

Looking Up Assets by Series (10 at a time or more)

Here's a little trick to help it go faster - when you are looking up a series of barcodes, you can look them up 10 records at a time. Just type in the Asset ID box, the first five digits with a star in place of the sixth digit (31002*). This will pull up all the assets that start with those numbers. Should be 10 records showing (310020, 310021, 310022, 310023, 310024, etc). Then all you have to do is click on the edit pencil next to each of those numbers and it will take you straight to that record. No need to clear the screen and type in the next number. You still need to hit the Enter button to accept the record change. To get back to the list, click on the triple bars at the top left of the asset record.

You can pull up a whole room at a time in the fixed asset module. Leave the star in the asset ID box, click the AC in the Status box, go to the location tab and put in your location and room number, hit the Enter key. This will bring up a list of all the active assets that are in that room at that location. Then all you have to do is click on the edit pencil next to each of those numbers and it will take you straight to that record. No need to clear the screen and type in the next number. You still need to hit the Enter button to accept the record change. To get back to the list, click on the triple bars at the top left of the asset record.