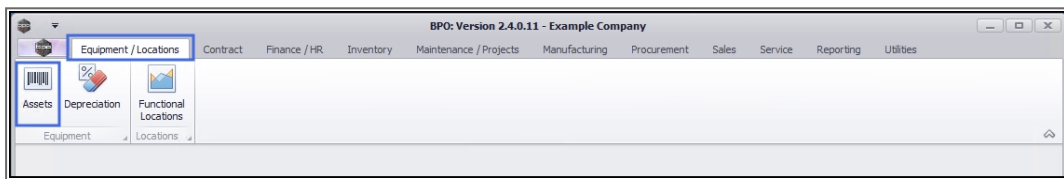


EQUIPMENT

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.

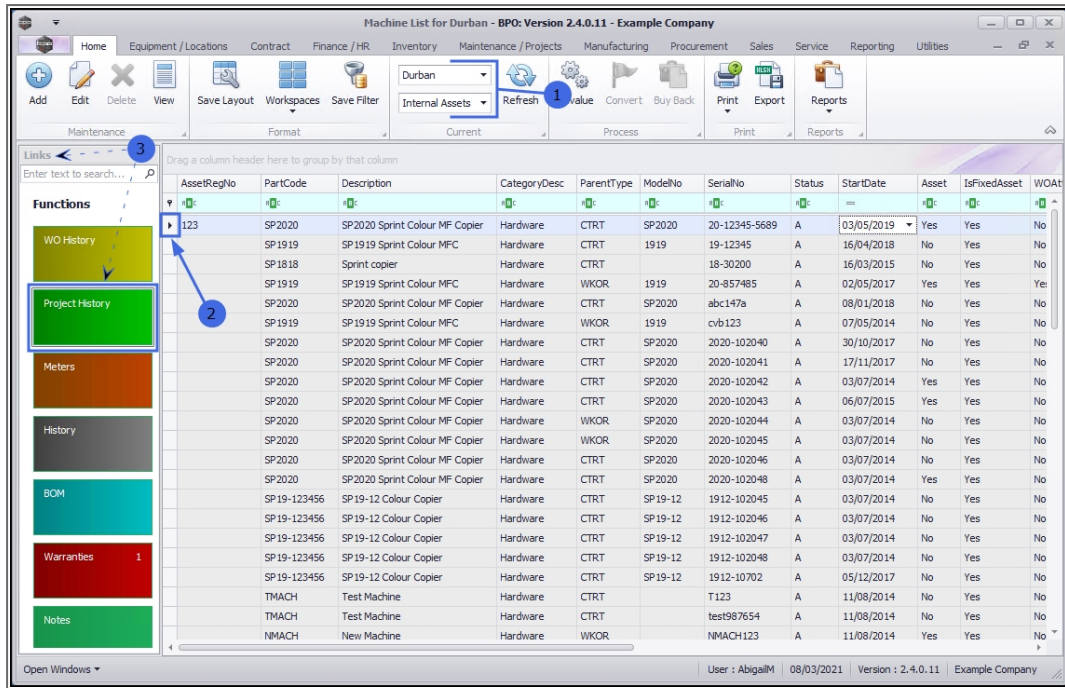
THE SITE AND STATUS FILTERS

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.

AssetRegNo	PartCode	Description	CategoryDesc	ParentType	ModelNo	SerialNo	Status	StartDate	Asset	IsFixedAsset	WOAT
SP1919	SP1919	Sprint Colour MFC	Hardware	CTRT	1919	19-90201	A	09/04/2014	No	No	Yes
SP2020	SP2020	Sprint Colour MF Copier	Hardware	CTRT	SP2020	abc147c	A	07/05/2014	No	No	No
SP19-123456	SP19-12	Colour Copier	Hardware	CTRT	SP19-12	SP19-12185274	A	13/06/2014	No	No	No
SP19-123456	SP19-12	Colour Copier	Hardware	CTRT	SP19-12	19-12/1202	A	17/06/2014	No	No	No
SP19-123456	SP19-12	Colour Copier	Hardware	CTRT	SP19-12	1912-102031	A	02/07/2014	No	No	No
SP2020	SP2020	Sprint Colour MF Copier	Hardware	CTRT	SP2020	2020-102047	A	21/06/2017	No	No	No
SP19-123456	SP19-12	Colour Copier	Hardware	SINV	SP19-12	1912-102042	A	03/07/2014	No	No	No
SP19-123456	SP19-12	Colour Copier	Hardware	WHSE	SP19-12	1912-102043	A	03/07/2014	No	No	No
1458-96523	K147	Kyocera Colour Copier	Kyocera Multif...	CTRT	K147	SIN32413546	A	19/07/2017	No	No	No
SP19-123456	SP19-12	Colour Copier	Hardware	SINV	SP19-12	1912-102034	A	02/07/2014	No	No	No
NMACH		New Machine	Hardware	CTRT		nm10301	A	08/01/2018	No	No	No
SP2020	SP2020	Sprint Colour MF Copier	Hardware	WHSE	SP2020	019122010101	A	11/11/2014	No	No	No
SP204	SP204	Colour Copier	Hardware	CTRT	SP204	107	A	18/11/2014	No	No	No
SP2020	SP2020	Sprint Colour MF Copier	Hardware	CTRT	SP2020	20-457896	A	07/01/2015	No	No	No
SP19-123456	SP19-12	Colour Copier	Hardware	CTRT	SP19-12	19-123456	A	08/01/2015	No	No	No
2020-998		Staple Unit	Accessories	SINV		998-12345	A	22/05/2017	No	No	No
SP2020	SP2020	Sprint Colour MF Copier	Hardware	CTRT	SP2020	147708	A	14/05/2015	No	No	No
SP2020	SP2020	Sprint Colour MF Copier	Hardware	CTRT	SP2020	147807	A	06/07/2015	No	No	No
AREG000006	SP1020	Copier	Hardware	CTRT	SP1020	1020-10101	A	22/06/2015	No	No	No
AREG000012	SP1020	Copier	Hardware	WHSE	SP1020	NEW1234	A	20/10/2015	No	No	No
AREG000027	2020-856	Drum	Accessories	SINV		856-14741	A	10/11/2015	No	No	No
AREG000028	2020-856	Drum	Accessories	SINV		856-25852	A	10/11/2015	No	No	No

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.



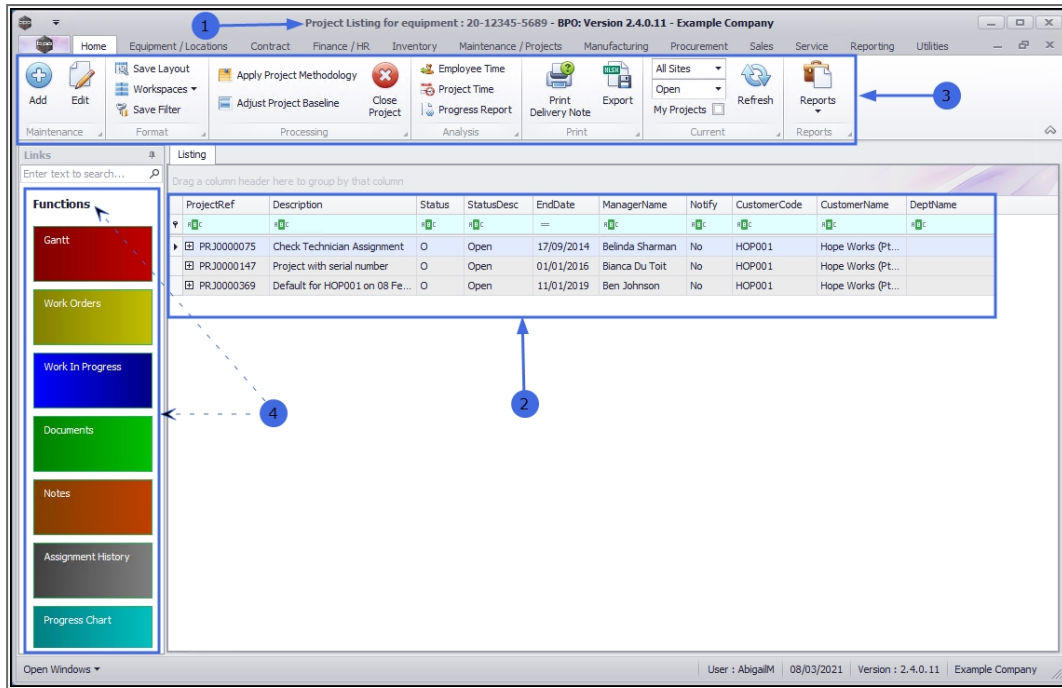
1. The **Project Listing for equipment: []** screen will display.
2. Here you can view a list of all the projects to which this equipment item has been linked.

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.

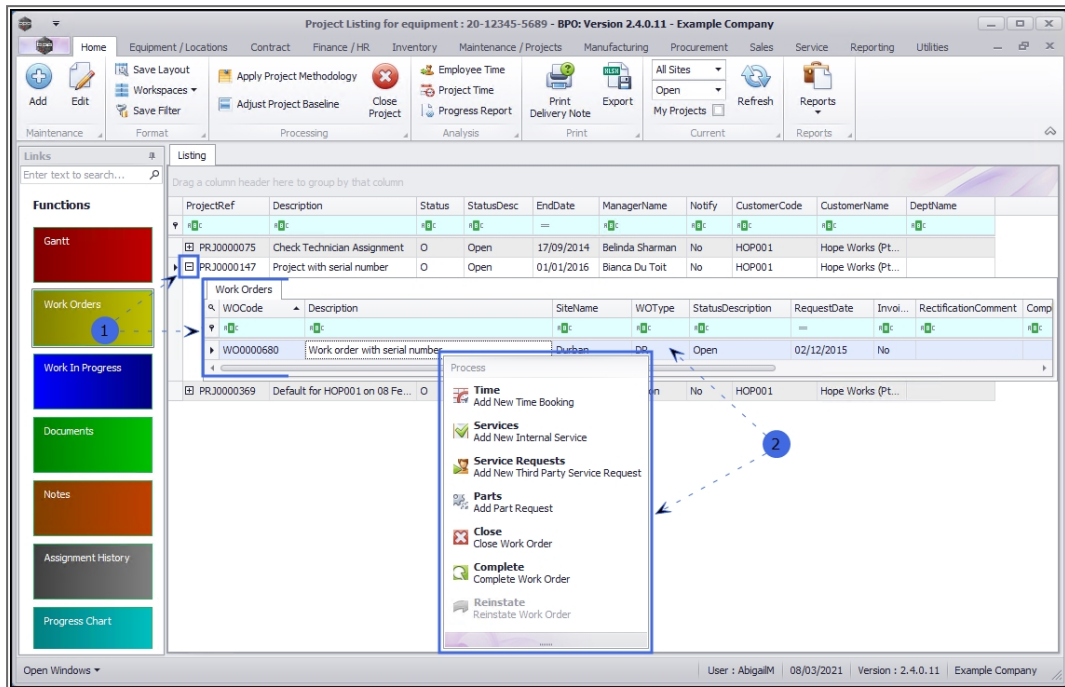
LINKED WORK ORDER PROCESSING

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.



MNU.008.004

