

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

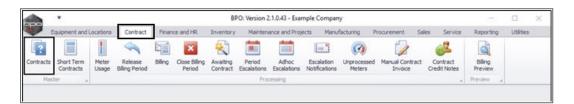
CONTRACT

FIND SERIAL NUMBER

Using the **Find** options in the Contract Listing screen, makes it easier to find a contract across multiple Sites.

The **Find Serial No.** functionality can be used when a client has the **serial number** of a machine at hand but does not know the linked contract number.

Ribbon Access: Contract > Contracts



The Contract Listing screen will be displayed.

- Note: You do not need to select the Site or Status before starting this process, especially with multi-site configuration. However, this functionality will still work if you have already selected either one.
- Click on Find Serial No.



Find Serial Number

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SELECT SERIAL NUMBER

- A Select a machine screen will pop up.
- Select the **row** of the **serial number** where you wish to find the **linked contract**.
- Click on Ok.



Find Serial Number

			Contract List	ing - BPO: Version 2.1.0).43 - Example (Company					1	D X
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	SerialNo	AssetRegNo	CustomerName	Description	CategoryDesc	ParentType	ModelNo	IsFixedAsset	Status	De		13 Jun 20
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	2020-102041		Danny Storm IT Cafe	SP2020 Sprint Colou		SINV	SP2020	No	A			29 Jun 20
	2020-102042		Hope Works	SP2020 Sprint Colou	Hardware	CTRT	SP2020	Yes	A			23 Mar 20
Suspend History	2020-102043			SP2020 Sprint Colou	Hardware	CTRT	SP2020	Yes	A			24 Mar 20
	2020-102044			SP2020 Sprint Colou	Hardware	WKOR	SP2020	Yes	A			05 34 201
	2020-102045			SP2020 Sprint Colou	Hardware	WKOR	SP2020	Yes	A			07 Sep 20
	2020-102046		Derton Technologies	SP2020 Sprint Colou	Hardware	CTRT	\$P2020	Yes	A			01 Aug 20
	2020-102047			SP2020 Sprint Colou	Hardware	WHSE	SP2020	No	A			25 Oct 20
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	2020-102049		Big Bargains	SP2020 Sprint Colou	Hardware	SOW	SP2020	No	A			16 May 20
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	2020-103051		Panda Copiers	SP2020 Sprint Colou		CTRT	592020	Yes	A			
Credit Notes	2020-103053	AREG000048	Hope Works	SP2020 Sprint Colou		CTRT	5P2020	Yes	A			
	2020-103054	AREG000049		SP2020 Sprint Colou		WKOR	SP 2020	No	A			
	2020-103055	AREG000050		SP2020 Sprint Colou		WKOR	SP2020	No	A			
	2020-103056	AREG000051	Hope Works	SP2020 Sprint Colou		CTRT	SP 2020	No	A			
	2020-103057	AREG000052		SP2020 Sprint Colou	Hardware	WHSE	SP2020	No	A.	۲		

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FIND FILTER RESULTS

- The system will find the linked contract and point it out with the **row selector**.
 - Note: If no record is selected by the system, then the serial number is not linked to a Contract.

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Find Serial Number

· ·					Contract Listing -	BPO: Version 2.1.0.43	• Example Cor	npany		-		X
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100			C00000006	OFF001	Office Supples Unlimited		CPC	Cost Per Copy	Hildrest	1234	22 Apr 20	01
Notes			C0000007	OFF001	Office Supplies Unlimited		OPC	Cost Per Copy	Forest Hills Centre		07 Jan 20	014
			C00000011	WE5001	Westwood Dynamic		OPC	Cost Per Copy	Main	ContractOrderNo	09 May 2	201
Taxa and a second	_	L	CO0000013	TIA001	Titan Group		OPC .	Cost Per Copy	South Riding Centre		15 May 2	201
			C0000014	TLA001	Titan Group		OPC	Cost Per Copy	Main		15 May 2	201
			C00000016	TLA001	Titan Group		CPC	Cost Per Copy	Main		13 Jun 20	014
			C00000019	OFF001	Office Supplies Unlimited		OPC	Cost Per Copy	Main		28 3/ 20	14
Hold History		L	C0000020	HOP001	Hope Works	Technical	OPC	Cost Per Copy	Main		01 Jan 20	011
			C0000028	HAC001	Hack PC - IT Shop		OPC	Cost Per Copy	Main		29 Jun 20	015
			PC0000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Kloof	test	23 Mar 2	10 16
Suspend History		L	C0000031	YES001	Young Electric	Sales Department	OPC	Cost Per Copy	Hildrest		24 Mar 2	1016
supero natory	L	C00000041	PAN001	Panda Copiers		OC.	Cost Per Copy	Main		05 3/ 20)16	
			C00000042	HOP001	Hope Works	Technical	OPC	Cost Per Copy	Main		07 Sep 2	010
)	C00000043	HOP001	Hope Works	Technical	OPC	Cost Per Copy	Durban Area		01 Aug 2	2016
			C00000044	BOT0001	Bothas Networking inc		PRE	Prepaid Contract	Durban Area		25 Oct 20	016
Bencoscha			C00000045	HOP001	Hope Works	Technical	ODC.	Cost Per Copy	Durban Area	1234	10 May 2	201
Processing			C0000047	HOP001	Hope Works	Technical	OPC	Cost Per Copy	Kloof		16 May 2	201

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