

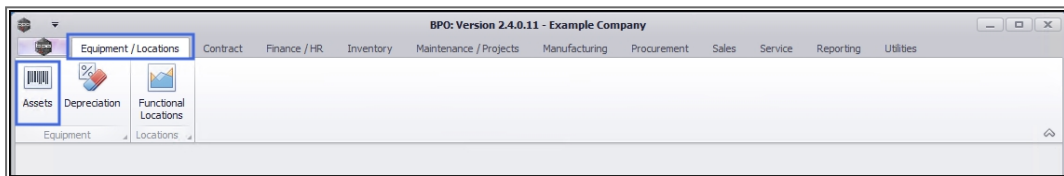
We are currently updating our site; thank you for your patience.

EQUIPMENT

ASSETS – PROJECT HISTORY

A **Project History** is a project history trail for a serialised equipment item.

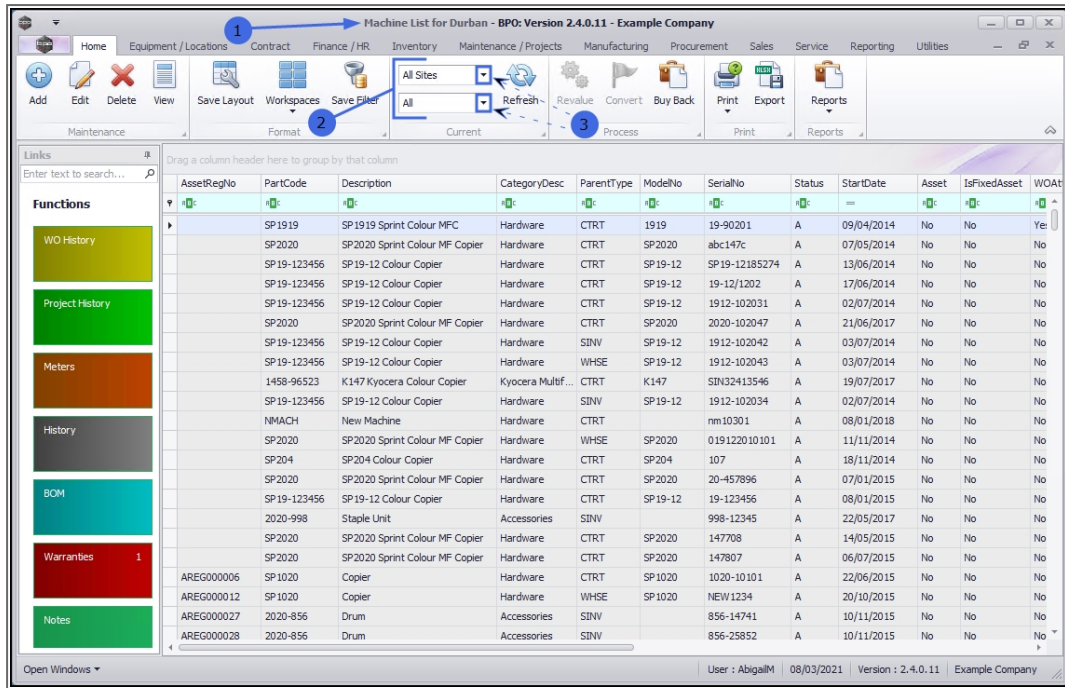
Ribbon Access: Equipment/Locations > Assets



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

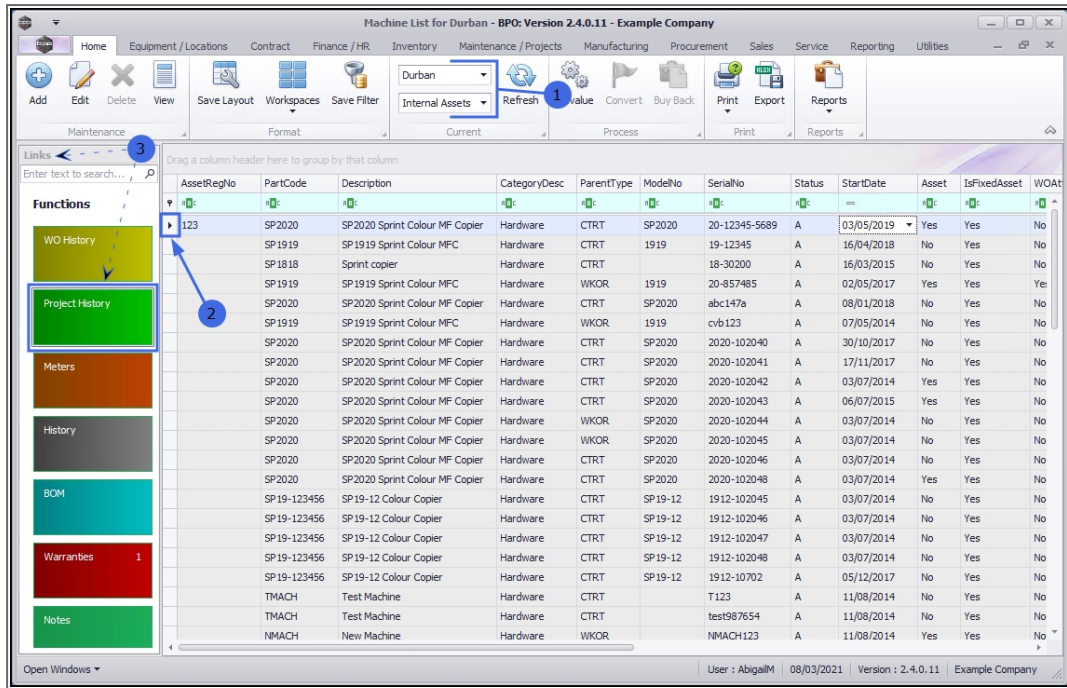
THE SITE AND STATUS FILTERS

2. This screen will open by default with the **Site** filter set to **All Sites** and the **Status** filter set to **All**.
3. You do not need to select a **Site** or **Status** in this screen. 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 EQUIPMENT ITEM TO VIEW

1. In this example, the **Durban** Site has been selected and the Status is set to **Internal Assets**.
2. Click in the **row** of the equipment item (machine) where you wish to view the Project History. The selected row will highlight.
3. Click on the **Project History** tile in the **Links** docking panel.



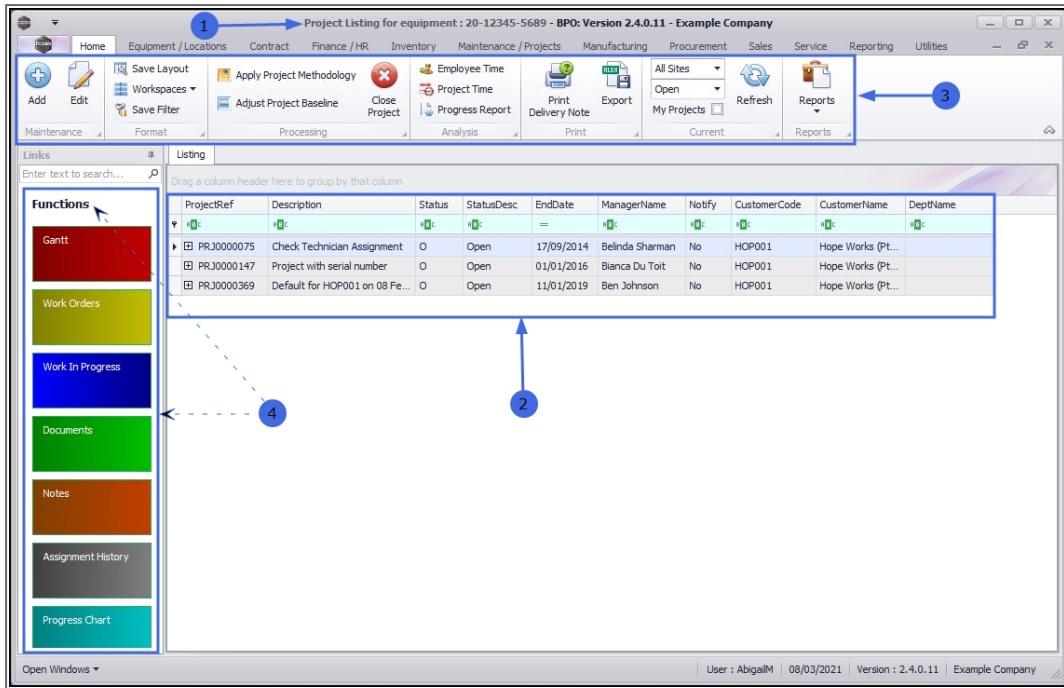
1. The **Project Listing for equipment: []** screen will display.
2. Here you can view a list of all the projects to which this equipment item has been linked.

PROJECT RIBBON ACTION BUTTONS

3. From here you can utilise the [Project Listing screen Action buttons](#).

PROJECT FUNCTIONS TILES

4. Select any of the [Project Functions tiles](#) to direct you to further information regarding a selected project.



QUICK VIEW LINKED WORK ORDERS

1. Click on the **expand** button in the row of a selected Project to view the **Work Orders** linked to that project.

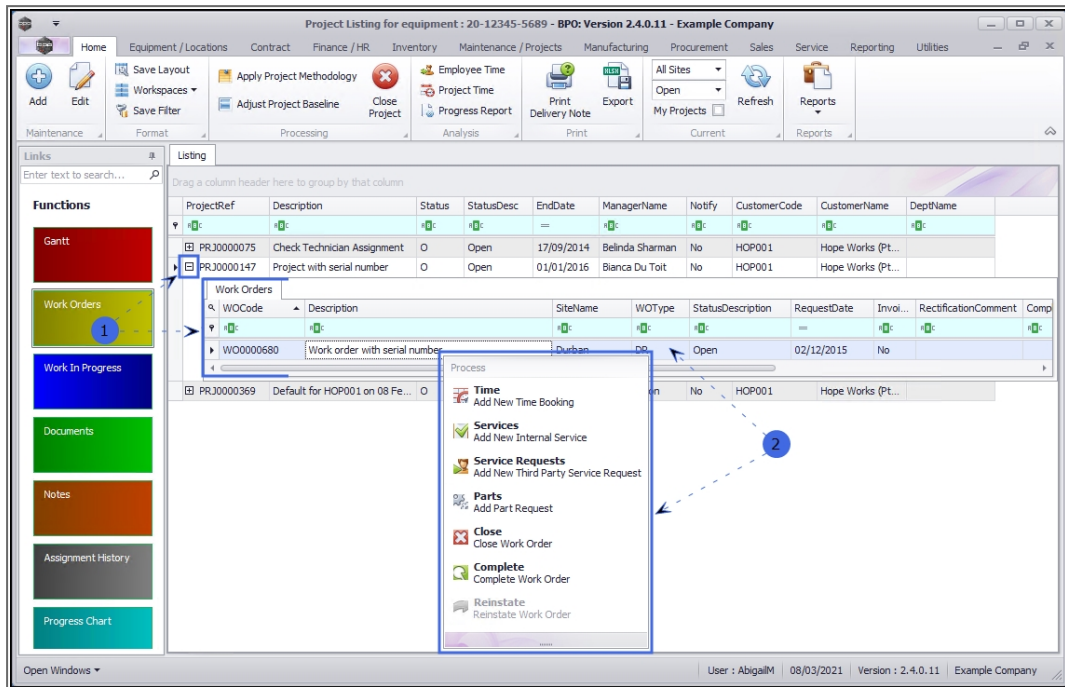
LINKED WORK ORDER PROCESSING

2. **Right click** in the row of a selected Work Order to display the work order **Process** menu.

From this menu you can action the following:

- [Add a new Time Booking](#) for the selected Work Order.
- [Add a new Internal Service](#) to the selected Work Order.
- [Add a New Third Party Service Request](#) to the selected Work Order.
- [Add a Part Request](#) to the selected Work Order.

- Close the selected Work Order.
- Complete the selected Work Order.



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