Asset Search

<table>
<thead>
<tr>
<th>SEARCH OPTIONS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| Basic Search   | • Use this search if you just need to perform a simple search that doesn’t require an operator such as “less than”, “greater than”, “between”, etc.  
• Basic searches cannot be saved. |
| Advanced Search | • Use this search if you want to use complex operators such as “less than”, “greater than”, “between”, etc.  
• Advanced searches can be saved and run again at a later date. |

1. Select **ASSET** from the **MAINTENANCE** menu
2. Commonly used search filters are visible on the **SEARCH** tab.

   a. The **STATUS** filter defaults to **Active**
   b. To see all search filters, click the down arrow icon.
   c. Search filters are displayed on several different tabs
Asset Search

d. To initiate the search, click the SEARCH button.

3. To perform more complex searches, select the ADVANCED SEARCH tab

   a. Start by clicking the green [Click here to add a new condition] link to see a list of searchable fields.

   b. Then select the name of the field you want to search
Asset Search

c. Depending upon the datatype of the field that you selected, different search operators will be available. Click on the default operator to see a list of other options.

![Select records where all of the following apply](image)

- Category: **starts with** [enter value]
- [Click here to add a new condition]
- 8669 ASSETS


d. After selecting an operator, enter a search value.

![Select records where all of the following apply](image)

- Category: starts with **Furn**
- [Click here to add a new condition]


e. Either click the green [Click here to add a new condition] link to add a second search condition, or click the ADV. SEARCH button to initiate the search.

![Select records where all of the following apply](image)

- Select records where all of the following apply
- Category: starts with Furn
- [Click here to add a new condition]

![ADV. SEARCH](image)

4. Search results are displayed in LIST VIEW by default. The number of Assets found is indicated in the far left column header.