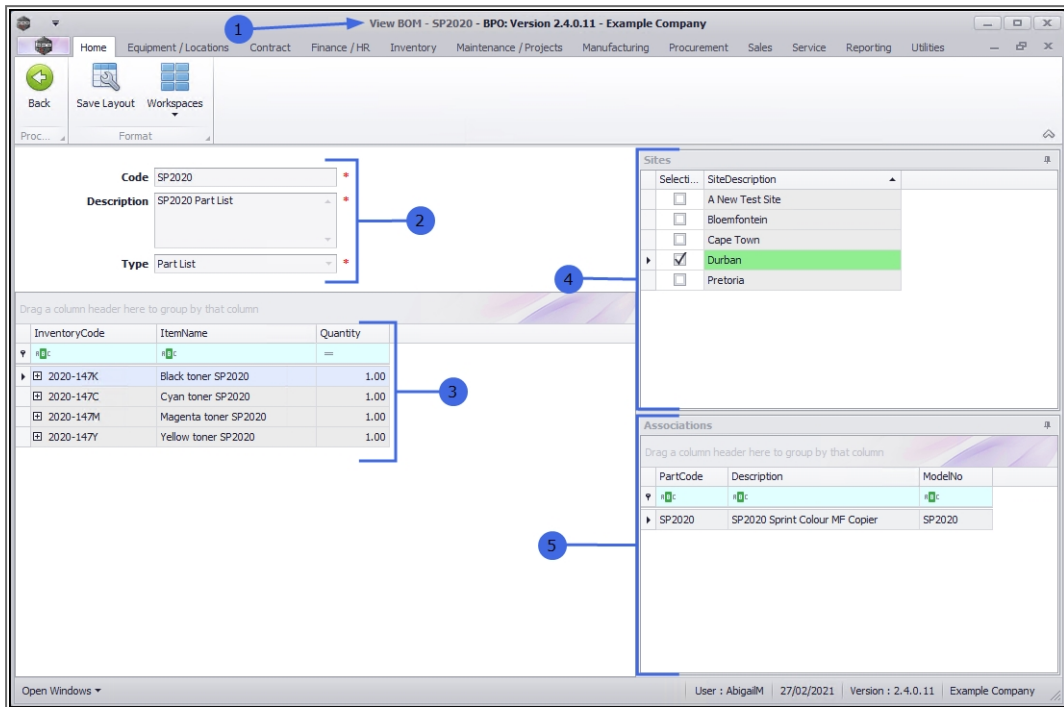
1. The **View BOM - [ ]** screen will open.

You cannot edit the BOM details from here, note that there is only a **Back** button and no Save button.

You can view the following details:

2. The **Code**, **Description** and **Type** of the BOM.
3. A data grid of the linked **items** and their **quantities**, included in this BOM.

4. The **Sites** to which this particular BOM is linked.
5. The **Associations** or list of assets that are linked to this BOM.



## VIEW AVAILABILITY AND LOCATION OF BOM ITEMS

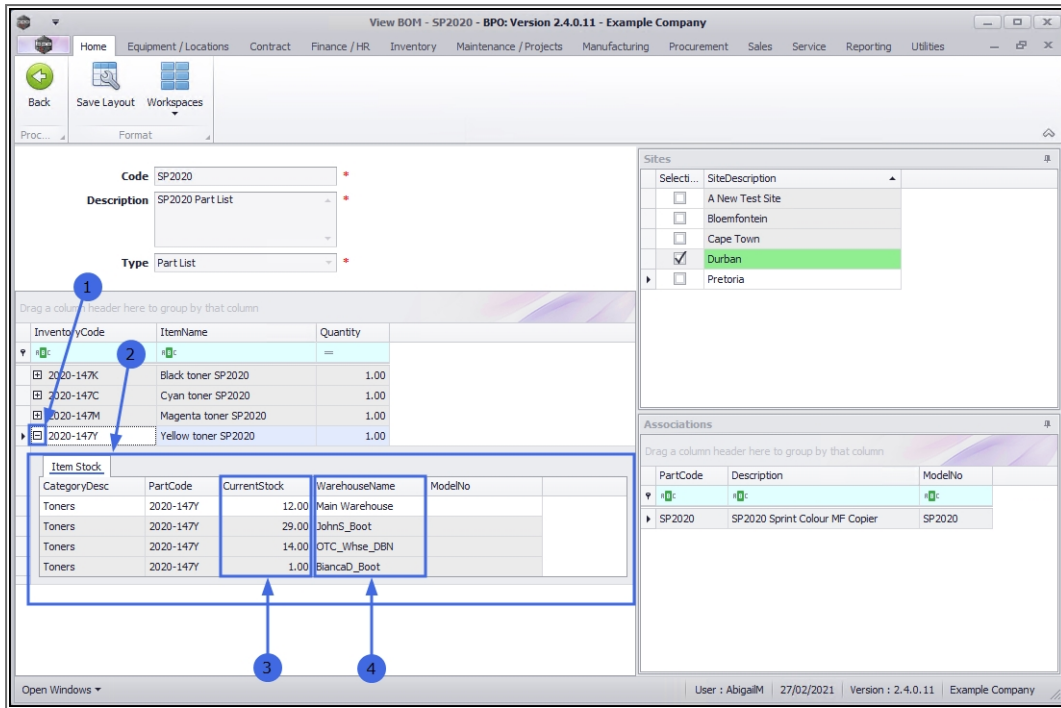
1. In the **Items** data grid, click on the expand button in the **row** of the item you wish to view.
  - In this example, Yellow Toner SP2020 is selected.
2. The **Item Stock** data grid for the selected part will be expanded.

Here you can view:

3. How much stock of this part is available (**Current Stock**).
4. Where this stock is available (**Warehouse Name**).

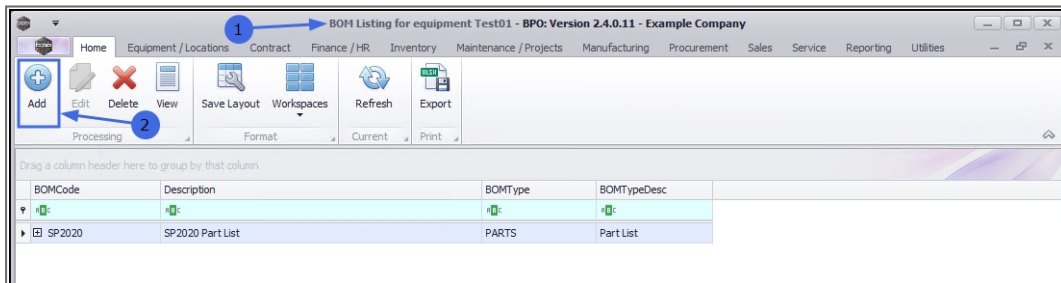
When you have finished viewing the items in this screen,

5. Click on **Back** to return to the **BOM Listing for equipment [ ]** listing screen.

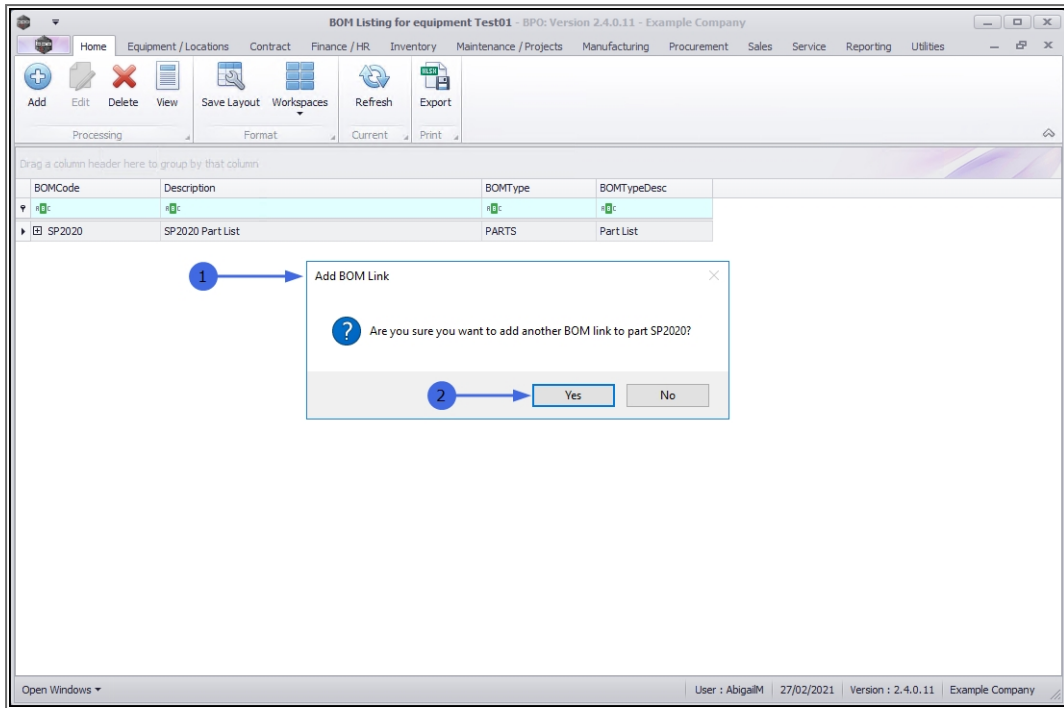


## ADD BOM

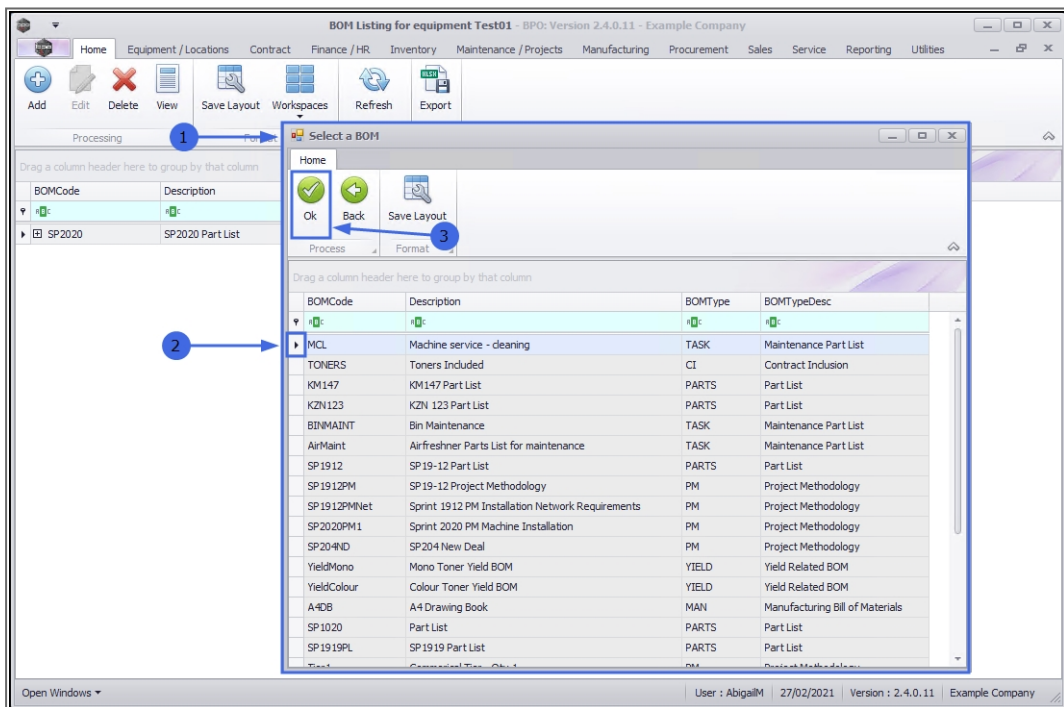
1. In the **BOM Listing for equipment [ ]** screen,
2. Click on **Add**.



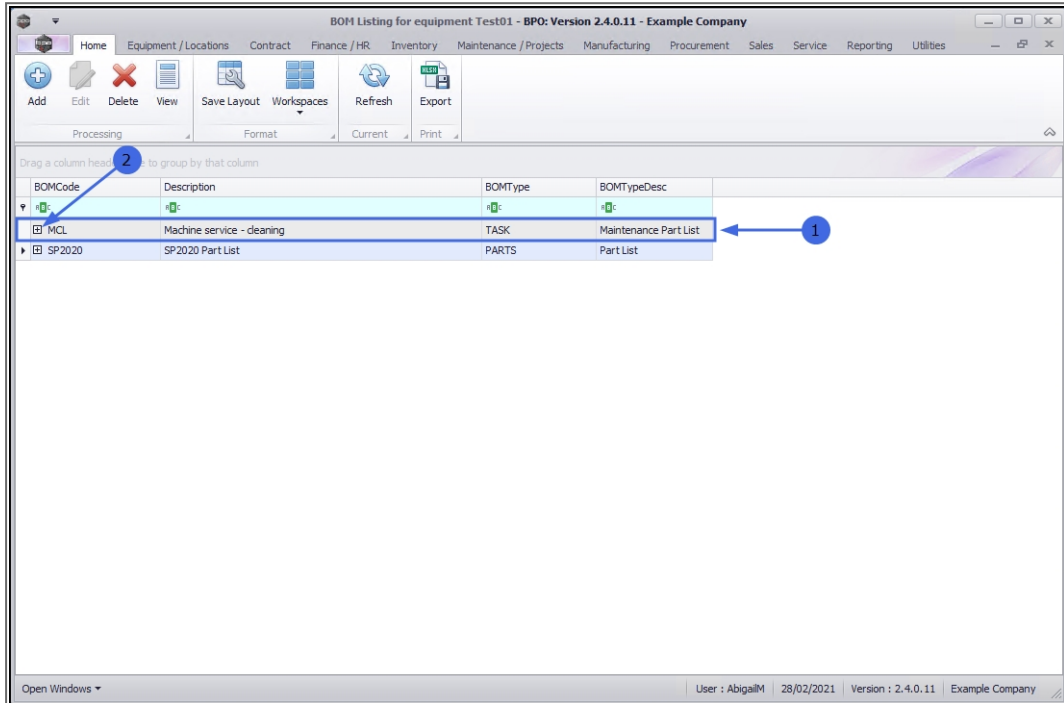
1. An **Add BOM Link** message box will pop up asking:
  - **Are you sure you want to add another BOM link to part [ ]?**
2. Click on **Yes**.



1. The **Select a BOM** screen will pop up.
2. Select the **row** of the BOM you wish to add to this asset.
3. Click on **Ok**.



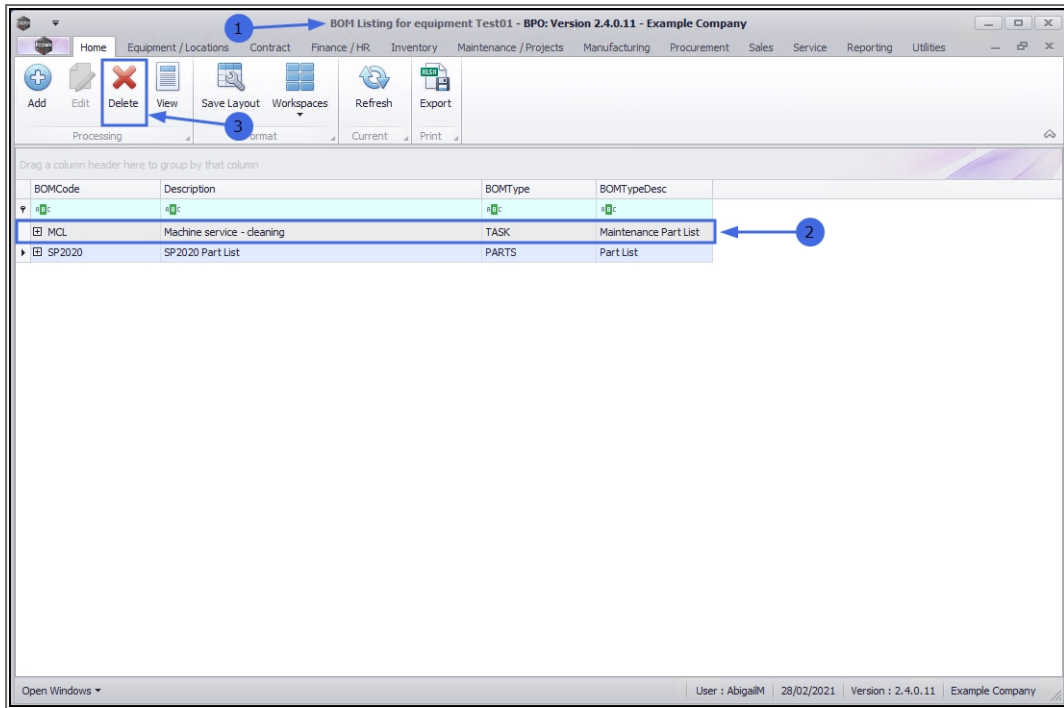
1. The selected BOM will be **added** to the list in this screen.
2. Click on the **expand** button if you wish to open the **Items** data grid to 'quick view' all the parts and their quantities required for this particular BOM.



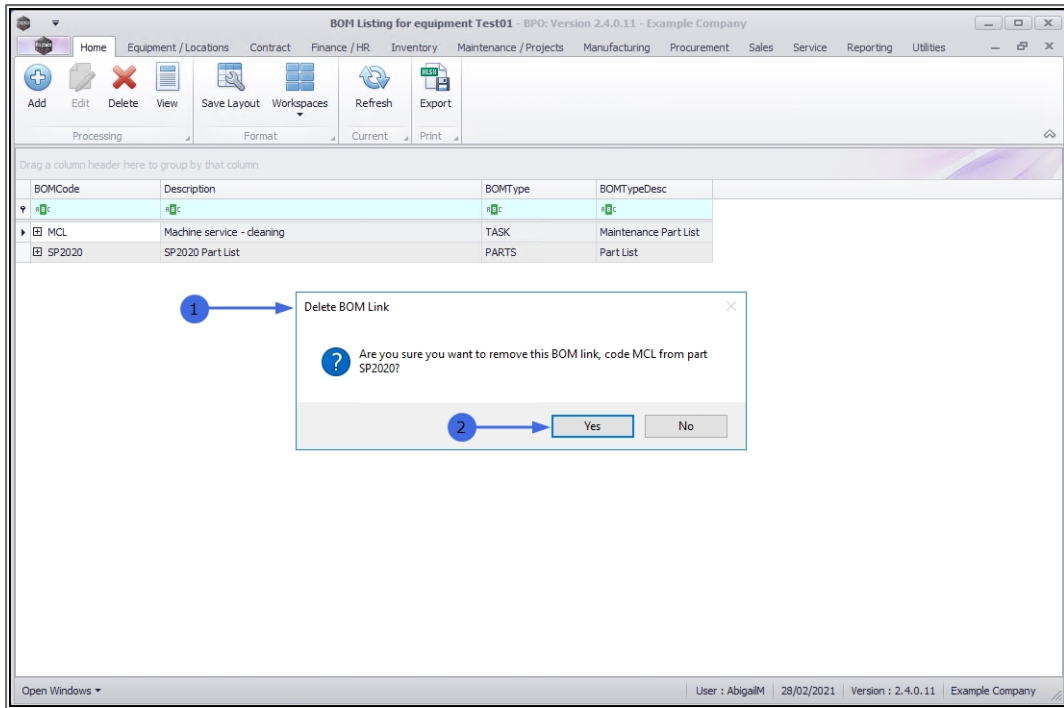
## DELETE BOM

1. In the **BOM Listing for equipment [ ]** screen,
2. Select the **row** of the linked BOM that you wish to **remove**.
3. Click on **Delete**.

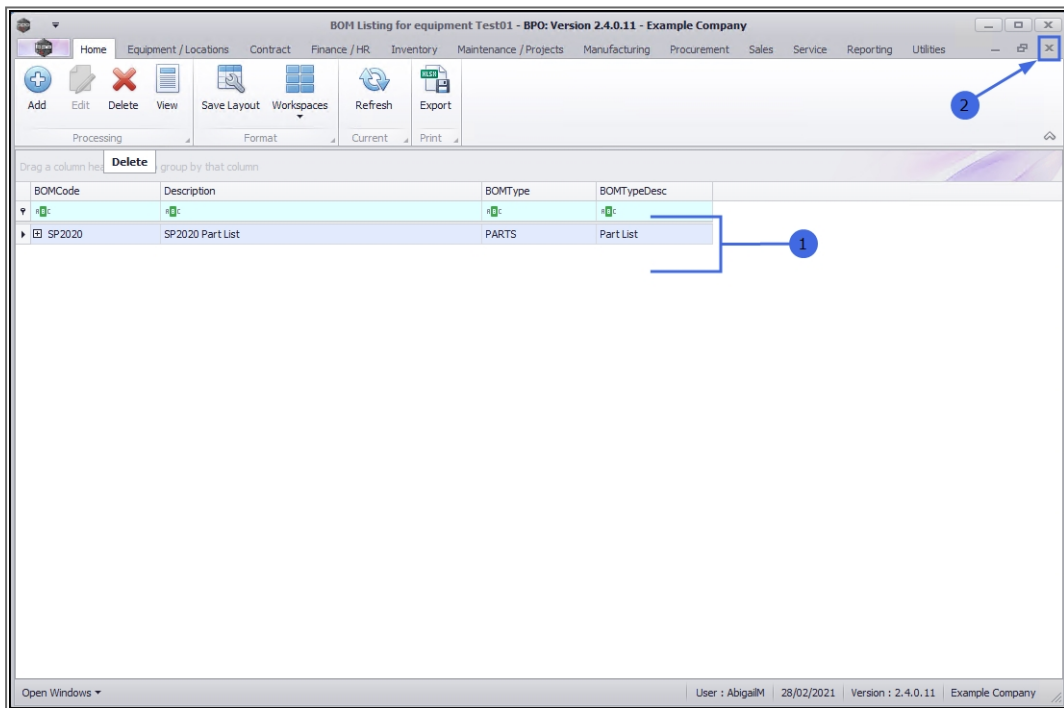




1. A **Delete BOM Link** message box will pop up asking;
  - **Are you sure you want to remove this BOM link, code MCL from part SP2020.**
2. Click on **Yes**.



1. The selected BOM will be **deleted** from the list.
2. **Close** this screen to return to the **Machine List for []** screen.





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