

Asset Listing

Last Modified on 09/29/2017 3:26 pm EDT

WARNING: This report may take some time to process. It is highly recommended that you narrow down your search by selecting a specific group, category or product.

How to run the Asset Listing report?

1. Click on the **Reports** menu
2. Select **Product Reports** menu option
3. Select **Asset Listing** menu option.
4. Enter/Select criteria or accept the default values. See Fig. 1.0 - Asset Listing Criteria Dialog Box.
5. Click on the **OK** button.

Asset Listing

Scope

- Group
- Category
- Sub Category
- Product
- Product Description

Select a Product

Print To

- Word Processor
- CSV

Asset Scope

- All
- Only Asset Tracked Items
- Only Non-Asset Tracked Items

Order By

- Treeview Sequence
- Alphabetical
- Information

Information

- Detailed
- Summary

Location Scope

- All
- Select Location

0 - Toronto

OK Cancel

Warning : This report may take a very long time to process. It is highly recommended that you narrow down your search by selecting a specific group, category or product.

Fig. 1.0 — Asset Listing Criteria Dialog Box
Images from www.rentp.com