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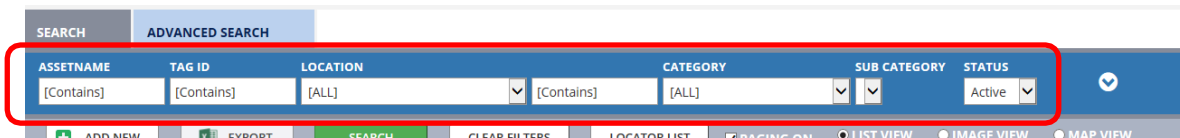
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Property Management

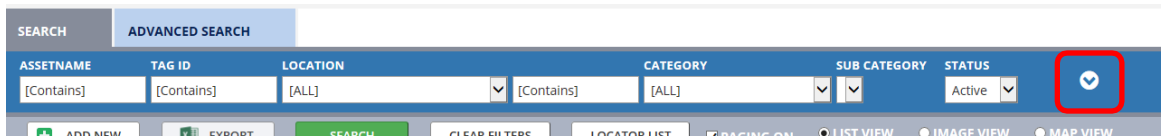
Asset Search

SEARCH OPTIONS	DESCRIPTION
Basic Search	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.

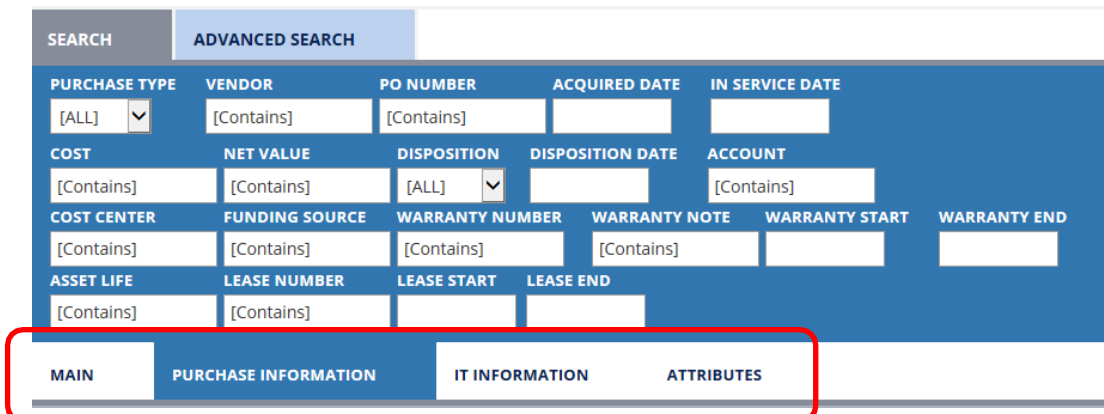
1. Select **ASSET** from the **MAINTENANCE** menu
2. Commonly used search filters are visible on the **SEARCH** tab.



- 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





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

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

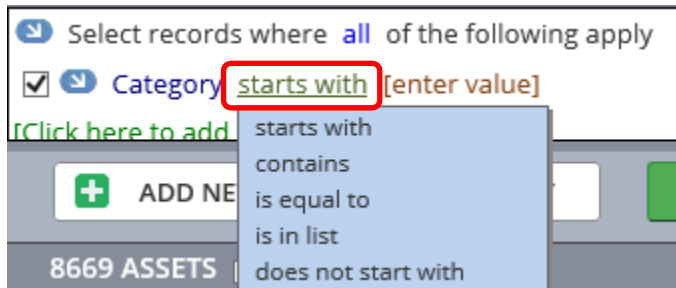
- a. Start by clicking the green [\[Click here to add a new condition\]](#) link to see a list of searchable fields.

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

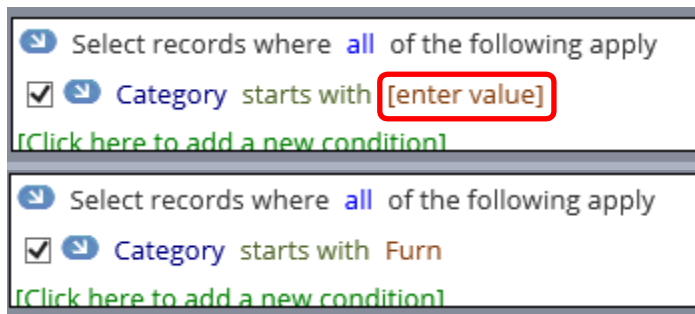


Asset Search

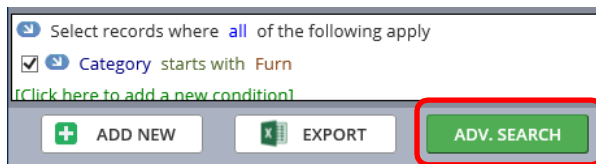
- c. Depending upon the datatype of the field that you selected, different search operators will be available. Click on the default operator to see a list of other options.



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



- 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.



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

