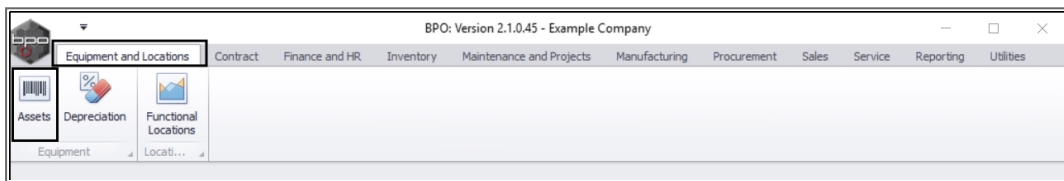


EQUIPMENT

ASSETS - VIEW (ASSET) SCAN HISTORY REPORT

Ribbon Access: *Equipment and Locations* > *Assets*

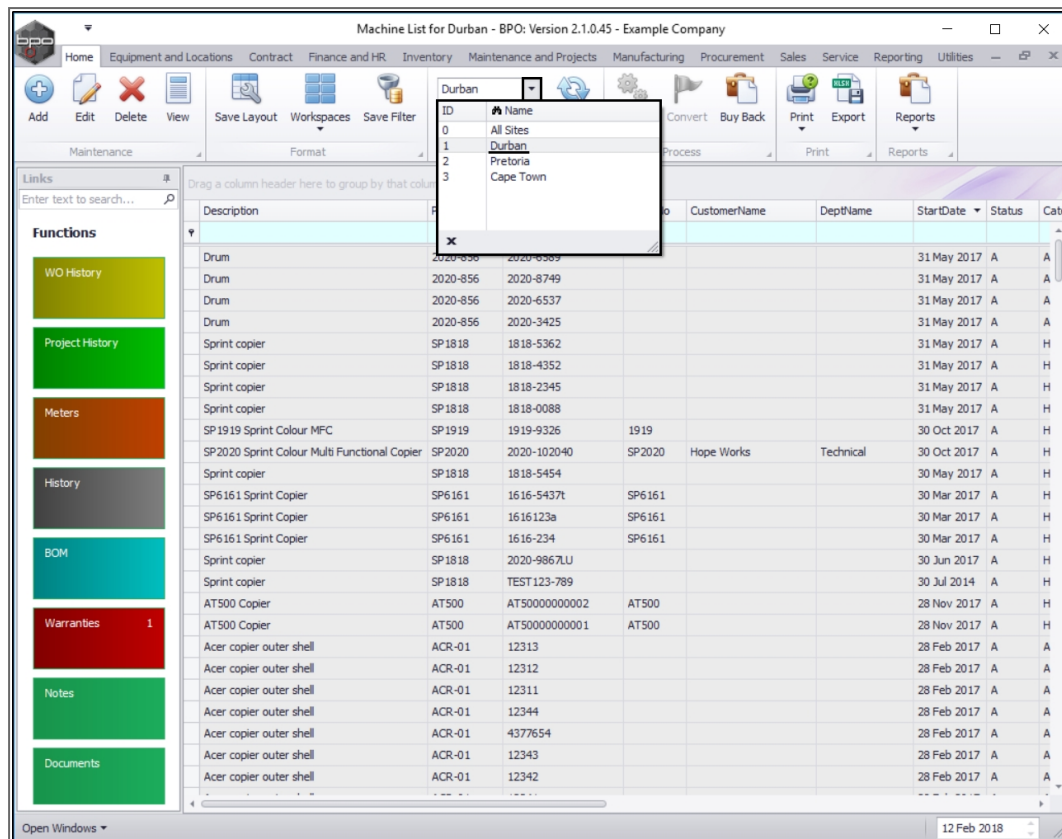


- The **Machine List for []** screen will be displayed.

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).

Note: You do not need to select the **Site** or **Type** to access this report. Refer to [Site Selection](#) for more information.

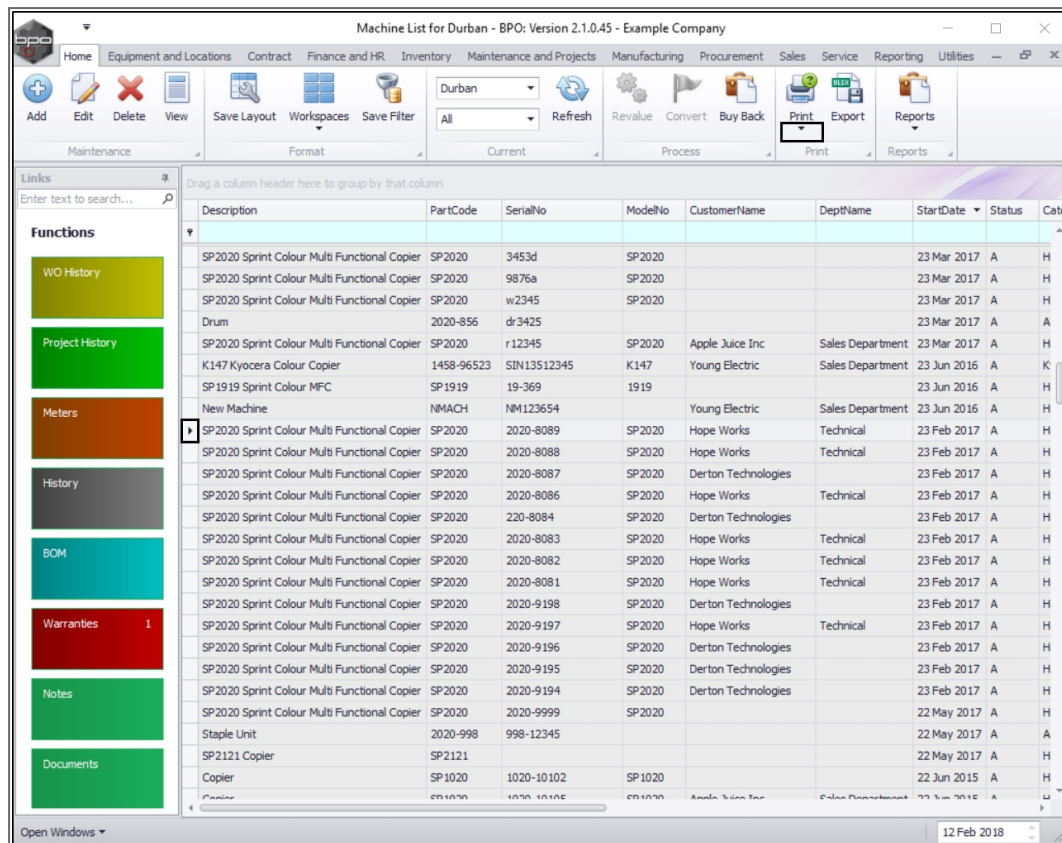


SELECT THE ASSET

- Select the **row** of the **asset** where you wish to **view / print** the **scan history**.

OPEN THE REPORT OPTIONS

- Click on the **drop-down arrow** on the **Print** button.



Machine List for Durban - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Durban Refresh Revalue Convert Buy Back Print Export Reports

Maintenance Format Current Process Print Reports

Links Enter text to search...

Functions

- WO History
- Project History
- Meters
- History
- BOM
- Warranties 1
- Notes
- Documents

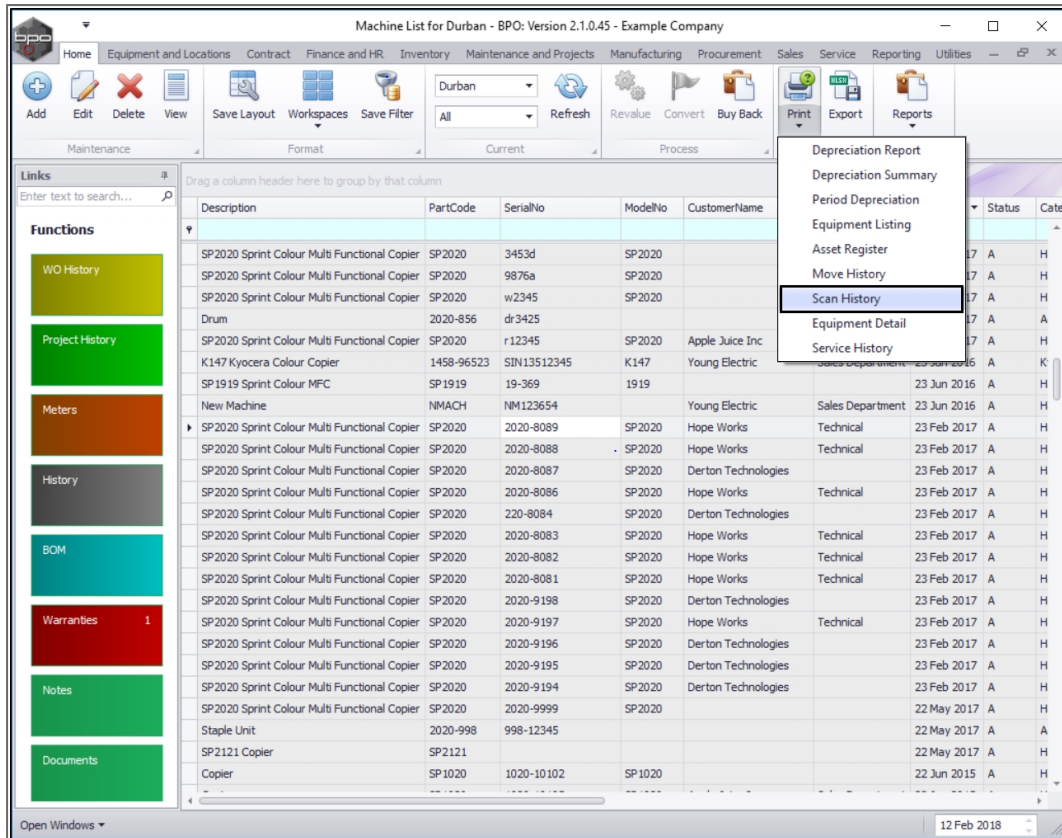
Drag a column header here to group by that column

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	StartDate	Status	Cate
SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			23 Mar 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	9876a	SP2020			23 Mar 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			23 Mar 2017	A	H
Drum	2020-856	dr3425				23 Mar 2017	A	A
SP2020 Sprint Colour Multi Functional Copier	SP2020	r12345	SP2020	Apple Juice Inc	Sales Department	23 Mar 2017	A	H
K147 Kyocera Colour Copier	1458-96523	SIN13512345	K147	Young Electric	Sales Department	23 Jun 2016	A	K
SP1919 Sprint Colour MFC	SP1919	19-369	1919			23 Jun 2016	A	H
New Machine	NMACH	NM123654		Young Electric	Sales Department	23 Jun 2016	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8089	SP2020	Hope Works	Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8088	SP2020	Hope Works	Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8087	SP2020	Derton Technologies		23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8086	SP2020	Hope Works	Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	220-8084	SP2020	Derton Technologies		23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8083	SP2020	Hope Works	Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8082	SP2020	Hope Works	Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8081	SP2020	Hope Works	Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9198	SP2020	Derton Technologies		23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9197	SP2020	Hope Works	Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9196	SP2020	Derton Technologies		23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9195	SP2020	Derton Technologies		23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9194	SP2020	Derton Technologies		23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020			22 May 2017	A	H
Staple Unit	2020-998	998-12345				22 May 2017	A	A
SP2121 Copier	SP2121					22 May 2017	A	H
Copier	SP1020	1020-10102	SP1020			22 Jun 2015	A	H
Printer	SP1020	1020-10102	SP1020	Apple Juice Inc	Sales Department	23 Jun 2016	A	H

Open Windows 12 Feb 2018

SELECT SCAN HISTORY OPTION

- The Print drop-down *menu* will be displayed.
- Select *Scan History* from the list.



Machine List for Durban - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Durban All Refresh Revalue Convert Buy Back Print Export Reports

Maintenance Format Current Process

Links
Enter text to search...

Functions

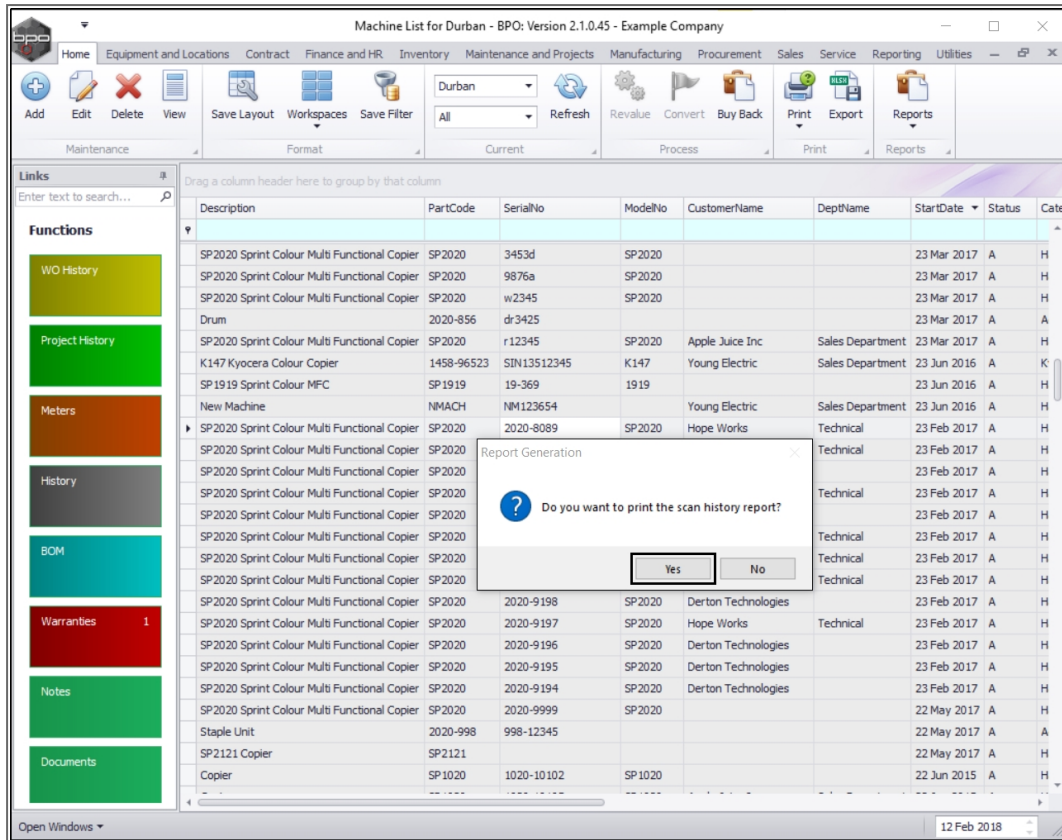
- W/O History
- Project History
- Meters
- History
- BOM
- Warranties 1
- Notes
- Documents

Drag a column header here to group by that column

Description	PartCode	SerialNo	ModelNo	CustomerName	Status	Category
SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			
SP2020 Sprint Colour Multi Functional Copier	SP2020	9876a	SP2020			
SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			
Drum	2020-856	dr3425				
SP2020 Sprint Colour Multi Functional Copier	SP2020	r12345	SP2020	Apple Juice Inc		
K147 Kyocera Colour Copier	1458-96523	SIN13512345	K147	Young Electric		
SP1919 Sprint Colour MFC	SP1919	19-369	1919		23 Jun 2016	A H
New Machine	NMACH	NM123654		Young Electric	23 Jun 2016	A H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8089	SP2020	Hope Works	23 Feb 2017	A H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8088	SP2020	Hope Works	23 Feb 2017	A H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8087	SP2020	Derton Technologies	23 Feb 2017	A H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8086	SP2020	Hope Works	23 Feb 2017	A H
SP2020 Sprint Colour Multi Functional Copier	SP2020	220-8084	SP2020	Derton Technologies	23 Feb 2017	A H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8083	SP2020	Hope Works	23 Feb 2017	A H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8082	SP2020	Hope Works	23 Feb 2017	A H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8081	SP2020	Hope Works	23 Feb 2017	A H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9198	SP2020	Derton Technologies	23 Feb 2017	A H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9197	SP2020	Hope Works	23 Feb 2017	A H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9196	SP2020	Derton Technologies	23 Feb 2017	A H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9195	SP2020	Derton Technologies	23 Feb 2017	A H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9194	SP2020	Derton Technologies	23 Feb 2017	A H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020		22 May 2017	A H
Staple Unit	2020-998	998-12345			22 May 2017	A A
SP2121 Copier	SP2121				22 May 2017	A H
Copier	SP1020	1020-10102	SP1020		22 Jun 2015	A H

Open Windows 12 Feb 2018

- A **Report Generation** message box will pop up asking:
 - **Do you want to print the scan history report?**
- Click on **Yes**.



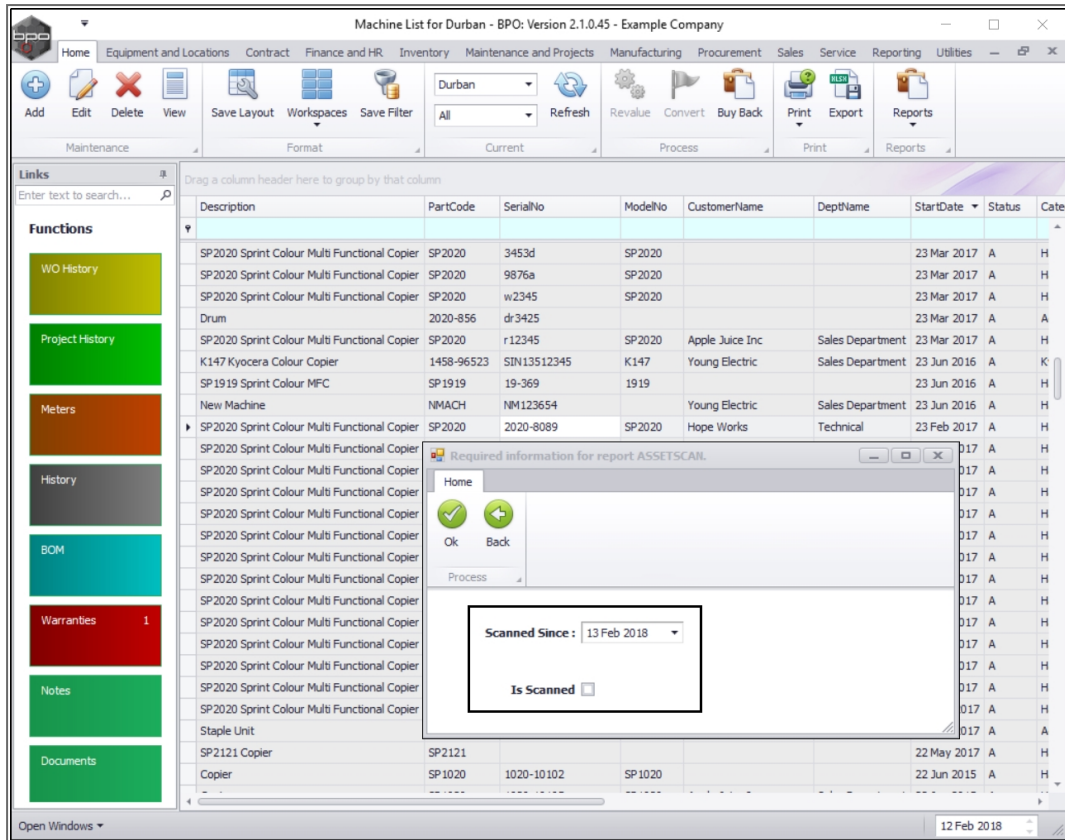
The screenshot shows the CO3 Asset Management software interface. The main window displays a table of assets for Durban. A 'Report Generation' dialog box is open, asking 'Do you want to print the scan history report?' with 'Yes' and 'No' buttons.

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	StartDate	Status	Cate
SP2020 Sprint Colour Multi Functional Copier	SP2020	3453d	SP2020			23 Mar 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	9876a	SP2020			23 Mar 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	w2345	SP2020			23 Mar 2017	A	H
Drum	2020-856	dr3425				23 Mar 2017	A	A
SP2020 Sprint Colour Multi Functional Copier	SP2020	r12345	SP2020	Apple Juice Inc	Sales Department	23 Mar 2017	A	H
K147 Kyocera Colour Copier	1458-96523	SIN13512345	K147	Young Electric	Sales Department	23 Jun 2016	A	K
SP1919 Sprint Colour MFC	SP1919	19-369	1919			23 Jun 2016	A	H
New Machine	NMACH	NM123654		Young Electric	Sales Department	23 Jun 2016	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-8089	SP2020	Hope Works	Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020				Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020				Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020				Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020				Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020				Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020				Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020				Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020				Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9198	SP2020	Derton Technologies		23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9197	SP2020	Hope Works	Technical	23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9196	SP2020	Derton Technologies		23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9195	SP2020	Derton Technologies		23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9194	SP2020	Derton Technologies		23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9193	SP2020	Derton Technologies		23 Feb 2017	A	H
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-9999	SP2020			22 May 2017	A	H
Staple Unit	2020-998	998-12345				22 May 2017	A	A
SP2121 Copier	SP2121					22 May 2017	A	H
Copier	SP1020	1020-10102	SP1020			22 Jun 2015	A	H

A **Required information for report ASSETSSCAN**. screen will pop up.

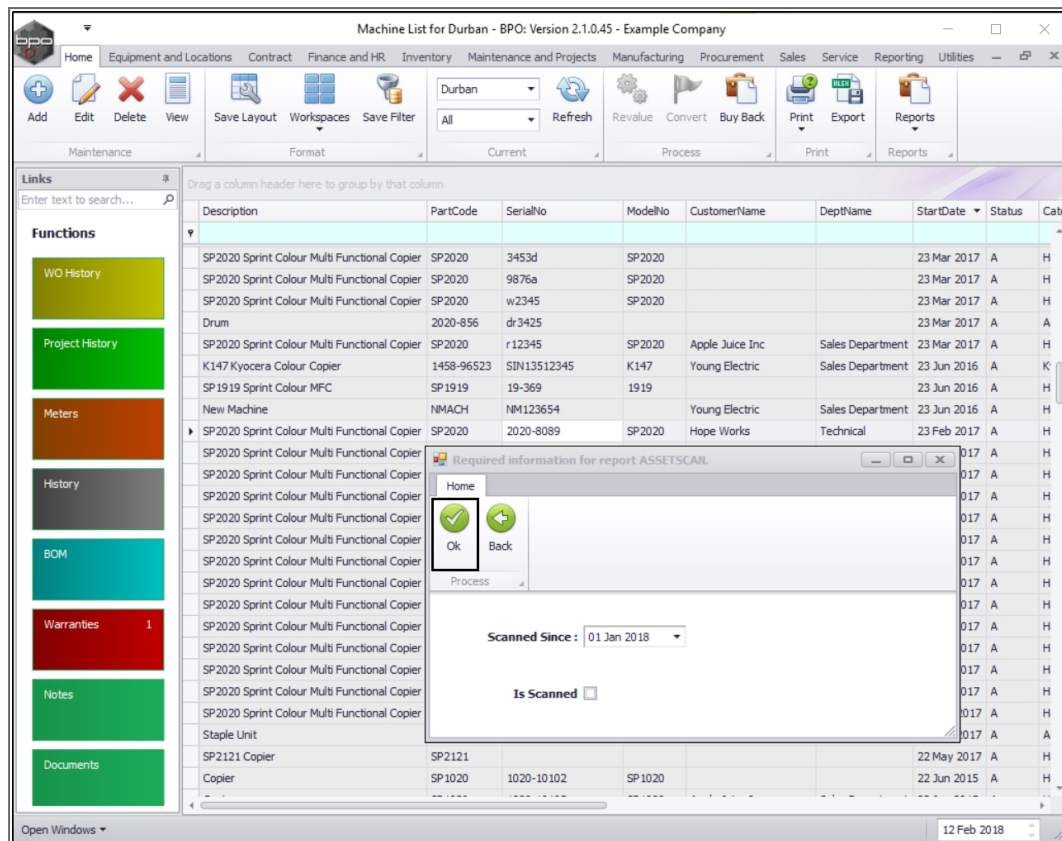
SELECT REQUIRED DATE

- **Scanned Since:** Either type in or click on the drop-down arrow and use the calendar function to select the date.
- **Is Scanned:** Click on this check box if you wish to select scanned items only.



IS SCANNED REPORT (N - NO)

- When you have edited your selection, click on **Ok**.
 - In this image the **Is Scanned** check box has been left **un-ticked**.



- The **Report Preview** screen will be displayed.
 - In this image the report's scan status is **N** (not scanned) as the **Is Scanned** check box was left **unticked** in the previous step.

SELECT REPORT OPTIONS

- From here you can **View, Print, Export** or **Email** the Asset Scan History Report.
- **Close** the Report Preview screen when done.

Preview

File View Background

100%

Asset Scan History Report Scanned Since : 01 Jan 2018 Scan Status : ☒ N

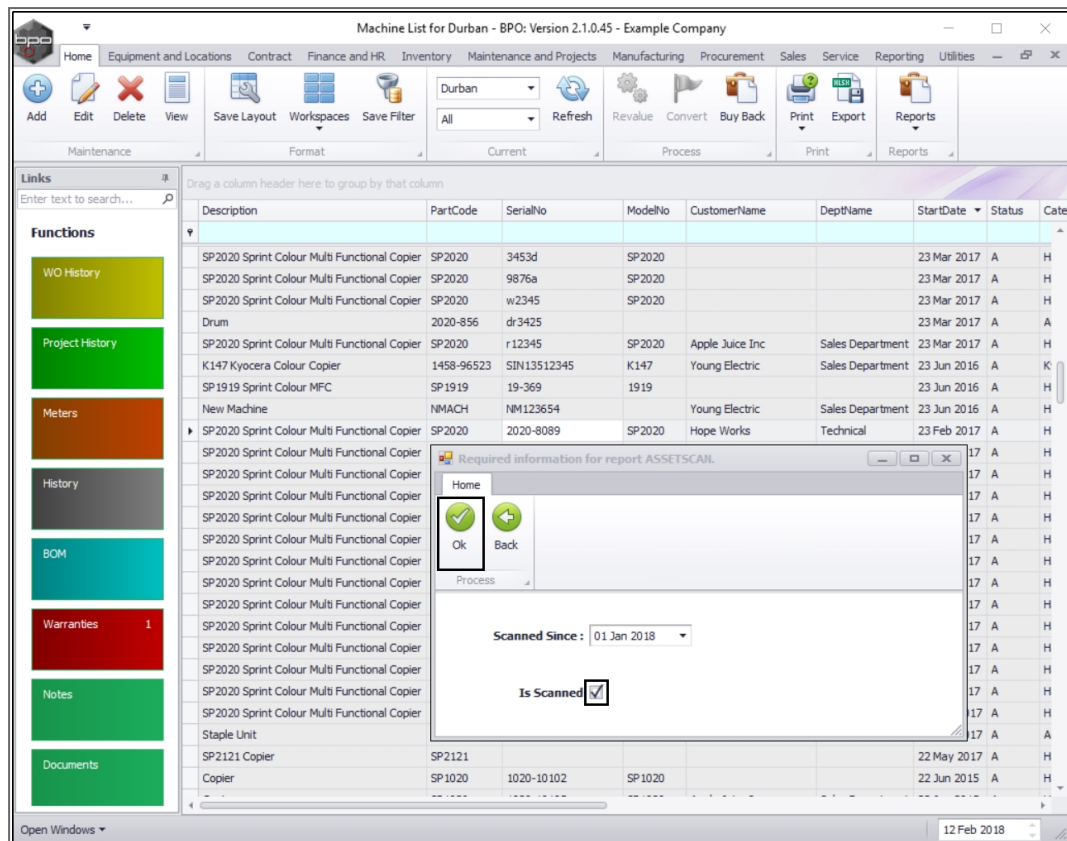
Asset Reg No.	Serial No.	Description	Type	Class	Start Date	Disposal	Method	Location	Room	Floor	Scan Date
20-147258		SP2020 Sprint Colour Multi Functional Copier	Equipment	Machines Manufacturer				Mayfield Centre - Second Floor			01 Jan 1900
20-852963		SP2020 Sprint Colour Multi Functional Copier	Equipment	Machines Manufacturer				Silver Birch Centre			01 Jan 1900
20-98765		SP2020 Sprint Colour Multi Functional Copier	Equipment	Machines Manufacturer							01 Jan 1900
19-12345		SP1919 Sprint Colour MFC	Equipment	Machines Manufacturer			5 Year Straight Line	Kloof Corner Mall - First Floor	1	2	01 Jan 1900
19-90200		SP1919 Sprint Colour MFC	Equipment	Machines Manufacturer	14 May 2015		5 Year Straight Line	Derton Centre - Upper Floor Mens Room			01 Jan 1900
19-90200		SP1919 Sprint Colour MFC	Equipment	Machines Manufacturer	18 Dec 2017		5 Year Straight Line	Derton Centre - Upper Floor Mens Room			01 Jan 1900
19-90201		SP1919 Sprint Colour MFC	Equipment	Machines Manufacturer			5 Year Straight Line				01 Jan 1900
18-30200		Sprint copier	Equipment	Machines Manufacturer	01 Jul 2016			BP02 Test 5			01 Jan 1900
18-30201		Sprint copier	Equipment	Machines Manufacturer							01 Jan 1900
K147-123456789		K147 Kyocera Colour Copier	Equipment	Kyocera			5 Year Straight Line				01 Jan 1900
SN2374		Kruger ZN Fax Machine	Equipment	Machines Manufacturer	14 May 2015		5 Year Straight Line	Silver Birch Centre			01 Jan 1900
SIN13512345		K147 Kyocera Colour Copier	Equipment	Kyocera	23 Jun 2016		5 Year Straight Line				01 Jan 1900
20-857485		SP1919 Sprint Colour MFC	Equipment	Machines Manufacturer	23 May 2017		5 Year Straight Line				01 Jan 1900
sin12345568		Kruger ZN Fax Machine	Equipment	Machines Manufacturer			5 Year Straight Line	Main	Reception 1	Room 8 1	01 Jan 1900
sin123		K147 Kyocera Colour Copier	Equipment	Kyocera			5 Year Straight Line	Main	Reception 1	Room 8 1	01 Jan 1900
14-R973698741		K147 Kyocera Colour Copier	Equipment	Kyocera			5 Year Straight Line				01 Jan 1900

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100%

IS SCANNED REPORT (Y - YES)

- In the *Required information for report ASSETSSCAN.* screen,
 - Select the **Scanned Since** date.
 - Click on the **Is Scanned** check box.
- Click on **Ok**.



- The **Report Preview** screen will be displayed.
 - In this image the report's scan status is **Y** (scanned) as the **Is Scanned** checkbox was **ticked** in the previous step.

SELECT REPORT OPTIONS

- From here you can **View**, **Print**, **Export** or **Email** the Asset Scan History Report.
- **Close** the Report Preview screen when done.

Preview

File View Background

Asset Scan History Report Scanned Since : 01 Jan 2018 Scan Status : Y

Asset Reg No.	Serial No.	Description	Type	Class	Start Date	Disposal	Method	Location	Room	Floor	Scan Date
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100%

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