

Asset Report

# Asset Detail Report Parameters- For Units with Many Items to Inventory

|                          |   |                                |  |
|--------------------------|---|--------------------------------|--|
| Tag #:                   | <input type="text"/>                                  | Asset Description:             | <input type="text"/>                             |
| User Last Name:          | <input type="text"/>                                  | User First Name:               | <input type="text"/>                             |
| PI Last Name:            | <input type="text"/>                                  | PI First Name:                 | <input type="text"/>                             |
| Fund Number:             | <input type="text"/>                                  | Fund Description:              | <input type="text"/>                             |
| Manufacturer:            | <input type="text"/>                                  | Vendor:                        | <input type="text"/>                             |
| Machine Name:            | <input type="text"/>                                  | Building:                      | <input type="text" value="Any"/>                 |
| Department:              | <input type="text" value="your department here"/>     | Sponsor:                       | <input type="text" value="Any"/>                 |
| Inventoried Since Dt:    | <input type="text"/>                                  | Not Inventoried Since:         | <input type="text" value="06/30/2008"/>          |
| Utilization Status:      | <input type="text" value="Any"/>                      | Object Code:                   | <input type="text" value="Any"/>                 |
| Is Fabrication:          | <input type="text" value="Any"/>                      | Asset Type:                    | <input type="text" value="Capital assets only"/> |
| Funding Type:            | <input type="text" value="Any"/>                      |                                |  |
| Exclude Disposed items:  | <input type="text" value="True"/>                     |                                |  |
| Book Value Greater Than: | <input type="text" value="-1"/>                       | Acquisition Cost Greater than: | <input type="text" value="-1"/>                  |
| Report Options:          | <input type="text" value="Asset Detail, CSV Format"/> |                                |  |
| Sorting Options:         | <input type="text" value="Asset Description"/>        |                                |  |

## INSTRUCTIONS:

In EQUIPSTER  
 Go to REPORTS menu  
 Choose to ASSET LISTING  
 see a page like this one.  
 Input parameters on this page.  
 Hit the SEARCH button at bottom.