

How to Add the Asset (Equipment) to a Work Order

1) Open the WO and select the Asset Box.

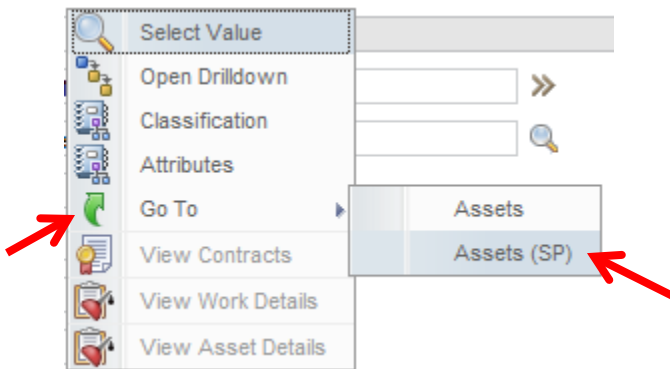
Work Order: 100228 * Replace (4) MR16 20watts light bulbs out.

* Location: 6-MB01-01-134 >> Food Facility

Asset: >>

Customer: >>

2) If you know the Asset number then just enter that into the box otherwise if you don't know the asset number then you can click on the >> arrows and select Go to → Asset (SP) to find the Asset.



3) Once in the Asset (SP) you can search by Description and then narrow it down by location (campus-building number):

Description	Location
Fire Panel	%1-1 >>
FIRE ALARM PANEL Room: ENTRY	1-1
FIRE ALARM PANEL Room: 107D	1-1

In the example above you will see that we were looking for the Fire Panel in PC (1-1) building. Notice the % before the location that will narrow it down exactly to what you enter in the box.

4) Finally, hit the return with value link at the top right corner of the page and it will take you back to the work order.

