

# End User's manual

## Version 4.0

SmartX HUB® Web EAM Manual v4.0

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## 1. Audience

This user guide is intended for SmartX Hub<sup>®</sup> web platform users who need to manage assets, receive inventory tasks about assets and see the reports.

## 2. SmartX Hub®

Automate your organization's fixed asset tracking for improved check-in/check-out processes, faster auditing,

and error-free reporting. See below what SmartX HUB can do:

#### EASY-TO-USE INTERFACE

All your organization's asset data is made accessible, adaptable, and reliable.

#### CENTRALIZED ROLE-BASED SECURITY

Save time by managing user accounts, permissions, and security settings in one place. Enterprise-grade rolebased security allows you to define fine-grained access rights for each user.

#### ELIMINATE MANUAL TRACKING

Stop wasting your time logging more easily captured information with an efficient RFID / barcode asset tracking system.

#### DATA CUSTOMIZED FOR YOUR CONTEXT

Quickly finds what you need with smart views and conditional search features. Users can create and save custom views pertinent to their needs and share them across the organization.

#### EASILY BUILD REPORTS

Choose a standard report or build our own. Compile and visualize data that keeps you informed about your organization

## 3. Getting Started- SmartX Hub®

SmartX Hub<sup>®</sup> is a configurable system based on a License subscription. Some options or menus may not appear in your configuration or screen. If you have questions, please contact <u>sales@smartxhub.com</u> or your sales representative.

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## 4. Accessing SmartX Hub® Asset Management

To access SmartX Hub® on your computer, you must have an active user account with its respective password.

Open your web browser and connect to the SmartX Hub<sup>®</sup> login page; www.SmartXhub.com.

The logging page appears.

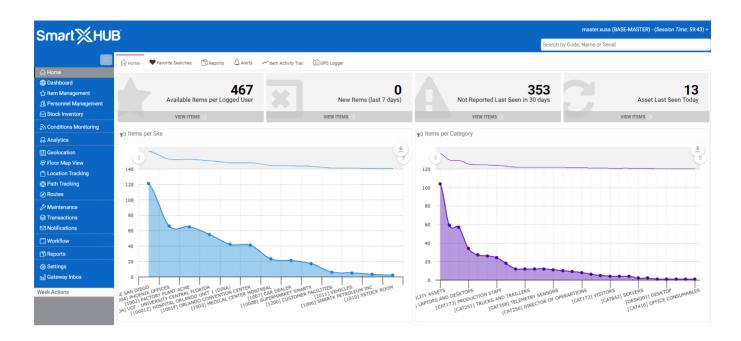
Welcome, Good mornir	ng!
Sign In	
Type your username	
Password	
Forgot your Password?	Login \ominus
©2014-2021 Powered by Smart XHUB All Right	Reserved

- 1. Enter your username and password.
- 2. Click Log In.

If the default settings have not been modified, the SmartX Hub® home page will open

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You can access all SmartX Hub<sup>®</sup> functions or just some of them from this page, depending on the user's permissions.

#### 5. Finding and Viewing Assets

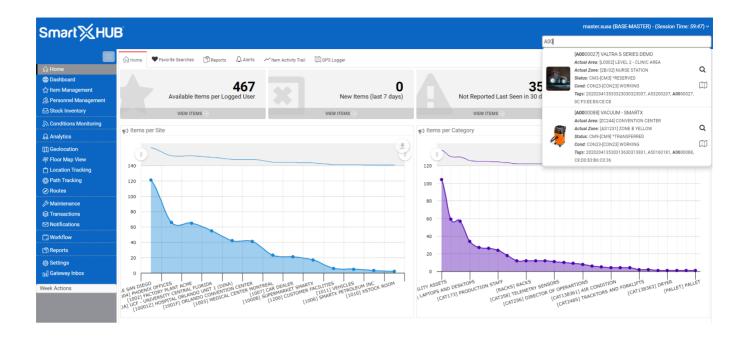
#### 5.1 Quick Search

Use this type of search if you are looking for a specific asset and know all or part of the asset's name, ID, or tag ID.

Enter an asset property in full or partially in the quick search box. For example, you can enter digits included in the asset's ID or letters included in the asset name.

Suppose you enter partial criteria, such as letters included in the asset name. In that case, all assets that meet the criteria are listed as you type the letters:

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When the list appears, you can click the Search Q Icon of the entry to see all the information regarding the asset, including but not limited to the location, custody, status, and condition.

Smart≫F											Qui	ick Search by Name, (	ode or Seria	al		
	*	ltem Li	st						+	Create New Item Q Show Fi	iters 🔳 Reset Au	dit Items 🔲 New/Te	mplate 🖤	Favorite Searches	IIII Rec	ceipts
Home Dashboard		25 of 40	7 25 🗸	per page 🦂	1 2 3 4 5	17 .	_					Search	۹	PDF/AT 2 P	DF 🛃	L XLS
Item List	2	#	Photo	Code	Name 🍦	Serial 🖕	Туре	Condition	Status 🖕	Category 🖕	Last Seen y	Current Location			¢	+
Search by Location		۲		KST	KST 3300 Trash Bin Monitor		SENSORS	[ACD8] Working- Active	[CM1] *AVAILABLE	TELEMETRY SENSORS	2019-09-11 22:37	[P015] Zone 1- Production	✓ Ph ✓ Co			
Search by Item	. 🗆	0		MALTA	IoT Malta Parking Sensor		SENSORS	[ACD8] Working- Active	[CM1] *AVAILABLE	TELEMETRY SENSORS	2019-09-11 21:57	[P015] Zone 1- Production	🗹 Na			
' Item Audit Trail		۲		B0000449	Shelf Cart		ITEM	[ACD8] Working- Active	[CM5] *DELIVERED	PRODUCTION MACHINES AND TOOLS	2019-09-11 14:23	[G1] Gate A1	[C17 <sup>✔</sup> Se ✔ Ty		١G	
Maintenance		۲	-	1566172217	AIR CONDITION	ТҮНВ	ITEM	[ACD8] Working- Active	[CM3] *RESERVED	AIR CONDITION	2019-09-10 21:06	[EX333] CUSTOMER FACILITIES		ondition		
Mustering Stock Inventory		۲		1565617651	TEST OFF 8	OFF 8	ITEM	[CD12] Destroyed	[CM3] *RESERVED	Uniform	2019-09-10 20:57	[EX333] CUSTOMER FACILITIES	[C Sta			
Geolocation		۲		1533497544	Pipeline Repair Clamp	erwewr	ITEM	[ACD8] Working- Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets	2019-09-10 15:12	[04] Computer Center	€ Ca	st Seen		
Floor Map		۲		1541432453	Electrical motor	34543543543	ITEM	[ACD8] Working- Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets	2019-09-07 20:17	[WS1] Warehouse		urrent Location		
Transactions Sensors		۲		1478791774	Wireless Device		ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	IT DEVICES AND MOBILE	2019-09-07 20:17	[P1] Production		ustody Assigned		
Reports		۲		23213213213	Apple TV		ITEM	[CD6] Broken	[CM3] *RESERVED	ELECTRONICS AND APPLIANCES	2019-09-07 05:09	[G1] Gate A1		ome Location 1194] ACME INDUSTRI	s	
Notifications Routes		۲		1519218418	Armless Nesting Chair		ITEM	[ACD8] Working- Active	[CM3] *RESERVED	FACILITY ASSETS	2019-09-07 05:07	[EX333] CUSTOMER FACILITIES	[C52371	1194] ACME INDUSTRI	s	
Analytics		<b>@ ``</b>		B0000442	Apnea Monitor		ITEM	[ACD8] Working- Active	[CM3] *RESERVED	FACILITY ASSETS	2019-09-07 05:04	[EX333] CUSTOMER FACILITIES	[C52371	1194] ACME INDUSTRI	s	
Events		۲		1551711071	Dehumidifiers		ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS	2019-09-04 18:39	[P1] Production	[	SMTX01] SMARTX		
Administration		۲	P	1500345630	Desk		ITEM	[CD6] Broken	[CM3] *RESERVED	FACILITY ASSETS	2019-09-04 18:39	[EX333] CUSTOMER FACILITIES	[C536346	542] BOSCH AUTOMOT	VE	
Company Settings		۲		1540133240	Helmet	PPE1010	ITEM	[ACD8] Working- Active	[CM3] *RESERVED	PERSONNEL PROTECTION EQUIPMENT	2019-09-04 18:39	[EX333] CUSTOMER FACILITIES	[C536346	42] BOSCH AUTOMO	VE	
Gateway Inbox		۲	8	1541432617	Electrical motor		ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	Oil Gas - Energy Assets	2019-09-04 18:39	[P1] Production	[	SMTX01] SMARTX		
ek Actions		@ <b>`</b>	N.	B0000456	RIDER PALLET TRUCK	123456	ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS	2019-09-04 18:39	[P1] Production	C	SMTX01] SMARTX		

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Click the view button to go deep into the asset's information.

· · · · · · · · · · · · · · · · · · ·	IUE										Qu	ick Search by Name, (	ode or Seri	al	
	*	tem L	ist						+	Create New Item 🛛 🔍 Show Fil	ters 🛛 📰 Reset Au	dit Items 🔲 New/Te	mplate 🔍 🎔	Favorite Searches	Receipts
) Home Dashboard	1 - 2	25 of 40	7 25 🕶	per page 🧃	1 2 3 4 5	17 >						Search	Q III	PDF/AT 2 PDF	± xLS
☆ Item List	0	#	Photo	Code 👙	Name 🍦	Serial 👙	Туре	Condition	Status 👙	Category 👙	Last Seen 🥊	Current Location	c	ustody Assigned	View
Search by Location		۲		KST	KST 3300 Trash Bin Monitor		SENSORS	[ACD8] Working- Active	[CM1] *AVAILABLE	TELEMETRY SENSORS	2019-09-11 22:37	[P015] Zone 1- Production		Not Assigned	
) Search by Item		0	÷	MALTA	IoT Malta Parking Sensor		SENSORS	[ACD8] Working- Active	[CM1] *AVAILABLE	TELEMETRY SENSORS	2019-09-11 21:57	[P015] Zone 1- Production		View Edit	
✓ Item Audit Trail <sup>9</sup> Maintenance		۲		B0000449	Shelf Cart		ITEM	[ACD8] Working- Active	[CM5] *DELIVERED	PRODUCTION MACHINES AND TOOLS	2019-09-11 14:23	[G1] Gate A1	[C1714978	View in Floor Map Location History	1
) Mustering		۲	9 <u>0</u> 2011	1566172217	AIR CONDITION	ТҮНВ	ITEM	[ACD8] Working- Active	[CM3] *RESERVED	AIR CONDITION	2019-09-10 21:06	[EX333] CUSTOMER FACILITIES	[C5237	Replicate	
Stock Inventory		۲		1565617651	TEST OFF 8	OFF 8	ITEM	[CD12] Destroyed	[CM3] *RESERVED	Uniform	2019-09-10 20:57	[EX333] CUSTOMER FACILITIES	[C59622	Delete Unrelate RFIDs	=
] Geolocation		۲		1533497544	Pipeline Repair Clamp	erwewr	ITEM	[ACD8] Working- Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets	2019-09-10 15:12	[04] Computer Center	[C49256	Unrelate Barcode Unrelate Active Tags	
' Floor Map Transactions		۲	-	1541432453	Electrical motor	34543543543	ITEM	[ACD8] Working- Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets	2019-09-07 20:17	[WS1] Warehouse	[C49256	5189] COMPANY ACME 3	
Sensors		۲		1478791774	Wireless Device		ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	IT DEVICES AND MOBILE	2019-09-07 20:17	[P1] Production	[	SMTX01] SMARTX	
Reports		~		23213213213	Apple TV		ITEM	[CD6] Broken	[CM3] *RESERVED	ELECTRONICS AND APPLIANCES	2019-09-07 05:09	[G1] Gate A1	[C5237	194] ACME INDUSTRIES	
] Notifications ) Routes		۲		1519218418	Armless Nesting Chair		ITEM	[ACD8] Working- Active	[CM3] *RESERVED	FACILITY ASSETS	2019-09-07 05:07	[EX333] CUSTOMER FACILITIES	[C52371	194] ACME INDUSTRIES	
Analytics		<b>@ ``</b>		B0000442	Apnea Monitor		ITEM	[ACD8] Working- Active	[CM3] *RESERVED	FACILITY ASSETS	2019-09-07 05:04	[EX333] CUSTOMER FACILITIES	[C5237	194] ACME INDUSTRIES	
Events		۲		1551711071	Dehumidifiers		ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS	2019-09-04 18:39	[P1] Production	t	SMTX01] SMARTX	
Administration		۲		1500345630	Desk		ITEM	[CD6] Broken	[CM3] *RESERVED	FACILITY ASSETS	2019-09-04 18:39	[EX333] CUSTOMER FACILITIES	[C536346	42] BOSCH AUTOMOTIVE	
Company Settings		۲		1540133240	Helmet	PPE1010	ITEM	[ACD8] Working- Active	[CM3] *RESERVED	PERSONNEL PROTECTION EQUIPMENT	2019-09-04 18:39	[EX333] CUSTOMER FACILITIES	[C536346	42] BOSCH AUTOMOTIVE	
Gateway Inbox		۲	6	1541432617	Electrical motor		ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	Oil Gas - Energy Assets	2019-09-04 18:39	[P1] Production	1	SMTX01] SMARTX	
ek Actions		<b>@</b> ``		B0000456	RIDER PALLET TRUCK	123456	ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS	2019-09-04 18:39	[P1] Production	1	SMTX01] SMARTX	

The information of the asset will look like this:

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	*	tem Li	st									
	1 - 2	5 of 407	25 🕶 1	per page 🦂 1	2 3 4 5	17 →						
Dashboard ☆ Item List	0	#	Photo	Code	Name 🔶	Serial 🖕	Туре	Condition	Status 🖕	Category 👙		
		۲		KST	KST 3300 Trash Bin Monitor		SENSORS	Active	[CM1] *AVAILABLE	TELEMETRY SENSORS		
Search by Item		۲		MALTA	IoT Malta Parking Sensor		SENSORS	[ACD8] Working- Active	[CM1] *AVAILABLE	TELEMETRY SENSORS	2	
≁ Item Audit Trail		۲		B0000449	Shelf Cart		ITEM	[ACD8] Working- Active	[CM5] *DELIVERED	PRODUCTION MACHINES AND TOOLS	2 Code: 1551711071 Auxiliar item ID: Emoty	Name: Dehumidifiers Serial Number: Empty
		۲		1566172217	AIR CONDITION	TYHB	ITEM	[ACD8] Working- Active	[CM3] *RESERVED	AIR CONDITION	2 Last Seen: 2019-09-04 14:39	Next Service: Empty
		۲		1565617651	TEST OFF 8	OFF 8	ITEM	[CD12] Destroyed	[CM3] *RESERVED	Uniform	Home Location 2 [S]:[1000A]Campus University Centr	Current Location [S]: [1000A]Campus University Centr
		۲		1533497544	Pipeline Repair Clamp	erwewr	ITEM	[ACD8] Working- Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets	2 [A]:[1000A-03] LIB - JOHN C. HITT [Z]:[P1] Production	[A]:[1000A-03] LIB - JOHN C. HITT [Z]:[P1] Production
🛱 Floor Map 😂 Transactions		۲	-	1541432453	Electrical motor	34543543543	ITEM	[ACD8] Working- Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets	2 Type: ITEM	Category:
		۲		1478791774	Wireless Device		ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	IT DEVICES AND MOBILE	2 Group: Empty	[PROD]PRODUCTION MACHINES AND Department: [4545]Production
		۲		23213213213	Apple TV		ITEM	[CD6] Broken	[CM3] *RESERVED	ELECTRONICS AND APPLIANCES	Condition: [ACD8] Working- Active Cost Center: [CC24]Production Cost Ce	Status: [TED] *TRANSFERRED Brand   Model: Empty   Empty
		۲		1519218418	Armless Nesting Chair		ITEM	[ACD8] Working- Active	[CM3] *RESERVED	FACILITY ASSETS	Cus. Owner: [C49256189] COMPANY ACME 3	Cus. Assigned: [SMTX01] SMARTX Warranty Ends date: Empty
		<b>@ `</b>		B0000442	Apnea Monitor		ITEM	[ACD8] Working- Active	[CM3] *RESERVED	FACILITY ASSETS	Maintenance Ends date: Empty	Purchase Date: Empty
🗒 Events	0	۲			Dehumidifiers			[ACD8] Working- Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS	Purchase From: Empty Modified On: 2019-08-11 20:02	Created On: 2019-03-04 09:51
		۲		1500345630	Desk		ITEM	[CD6] Broken	[CM3] *RESERVED	FACILITY ASSETS	2 Assign Tag	
		۲		1540133240	Helmet	PPE1010	ITEM	[ACD8] Working- Active	[CM3] *RESERVED	PERSONNEL PROTECTION EQUIPMENT	2 Actions Maintenance	
		۲	2	1541432617	Electrical motor		ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	Oil Gas - Energy Assets	2 Documents	
Veek Actions		<b>@ ``</b>	Q.S.	B0000456	RIDER PALLET TRUCK	123456	ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS	Change History	

#### 5.2 Advanced Filter

Use this type of search to specify multiple criteria to find one or more assets, such as all the cars in the parking lot.

The Advanced Search Tool allows you to find assets using more detailed criteria. For example, suppose you are looking for all the available (status) good (condition) trucks and trailers (category) in the Warehouse Building (location). You can use the Advanced Search option to specify these four (4) criteria and execute this search. The Advanced Search button opens a page that displays all the selectable criteria.

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SmartXHU											Sear	ch by Code, Name or Serial		
	*	Item M	anagement Q	Advanced Filter Select Re	port						+ Add Ite	m 🔲 🖾 New/Template	III Reset Audit Items	eceipt
☆ Horne ⊕ Dashboard	r										Search	Q	∎ • ≜ PDF/AT ≜ PDF	≛ XL
Critem Management	0		Code 🔅	Name	Serial 0	Туре	Condition	Status 🔅	Category 0	Last Seen 💡	Current Location	Custody Assigned	Tags Identifiers	+
Stock Inventory	C	0	1614737156	FREEZER MEDICINES 2	SENSOR	SENSORS	WORKING 🥑		TELEMETRY SENSORS	2021-07-22 13:18	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC:23:3F:A1:78:6E	
Conditions Monitoring	C	0	1614120655	REFRIGERATOR	AC 23 3F A1 6F 40	SENSORS	WORKING 🥑		TELEMETRY SENSORS	2021-07-22 13:18	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC:23:3F:A1:6F:40	
Q. Analytics	C		863844051426564	TRUCK 2431 HALLIBURTON	SMTX1910	VEHICLE	WORKING 🥑	*AVAILABLE	TRUCKS AND TRAILLERS	2021-07-22 11:04	[UCF0101] RECEPTION	[C17149787] SMARTX WAREHOUSING EQUIPMENT	863844051426564,90001419, 00000000000000000000000001419	
① Geolocation 루 Floor Map View	C		325698747	TABLET COMPUTER		ітем 🎺	NEW NOT USED	*SHIPPED	TELECOMUNICATION ASSETS	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C19988035] SUPPLIER 2	0C:F3:EE:B5:CB:0C, 202020413533323030323231, A53200221	. (=
🖰 Location Tracking 🕲 Path Tracking	C	۲	SMTX0000487	HEAVY DUTY CONVENTIONAL - SLEEPER TRUCKS	SMTX0000487	VEHICLE	WORKING 🥑	*AVAILABLE	TRUCKS AND TRAILLERS 🚑	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C52371194] ACME INDUSTRIES	112233, E0009008, E200001A90190170242091C5	
⊘ Routes & Maintenance	C	۲	SMTX791774	WIRELESS DEVICE ASDASD	SMTX791774	ітем 🎺		*AVAILABLE	TELECOMUNICATION ASSETS	2021-07-22 11:03	[2B/02] NURSE STATION	[SMTX01] SMARTX	B010101, 300833B2DDD901400000000, B82982929	. 🔳
G Transactions	C	۲	1533497544	PIPELINE REPAIR CLAMP	erwewr	ІТЕМ 🍠	WORKING 🥑	*AVAILABLE	OIL GAS - ENERGY ASSETS 🚓	2021-07-22 11:03	[04] COMPUTER CENTER	[C49256189] COMPANY ACME 3	202020413533323030313830, B01010101	
🖾 Notifications	C	۲	SMTX432617	LAPTOP	SMTX432617	ПЕМ 🎺		*AVAILABLE	LAPTOPS AND DESKTOPS	2021-07-22 11:03	(P1) PRODUCTION	[SMTX01] SMARTX	E2003A33D53C0C89349FE4F6, 2020202030303030303032313533,	
🛅 Workflow	C	0 %	A0000027	VALTRA S SERIES DEMO	MINI01	VEHICLE	WORKING 🥑	*RESERVED	VEHICLES/CAR	2021-07-22 11:03	[2B/02] NURSE STATION	(C52371194) ACME INDUSTRIES	0C:F3:EE:B5:CE:C8, A0000027, 202020413533323030323037, A53200207	
⊚ Settings ⊣] Gateway Inbox	C		1612996810	MINI COOPER	MINI04	VEHICLE		*AVAILABLE 🥑	VEHICLES/CAR	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C32688520] SMARTX HOSPITAL EQUIPMENT INC.	0C:F3:EE:B5:CA:5A, 202020413533323030323039, A53200209	
eek Actions		0%	B0000209	METAL CONTAINER		ІТЕМ 🍠	WORKING 🥑	*AVAILABLE	RETUNABLE CONTAINERS RTI	2021-07-22 11:03	[G1] GATE A1	[C59622832] EDILSON SILVEIRA	20:03:CB:6E:CB:B3, 202020204330303030303033530, 20202020423030303030323039, C0000050, B0000209	
	C	0	1614737404	FREEZER VACINE	AC:23:3F:A1:6F:29	SENSORS	WORKING 🥑		TELEMETRY SENSORS	2021-07-22 09:38	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC 23:3F:A1:6F:29	
	C		A000088	VACUUM - SMARTX	C8:D0:83:86:C0:36		WORKING 🥑	*TRANSFERRED	LAPTOPS AND DESKTOPS	2021-07-21 22:05	[AS1231] ZONE B YELLOW	[SMTX01] SMARTX	C8 D0 83 86 C0 36, A0000088, 202020413530313630313831, A50160181	

SmartXHL	G										Sei	Search by Code, Name	or Serial		
	*	Item M	anagement Q/	Advanced Filter 🛛 🖤 Select Rep	ort						+ Add	Filter items by multiple text in Group by:	puts separated by a comma Special Filter	Availab	ality
Dashboard												~	ALL DATA 🗸	*AVAILABLE	E
	0		Code	Name 6	Serial	Туре	Condition	Status	Category 0	Last Seen 🕌	Current Location	Save as Favorite Search	hes		Sa
						SENSORS					[AS1231] ZONE 8	Choose Showed Colum	ins		
		0	1614737156	FREEZER MEDICINES 2	SENSOR	٢	WORKING O	*CHECKOUT	TELEMETRY SENSORS	2021-07-22 13:18	YELLOW	Filter: Home Locations			
		0	1614120655	REFRIGERATOR	AC:23 3F:A1 6F:40	SENSORS	WORKING 🥥	*CHECKOUT	TELEMETRY SENSORS	2021-07-22 13:18	[AS1231] ZONE 8 YELLOW	Filter: Current Location Filter: Status	s		
		0	863844051426564	TRUCK 2431 HALLIBURTON	5M7X1910	VEHICLE	WORKING		TRUCKS AND TRAILLERS	2021-07-22 11:04	[UCF0101] RECEPTION	Filter: Conditions			
				TROUG 2431 MALLIBURION	DWLYIAID	*	WORKING C	AVAILABLE	TROCKS AND TRACLERS	2021-07-22 11:04	(ocroited) recention	Filter: Categories			
	0	0.	325698747	TABLET COMPUTER		ITEM 🦪	NEW NOT USED	*SHIPPED	TELECOMUNICATION ASSETS	2021-07-22 11:03	(AS1231) ZONE B YELLOW	Filter: Groups			
						Vermere					(AS1231) ZONE B	Filter: Departments			
	L.		SMTX0000487	HEAVY DUTY CONVENTIONAL - SLEEPER TRUCKS	SMTX0000487	VEHICLE	WORKING	*AVAILABLE	TRUCKS AND TRAILLERS	2021-07-22 11:03	YELLOW YELLOW	Filter: Cost Center			
	C		SMTX791774	WIRELESS DEVICE ASDASD	SMTX791774	ITEM #	WORKING CO.	*AVAILABLE	TELECOMUNICATION ASSETS		28/02 NURSE STATION	Filter: Conditional			
			31112791774	WINELESS DE TIGE MADRAD	aminiti		HOMMOND O		8		Jenior House and House				
	6	•	1533497544	PIPELINE REPAIR CLAMP	erwewt	ITEM 🦪		*AVAILABLE	OIL GAS - ENERGY ASSETS	2021-07-22 11:03	(04) COMPUTER CENTER				
	C			LAPTOP	SMTX432617	ITEM Ø	BROKEN TT	*AVAILABLE	LAPTOPS AND DESKTOPS		[P1] PRODUCTION				
		1													
			A0000027	VALTRA S SERIES DEMO	MINI01	VEHICLE	WORKING 📀	*RESERVED	VEHICLES/CAR	2021-07-22 11:03	[2B/02] NURSE STATION				
	C	0.	1612996810	MINI COOPER	MINID4	VEHICLE	WORKING 😋	*AVAILABLE 🥑	VEHICLES/CAR	2021-07-22 11:03	[AS1231] ZONE B YELLOW				
Gateway Inbox leek Actions	_		80000209	METAL CONTAINER		ITEM 🦪		*AVAILABLE 🕢	RETUNABLE CONTAINERS RTI	2021-07-22 11:03	[01] GATE A1				
	C	0	1614737404	FREEZER VACINE	AC:23:3F:A1:6F:29	SENSORS		*CHECKOUT	TELEMETRY SENSORS	2021-07-22 09:38	(AS1231) ZONE B YELLOW				
		0.	A0000088	VACUUM - SMARTX	C8:D0:83:86:C0:36	ПЕМ 🧳	WORKING 📀	*TRANSFERRED	LAPTOPS AND DESKTOPS	2021-07-21 22:05	(AS1231) ZONE B YELLOW				
	-														

Check the appropriate boxes. Following the above example, you would check (from the top to the bottom). All values are optional. You can select just one or multiple values.

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## 6. Performing an Advanced Search and Creating Bookmark

To conduct an advanced search and save the criteria:

1. In Advanced Search, from the shortcuts on the home page, type the assets name or code corresponding to the assets you are looking for, separated by commas.

	*	Item Ma	nagement	Advanced Filter 🕽 🖤 Select Rep	ort						+ 44	First ons by multiple text inputs separated by a comma
			-		_						_	Group by: Operative Availability
												V ALL DATA V *AVAILABLE
	0		Code	Name	Serial	Type	Condition	Status	Category	Last Seen	Current Location	Save as Favorite Searches
												Choose Showed Columns
	C	0	1614737156	FREEZER MEDICINES 2	SENSOR	SENSORS	WORKING 🕗	•СНЕСКООТ	TELEMETRY SENSORS	2021-07-22-13:18	(AS1231) ZONE B YELLOW	Filter: Home Locations
	. 0	0	1614120655	REFRIGERATOR	AC 23 3F A1 6F 40	SENSORS	WORKING 🛃		TELEMETRY SENSORS	2021-07-22 13:18	[AS1231] ZONE B	Filter: Current Locations
		-				VEHICLE					YELLOW	Filter: Status Filter: Conditions
		0%	863844051426564	TRUCK 2431 HALLIBURTON	SMTX1910	-	WORKING 🧭	*AVAILABLE	TRUCKS AND TRAILLERS	2021-07-22 11:04	[UCF0101] RECEPTION	CON1652] REGULAR
위 Floor Map View 이 Location Tracking	C	•	325698747	TABLET COMPUTER		ITEM 🎻	NEW NOT USED	*SHIPPED 💽	TELECOMUNICATION ASSETS	2021-07-22 11:03	(AS1231) ZONE B YELLOW	
	C		SMTX0000467	HEAVY DUTY CONVENTIONAL - SLEEPER TRUCKS	SMTX0000487	VEHICLE	WORKING 😋	*AVAILABLE	TRUCKS AND TRAILLERS	2021-07-22 11:03	(AS1231) ZONE B VELLOW	CON23] WORKING
		۲	SMTX791774	WIRELESS DEVICE ASDASD	SMTX791774	ITEM 🦪	WORKING 🕑	*AVAILABLE	TELECOMUNICATION ASSETS	2021-07-22 11:03	[28/02] NURSE STATION	
	C	۲	1533497544	PIPELINE REPAIR CLAMP	erwewt	ITEM	WORKING 🕥	*AVAILABLE	OIL GAS - ENERGY ASSETS	2021-07-22 11:03	[04] COMPUTER CENTER	
	C	۲	SMTX432617	LAPTOP	SMTX432617	ITEM 🍠	BROKEN	*AVAILABLE	LAPTOPS AND DESKTOPS	2021-07-22 11:03	[P1] PRODUCTION	CON29] NEEDS CLEANING
	C		A0000027	VALTRA S SERIES DEMO	MINI01	VEHICLE	WORKING 🥑	*RESERVED	VEHICLES/CAR	2021-07-22 11:03	[28/02] NURSE STATION	
	C		1612996810	MINI COOPER	MINI04	VEHICLE	WORKING 📀	*AVAILABLE 🕢	VEHICLES/CAR	2021-07-22 11:03	[AS1231] ZONE B YELLOW	Check All Unches
												Filter: Categories Filter: Groups
ek Actions		0 %	80000209	METAL CONTAINER		ITEM 🧳	WORKING	*AVAILABLE	RETUNABLE CONTAINERS RTI	2021-07-22 11:03	G1] GATE A1	Filter: Departments
	C					SENSORS					[AS1231] ZONE B	Filter: Cost Center
		<b>•</b>	1614737404	FREEZER VACINE	AC 23 3F A1 6F 29	٩	WORKING 🕑	*CHECKOUT	TELEMETRY SENSORS	2021-07-22 09:38	YELLOW	Filter: Conditional
	C	••	A0000089	VACUUM - SMARTX	CB D0 83 86 C0 96	ITEM 🦪		*TRANSFERRED	LAPTOPS AND DESKTOPS	2021-07-21 22:05	(AS1231) ZONE B YELLOW	
									ODODUOTION ALADUMITE AND		Incard Travers	

2. Select the columns you want to see in the output report. There are three (3) columns: **Common**, **Extra**, and **Special** containing all the assets' information available.

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Search by Code, Nam	e or Serial			
Filter items by multiple text i Group by:	nputs separated b Special Filt		<ul> <li>Availability</li> </ul>	t.
~	ALL DATA	~	*AVAILABLE	~
Save as Favorite Sean	ches			Save
Choose Showed Colu	mns			
All Fields Available				
> 🗧 [1]Common				
> 🗧 [2]Extras				
> [3]Specials				

**<u>Common Columns</u>**: include serial, type, category, group, department, cost center, following service, custody owner, custody assigned, current site, current area, home site, home area, home site, and home area.

**Extra Columns:** include aux ID, brand, model, notes, current area/address, current area/city, current area/state, current area/country, current area/zip code, home area/address, home area/state, home area/city, home area/state, home area/country, home area/Zip code, last local, last local dwell, current local dwell, latitude, and longitude.

<u>Unique columns</u>: include purchase date, purchase from, purchase cost, purchase replace, depreciation months, original depreciation cost, depreciation value, depreciation place in service, warranty code, warranty starts, warranty ends, maintenance contact, maintenance starts, maintenance ends, policy number, insurance company, insurance starts, insurance ends, the insurance cost.

Drag and drop to select fields; they will be visible in the Selected Field box.



3. In Locations (Home and Current locations), select where you want to search for those assets.

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If you click a parent branch, all the locations under it are included in the search. You can also search in a parent branch or in any of its descendants down to the level zone.

Filter: Home Locations	Filter: Current Locations         >       \$
------------------------	--

4. In **Status**, select the status of the assets you want to track. For example, select available to find the assets in the working order that are not tied to a task.



5. In **Conditions**, select the condition of the assets you are searching for.

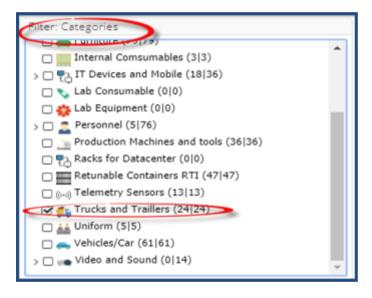
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Filter: Conditions	
CD00] Disposed (0)	*
[CD10] Need Maintance (14)	
CD11] Need Inspection (6)	
CD12] Destroyed (4)	
CD136] Active (163)	
CD13] Unknow (9)	
[CD14] Needs Cleaning (4)	
CD15] Not Applicable (2)	
CD162] Inactive (10)	
CD6] Broken (41)	
[CD7] Discharged (1)	
(CD8] Good (202)	
CD9] New not used (16)	
[NC2020] Discontinued (0)	-

6. In **Categories**, select the category of the assets you want to track.



7. To limit the search to assets belonging to a certain group, check the corresponding box in **Groups**.

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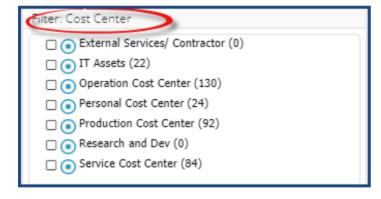


Filter: Groups
Accountable (70)
Building and Constructions (0)
🗆 🍟 General Assets (89)
High Value Equipment (44)
Non Accountable (62)
Oil Production Asset (0)
🗆 🔛 Personal Safety Items (3)
Personnel (59)
Production Machines and tools (61)
Production Vehicles (43)

8. In **Departments**, you can select the departments associated with the assets; check the corresponding box in Departments.

Filter: Departaments
🗌 💽 Headquarter (81)
🗌 💽 Human Resources (65)
IT Department (29)
Production (156)

9. Select the cost center related to the assets you want to track in Cost Center.



**Note:** Your company's status and values are defined; therefore, their names may be different from those used in this guide.

10. To further limit the search of assets whose name, ID, serial number, or tag ID contain certain characters, you can apply "Condition/Conditional" to the output report without affecting the other values.

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Filter: Conditional Match any of these co Field Name		Match any	ditional of these co	onditions	
Field Name	Nothing selected	Name		Contains	
Field Name	Nothing selected	Truck			?
		Field Na	ime	Nothing selected	
Field Name	Nothing selected				
Field Name	Nothing selected	Field Na	ime	Nothing selected	Del

For example, enter "truck" to limit the search to assets that contain the word "truck."

11. Click the search button at the top right-side corner.

Close	Search
-------	--------

#### 6.1 Viewing Search Results

The output report will look like this:

Smart≫HU											Sear	ch by Code, Name or Serial		
	*	Item Ma	nagement Q	Advanced Filter 🛛 🖤 Select Re	port						+ Add Ib	m New/Template	Reset Audit Items	eceip
டு Home ⊕ Dashboard											search	[Q] [ <b>II</b>	▼ Ŝ PDF/AT	± XI
Item Management     R Personnel Management	0	#	Code 👌	Name 0	Serial 🕴	Туре	Condition	Status	Category 0	Last Seen 👻	Current Location	Custody Assigned	Tags Identifiers	+
과 Personner Management 과 Stock Inventory	C	0	1614737156	FREEZER MEDICINES 2	SENSOR	SENSORS	WORKING		TELEMETRY SENSORS	2021-07-22 13:18	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC:23:3F:A1:78:6E	(111
Conditions Monitoring	. 0	0	1614120655	REFRIGERATOR	AC:23:3F:A1:6F:40	SENSORS	WORKING 🥑		TELEMETRY SENSORS	2021-07-22 13:18	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC:23:3F:A1:6F:40	100
Analytics	. C	0	863844051426564	TRUCK 2431 HALLIBURTON	SMTX1910	VEHICLE	WORKING 🥑	*AVAILABLE	TRUCKS AND TRAILLERS 🚑	2021-07-22 11:04	[UCF0101] RECEPTION	[C17149787] SMARTX WAREHOUSING EQUIPMENT	863844051426564,90001419, 00000000000000000000000001419	
₽ Floor Map View	C		325698747	TABLET COMPUTER		ITEM 🎺	NEW NOT USED	*SHIPPED	TELECOMUNICATION ASSETS	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C19988035] SUPPLIER 2	0C:F3:EE:B5:CB:0C, 202020413533323030323231, A53200221	
] Location Tracking ) Path Tracking	C	•	SMTX0000487	HEAVY DUTY CONVENTIONAL - SLEEPER TRUCKS	SMTX0000487	VEHICLE	WORKING 🥑	*AVAILABLE 🥑	TRUCKS AND TRAILLERS	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C52371194] ACME INDUSTRIES	112233, E0009008, E200001A90190170242091C5	
) Routes ) Maintenance	C	-	SMTX791774	WIRELESS DEVICE ASDASD	SMTX791774	ITEM 🍠		*AVAILABLE	TELECOMUNICATION ASSETS	2021-07-22 11:03	[2B/02] NURSE STATION	[SMTX01] SMARTX	B010101, 300833B2DDD901400000000, B82982929	
Transactions	C	•	1533497544	PIPELINE REPAIR CLAMP	erwewr	ITEM 🍼	WORKING 🥑	*AVAILABLE 🧭	OIL GAS - ENERGY ASSETS 🚓	2021-07-22 11:03	[04] COMPUTER CENTER	[C49256189] COMPANY ACME 3	202020413533323030313830, B01010101	1
2 Notifications	C	۲	SMTX432617	LAPTOP	SMTX432617	ITEM 🍠		*AVAILABLE	LAPTOPS AND DESKTOPS	2021-07-22 11:03	[P1] PRODUCTION	[SMTX01] SMARTX	E2003A33D53C0C89349FE4F6, 20202020303030303030332313533,	
] Workflow	C		A0000027	VALTRA S SERIES DEMO	MINI01	VEHICLE	WORKING 🥑	*RESERVED	VEHICLES/CAR 🚗	2021-07-22 11:03	(28/02) NURSE STATION	[C52371194] ACME INDUSTRIES	0C:F3 EE B5:CE:C8, A0000027, 202020413533323030323037, A53200207	
§ Settings  ] Gateway Inbox	C	0%	1612996810	MINI COOPER	MINI04	VEHICLE		*AVAILABLE	VEHICLES/CAR	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C32688520] SMARTX HOSPITAL EQUIPMENT INC.	0C:F3:EE:B5:CA:5A, 202020413533323030323039, A53200209	1
ek Actions			B0000209	METAL CONTAINER		ПЕМ 🍠	WORKING 🧭	*AVAILABLE	RETUNABLE CONTAINERS RTI	2021-07-22 11:03	[G1] GATE A1	[C59622832] EDILSON SILVEIRA	20:03:08:6E:08:83, 20202020433030303030303530, 202020204230303030323039, 00000050, 80000209	(100
	C	0	1614737404	FREEZER VACINE	AC:23:3F:A1:6F:29	SENSORS	WORKING 🥑		TELEMETRY SENSORS	2021-07-22 09:38	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC 23:3F A1:6F 29	
	C		A0000088	VACUUM - SMARTX	C8 D0 83 86 C0 36			*TRANSFERRED	LAPTOPS AND DESKTOPS	2021-07-21 22:05	[AS1231] ZONE B YELLOW	[SMTX01] SMARTX	C8:D0:83:B6:C0:36, A0000088, 202020413530313630313831, A50160181	

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#### 6.2 Saving Search Criteria and Creating a Bookmark

Follow these steps to save the search criteria and create a bookmark.

1. On the search result page, click the **View Bookmark** button.

								Quick Search by Name, C	ode or Serial			
		Favorit	e Searches > Assel	ts in the Factory Texes 🖉 View/Edit 😂 Reloa	ad 🗎 Delete	Q Create New It	em 🕇 Show Filters	🗮 Reset Audit Items 🔲 New/Ten	nplate 🛛 🎔 Favorite Searches 🕅	Receipt		
႕) Home	1-25 of 51 25 • per page < 1 2 3 >											
Dashboard	0	#	Code	Name 🔶	Condition	Status 🔶	Last Seen <sub>v</sub>	Current Location	Home Location	+		
<sup>•</sup> ] Search by Location		0	KST	KST 3300 Trash Bin Monitor	[ACD8] Working- Active	[CM1] *AVAILABLE	2019-09-11 18:37	[P015] Zone 1- Production	[P015] Zone 1- Production			
Search by Item		0	MALTA	loT Malta Parking Sensor	[ACD8] Working- Active	[CM1] *AVAILABLE	2019-09-11 17:57	[P015] Zone 1- Production	[P015] Zone 1- Production			
🗸 Item Audit Trail		۲	1541432453	Electrical motor	[ACD8] Working- Active	[CM1] *AVAILABLE	2019-09-07 16:17	[WS1] Warehouse	[WS1] Warehouse			
۶ Maintenance			1478791774	Wireless Device	[ACD8] Working- Active	[TED] *TRANSFERRED	2019-09-07 16:17	[P1] Production	[P1] Production			
D Mustering			1551711071	Dehumidifiers	[ACD8] Working- Active	[TED] *TRANSFERRED	2019-09-04 14:39	[P1] Production	[P1] Production			
Stock Inventory		•	1541432617	Electrical motor	[ACD8] Working- Active	[TED] *TRANSFERRED	2019-09-04 14:39	[P1] Production	[P1] Production			
]] Geolocation		۵ 🔊	B0000456	RIDER PALLET TRUCK	[ACD8] Working- Active	[TED] *TRANSFERRED	2019-09-04 14:39	[P1] Production	[P1] Production			
🕈 Floor Map		0	AC233FA178D4	Sensor Temperature	[ACD8] Working- Active	[CM1] *AVAILABLE	2019-09-04 11:50	[P015] Zone 1- Production	[01] RECEPTION			
Transactions		0	AC233FA1786E	Sensor Temperature	[ACD8] Working- Active	[CM1] *AVAILABLE	2019-09-04 11:50	[P015] Zone 1- Production	[P015] Zone 1- Production			
) Sensors		~	2222222222222	Dehumidifiers	[ACD8] Working- Active	[P1] IN PRODUCTION	2019-08-30 13:44	[P016] Zone 2- Components Producti	on [P015] Zone 1- Production	[1		
Reports		S	1500345664	FORKLIFT	[ACD8] Working- Active	[P1] IN PRODUCTION	2019-08-30 13:44	[P016] Zone 2- Components Production	on [G1] Gate A1			
Notifications			SMTX002	DRYER BLOWER3/4 HP 3 SPEED FLOOR	[ACD8] Working- Active	[CM1] *AVAILABLE	2019-08-10 12:26	[P016] Zone 2- Components Production	on [G1] Gate A1	[1		
Routes			1565439701	DRYER BLOWER3/4 HP 3 SPEED FLOOR	[ACD8] Working- Active	[CM1] *AVAILABLE	2019-08-10 12:21	[P016] Zone 2- Components Production	on [G1] Gate A1			
Analytics			1565438914	C DEHUMIDIFIERS	[ACD8] Working- Active	[CM1] *AVAILABLE	2019-08-10 12:08	[P015] Zone 1- Production	[G1] Gate A1			
] Events	. 🗆		1565440079	DRYER BLOWER3/4 HP 3 SPEED FLOOR [copy]	[ACD8] Working- Active	[CM1] *AVAILABLE	2019-08-10 08:27	[P016] Zone 2- Components Production	on [G1] Gate A1			
Administration		@ <b>``</b>	1553978557	C Dehumidifiers	[ACD8] Working- Active	[CM5] *DELIVERED	2019-08-06 09:07	[P015] Zone 1- Production	[G1] Gate A1			
Company Settings		<b>N</b>	AF000031	Double Deck Plastic Pallet 06	[ACD8] Working- Active	[TRR] *IN TRANSFER	2019-08-06 09:07	[P015] Zone 1- Production	[G12] Gas Station			
Gateway Inbox			1513525452	Machine	[CD6] Broken	[CD19X] IN MAINTANANCE	2019-07-30 14:38	[P015] Zone 1- Production	[P015] Zone 1- Production			

The bookmark dialog box opens.

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Smart XX HU	B										-	Search by Code, Name or Serial
	_										Se	Search by Code, Name or Serial
	*	item N	lanagement Q	Advanced Filter 🛛 🖤 Select Rep	ort						+ Add	Filter items by multiple text inputs separated by a comma
												Group by: Special Filter Availability
												✓ ALL DATA ✓ *AVAILABLE
7 Item Management 3 Personnel Management	0		Code 🍦	Name 👙	Serial 🍦	Туре	Condition	Status 🛊	Category	Last Seen 👻	Current Location)	Save as Pavorite Searches
		۲	1614737156	FREEZER MEDICINES 2	SENSOR	SENSORS			TELEMETRY SENSORS	2021-07-22 13:50	[AS1231] ZONE B YELLOW	
		0	1614120655	REFRIGERATOR	AC:23:3F:A1:6F:40	SENSORS		*СНЕСКООТ	TELEMETRY SENSORS	2021-07-22 13:50	[AS1231] ZONES YELLOW	Do you want shared with others contributors?      Nothing selected
	0	0	863844051426564	TRUCK 2431 HALLIBURTON	SMTX1910	VEHICLE		*AVAILABLE	TRUCKS AND TRAILLERS 🚛	2021-07-22 11:04	[UCF0101] RECEPTION	Allow contributors to changes when shared?
		0 4	325698747	TABLET COMPUTER		ITEM 🍠	NEW NOT USED	*SHIPPED	TELECOMUNICATION ASSETS	2021-07-22 11:03	[AS1231] ZONE B YELLOW	Show report as favorites?
		۲	SMTX0000487	HEAVY DUTY CONVENTIONAL - SLEEPER TRUCKS	SMTX0000487	VEHICLE		*AVAILABLE	TRUCKS AND TRAILLERS	2021-07-22 11:03	[AS1231] ZONE A YELLOW	
		۲	SMTX791774	WIRELESS DEVICE ASDASD	SMTX791774	ітем 🎺	WORKING 📀	*AVAILABLE	TELECOMUNICATION ASSETS	2021-07-22 11:03	(2B/02) NURSE STATION	Short Sequence
		۲	1533497544	PIPELINE REPAIR CLAMP	erwewr	ітем 🎻		*AVAILABLE	OIL GAS - ENERGY ASSETS	2021-07-22 11:03	[04] COMPUTER CENTER	Choose Showed Columns
		۲	SMTX432617	LAPTOP	SMTX432617	ITEM 🎻	BROKEN	*AVAILABLE 🕢	LAPTOPS AND DESKTOPS	2021-07-22 11:03	[P1] PRODUCTION	Filter: Home Locations
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- 2. In Name, enter a name for this search.
- 3. In **Title**, enter a title for this bookmark.
- 4. If you want to share this bookmark with other users or contributors, check the box.
- 5. If you allow other users or contributors to make changes to this bookmark, select the box.
- 6. Click the **Save** button.

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#### 7. List Favorites bookmark at listing item view

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8. The stored Favorites bookmark will appear in the template List at Home.

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#### 7. Custom Reports

Reports retrieve detailed information about current and past events. For example, you can retrieve information about assets located in a given home.

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You can generate an instant report or one-time or periodically reports scheduled for future dates.

#### 7.1 Generating Reports

To generate a report:

- 1. Click the **Report** tab from the main menu
- 2. From the drop-down menu, select Manager Reports
- 3. Click the New Report button that appears on the right-hand side

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Stock Inventory		1	RPT-675	HTML	Report of Workers		
Geolocation		1	RPT-839	HTML	AUDITED ITEMS	AUDITED ASSETS	
P Floor Map	2	2	RPT-131	HTML	People On Vacation	People on vacation period	
≩ Transactions		3	RPT-130	PDF	Cars Maintenance out of contract	Maintenance plan not signed	C L BA
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) Reports		4	RPT-564	HTML	Tools	Report of Tools	
Notifications	1	5	RPT-132	PDF	People Out of Work	People Out of Work	
) Routes		6	RPT-135	PDF	Medical Staff Location	People Location	C LU B A D
Analytics		7	RPT-134	PDF	Laptops out of maintenance	Laptops out of maintenance contract	C LL 🖹 🗋 🖾
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All the available parameters are displayed in the work area on the right

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Administration		99	RPT-1	HTML	Assets in Computer Center	Assets in Computer Center		Filter: Current Locations		
	•	99	RPT-2	PDF	Assets Not Available	Assets Not Available		Filter: Custody Owner		
Gateway Inbox	•	99	RPT-4	PDF	Asset in Maintenance	Asset in Maintanance		Filter: Custody Assigned		
	•	99	RPT-5	HTML	Video Assets	Video Assets		Filter: Status		
eek Actions	•	99	RPT-6	HTML	Car and Trucks	Car and Trucks		Filter: Conditions		
		99	RPT-9	XLS	Printers	Printers		Filter: Categories		

- 4. In Name, type the asset's name for this report.
- 5. In the **Title**, type text describing the report.
- 6. In **Notes**, type any notes you consider essential to keep.
- 7. Select the columns you want to see in the output report. There are three (3) columns: **Common**, **Extra**, and **Special**, containing all the assets information available.

**Standard Columns:** include serial, type, category, group, department, cost center, following service, custody owner, custody assigned, current site, current area, home site, home area, and home area.

**Extra Columns:** include aux ID, brand, model, notes, current area/address, current area/city, current area/state, current area/country, current area/zip code, home area/address, home area/state, home area/city, home area/state, home area/country, home area/Zip code, last local, last local dwell, current local dwell, latitude, and longitude

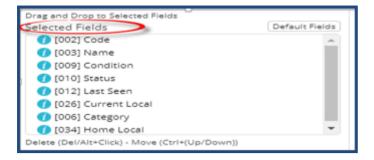
<u>Special columns</u>: include purchase date, purchase from, purchase cost, purchase replace, depreciation months, original depreciation cost, depreciation value, depreciation place in service, warranty code, warranty starts, warranty ends, maintenance contact, maintenance starts, maintenance ends, policy number, insurance company, insurance starts, insurance ends, the insurance cost.

8. Drag and drop to select fields. They will be visible at the selected field box.

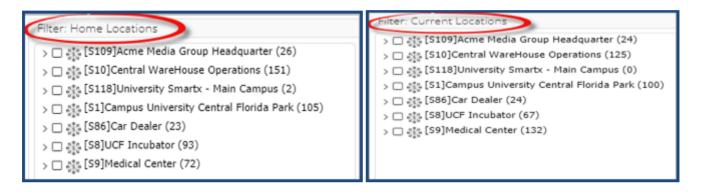
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9. In **Locations** (Home and Current locations), select the site, area, and zone to generate a report that covers assets located in a particular place.



10. In Status, select the status of the assets you want to run the report on.



11. In **Conditions**, select the condition of the assets you are searching.

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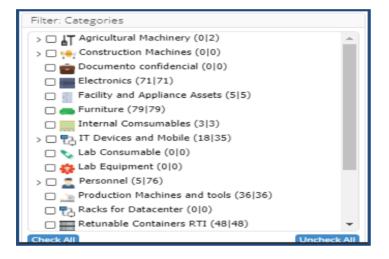
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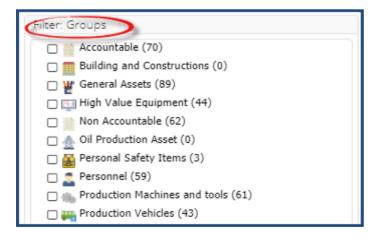


Filter: Conditions	
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CD11] Need Inspection (6)	
CD12] Destroyed (4)	
CD136] Active (164)	
CD13] Unknow (9)	
CD14] Needs Cleaning (4)	
CD15] Not Applicable (1)	
CD162] Inactive (10)	
[CD6] Broken (41)	
CD7] Discharged (1)	
CD8] Good (202)	
[CD9] New not used (16)	
[NC2020] Discontinued (0)	-
Check All	Uncheck All

12. In **Categories**, select the category of the assets you want to track.



13. To limit the report to assets belonging to a particular group, check the corresponding box in **Groups**.



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14. You can select the departments associated with the assets you want to add to the report; check the corresponding box in Departments.

Filter: Departaments	
Headquarter (81)	
Human Resources (65)	
🗌 💽 IT Department (29)	
Production (156)	

15. Select the cost center related to the assets you want to track in Cost Center.



16. You can apply **Condition/Conditional** to the output report without affecting the other values.

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latch any of these cor	Contains
Truck	× ?
Field Name	Nothing selected
Field Name	Nothing selected

17. In **Output**, select an output format.

Report: Output		
Output		
PDF Landscape		
PDF Landscape 🖌	er by	
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XLS		
CSV	Add Default Im	age
HTML	Add Header	
Add Artefacts	Add Company	Logo

You can create reports in PDF landscape or portrait orientation. You can also generate reports in XLS, CVS, and HTML.

17.1 Ordered by, make sure the Order Reports radio button is checked



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17.2 **Ascending/Descending**: In this section, you can define how to sort the report.

Report: Output		DESC
Output	Order by	ASC
PDF Landscape	Aux ID	DESC
Sum Currency	Add Default I	mage
Sum Numeric	Add Header	
Add Artefacts	Add Company	y Logo

17.3 You have more options to customize the report you want to generate. For example, you add the company logo, header, and default images, among other options.

Report: Output								
Output	Order by							
PDF Landscape	Last Seen	DESC						
💥 Sum Currency	💥 Add Default Image							
Sum Numeric	X Add Header							
Add Artefacts	🕅 Add Company Lo	go						

18. **Report scheduler**: The report you are generating or the existing ones can be scheduled to run on certain days, at specific times. Select the date and time. You need to run it/them. Include all the email addresses of all users you want to notify the report.

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Report: Scheduler	
** Will be removed if Output is HTML **	
Sunday K 06 : 00 Enable	
Clude E-mails separeted by semi-color	_
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19. Click the **Save** button to create the report and save it in the selected format. Such a report can be reopened under the Common Report tab.

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	C) Re	eport List							Report Info	
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									Filter: Current Locations	
<sup>6</sup> ] Search by Location		Sequence	Code	Туре	Title 👙		Notes		Filter: Custody Owner	
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			RPT-158		Transportation Assets	List of transportation assets		_	Filter: Status	
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		1	RPT-320	HTML	Last Seen in 1 Day	Last Seen in 1 Day			Filter: Groups	
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		1	RPT-839	HTML	AUDITED ITEMS	AUDITED ASSETS			Filter: Conditional	
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		7	RPT-134	PDF	Laptops out of maintenance	Laptops out of maintenance contract			V Category	V Status
		8	RPT-136	PDF	Depreciation	Cars depreciation			Group	CostCenter
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Sensors	24	4	RPT-133	PDF	Lap Tops out of warranty	Out of warranty date		Jul 🖹 🖓 🗓
Reports		4	RPT-564	HTML	Tools	Report of Tools		۵ 🖿 🖬 🖬 🖉
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Events	-	8	RPT-136	PDF	Depreciation	Cars depreciation		
	· -	99	RPT-1	HTML	Assets in Computer Center	Assets in Computer Center		۵ 🖿 🖿 🖬 🖉
Administration		99	RPT-2	PDF	Assets Not Available	Assets Not Available		
Company Settings		99	RPT-4	PDF	Asset in Maintenance	Asset in Maintanance		III 🖹 🖓 🗓
Gateway Inbox		99	RPT-5	HTML	Video Assets	Video Assets		(7 Lul 🖹 🗖 Ŭ
ek Actions		99	RPT-6	HTML	Car and Trucks	Car and Trucks		C 💷 🖹 🗖 1
		99	RPT-9	XLS	Printers	Printers		

#### 7.2 Combined Reports

SmartX Hub® offers you a way to combine multiple reports into single reports.

- 1. In the Manager Report, click **Combined Report**.
- 2. Click the New Report button.
- 3. The **Combined Report** dialog box.

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	D Report List							
Home Dashboard Item List	iommons Report Combined Reports						Search	
Search by Location	Title 🔶	All Reports	Notes	Modified By 👙	Modified On	Created By 👙	Created On 🚽	New Report
Search by Item	Smartphones & Tablets Stock	-(View 1) [RPT-405] List of Tablets_UCF Facilities -(View 2) [RPT-400] Smartphones in UCF		master.xusa	2018-02-21 13:30	master.xusa	2018-02-21 13:29	<b>7 🗖</b> 🛍
Item Audit Trail Maintenance	Conference Room Furniture	(View 1) [RPT-401] List of Chairs_UCF Training Room (View 2) [RPT-402] List of Chairs_UCF Executive Meeting Room (View 3) [RPT-152] HP Monthing Assets View 4) [RPT-404] List of Tables UCF Executive Meeting Room		master.xusa	2018-07-16 13:28	master.xusa	2018-02-21 1319	<b>7</b>
Mustering Stock Inventory	Servers	(View 1) [RPT-1] Assets in Computer Center (View 2) [RPT-21] High Value Equipment		master.xusa	2018-02-07 11:45	master.xusa	2018-02-07 11:45	I 🗖 🛍
Geolocation Floor Map	Combined Report_Test	-(View 1) [RPT-1] Assets in Computer Center (View 2) [RPT-11] Chair in Smartx -(View 3) [RPT-152] HP Moniting Assets (View 4) [RPT-24] Container		master.xusa	2017-12-13 10:46	master.xusa	2017-10-09 18:35	<b>7 🗖</b> 🛍
Transactions Sensors	Finance Vision	-(View 1) [RPT-21] High Value Equipment -(View 2) [RPT-34] Furnitures Good or New		master.xusa	2017-09-15 11:11	master.xusa	2017-09-15 11:09	🕑 🗖 🛍
Reports Notifications	Item Complete view	-{View 1} [RPT-5] Video Assets -{View 2} [RPT-1] Assets in Computer Center -{View 3} [RPT-24] Container -{View 4} [RPT-27] Rt available		master.xusa	2019-01-13 19:26	master.xusa	2017-06-20 16:21	<b>7 🗖</b> 🛍
	- 6 of 6							
Analytics Events								
Administration								
Company Settings								

4. Type all the information regarding the combined report you want to generate, such as title and notes, and choose the existing report you want to combine.

**Note:** Just HTML file format reports can be combined.

5. Click the **Save** button.

6. The new combined report has been generated and will appear in the list of combined ones.

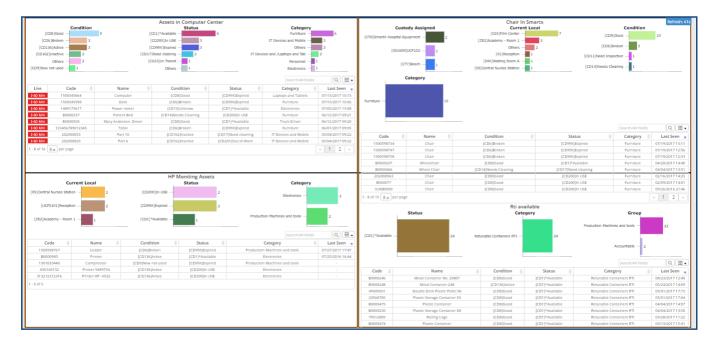
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6martXF					Quick	Search by Name, G	ode or Serial	
	🕒 Report List							
⊜ Home ⊕ Dashboard	Commons Report Combined Reports	;						
					×			
	Title		Combined Report Test		Nodified On 🖕	Created By	Created On 🚽	New Report
	Smartphones & Tablets Stock	-(View 1) [RP -(View 2) [RP]			18-02-21 13:30	master.xusa	2018-02-21 13:29	<b>e d</b>
	Conference Room Furniture	-(View 1) [RP -(View 2) [RP -(View 3) [RP	This field has a limit of 1000 chars		✓ 18-07-16 13:28	master.xusa	2018-02-21 13:19	<b>d 🗖</b> 🛍
	Servers	-(View 4) [RP -(View 1) [RP -(View 2) [RP	Created By master.xusa	Created On 2017-10-09 18:35	18-02-07 11:45	master.xusa	2018-02-07 11:45	<b>e d</b>
	Combined Report_Test	-(View 1) [RP -(View 2) [RP -(View 3) [RP	Modified By master.xusa	Modified On 2017-12-13 10:46	17-12-13 10:46	master.xusa	2017-10-09 18:35	<b>7 8</b> û
	Finance Vision	-(View 4) [RP -(View 1) [RP -(View 2) [RP		ved only HTML Reports View 2	17-09-15 11:11	master.xusa	2017-09-15 11:09	<b>d 1</b> û
) Reports	Item Complete view	-(View 1) [RP -(View 2) [RP -(View 3) [RP	[RPT-1]Assets in Computer Center	[RPT-11]Chair In Smartx View 4	19-01-13 19:26	master.xusa	2017-06-20 16:21	<b>7 🗖</b> 🛍
	1 - 6 of 6	-(Vie w 4) [RP	[RPT-152]HP Moniting Assets	[RPT-24]Container				
				Sa	ve Close			
Gateway Inbox								

Note: The edit and delete options are available for further modifications or deletions.

The view window will allow you to see the combined report in the order you chose in the combined report working area.



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## 8. Items Action features

To document all the events, transactions, tasks, activities, or actions that need to occur. Action items are sources that a single person can handle to get exact management of all your assets.

#### 8.1 Action Buttons

With the **Action Buttons**, you can track when an item/asset leaves a designated current location (i.e., storage area) and who takes the item. It is similar to a library book and even has fines for returning the item late. Since you have a database of users and assets, you will always know who currently has an item and the previous users for a trail of accountability.

- 1. From the **Item** list, select the item you want to check out.
- 2. Right-click to activate the actions drop-down menu.
- 3. Select One Action.

SmartXHU	D										Sear	ch by Code, Name or Serial		
	*	Item M	lanagement	Q Advanced Filter	xort						+ Add Ite	m 🔲 New/Template	Reset Audit Items	Receipt
ය Home ∰ Deshboard	r										Search	Q. ( #	➡ PDF/AT ▲ PDF	≛ XL
🖒 Item Management	0		Code	Name	Serial 🕴	Туре	Condition	Status	Category 0	Last Seen 🚽	Current Location	Custody Assigned	Tags Identifiers	+
옷 Personnel Management 과 Stock Inventory	c	0	16147371	56 FREEZER MEDICINES 2	SENSOR	SENSORS	WORKING 🥑	*СНЕСКОИТ	TELEMETRY SENSORS	2021-07-22 14:10	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC:23:3F:A1:78:6E	1
Conditions Monitoring	C	0	16141206	55 REFRIGERATOR	AC 23 3F A1 6F 40	SENSORS	WORKING 🥑	*СНЕСКОИТ	TELEMETRY SENSORS	2021-07-22 14:10	[AS1231] ZONE B YELLOW	(C15656513) CARLOS RIBEIRO	AC:23:3F:A1:6F:40	1
Analytics	C	0	8638440514	26564 TRUCK 2431 HALLIBURTON	SMTX1910	VEHICLE	WORKING 🥑	*AVAILABLE 🥑	TRUCKS AND TRAILLERS	2021-07-22 11:04	[UCF0101] RECEPTION	[C17149787] SMARTX WAREHOUSING EQUIPMENT	863844051426564,90001419, 0000000000000000000000001419	
III Geolocation 루 Floor Map View ግ Location Tracking		0 *	3256987	17 Print Simplified Printing		ПЕМ 🍼	NEW NOT USED	*SHIPPED	TELECOMUNICATION ASSETS	2021-07-22 11:03	[AS1231] ZONE B YELLOW	(C19988035) SUPPLIER 2	0C F3 EE 85 CB 0C, 202020413533323030323231, A53200221	. 🔳
Path Tracking	C	۲	SMTX0000	481 Detailed Printing	SMTX0000487	VEHICLE	WORKING 🥑	*AVAILABLE 🥑	TRUCKS AND TRAILLERS 🐴	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C52371194] ACME INDUSTRIES	112233, E0009008, E200001A90190170242091C5	5
Routes Maintenance	C	۲	SMTX791	Print Label Action with Receipt CheckOut	SMTX791774	ІТЕМ 🎻	WORKING 🥑	*AVAILABLE 🥑	TELECOMUNICATION ASSETS	2021-07-22 11:03	[2B/02] NURSE STATION	[SMTX01] SMARTX	B010101, 300833B2DDD9014000000000 B82982929	0, 🗐
Transactions	c	۲	15334975	44 Reserve	enwewr	ПЕМ 🍼	WORKING 🥑	*AVAILABLE 🥑	OIL GAS - ENERGY ASSETS	2021-07-22 11:03	[04] COMPUTER CENTER	[C49256189] COMPANY ACME 3	202020413533323030313830, B01010101	0, 🗐
Notifications	C	۲	SMTX432	S17 Temporary Transfer Location	SMTX432617	ПЕМ 🎻		*AVAILABLE 🕢	LAPTOPS AND DESKTOPS	2021-07-22 11:03	(P1) PRODUCTION	(SMTX01) SMARTX	E2003A33D53C0C89349FE4F6 20202020303030303032313533	
ු Workflow වූ Reports	C		A000002	7 Permanent Transfer Return Action Groupping	MINI01	VEHICLE		*RESERVED	VEHICLES/CAR 🚗	2021-07-22 11:03	[28/02] NURSE STATION	[C52371194] ACME INDUSTRIES	0C F3 EE B5 CE C8, A0000027, 202020413533323030323037, A53200207	
ĝ Settings ⊣] Gateway Inbox	C	0	16129968	Searched	MINI04	VEHICLE	WORKING 🥑	*AVAILABLE	VEHICLES/CAR	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C32688520] SMARTX HOSPITAL EQUIPMENT INC.	0C.F3.EE.B5.CA.5A, 202020413533323030323039, A53200209	, (11
eek Actions	C	0	B000020	9 9 Add Comment to Items Bulk Item Property Change		ПЕМ 🍠	WORKING 🥑	*AVAILABLE 🥑	RETUNABLE CONTAINERS RTI	2021-07-22 11:03	[G1] GATE A1	[C59622832] EDILSON SILVEIRA	20:03:CB:6E CB:B3, 202020204330303030303033530, 20202020423030303030323039, C0000050, B0000209	
	C	0	16147374		C-23:3F:A1:6F:29	SENSORS	WORKING 🥑	•снескоит 😅	TELEMETRY SENSORS	2021-07-22 09:38	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC:23:3F:A1:6F:29	
	C		A000006	Audit	8 D0 83 86.C0 36	ITEM 🦪		*TRANSFERRED	LAPTOPS AND DESKTOPS	2021-07-21 22:05	[AS1231] ZONE B	[SMTX01] SMARTX	C8 D0 83 86 C0 36, A0000088, 202020413530313630313630313831,	

4. At the top of the page, you can see that the check-out process has started. Click on it in. The check-out action screen opens.

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	_										Sear	ch by Code, Name or Serial		_
	*	Item Ma	nagement Q	Advanced Filter	port			(	Permanent Transfer Locatio	Process 1	+ Add Ite	III New/Template	IIII Reset Audit Items	eceipts
∰ Home ∰ Dashboard	E										learch	Q.	◆ ≜ PDF/AT ≜ PDF	± xi s
Item Management R Personnel Management	0		Code	Name 0	Serial (	Туре	Condition	Status 0	Category 0	Last Seen 💡	Current Location	Custody Assigned	Tags Identifiers	+
Stock Inventory		0	1614737156	FREEZER MEDICINES 2	SENSOR	SENSORS	WORKING 🥑	*СНЕСКОИТ	TELEMETRY SENSORS	2021-07-22 14:10	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC 23:3F:A1:78:6E	
Conditions Monitoring		0	1614120655	REFRIGERATOR	AC:23:3F:A1:6F:40	SENSORS	WORKING 🥑		TELEMETRY SENSORS	2021-07-22 14:10	[AS1231] ZONE B YELLOW	[015656513] CARLOS RIBEIRO	AC 23:3F:A1:6F:40	
Q. Analytics ∭ Geolocation		0 %	863844051426564	TRUCK 2431 HALLIBURTON	SMTX1910	VEHICLE	WORKING 🥑	*AVAILABLE	TRUCKS AND TRAILLERS	2021-07-22 11:04	[UCF0101] RECEPTION	[C17149787] SMARTX WAREHOUSING EQUIPMENT	863844051426564, 90001419, 00000000000000000000001419	
Floor Map View		0 %	325698747	TABLET COMPUTER		ПЕМ 🍠	NEW NOT USED	*SHIPPED 💿	TELECOMUNICATION ASSETS	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C19988035] SUPPLIER 2	0C:F3:EE:B5:CB:0C, 202020413533323030323231, A53200221	
Path Tracking	0	۲	SMTX0000487	HEAVY DUTY CONVENTIONAL- SLEEPER TRUCKS	SMTX0000487	VEHICLE	WORKING 🥑	*AVAILABLE 🕢	TRUCKS AND TRAILLERS	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C52371194] ACME INDUSTRIES	112233, E0009008, E200001A90190170242091C5	
Routes Maintenance	0	۲	SMTX791774	WIRELESS DEVICE ASDASD	SMTX791774	ПЕМ 🎻	WORKING 🥑	*AVAILABLE	TELECOMUNICATION ASSETS	2021-07-22 11:03	[2B/02] NURSE STATION	[SMTX01] SMARTX	B010101, 300833B2DDD901400000000, B82982929	
G Transactions		۲	1533497544	PIPELINE REPAIR CLAMP	erwewr	ITEM 🍼	WORKING 🥑	*AVAJLABLE 🥑	OIL GAS - ENERGY ASSETS 🚓	2021-07-22 11:03	[04] COMPUTER CENTER	[C49256189] COMPANY ACME 3	202020413533323030313830, B01010101	
S Notifications		۲	SMTX432617	LAPTOP	SMTX432617	ITEM 🍠		*AVAILABLE 🥑	LAPTOPS AND DESKTOPS	2021-07-22 11:03	[P1] PRODUCTION	(SMTX01) SMARTX	E2003A33D53C0C89349FE4F6, 202020203030303032313533,	1
] Workflow )) Reports		0 %	A0000027	VALTRA S SERIES DEMO	MINIOT	VEHICLE	WORKING 🥑	*RESERVED	VEHICLES/CAR	2021-07-22 11:03	[2B/02] NURSE STATION	[C52371194] ACME INDUSTRIES	0C:F3 EE 85:CE C8, A0000027, 202020413533323030323037, A53200207	
@ Settings ⊮] Gateway Inbox	٥	0.	1612996810	MINI COOPER	MINI04	VEHICLE	WORKING 🥑	*AVAILABLE 🥑	VEHICLES/CAR	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C32688520] SMARTX HOSPITAL EQUIPMENT INC.	DC:F3:EE:B5:CA:5A, 202020413533323030323039, A53200209	
eek Actions	0	<b>® %</b>	80000209	METAL CONTAINER		ПЕМ 🍠	WORKING 🥑	*AVAILABLE	RETUNABLE CONTAINERS RTI	2021-07-22 11:03	[G1] GATE A1	[C59622832] EDILSON SILVEIRA	20:03:08:66:08:83, 202020204330303030303033530, 20202020423030303030323039, 00000050, 80000209	
	0	0	1614737404	FREEZER VACINE	AC:23:3F:A1:6F:29	SENSORS	WORKING 🥑		TELEMETRY SENSORS	2021-07-22 09:38	[AS1231] ZONE B YELLOW	(C15656513) CARLOS RIBEIRO	AC:23:3F:A1:6F:29	

CheckOut		×
CheckOut to Custody 🚯		Requested on
Requested To		
CheckOut to Location ()		Due Date 0
Nothing selected	R	
CheckOut Notes 🕄		•
This field has a limit of 1000		
Define what kind of App	oval for this CheckOut	
	with Eletronic Signature)	
	Eletronic Signature is Requ	uired
	ill be include on Receipt, lt use they can return separa	will guide items returned but ted
Defined by User	Nothing selected	
Define Custody		
Defined by User	Nothing selected	
Extra Notes 🚯		
This field has a limit of 100	0 chars	*
		Close

Select the **Custody**, **Company** or **Person** to assign the asset to this automatically.

Select the **Request Date** for when you want the asset checked out.

You can even update the **Location** of an asset when you check it out.

Select the **Location** to move the asset to this automatically.

**Due Date**: if the asset requires a due date, you select the required date for when you want the asset returned.

**Notes:** Keep any comments you consider essential to keep.

**Type of Approval:** Select the type of approval for this action, auto approval or electronic signature.

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If the action requires an electronic signature, you will be prompted to the signature window; otherwise, the action should be signed manually.

Click **Save** to add the checkout action to the item selected.

CheckOut			×
CheckOut to Custody 0		Requested on	
[562]Dina Marquez		2017-12-01 15:18	=
CheckOut to Location ()		Due Date	
[SLOT2X]Slot 2 - Used Ca	ars 🖉	2017-12-04 15:18	<b></b>
CheckOut Notes ()			
4			D 📝
Define what kind of Appro	val for this CheckOut		
Auto Approval (Receipt v	with Eletronic Signature)		
	II be include on Receipt, It will use they can return separated	guide items returned	Ibut
Defined by User	Nothing selected		
Define Custody			
Defined by User	Nothing selected		
Extra Notes ()			
This field has a limit of 100	0 chars		
		Save	Close

**Note:** According to your preferences; location or custody will be checked out, and the status of the asset, too, it will be checked out.

#### 8.5 Temporary Transfer Action

This action offers you the possibility of temporarily moving an item between custodian (custodian) or locations.

- 1. From the item list, select the item you want to transfer temporarily
- 2. Right click to activate the actions drop-down menu

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🖈 it	em Lis	at		Te	mporary 1	Fransfer Location	Process 1 💼	+ Create New Item Q Show	w Filters 📕 Reset	t Audit Items 🔲 New/Te	emplate 🖤
1 - 25	5 of 407	25 🕶 per page	<ul><li>1 2 3 4 5</li></ul>	17						Search	Q
0	#	Code	Name 🍦	Serial 🗧	(Y000008 Type	8]Chair Condition	Status 🖕	Category 🖕	Last Seen <sub>v</sub>	Current Location	Cu
	<b>®</b>	KST	KST 3300 Trash Bin Monitor		SENSORS	[ACD8] Working- Active	[CM1] *AVAILABLE	TELEMETRY SENSORS	2019-09-11 18:52	[P015] Zone 1- Production	
	0	MALTA	loT Malta Parking Sensor		SENSORS	[ACD8] Working- Active	[CM1] *AVAILABLE	TELEMETRY SENSORS	2019-09-11 17:57	[P015] Zone 1- Production	
	۲	B0000449	Shelf Cart		ITEM	[ACD8] Working- Active	[CM5] *DELIVERED	PRODUCTION MACHINES AND TOOLS	2019-09-11 10:23	[G1] Gate A1	[C1714978]
	۲	1566172217	AIR CONDITION	ТҮНВ	ITEM	[ACD8] Working- Active	[CM3] *RESERVED	AIR CONDITION	2019-09-10 17:06	[EX333] CUSTOMER FACILITIES	[C52371
	۲	1565617651	TEST OFF 8	OFF 8	ITEM	[CD12] Destroyed	[CM3] *RESERVED	Uniform	2019-09-10 16:57	[EX333] CUSTOMER FACILITIES	[C596228
	۲	1533497544	Pipeline Repair Clamp	erwewr	ITEM	[ACD8] Working- Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets	2019-09-10 11:12	[04] Computer Center	[C49256
	۲	1541432453	Electrical motor	34543543543	ITEM	[ACD8] Working- Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets	2019-09-07 16:17	[WS1] Warehouse	[C49256
	۲	1478791774	Wireless Device		ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	IT DEVICES AND MOBILE	2019-09-07 16:17	[P1] Production	[5
	۲	23213213213	Apple TV		ITEM	[CD6] Broken	[CM3] *RESERVED	ELECTRONICS AND APPLIANCES	2019-09-07 01:09	[G1] Gate A1	[C52371
	۲	1519218418	Armless Nesting Chair		ITEM	[ACD8] Working- Active	[CM3] *RESERVED	FACILITY ASSETS	2019-09-07 01:07	[EX333] CUSTOMER FACILITIES	[C52371
	<b>8 \$</b>	B0000442	Apnea Monitor		ITEM	[ACD8] Working- Active	[CM3] *RESERVED	FACILITY ASSETS	2019-09-07 01:04	[EX333] CUSTOMER FACILITIES	[C52371
	۲	1551711071	Dehumidifiers		ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS	2019-09-04 14:39	[P1] Production	[5
										[EX333] CUSTOMER	

### 3. Select Temporary Transfer action

4. At the top of the page, you can see that the temporary transfer process has started. Click on it. The **Temporary Transfer** action screen opens.

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SmartXI	-11 11	R <sup>°</sup>													
												Quick Search	by Name,	Code or Serial	
	*	Item Li	st			Tempora	ry Transfer Locatio	n Process 1	+ Create	e New Item 🛛 🔍 Si	now Filters 🔠 Rese	t Audit Items	New/Te	emplate 🖤 Favorite Searches 🕅 🗰 R	Receipts
	1 -	- 25 of 407	7 25 🕶 per pa	ege < 1 2 3 4 5	17 >									Q . PDF/AT	📥 XLS
☆ Item List	0	#	Code 👙	Name 👙	Serial 🍦	Туре	Condition 👙	Status 👙		Category 👙	Last Seen y	Current Loc	ation	Custody Assigned 👙	+
E Search by Location		0	KST	Transfer Temporary								×	oduction	Not Assigned	
Search by Item	E	0	MALTA	Transfer to Custody						Requested on			duction	Not Assigned	
Hern Audit Trail			B0000449	Requested To						2019-09-11 19:02		<b></b>	(1	[C17149787] SMARTX WAREHOUSING EOUIPMENT	
			156617221	Transfer to Location () Nothing selected					Ø	Due Date 🚯		=	OMER	[C52371194] ACME INDUSTRIES	
① Mustering Stock Inventory			156561765	Trouming Selected						is Required			MER	[C59622832] ALVARO GUTIERREZ	
Geolocation			153349754	Transfer Notes									Ienter	[C49256189] COMPANY ACME 3	
🛱 Floor Map		~		This field has a limit of 1000 chars											
STransactions			154143245										ouse	[C49256189] COMPANY ACME 3	
ி Sensors		•	147879177	Define what kind of Approval for	this Transfer								ion	[SMTX01] SMARTX	
🖺 Reports			2321321321	AUTO APPROVAL (RECEIPT WITH	ELETRONIC SIGN	IATURE)							(1	[C52371194] ACME INDUSTRIES	
<ul> <li>Notifications</li> <li>Routes</li> </ul>	C	•	151921841										MER	[C52371194] ACME INDUSTRIES	
Q Analytics		0	B0000442	Aprico monitor		II L M	Active	(CIND) "ACDEAVED	PAL.		2015-03-07 01.04	EACILITIE	MER	[C52371194] ACME INDUSTRIES	
Events		•	1551711071	Dehumidifiers		ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	PRODUCTI	ION MACHINES AND TOOLS	2019-09-04 14:39	[P1] Produc		[SMTX01] SMARTX	
Administration		•	1500345630	Desk		ITEM	[CD6] Broken	[CM3] *RESERVED	FAC	CILITY ASSETS	2019-09-04 14:39	(EX333) CUST FACILITI		[C53634642] BOSCH AUTOMOTIVE	
E Company Settings	C		1540133240	Helmet	PPE1010	ITEM	[ACD8] Working-	[CM3] *RESERVED		INEL PROTECTION	2019-09-04 14:39	[EX333] CUST FACILITI	OMER	[C53634642] BOSCH AUTOMOTIVE	
00 Gateway Inbox		•	1541432617	Electrical motor		ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED		s - Energy Assets	2019-09-04 14:39	[P1] Produ		[SMTX01] SMARTX	
Week Actions		•	B0000456	RIDER PALLET TRUCK	123456	ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	PRODUCTI	ION MACHINES AND TOOLS	2019-09-04 14:39	(P1) Produ	tion	[SMTX01] SMARTX	

Transfer Temporary			×
Transfer to Custody 🖲	Requested on		
Requested To	2019-09-11 19:03		=
Transfer to Location 0	Due Date 🚯		
Nothing selected	1		=
	is Required		
Transfer Notes 0			
This field has a limit of 1000 chars			
Define what kind of Approval for this Transfer			
AUTO APPROVAL (RECEIPT WITH ELETRONIC SIGNATURE)			
Eletronic Signature is Required			
		Save	Close

**Transfer Custody:** Select the person or company to whom you are transferring the custody of the asset to.

**Request Date:** Select the date when the temporary transfer will be performed.

**Transfer Location:** Select the location where you want temporarily transfer the asset.

**Due Date:** Select the date until when the asset will be temporarily transferred from its location or custody.

**Transfer Notes:** Add any notes or comments you consider essential to keep.

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**Type of Approval:** Select the type of approval for this action, auto approval or electronic signature.

If the action requires an electronic signature, you will be prompted to the signature window; otherwise, the action should be signed manually.

**Save:** Click the **Save** button to transfer the asset from location or custody temporarily.

### 8.6 Temporary Transfer Return

In the above section, we reviewed how to transfer an item from its current location and/or assigned custody, now, let us see how to return it to the previous, current location, and/or assigned custody.

- 1. Select the item you want to return from temporary transfer from the item list.
- 2. Right-click to activate the actions drop-down menu.
- 3. Select Temporary Transfer Return action.
- 4. At the top of the page, you can see that the process for returning the asset from the temporary transfer has started. Click on it. The temporary transfer return action screen opens.

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**Return Custody:** Select the person or company to which the asset is returned to.

**Return Date:** Select the date when the item is returning.

**Return Location:** Select the location where you return the asset after the temporary transfer action.

**Review Date:** if the action requires a review date, you select the review date.

**Type of Approval:** Select the type of approval for this action, auto approval or electronic signature.

If the action requires an electronic signature, you will be prompted to the signature window; otherwise, the action should be signed manually.

**Transfer Return Notes:** Add any comments or notes you consider essential to keep regarding the action.

Save: Click the Save button to return the asset.

Smart 🔀 🖁	-11.16	R									master.xusa (BASE-MASTER) ~
									Quick S	Search by Name or Code	
	1-1	of 1							Search	/All Fields	PDF/AT
슈 Home	0	#	Code 🖕	Name 🍦	Туре	Condition 🖕	Status 🖕	Category	Last Seen 🖕	Current Location	Custody Assigned 🝦 🕇
☆ My Items			B0009985	Conference Table 302016	Item	[RE21]Reconditioned	[CD1]*Available	Furniture	-	[UCF101-T]Training Room	[CT83]Alvaro Gutierrez
🖂 My Stock Room											

#### 8.7 Permanent Transfer Action

emporary Transfer Retu

Define what kind of Approval for this CheckOut

Auto Approval (Receipt with Eletronic Signature)

Returned by Custody ()

Returned in Location ()

Transfer Return Notes 6

Nothing selected

Requested To

Items can be transferred permanently from one location to another or even within custodies.

Returned Date

11/07/2017 10:04

Review Date 0

All Instructions

Close

Ø

Eletronic

To transfer an item permanently:

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- 1. From the item list, select the item you want to transfer temporarily.
- 2. Right-click to activate the actions drop-down menu.
- 3. Select Permanent Transfer Action.

											Quick Search by Name,	Code or Serial	
	*	tem Li	st						+ Create New Item Q Sho	w Filters 🔳 Rese	t Audit Items 🔲 New/Te	emplate 🛛 🎔 Favorite Searches	Receipts
ဂ္ဂ Home ∰ Dashboard	1 - 2	25 of 407 25 • per page < 1 2 3 4 5 17 >									Search	Q . PDF/AT & PDF	F 📥 XLS
☆ Item List	0	#	Code 👙	Name 🔶	Serial 🖕	Туре	Condition 🗄	Status 🖕	Category 🔶	Last Seen 🥊	Current Location	Custody Assigned	+
Search by Location		۲	KST	KST 3300 Trash Bin Monitor		SENSORS	[ACD8] Working- Active	[CM1] *AVAILABLE	TELEMETRY SENSORS	2019-09-11 18:52	[P015] Zone 1- Production	Not Assigned	
Search by Item		0	MALTA	IoT Malta Parking Sensor		SENSORS	[ACD8] Working- Active	[CM1] *AVAILABLE	TELEMETRY SENSORS	2019-09-11 17:57	[P015] Zone 1- Production	Not Assigned	
<ul> <li>Item Audit Trail</li> </ul>		۲	B0000449	Shelf Cart		ITEM	[ACD8] Working- Active	[CM5] *DELIVERED	PRODUCTION MACHINES AND TOOLS	2019-09-11 10:23	[G1] Gate A1	[C17149787] SMARTX WAREHOUSING EQUIPMENT	
9 Maintenance		۲	1566172217	AIR CONDITION	ТҮНВ	ITEM	[ACD8] Working- Active	[CM3] *RESERVED		2019-09-10 17:06	[EX333] CUSTOMER FACILITIES	[C52371194] ACME INDUSTRIES	
) Mustering 		۲	1565617651	TEST OFF 8	OFF 8	ITEM	[CD12] Destroyed	[CM3] *RESERVED	Uniform	2019-09-10 16:57	(EX333) CUSTOMER FACILITIES	[C59622832] ALVARO GUTIERREZ	
] Geolocation		۲	1533497544	Pipeline Repair Clamp	erwewr	ITEM	[ACD8] Working- Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets	2019-09-10 11:12	[04] Computer Center	[C49256189] COMPANY ACME 3	
Floor Map ≩ Transactions		۲	1541432453	Action with Receipt	34543543543	ITEM	[ACD8] Working- Active	[CM1] *AVAILABLE	Oil Gas - Energy Assets	2019-09-07 16:17	[WS1] Warehouse	[C49256189] COMPANY ACME 3	
) Sensors		۲	1478791774	CheckOut =CheckIn		ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	IT DEVICES AND MOBILE	2019-09-07 16:17	[P1] Production	[SMTX01] SMARTX	
) Reports			23213213213			ITEM	[CD6] Broken	[CM3] *RESERVED	ELECTRONICS AND APPLIANCES	2019-09-07 01:09	[G1] Gate A1	[C52371194] ACME INDUSTRIES	
2 Notifications Routes		۲	1519218418			ITEM	[ACD8] Working- Active	[CM3] *RESERVED	FACILITY ASSETS	2019-09-07 01:07	[EX333] CUSTOMER FACILITIES	[C52371194] ACME INDUSTRIES	
Analytics		۵ 🃎	B0000442	Temporary Transfer Return  Permanent Transfer Location		ITEM	[ACD8] Working- Active	[CM3] *RESERVED	FACILITY ASSETS	2019-09-07 01:04	[EX333] CUSTOMER FACILITIES	[C52371194] ACME INDUSTRIES	
) Events		۲	1551711071	Action Groupping Searched		ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS	2019-09-04 14:39	[P1] Production	[SMTX01] SMARTX	
Administration		۲	1500345630	≒Found Items List		ITEM	[CD6] Broken	[CM3] *RESERVED	FACILITY ASSETS	2019-09-04 14:39	[EX333] CUSTOMER FACILITIES	[C53634642] BOSCH AUTOMOTIVE	
Company Settings		۲	1540133240	Disposal Add Comment to Items	PPE1010	ITEM	[ACD8] Working- Active	[CM3] *RESERVED	PERSONNEL PROTECTION EQUIPMENT	2019-09-04 14:39	[EX333] CUSTOMER FACILITIES	[C53634642] BOSCH AUTOMOTIVE	
Gateway Inbox		۲	1541432617	Bulk Item Property Change Bulk Items Repairs		ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	Oil Gas - Energy Assets	2019-09-04 14:39	[P1] Production	[SMTX01] SMARTX	
eek Actions		<b>@ ``</b>	B0000456	Bulk Items Maintenances/Services Audit	123456	ITEM	[ACD8] Working- Active	[TED] *TRANSFERRED	PRODUCTION MACHINES AND TOOLS	2019-09-04 14:39	[P1] Production	[SMTX01] SMARTX	

4. At the top of the page, you can see that transferring the asset permanently has started. Click on it. The permanent transfer action screen opens.

The permanent transfer action screen will look based on the user's permission. Either custody or location could be permanently transferred.

**Transfer Custody:** Select the person or company to which the asset is being transferred.

**Requested Date:** Select the date when the permanent transfer will be performed.

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Permanent Transfer		×
Transfer to Custody 0	Requested on	
Requested To	2017-12-19 11:19	=
Transfer to Location 🚯	Review Date ()	
Nothing selected		
Define what kind of Approval for this CheckOut		
Auto Approval (Receipt with Eletronic Signature)		
Eletronic Signature is Require	d	
Transfer Notes 🚯		
This field has a limit of 1000 chars		
	Save	Close

**Transfer Location:** Select the location where the asset will be transferred permanently.

**Review Date:** If the action requires a review date, select the review date.

**Kind of Approval:** Select the type of approval for this action, auto approval or electronic signature.

If the action requires an electronic signature, you will be prompted to the signature window; otherwise, the action should be signed manually.

**Transfer Notes:** Add any comments or notes you consider essential to keep regarding the action.

Save Button: Click the Save button to transfer the asset.

## 9. Group Item Actions

Users can perform some item action in-group for instance:

- Place assets to the search list
- Place assets to the disposal list
- Ask for request
- Add comments
- Perform asset mass changes
- Perform batch repairs
- Plan maintenance

#### 9.1 Search Action

To place a group of items in the search list:

1. Select all items you want to place in the search list from the item list.

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- 2. Right-click to activate the action drop-down menu.
- 3. Select Search list action.

ərt 🔀 I									Quick	Search by Name or Code		
OCK ROOM		#	Photo	Code	Name	Condition	Status 🖕	Category	Last Seen	Current Location 🔶	Custody Assigned 👙	+
ocation flows			6	B0000245	Truck 245	(CD9)New not used	[CD2]*CheckOut	Trucks and Traillers	2017-12-17 21:40	IZE1IIndustrial Design Office	Equipment [CT82]Smartx Warehousing	
				1471260776	Camaro 4	[CD136]Active	[CD99X]Expired	Vehicles/Car	2017-12-17 21:40	[SA1]Storage Area 1	Equipment [2154]Dina Marquez	
	-	0		SENSOR21	Smartx Sensor 21	[CD136]Active	[CD99X]Expired	Telemetry Sensors		[ZE1]Industrial Design Office	[2154]Dina Marquez	
		<b>o</b>		1481571592	Camaro 5	[CD10]Need Maintance	[CD99X]Expired	Vehicles/Car	2017-12-17 21:40	[ZE1]Industrial Design Office	Not Assigned	
r		0	2	202000016	Ambulance	[CD136]Active	[CD2]*CheckOut	Trucks and Traillers	2017-12-17 21:40	[ZE1]Industrial Design Office	[2154]Dina Marquez	
<b>q</b> .		0	-	202000021	Camaro 1	[CD136]Active	[CD99X]Expired	Vehicles/Car	2017-12-17 21:40	[ZE1]Industrial Design Office	Not Assigned	
r				1500598670	Shelf	[CD6]Broken	[CD99X]Expired	Furniture	2017-12-17 21:40	[ZE1]Industrial Design Office	[CT174]Thais Smartx	
			vith Reco	eipt	Company Car ca	[ACD8]Working	[CD99X]Expired	Vehicles/Car	2017-12-17 21:40	[ZE1]Industrial Design Office	[CT2520]Smartx Lab Equipment	
		⊐List 0 st Res	CheckIn erve		Camaro T19 Rasp	[CD136]Active	[CD1]*Available	Vehicles/Car	2017-12-17 21:40	[ZE1]Industrial Design Office	[2154]Dina Marquez	
		⊐List F	Reserve F nsfer Tem		Tool Case	[CD9]New not used	[CD99X]Expired	Electronics	2017-12-17 21:40	[ZE1]Industrial Design Office	[CT174]Thais Smartx	
	= =	⊐List T		emporary Retur	m Camaro 9	[ACD8]Working	[CD99X]Expired	Vehicles/Car	2017-12-17 21:40	[ZE1]Industrial Design Office	[CT82]Smartx Warehousing Equipment	
	Act	tion G	Grouppir		Camaro T19	[CD136]Active	[CD1]*Available	Vehicles/Car	2017-12-17 15:40	[ZE1]Industrial Design Office	[2154]Dina Marquez	
		⊐List F			Chair 1109	[ACD8]Working	[CD2]*CheckOut	Furniture	2017-12-17 14:26	[ZE1]Industrial Design Office	[CT2520]Smartx Lab Equipment	
		st Disp st Req			Camera	[CD6]Broken	[CD99X]Expired	Cameras and Projectors	2017-12-17 14:26	[ZE1]Industrial Design Office	[CT174]Thais Smartx	
		st Con										

4. At the top of the page, you can see that placing the asset to the search list has started. Click on it. The search list screen opens.

Search	×
Define the Reason to include items in list	
Include some notes or instructions to guide the search	
This field has a limit of 1000 chars	×
Save Clos	e

5. Specify the reason to include the selected items in the search list: For instance, lost, stolen, and/or other.

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Search		×
Define the Reason to include items in list		
Lost		
Lost		
Stolen		
Other		
		/_
	Save	Close

6. Add some notes or comments regarding the action you consider essential to keep.

Search	×
Define the Reason to include items in list	
Include some notes or instructions to guide the search	
This field has a limit of 1000-chars	×
Save Clos	e

7. **Save:** click a button to save the action.

**Note:** The items placed in the search list will be marked with the missing list flag  $\square$  .

E	★ My Item	s						Q Show Filters	Template	Receipts				
Home	1 - 100 of 683	100 🕶 per page	<pre>&lt; 1 2 3</pre>	4 5 6 7	>	Search/All Fields								
	<b>6</b> #	Code 👙	Name	Condition	Status 👙	Category 🝦	Last Seen 🚽	Current Location 👙	Custody Assigned 👙	+				
My Stock Room Geolocation		05052424	Camaro 9	[ACD8]Working	[CD99X]Expired	Vehicles/Car	2017-12-31 08:32	[ZE1]Industrial Design Office	[CT82]Smartx Warehousing Equipment					
≩ Workflows		202000016	Ambulance	[CD136]Active	[CD1]*Available	Trucks and Traillers	2018-01-01 10:20	[UCF101]Smartx Technology Inc	[CT2520]Smartx Lab Equipment					
∖ Telemetry ] Calendar		1471260776	Camaro 4	[CD136]Active	[CD99X]Expired	Vehicles/Car	2017-12-31 08:32	[ZE1]Industrial Design Office	[2154]Dina Marquez					
Analytics Reports														
Notifications														
Events Monitor														
Configuration														
General Config.														
Gateway Logger														

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### 9.2 Found Action

Now, if those items placed in the search list were found, you can remove the missing list flag marking them as found items.

To place a group of items in the found list:

- 1. Select all items you want to place in the found list from the item list.
- 2. Right-click to activate the action drop-down menu.
- 3. Select **Found** list action.

E	★ My Items							Q Show Filters	Femplate 🛛 🎔 Bookmarks 🕅 🖩	Recei
Home		100 🔻 per page		4 5 6 7	>		Se	arch/All Fields	PDF/AT	📥 XI
My Items	0 #	Code 🖕	Name 🖕	Condition 🖕	Status 🖕	Category 🖕	Last Seen 🚽	Current Location	Custody Assigned	-
My Stock Room Geolocation	≤ ⊗ ≔	05052424	Camaro 9	[ACD8]Working	[CD99X]Expired	Vehicles/Car	2017-12-31 08:32	[ZE1]Industrial Design Office	[CT82]Smartx Warehousing Equipment	
Norkflows	≤ ⊗≔	202000016	Ambulance	[CD136]Active	[CD1]*Available	Trucks and Traillers	2018-01-01 10:20	[UCF101]Smartx Technology Inc	[CT2520]Smartx Lab Equipment	
Felemetry Calendar		1471260776	Camaro 4	[CD136]Active	[CD99X]Expired	Vehicles/Car	2017-12-31 08:32	[ZE1]Industrial Design Office	[2154]Dina Marquez	[
Analytics Reports										
Notifications										
Events Monitor										
Configuration										
General Config.										

4. At the top of the page, you can see that placing the items to the found list has started. Click on it. The found list screen opens.

Found Item Inform ation			×
Found By	Found Date		
			<b></b>
Notes and Comments			
This field has a limit of 1000 chars			
			1
		Save	Close

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- 5. Complete the Found By field.
- 6. Type the Found Date.
- 7. Add notes or comments regarding the action or items.
- 8. Click the **Save** button.

Found Item Information	×
Found By	Found Date
Dina Marquez	2017-12-15
Notes and Comments	
In good conditions	
	/
	Save Close

The group of items marked with the missing list flag has been updated.

Smart🔀	HUB							ck Search by Name or Coo	master.xusa (BASE-M	iaster)
	★ My Item	S						Q Show Filters		Receipts
☆ Home ☆ My Items	1 - 100 of 683	3 100 🕶 per page	( 1 2 3	4 5 6 7	>		Se	arch/All Fields	PDF/AT PDF	📥 XLS
My Stock Room	0	Code 🖕	Name 🍦	Condition 🖕	Status 🖕	Category 🖕	Last Seen 🚽	Current Location	Custody Assigned	÷ +
Geolocation		05052424	Camaro 9	[ACD8]Working	[CD99X]Expired	Vehicles/Car	2018-01-03 12:17	[ZE1]Industrial Design Office	[CT82]Smartx Warehousing Equipment	
➢ Workflows	ی 🔊 🖌	1471260776	Camaro 4	[CD136]Active	[CD99X]Expired	Vehicles/Car	2018-01-03 12:17	[ZE1]Industrial Design Office	[2154]Dina Marquez	
Telemetry		202000016	Ambulance	[CD136]Active	[CD1]*Available	Trucks and Traillers	2018-01-03 12:17	[ZE1]Industrial Design Office	[CT2520]Smartx Lab Equipment	
iii Calendar ① Analytics Reports ☑ Notifications	V									
Events Monitor										
Configuration										
General Config.										
]] Gateway Logger										
eek Actions										

### 9.3 Disposal Action

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There are many causes to consider when determining whether it is appropriate to dispose of some items. Certain types of assets must be disposed of in a specific way to maintain customer privacy and data security.

The following factors call for the immediate disposal of physical items:

• The equipment is no longer working and cannot be salvaged.

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- The equipment no longer supports your current needs.
- The equipment is old and no longer meets company standards.

To dispose of a group of items:

- 1. From the item list, select all items you want to dispose of
- 2. Right click to activate the action drop-down menu
- 3. Select Disposal list action

	- A A	ly Item	20						Q Show Filters	New/Te	mplate 🛛 🖤 Bookn	narke	Receipt
☆ Home		·	3 100 <del>▼</del> per page	<pre>&lt; 1 2 3</pre>	4 5 6 7	>		s	earch/All Fields		PDF/AT		La XLS
My Stock Room		<b>@ ``</b>	123456789012345	Table	[CD6]Broken	[CD99X]Expired	Furniture	2017-11-04 18:49	[04]Computer Cente	er	Not Assigned	d	
(1) Geolocation		<b>@ ``</b>	11280726	Metal Container	[ACD8]Working	[CD99X]Expired	Retunable Containers RTI	2017-11-04 18:49	[ZONEA]Warehouse Zo	one A	[CT82]Smartx Ware Equipment		
See Workflows See Telemetry		۲	Y0000002	Cases and Box	[CD136]Active	[CD1]*Available	Retunable Containers RTI	2017-10-31 11:09	[G1]Gate A1		[CT82]Smartx Ware Equipment		
iii Calendar		۲	Y0000086	Cases and Box	[CD136]Active	[CD1]*Available	Retunable Containers RTI	2017-10-31 11:09	[G1]Gate A1		[CT82]Smartx Ware Equipment	housing	
Analytics Reports		۲	Y0000064	Cases and Box	[CD136]Active	[CD1]*Available	Retunable Containers RTI	2017-10-30 16:42	[G1]Gate A1		[CT82]Smartx Ware Equipment	housing	
✓ Notifications		0	1471183213	Smartx Sensor 6	[CD136]Active	[CD99X]Expired	Telemetry Sensors	2017-10-30 07:08	[ZONEA]Warehouse Zo	one A	[CT7]Bosch LaT	ГАМ	
[] Events Monitor ② Configuration 맘 General Config. 데 Gateway Logger Veek Actions													

4. At the top of the page, you can see that the process for the disposal of the selected item has started. Click on it. The disposal list screen opens.

Disposal		$\times$
Inform the reason for the Disposa	l:	
Reason	Disposed On	
Sold	2017-12-21	=
Sold	iture is Required	
Lost		
Damaged		
Traded-In		×
Stolen		
Other		
	Save	Close

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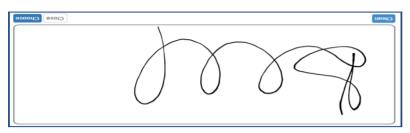
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- 5. Select the reason for the items' disposal
- 6. Select the disposal date
- 7. Sign the action electronically by clicking the electronic signature tab. The **Signature** box opens for you to sign it. Select **Choose** to select the signature.



- 8. Add any notes you consider important to keep.
- 9. Click the **Save** button

Disposal	×
Inform the reason for the Disposa Reason	I: Disposed On
Sold	2018-01-03 13:39
Notes and Comments	Clean C
None	~
	Save Close

Note: The status of the items will change to Disposed.

### 9.4 Request Action

To request a group of items:

- 1. From the item list, select all items you want to request
- 2. Right click to activate the action drop-down menu
- 3. Select Request list action

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mart 🔀 I							Qu	iick Search by Name or Co	de	
	★ My Iten	าร						Q Show Filters New/	Template 🖤 Bookmarks 🕅	Re
Home	1 - 100 of 68	3 100 🕶 per page	e ( 1 2 3	4 5 6 7	>		s	earch/All Fields	PDF/AT PDF	
My Items	Solution	202000022	Meeting Desk	[CD136]Active	[CD2]*CheckOut	Furniture	2018-01-03 12:17	[ZE1]Industrial Design Office	[CT2520]Smartx Lab Equipment	
My Stock Room		A50160064	Reclinable Chair 4	[ACD8]Working	[CD99X]Expired	Furniture	2018-01-03 12:17	[ZE1]Industrial Design Office	Not Assigned	
Geolocation		B0000241	Truck 241	[ACD8]Working	[CD99X]Expired	Trucks and Traillers	2018-01-03 12:17	[ZE1]Industrial Design Office	[CT82]Smartx Warehousing Equipment	
Workflows		B0000245	Truck 245	[CD9]New not used	[CD2]*CheckOut	Trucks and Traillers	2018-01-03 12:17	[ZE1]Industrial Design Office	[CT82]Smartx Warehousing Equipment	
Telemetry	. 0	SENSOR21	Smartx Sensor 21	[CD136]Active	[CD99X]Expired	Telemetry Sensors	2018-01-03 12:17	[ZE1]Industrial Design Office	[2154]Dina Marquez	
Calendar	. 💿	1487265339	BMW Car 21	[ACD8]Working	[CD99X]Expired	Vehicles/Car	2018-01-03 12:17	[ZE1]Industrial Design Office	[CT16]Acme Co	
Analytics Reports	. 💿	1487252827	Video Stand	[CD136]Active	[CD99X]Expired	Sound Table and Supports	2017-12-31 00:51	[ZE1]Industrial Design Office	[CT16]Acme Co	
Notifications	. 🗆 🚳	1481571592	Camaro 5	[CD10]Need Maintance	[CD99X]Expired	Vehicles/Car	2017-12-30 19:56	[ZE1]Industrial Design Office	Not Assigned	
Events Monitor	<ul> <li>Solution</li> </ul>	1513525452	Camaro T19 Rasp	[CD136]Active	[CD1]*Available	Vehicles/Car	2017-12-30 19:56	[ZE1]Industrial Design Office	[2154]Dina Marquez	
Configuration	. 💿	202000021	Camaro 1	[CD136]Active	[CD99X]Expired	Vehicles/Car	2017-12-30 19:56	[ZE1]Industrial Design Office	Not Assigned	
General Config.	. 💿	1501036406	Leader	[CD6]Broken	[CD99X]Expired	Production Machines and tools	2017-12-29 19:49	[ZE2]Academy - Room 1	Not Assigned	
Gateway Logger	Solution	1514576667	carlos	[ACD8]Working	[CD1]*Available	Cameras and Projectors	2017-12-29 14:45	[8121001]Reception	Not Assigned	
ek Actions		1513350185	Camaro T19	[CD136]Active	[CD1]*Available	Vehicles/Car	2017-12-17 15:40	[ZE1]Industrial Design Office	[2154]Dina Marquez	

4. At the top of the page, you can see that the process to request the selected items has started. Click on it. The request list screen opens.

Request		$\times$
Requested Local	Initial Date	
Nothing selected	2017-12-21 15:03	=
Requested To	Final Date	
[CT8]SmartX Hose Equipment Inc.	2018-01-22 15:03	=
nform the reason for this Request		
Administrative requirements		~
	Save C	lose

- 5. Select the location where the items are requested
- 6. Select the initial date of the request
- 7. Select the requested custody. It means who is asking the request of the items
- 8. Select the final date, the date on which the items should be back
- 9. Type the reason for the request
- 10. Click the **Save** button

### 9.5 Comments Action.

You can add comments to different items at the same time.

To add comments to a group of items:

- 1. From the item list, select all items you want to add comments to
- 2. Right click to activate the action drop-down menu

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#### 3. Select Comment list action

Smart≫HU												Sear	ch by Code, Name or Serial		
	*	Item Ma	anagement Q	Advanced Filt	ter 🛛 💙 Select Re	eport						+ Add ite	m New/Template	Reset Audit Items	Receipts
급 Home															
Destilioard z Item Management												Search	Q .	▼ ▲ PDF/AT ▲ PDF	Å XLS
Personnel Management	0	#	Code 🔶		Name 🔶	Serial 👙	Туре	Condition	Status 👙	Category	Last Seen 🔻	Current Location	Custody Assigned	Tags Identifiers	+
Stock Inventory	C	0	1614737156	FREEZEI	R MEDICINES 2	SENSOR	SENSORS	WORKING 🥑		TELEMETRY SENSORS	2021-07-22 14:10	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC:23:3F:A1:78:6E	
Conditions Monitoring		0	1614120655	REF	RIGERATOR	AC:23:3F:A1:6F:40	SENSORS		*СНЕСКОИТ 🔁	TELEMETRY SENSORS	2021-07-22 14:10	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC:23:3F:A1:6F:40	
Analytics	. C		863844051426564	TRUCK 24	31 HALLIBURTON	SMTX1910	VEHICLE		*AVAILABLE	TRUCKS AND TRAILLERS	2021-07-22 11:04	[UCF0101] RECEPTION	[C17149787] SMARTX WAREHOUSING EQUIPMENT	863844051426564,90001419	
] Geolocation ? Floor Map View ] Location Tracking		0 %	325698747	TABLE	Print Simplified Printin		ITEM 🍠	NEW NOT USED	*SHIPPED	TELECOMUNICATION ASSETS	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C19988035] SUPPLIER 2	0C:F3:EE:B5:CB:0C, 20202041353332303032323 A53200221	1, 🔳
Decauon Tracking	C	•	SMTX0000487	HEAVY DUT	Detailed Printing Print Label		VEHICLE	WORKING 🥑	*AVAILABLE 🥑	TRUCKS AND TRAILLERS 🚑	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C52371194] ACME INDUSTRIES	112233, E0009008, E200001A90190170242091C	.5
Routes Maintenance		•	SMTX791774	WIRELESS	Action with Recei CheckOut	pt	ПЕМ 🎺	WORKING 🥑	*AVAILABLE 🥑	TELECOMUNICATION ASSETS	2021-07-22 11:03	[2B/02] NURSE STATION	[SMTX01] SMARTX	B010101, 300833B2DDD901400000000 B82982929	00, 🔳
≩ Transactions		•	1533497544	PIPELINE	⇔CheckIn Reserve		ITEM 🎺	WORKING 🥑	*AVAILABLE 🥑	OIL GAS - ENERGY ASSETS	2021-07-22 11:03	[04] COMPUTER CENTER	[C49256189] COMPANY ACME 3	20202041353332303031383 B01010101	<sup>0,</sup> III
3 Notifications	. C	•	SMTX432617	1	⇔Reserve Return Temporary Trans		ІТЕМ 🍼	BROKEN	*AVAILABLE	LAPTOPS AND DESKTOPS	2021-07-22 11:03	(P1) PRODUCTION	[SMTX01] SMARTX	E2003A33D53C0C89349FE4F 20202020303030303231353	
] Workflow	. C		A0000027	VALTRA	⇔Temporary Tra Permanent Trans		VEHICLE	WORKING 😋	*RESERVED	VEHICLES/CAR 🚗	2021-07-22 11:03	[2B/02] NURSE STATION	[C52371194] ACME INDUSTRIES	0C:F3:EE:B5:CE:C8, A0000021 20202041353332303032303	
) Reports					Action Groupping				0					A53200207 0C:F3:EE:B5:CA:5A.	
≱ Settings √ Gateway Inbox		0 >>	1612996810	MI	⇔Found Items L	ist	VEHICLE		*AVAILABLE	VEHICLES/CAR 🚗	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C32688520] SMARTX HOSPITAL EQUIPMENT INC.	20202041353332303032303 A53200209	9, 🔳
eek Actions		<b>•</b>	B0000209	ME	Disposal Request terms Add Comment to	Items	ПТЕМ 🍼		*AVAILABLE	RETUNABLE CONTAINERS RTI	2021-07-22 11:03	[G1] GATE A1	[C59622832] EDILSON SILVEIRA	2D:03:CB:6E:CB:B3, 2020202043303030303030353 2020202042303030303032303 C0000050.B0000209	

4. At the top of the page, you can see that the process to add comments to the selected items has started, click on it. The **Comment List** screen opens.

Add Comments	×
Notes or Comments	
This field has a limit of 1000 chars	×
	Save Close

5. Add comments and click the **Save** button.

Note: The comments will be visible in the comments tab under the action tab of each item.

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Item Details						Replicate	Delete	Save	/Close Clos		
		Code	Name				Serial Num	ber	Active		
		A5016003639	Reclinable	e Chair 8					$\checkmark$		
		Туре	Category				Group				
		Item	🜱 👝 Furn	iture				Non Accountable			
		Department	Condition		Status			Cost Center			
		Headquarter	[ACD8]W	Vorking	) 🕑 (C	D200]In USE		[CC23]Operation	Cost Center		
Custody Owner		Custody Assigned		Home Location			Current Loc	ation			
Nothing selected		Nothing selected		[UCF1010]Executi	ve Meeting	Room 🧭	[UCF1010	Executive Meeting	g Room		
Created By	on	Мо	dified By	C	n	•	La	st Seen			
adm.mobile1	2016-09	-30 12:34 ma	ister.xusa		2018-01-03 1	15:45	20	017-05-23 16:23			
General Purchase Id	dentifiers Maint	tenance Actions Attachme	nts Change	e History							
CHECKOUT	RESERVES	REQUESTS	TRA	NSFERS	MISSING		DISPOSES	CON	IMENTS		
							Search/All F	ields Q	. 🗘 🏢 -		
		Notes or Comments			\$		Created (	Dn	•		
	In g	good conditions to keep on duty	_				2018-01-03	15:45	圓		
1 - 1 of 1											

### 9.6 Mass Change Action

You can conduct mass changes to a group of items. However, permanent or temporary transfer actions should change locations or custody.

To conduct mass Changes:

- 1. From the item list, select all items you want to make changes to
- 2. Right click to activate the action drop-down menu
- 3. Select Mass Change list action

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Smart∑HU													Sear	ch by Code, Name or Serial		
	*	ltem Ma	inageme	nt Q,	Advanced Filter 🛛 💙 Sel	ect Re	port						+ Add It	em 🔲 New/Template	Reset Audit Items	leceipt
ි Home																
Dashboard												5	Search	Q	▼ ▲ PDF/AT	📥 XLS
Item Management	0	#	Co	de 🔶	Name	\$	Serial 🔶	Туре	Condition	Status 👙	Category 🔶	Last Seen 🦷	Current Location	Custody Assigned	Tags Identifiers	+
Stock Inventory		0	16147	37156	FREEZER MEDICINES	2	SENSOR	SENSORS			TELEMETRY SENSORS	2021-07-22 14:30	[AS1231] ZONE B YELLOW	(C15656513) CARLOS RIBEIRO	AC:23:3F:A1:78:6E	
Conditions Monitoring		0	16141	2 Print Simplif	led Printing		AC:23:3F:A1:6F:40	SENSORS		*СНЕСКОИТ 😅	TELEMETRY SENSORS	2021-07-22 14:30	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC:23:3F:A1:6F:40	
Analytics Geolocation		<b>@ `</b>	8638440	5 Detaile Print L	d Printing abel	Z	SMTX1910	VEHICLE	WORKING 😋	*AVAILABLE 🥑	TRUCKS AND TRAILLERS 🚑	2021-07-22 11:04	[UCF0101] RECEPTION	[C17149787] SMARTX WAREHOUSING EQUIPMENT	863844051426564, 90001419, 0000000000000000090001419	
Floor Map View		<b>@ `</b>	3256	91 Check				ITEM 🎺	NEW NOT USED	*SHIPPED	TELECOMUNICATION ASSETS	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C19988035] SUPPLIER 2	0C:F3:EE:B5:CB:0C, 202020413533323030323231, A53200221	, 🔳
Location Tracking Path Tracking		۲	SMTX0			4L -	SMTX0000487	VEHICLE		*AVAILABLE 🥑	TRUCKS AND TRAILLERS 🚑	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C52371194] ACME INDUSTRIES	112233, E0009008, E200001A90190170242091C5	, 🔳
Routes		۲	SMTX	Tempo	rary Transfer Location porary Transfer Return	þ	SMTX791774	ITEM 🍼		*AVAILABLE	TELECOMUNICATION ASSETS	2021-07-22 11:03	[2B/02] NURSE STATION	[SMTX01] SMARTX	B010101, 300833B2DDD901400000000 B82982929	o, 🔳
Maintenance Transactions	C	•	15334		nent Transfer Location G <b>roupping</b>	C.	erwewr	ІТЕМ 🎺	WORKING 🥑	*AVAILABLE 🥑	OIL GAS - ENERGY ASSETS 🚓	2021-07-22 11:03	[04] COMPUTER CENTER	[C49256189] COMPANY ACME 3	202020413533323030313830, B01010101	
Notifications		۲	SMTX	Search 43 ≒Fou	ed nd Items List		SMTX432617	ІТЕМ 🎺		*AVAILABLE	LAPTOPS AND DESKTOPS	2021-07-22 11:03	[P1] PRODUCTION	[SMTX01] SMARTX	E2003A33D53C0C89349FE4F6 202020203030303032313533,	
Workflow Reports	C	<b>® \</b>	A000	Dispos Reque			MINI01	VEHICLE	WORKING 🥑	*RESERVED	VEHICLES/CAR	2021-07-22 11:03	[2B/02] NURSE STATION	[C52371194] ACME INDUSTRIES	0C:F3:EE:B5:CE:C8, A0000027, 202020413533323030323037, A53200207	
Settings Gateway Inbox	C	<b>® \</b>	1612	BUIKIN	em Property Change	2	MINI04	VEHICLE	WORKING 🥑	*AVAILABLE	VEHICLES/CAR	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C32688520] SMARTX HOSPITAL EQUIPMENT INC.	0C:F3:EE:B5:CA:5A, 202020413533323030323039, A53200209	. 🔳
k Actions	C	0 %	B000	Audit	ems Maintenances/Service Audit Item	S		ІТЕМ 🎺	WORKING 🥑	*AVAILABLE	RETUNABLE CONTAINERS RTI	2021-07-22 11:03	[G1] GATE A1	[C59622832] EDILSON SILVEIRA	20:03:CB:6E:CB:B3, 20202020433030303030303530, 20202020423030303030323039, C0000050, B0000209	
	C	0	16147	Set Ro Export I	ute Data		AC 23 3F A1 6F 29	SENSORS	WORKING 🥑		TELEMETRY SENSORS	2021-07-22 09:38	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC:23:3F:A1:6F:29	
	C		A000	Export	Marked: PDF Marked: XLS		C8:D0:83:B6:C0:36	ITEM 🎺		*TRANSFERRED	LAPTOPS AND DESKTOPS	2021-07-21 22:05	[AS1231] ZONE B YELLOW	[SMTX01] SMARTX	C8:D0:83:B6:C0:36, A0000088, 202020413530313630313831, A50160181	

4. At the top of the page, you can see that the process of performing mass changes to the selected items has started. Click on it. The **Mass Change** action screen opens.

Bulk Item Property Chang	ge										×
To change Custody Assigned	ed or Current Location use Transl	fer Temporary for Cu	stody Owner or Home Locatio	on use Transi	er Definitive						
Туре			Category				Condition				
Nothing selected			Nothing selected				Nothing selected				
status		Group			Department			Cost Center			
O [CM1] *AVAILABLE		Nothing selected			Nothing selected			Nothing select	ed		
Brand		Model			Append to Current Item's descr	ription					
					This field has a limit of 1000 cha	ars					
Copy item's image to all selete	ed items, images will be replace	d									
Search by Code, Name or Serial											11
Purchase Date		Purchase From			Purchase Cost			Replacement C	ost		
	=				USD			USD			
Warranty Number	Warranty Starts date	e	Warranty Ends date		Maint. Contract with		Maintenance Start:	s date	Mainte	enance Ends date	
		Ħ		=							
Policy Number		Insur.Contract with			Start Date		End Date		Currer	тсу	
						=		i	USD		
										Sa	ve Close

- 5. From the window, select the fields you want to change. In this case, the status of the items will be changed; all of them will turn available.
- 6. Click the Save button.

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Note: If the user is authorized to conduct mass changes, the status of the item will change when the mass change action is performed; otherwise, the changes will be completed after the authorized user accept the mass change request.

### 9.7 Batch Repair

Scheduling of repair activities in large equipment companies is complex. Every maintenance management system should support the user in scheduling the repair activities. This process can be quickly scheduled through the batch repair action:

To add the repair to a group of items:

- 1. From the item list, select all items you want to add to repair
- 2. Right click to activate the action drop-down menu
- 3. Select Batch Repair action

mart∑HL											Sear	ch by Code, Name or Serial		
	*	ltem Ma	anagement	Q Advanced Filter	ort						+ Add Ite	m 🔲 New/Template	III Reset Audit Items	eceipts
ት Home														
Dashboard										s	Search	Q 🖩	▼ ▲ PDF/AT	XLS
Item Management	) 0	#	Code	♦ Name ♦	Serial 🍦	Туре	Condition	Status 👙	Category 🔶	Last Seen 💡	Current Location	Custody Assigned	Tags Identifiers	+
Stock Inventory		۲	161473715	Print	SENSOR	SENSORS	WORKING 🕑	*CHECKOUT 🔁	TELEMETRY SENSORS 🕥	2021-07-22 14:30	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC:23:3F:A1:78:6E	
Conditions Monitoring		۲	161412065	Simplified Printing Detailed Printing	AC:23:3F:A1:6F:40	SENSORS	WORKING 🕑	*СНЕСКОИТ 🔁	TELEMETRY SENSORS 🕥	2021-07-22 14:30	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC:23:3F:A1:6F:40	
Analytics		۵ 🗞	86384405142	Print Label Action with Receipt	SMTX1910	VEHICLE	WORKING 🥑	*AVAILABLE 🕢	TRUCKS AND TRAILLERS 🚑	2021-07-22 11:04	[UCF0101] RECEPTION	[C17149787] SMARTX WAREHOUSING EQUIPMENT	863844051426564,90001419,00000000000000000000000000000	
Geolocation Floor Map View		۵ 🖋	32569874	CheckOut ⇒CheckIn Reserve		ІТЕМ 🎺	NEW NOT USED	*SHIPPED 💿	TELECOMUNICATION ASSETS	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C19988035] SUPPLIER 2	0C:F3:EE:B5:CB:0C, 202020413533323030323231, A53200221	, 🔳
Location Tracking Path Tracking		۲	SMTX00004	⇔Reserve Return Temporary Transfer Location	SMTX0000487	VEHICLE	WORKING 🥑	*AVAILABLE 🥑	TRUCKS AND TRAILLERS 🚑	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C52371194] ACME INDUSTRIES	112233, E0009008, E200001A90190170242091C5	, 🔳
Routes Maintenance		۲	SMTX79173	⇔Temporary Transfer Return Permanent Transfer Location Action Groupping	SMTX791774	ITEM 🎺	WORKING 🥑	*AVAILABLE 🕢	TELECOMUNICATION ASSETS	2021-07-22 11:03	[2B/02] NURSE STATION	[SMTX01] SMARTX	B010101, 300833B2DDD901400000000, B82982929	, III
ransactions		۲	153349754	Searched	erwewr	ІТЕМ 🎺	WORKING 🥑	*AVAILABLE 🥑	OIL GAS - ENERGY ASSETS 🚓	2021-07-22 11:03	[04] COMPUTER CENTER	[C49256189] COMPANY ACME 3	202020413533323030313830, B01010101	
Notifications		۲	SMTX43261	⇒Found Items List Disposal	SMTX432617	ITEM 🎺	BROKEN 🛱	*AVAILABLE 🕢	LAPTOPS AND DESKTOPS	2021-07-22 11:03	[P1] PRODUCTION	[SMTX01] SMARTX	E2003A33D53C0C89349FE4F6, 202020203030303032313533.	
orkflow eports		<b>® ``</b>	A0000027	Request items Add Comment to items Bulk item P <u>roperty Ch</u> ange	MINI01	VEHICLE	WORKING 🥑	*RESERVED	VEHICLES/CAR 🚗	2021-07-22 11:03	[2B/02] NURSE STATION	[C52371194] ACME INDUSTRIES	0C:F3:EE:B5:CE:C8, A0000027, 202020413533323030323037, A53200207	
ettings ateway Inbox		۵ 🖋	161299681	Bulk Items Repairs Bulk Items Maintenances/Services	MINI04	VEHICLE		*AVAILABLE 🕢	VEHICLES/CAR 🚗	2021-07-22 11:03	[AS1231] ZONE B YELLOW	[C32688520] SMARTX HOSPITAL EQUIPMENT INC.	0C:F3:EE:B5:CA:5A, 202020413533323030323039, A53200209	
ateway mbox				Audit Reset Audit Item									2D:03:CB:6E:CB:B3,	

4. At the top of the page, you can see that adding the repair to the selected items has started. Click on it. The repair action screen opens.

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Add Repair				×
Planned on	Estimated Cost	Executed on	Exec	uted Cost
2017-12-01 13-31		2017-12-22 13:31		120.0
Executed by	Location		Туре	
Smartx Repair Chipany	Orland		Wash Cleaning	0
Not important to be on time	•	•		
				10
			Save	Close

- 5. Fill out all the forms: Planned on, estimated cost, executed date, executed costs, executed by (Company or person), location, type of repair and notes.
- 6. Click the **Save** button to add the maintenance.

*Note:* The maintenance information will be available on the maintenance tab of each item you have selected.

Item Details						Replicate	Delete	Save Save/C	Close
100%	Code	0016	Name				Serial Num 232121546		Active?
	Анеллия 🗱 Туре		Category				Group		
	Depart	ehicle <b>Y</b> ment	Condition	s and Traillers	Status	-		Cost Center	
	Head	quarter	[CD136]A	ctive	CD1	]*Available		[CC21]Personal C	ost Center
Custody Owner	Custod	y Assigned		Home Location		0	Current Loc	ation	
[CT16]Acme Co	[CT25	20]Smartx Lab Equipment		[05]Central Nurse	es Station	Ø	[ZE1]Indus	strial Design Office	Ø
Created By	on	Modifie	ed By		on	•	La	st Seen	•
master.xusa	2017-02-16 14:2	5 maste	r.xusa		2018-01-03 12:3	24	20	018-01-03 12:17	
General Purchase Id	entifiers Maintenance	Actions Attachments	Change	History					
				Search/All Field	is Q	U 🗘 🛄 •	🖌 🎤 Add	l Repair 🛛 🛗 Plan N	Aaintenance
🔶 Code 🔶	Туре 🖕	Planned on	Locatio	on 🔶	Executed by	\$	E	xecuted on 🛛 🔶	
C INT-1444	Wash Cleaning	2017-12-01 13:31	Orland	o Sm	artx Repair Com	pany	201	7-12-22 13:31	๔∩ฃ
1 - 1 of 1									

## **10. Geolocation**

Users can perform particular item-related actions on this module. They can check the location of the asset in 3 ways they are;

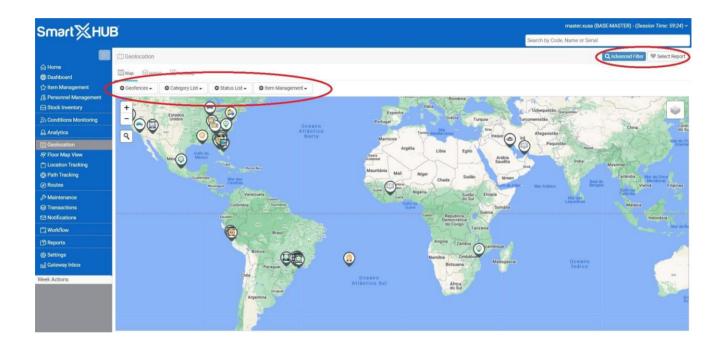
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- Hybrid maps
- Maps
- Heat maps

### 10.1 Search Action:

Users can search the location of a particular asset using the search action. The user can use Advanced Filer and Selected Reports, Geofences, Categories, Status, and specific items. The asset will be displayed on the map once the user clicks on the asset.



#### 10.2 View Geofences on Map

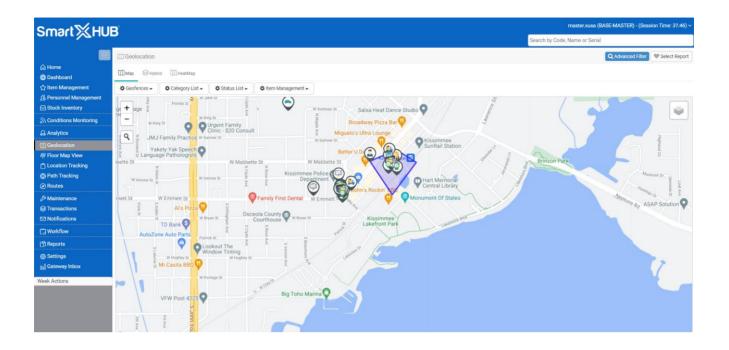
The user can view on Map items on Geofences selected. The asset's geo position of geofences selected will be shown on the map.

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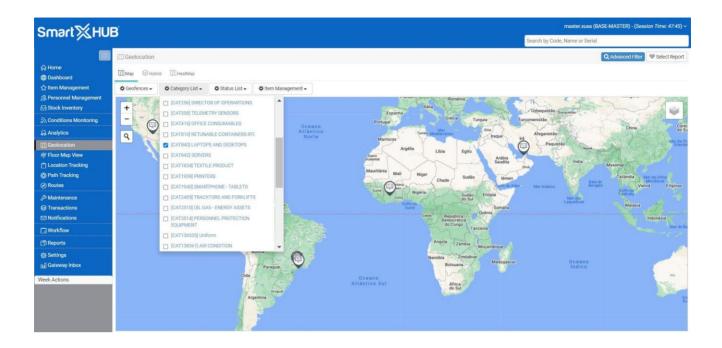


## 10.3 View Categories on Map

The user can view on Map a selected category. The assets geo position of the category selected will be shown on the map.

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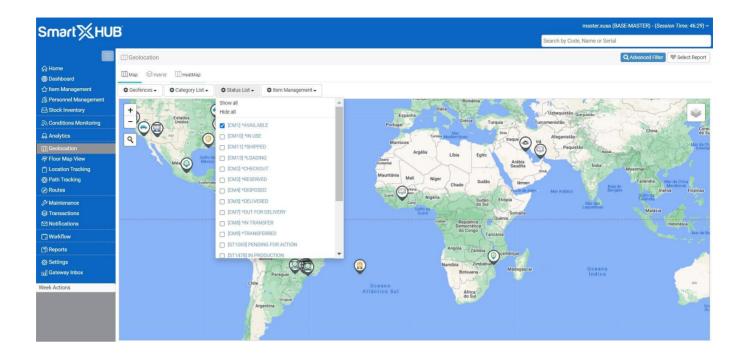


### 10.4 View Item Status on Map

The user can view on Map a selected status. The asset's geo position with status selected will be shown on the map.

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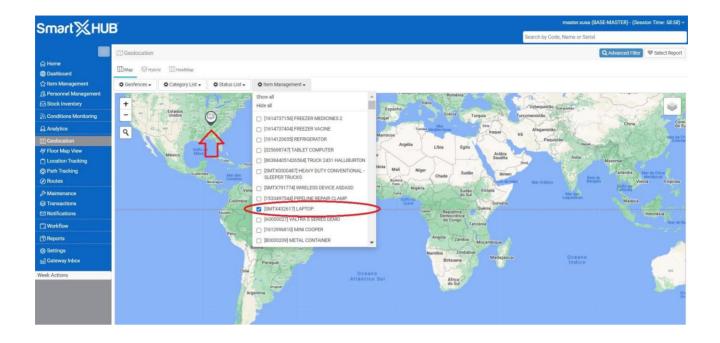


### 10.5 View Item on Map

The user can view a selected asset on the Item Management list on Map. The icon of the asset category and the position on the geo position will be shown on the map.

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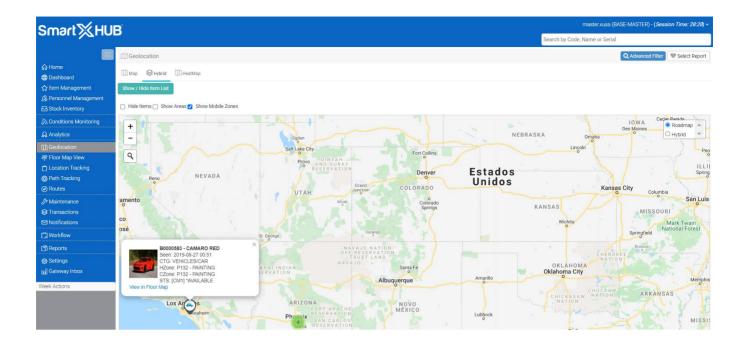
### 10.6 View mobile assets

The new update allows users to see assets that are mobile or in transit. By clicking on the truck icon on the map, the user can check the summary and the details about the assets in transit. The 'summary' option will show the category of the assets and the total number of items. The user can choose to view more columns if he wishes by editing the columns he wants to see. The 'details' option will show the complete details about the asset.

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### 10.7 Geotracking View:

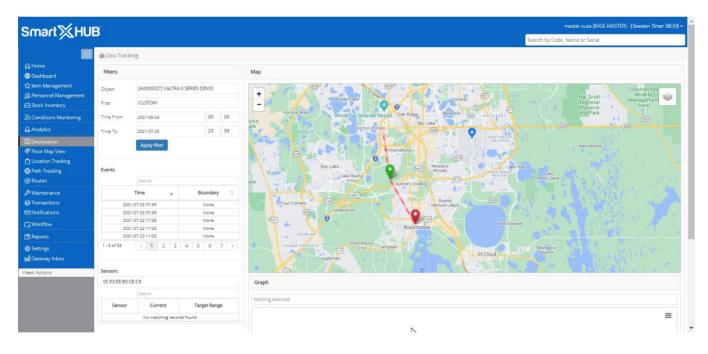
Users can track an asset or personnel during the trip. Whenever an asset is scanned or using a tracker tag, like a GPS device or beacons, the asset location is automatically collected and time-stamped.

The user must select the period of time that wants to retrieve data:

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🚔 Rastreamer	nto Geográfico			
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Filtros	CUSTOMIZADO		- ZONA 06 - ZONA 06 N <sup>1</sup> <sup>Rianin</sup> N <sup>1</sup> <sup>Rianin</sup> <sup>Q</sup> <sup>Q</sup> <sup>Rianin</sup> <sup>Q</sup>	namiga v
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In case sensor data is collected, it will be shown too on this screen.

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🏠 ltem Management	Object	[NSG-TRUCK1] CAMINH	HÃO 1	Catapive
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Users can select the sensors to view, selecting the appropriately configured sensor data. Using a category sensor setup, it is possible to define a range of data. The system will automatically mark the color with the low, medium, or high current data.

Using a click on the Events, the system will add a mark on the position of this information.

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## 11. Maintenance

The 'maintenance' module has been updated to give a clear picture of the essential assets that require maintenance. By clicking on a particular asset, the user can view its maintenance history. They can also download these maintenance reports. The user can set the frequency, work hours, estimated total, and date for the maintenance.

mart∑⊦												Quick Search b	y Name, Code or Serial		
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## 12. Transaction – Jobs Work-Orders

### 12.1 Jobs – Navigation and Resources per day

The jobs action is available in the transaction module. This action is essential for companies that lease their assets and charge the customer depending on how many hours or days the asset is on the job. A dropdown menu shows a list of assets in use on the site. This list of assets can be created by the user on the webpage or the mobile application. The 'resources per day' tab just below the dropdown menu shows the essential details such as days and count of items that have been deployed to the customer.

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### 12.2 Edit Action

The user can edit the item list that is shown in the dropdown menu. This can be done by clicking on the edit icon of the report. The user needs to follow these steps in order to edit item list.

- Click on the edit icon.
- Click on the 'items' tab on the top left corner.
- Select items you want to remove by checking the checkbox next to each item.
- Click on 'remove selected' or 'transfer items' depending on the action you want to perform.

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#### 12.3 Creating Jobs

The admin can create jobs and assign them to the employee. All jobs created will show on the jobs action page. The creation of a new job will also trigger a notification on the mobile application of the concerned employee. Details such as assigned employee, job type, and job details can be added.

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## **13. Standard Reports**

### 13.1 Introduction

The report model allows for to management of the configurable reports list or standard report. It can vary according to the license type the customer purchased.

Select the "Report" options on the main menu to access the report model.

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The first sub-menu represents the configurable list of the reports.

### 13.2 Report List

At this option, the system will show all reports that the user can have access to according to the permission level. If the user is not allowed to create new reports, the Add (+) option and Edit button will be hidden.

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Floor Map View		1	YES	RPT-572	PDF	TESTE DE RELATORIO 33	TESTE DE RELATORIO 33	
Location Tracking	2	1	YES	RPT-675	HTML	REPORT OF WORKERS		8 Lul 🖹 🗖 1
Path Tracking		1	YES	RPT-839	HTML	AUDITED ITEMS	AUDITED ASSETS	I 🖬 🖹 🗖
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] Workflow	<b></b>	5	NO	RPT-132	PDF	PEOPLE OUT OF WORK	PEOPLE OUT OF WORK	
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Settings	9	7	NO	RPT-134	PDF	LAPTOPS OUT OF MAINTENANCE	LAPTOPS OUT OF MAINTENANCE CONTRACT	C LL B L C
Gateway Inbox	-	8	NO	RPT-136	PDF	DEPRECIATION	CARS DEPRECIATION	
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To delete the Report, just select the icon to delete on the report line.

To access the report information, please select one of the icons, and the system will show the query results of each particular report type.

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Path Tracking		1	YES	RPT-839	HTML	AUDITED ITEMS	AUDITED ASSETS			C 💷 🖹 🗖 🛍
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Norkflow	2	5	NO	RPT-132	PDF	PEOPLE OUT OF WORK	PEOPLE OUT OF WORK			C 🔟 🖹 🗋 🏛
Reports	Q	6	NO	RPT-135	PDF	MEDICAL STAFF LOCATION	PEOPLE LOCATION			C 🔟 🖹 🗋 🏛
Settings	4	7	NO	RPT-134	PDF	LAPTOPS OUT OF MAINTENANCE	LAPTOPS OUT OF MAINTENANCE CONTRACT			C 🔟 🖹 💭 🛍
Gateway Inbox	-	8	NO	RPT-136	PDF	DEPRECIATION	CARS DEPRECIATION			<b>C 🔟 🖹 🗋</b> 🛍
	-	99	NO	RPT-1	HTML	Assets in Computer Center	Assets in Computer Center			C 💷 🖹 🗖 🛍
k Actions	-	99	NO	RPT-2	PDF	ASSETS NOT AVAILABLE	ASSETS NOT AVAILABLE			7
		99	NO	RPT-4	PDF	ASSET IN MAINTENANCE	ASSET IN MAINTANANCE			C 🔟 🖹 🗋 🏛
		99	NO	RPT-5	HTML	VIDEO ASSETS	VIDEO ASSETS			ش 🗖 🖆 🖌 🖉
		99	NO	RPT-6	HTML	CAR AND TRUCKS	CAR AND TRUCKS			ش 🗖 🗋 🖌 🕲

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The options are:

- Query Data on Screen
- Query Data on CSV
- PDF
- HTML New window with grid and/or graphics.

### 13.3 Audit Report

The audit report shows all items that have been audited in a period of time. It is also possible to filter and export the list in Excel or PDF format.

nart∭HU	В								Com.	h by Code, Name o	- Casial	
									Searc	in by code, Name o	r seridi	
	(*) Reports > A	ludit										
ome ashboard	Audited Item	s 🛞 Items not Audited										
m Management	Category			Custody								
sonnel Management	ALL CATEGOR	8		Nothing selected		C	2				$\frown$	
:k Inventory	Audited Date In	terval	Audited on Site	Au	dited on Area		Audited on Zone		Location Type	FI	lter	
nditions Monitoring	2021-07-02	to 2021-07-30	II Sites	N	othing selected		Nothing selected		All Types	( )	Apply filter	)
alytics												
olocation										Search		(
ior Map View cation Tracking	Code 🔅	Name 🔷	Serial 🕴	Category	(Condition)	Last Seen	Custody Assigned	Audited	Audited On	Audited Date	Audited By	Tags Identifier
h Tracking	10000246	DESK	10000246	FACILITY ASSETS 🥥	WORKING 📀	2021-07-23 09:00	[C49256189] COMPANY ACME 3	Yes	[UCF101-T] TRAINING ROOM	2021-07-23 09:00	carlos	000000000000000000000000000000000000000
ıtes	10000247	DESK	10000247	FACILITY ASSETS	WORKING 📿	2021-07-23 09:00	[C49256189] COMPANY ACME 3	Yes	[UCF101-T] TRAINING ROOM	2021-07-23 09:00	carlos	000000000000000000000000000000000000000
intenance	10000248	DESK	10000248	FACILITY ASSETS (2)	WORKING 😋	2021-07-23 09:00	[C49256189] COMPANY ACME 3		[UCF101-T] TRAINING ROOM	2021-07-23 09:00	carlos	10000247
nsactions				•	-			Yes				10000248
tifications	10000250	DESK	10000250	FACILITY ASSETS 👰	WORKING 🥑	2021-07-23 09:00	[C49256189] COMPANY ACME 3	Yes	[UCF101-T] TRAINING ROOM	2021-07-23 09:00	carlos	10000250
rkflow	10000251	DESK	10000251	FACILITY ASSETS 📀	WORKING 🕑	2021-07-23 09:00	[C49256189] COMPANY ACME 3	Yes	[UCF101-T] TRAINING ROOM	2021-07-23 09:00	carlos	000000000000000000000000000000000000000
ports tings	SMTX791774	WIRELESS DEVICE ASDASD	SMTX791774	TELECOMUNICATION ASSETS	WORKING 🥑	2021-07-23 09:00	[SMTX01] SMARTX	Yes	[UCF101-T] TRAINING ROOM	2021-07-23 09:00	carlos	B010101, 300833B2DDD9014000 B82982929
eway Inbox	10000255	DESK	10000255	FACILITY ASSETS 🥥	WORKING 🥑	2021-07-23 09:00	[C49256189] COMPANY ACME 3	Yes	[UCF101-T] TRAINING ROOM	2021-07-23 09:00	carlos	000000000000000000000000000000000000000
ttions	10000258	DESK	10000258	FACILITY ASSETS 🥥	WORKING 🥑	2021-07-23 09:00	[C49256189] COMPANY ACME 3	Yes	[UCF101-T] TRAINING ROOM	2021-07-23 09:00	carlos	000000000000000000000000000000000000000
	10000259	DESK	10000259	FACILITY ASSETS 🥥	WORKING 🥑	2021-07-23 09:00	[C49256189] COMPANY ACME 3	Yes	[UCF101-T] TRAINING ROOM	2021-07-23 09:00	carlos	000000000000000000000000000000000000000
	10000260	DESK	10000260	FACILITY ASSETS 🥥	WORKING 🥑	2021-07-23 09:00	[C49256189] COMPANY ACME 3	Yes	[UCF101-T] TRAINING ROOM	2021-07-23 09:00	carlos	000000000000000000000000000000000000000
	10000261	DESK	10000261	FACILITY ASSETS 🥥	WORKING 🥑	2021-07-23 09:00	[C49256189] COMPANY ACME 3	Yes	[UCF101-T] TRAINING ROOM	2021-07-23 09:00	carlos	000000000000000000000000000000000000000
	10000262	DESK	10000262	FACILITY ASSETS 🥥	WORKING 🥑	2021-07-23 09:00	[C49256189] COMPANY ACME 3	Yes	[UCF101-T] TRAINING ROOM	2021-07-23 09:00	carlos	000000000000000000000000000000000000000
												000000000000000000000000000000000000000

It is also possible to see all items where the audit has not been done yet. Users must select the folder not audited and do the filter accordingly to do it.

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imart∭HU	В									master.vola (asserting	TER) - (Session Time: 56:30)
_									Se	earch by Code, Name or Serial	
	() Reports > A	udit									
Home Dashboard	Audited Item	ltems not Audited	$\mathbf{)}$								
Item Management	Category			Custody							
Personnel Management	ALL CATEGORIE	ES .		Nothing selected		2					
Stock Inventory	Last Seen Interv	al	Current Site	Cu	rrent Area		Current Location		Location Type	Filter	
Conditions Monitoring		to	All Sites	N	othing selected		Nothing selected		All Types	Apply filter	
Analytics											
Geolocation										Search	(IIII)
P Floor Map View											
Location Tracking	Code 🔅	Name 🔶	Serial 🔶	Category	Ŷ	Condition 🔶	Last Seen 🔻		dy Assigned	Current Location	Tags Identifiers
Path Tracking	1614737156	FREEZER MEDICINES 2	SENSOR	TELEMETRY SENSO TELEMETRY SENSO		WORKING 🤡	2021-07-23 09:36		] CARLOS RIBEIRO	(AS1231) ZONE B YELLOW	AC:23:3F:A1:78:6E
) Routes	1614120655	REFRIGERATOR	AC:23:3F:A1:6F:40	IELEMEINT SENSE	KS 🕦	WORKING 🥥	2021-07-23 09:36	(C15656513)	] CARLOS RIBEIRO	(AS1231) ZONE B YELLOW	AC:23:3F:A1:6F:40 0C:F3:EE:B5:CB:0C.
Maintenance	325698747	TABLET COMPUTER		TELECOMUNICATION	ASSETS	NEW NOT USED 🐡	2021-07-23 09:31	[C199880	35] SUPPLIER 2	[AS1231] ZONE B YELLOW	20202041353332303032323 A53200221
≩ Transactions 2 Notifications	325698748	DESK		FACILITY ASSETS	9	WORKING 🥑	2021-07-23 07:39	[C88846645] SMA	RT COMMUNICATIONS	[1212] SALES OFFICES	20202020204241303033373 BA00372
] Workflow	2084	GLASS RACK		RACKS		WORKING 🥑	2021-07-22 17:42			(ID1) INBOUND DOCK	000000000000000000000000000000000000000
) Reports	2085	GLASS RACK W/ 4 WHEELS		RACK W/ WHEEL	5	WORKING 🥑	2021-07-22 17:42			[ID1] INBOUND DOCK	000000000000000000000000000000000000000
§ Settings d Gateway Inbox	2086	TROLLEY W/ 4 WHEELS		TROLLEY 🎽		WORKING 🥑	2021-07-22 17:42			[ID1] INBOUND DOCK	000000000000000000000000000000000000000
eek Actions	1612996624	VW SAMBA BUS	MINI02	VEHICLES/CAR	•	WORKING 🥪	2021-07-22 17:29	[C15656513]	] CARLOS RIBEIRO	[P1] PRODUCTION	AC:23:3F:2C:77:CC, 0C:F3:EE:08:FE:90, 20202041353332303032303 A53200205
	1612996751	VW NEW BEETLE SMTX	MINID3	VEHICLES/CAR	•	WORKING 🥑	2021-07-22 17:29	[C52371194]	ACME INDUSTRIES	[AS1231] ZONE B YELLOW	0C:F3:EE:B5:CD:C0, 20202041353332303032303 A53200208
	1612996810	MINI COOPER	MINI04	VEHICLES/CAR	•	WORKING 🥑	2021-07-22 17:26	[C32688520] SMARTX	HOSPITAL EQUIPMENT INC.	[AS1231] ZONE B YELLOW	0C:F3:EE:B5:CA:5A, 20202041353332303032303 A53200209
	E0008844	ITEM E0008844		PRODUCTION MACHINES /	IND TOOLS 🧿	WORKING 🥑	2021-07-21 15:52			[P015] ZONE 1- PRODUCTION	000000000000000000000000008445
	1582225043	ETC	06801	AIR CONDITION	3	DISPOSED 🐙	2021-07-21 15:38	[C54572690]	LUCIANA CABRINI	[SP0101] DISPLAY 1	00000000000000000000000000000000000000

### 13.4 Job List

This report shows all items deployed in any Job (work order). You can also filter by name or code using the filter box.

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Smart≫HU									Search by 0	ode, Name or	Serial		
	⊗Report List	> Job Item Viev	v										
A Home									Search	1		Ø	) III -   <
Dashboard tem Management	Current Status	System Code	Job Number	Description	Client Details	Work Area	ltem 🔶	Category	Tags Identifiers	Assigned On	Assigned By	Audited Date	Audited B
Rersonnel Management	scheduled	W-1617022540	1232	CARLOS JOB	SMARTX WAREHOUSING EQUIPMENT - 589 ELECTRONIC STREET - Phone: 323 232 2 2332 23233	INITIAL WORK	[89657414] PLASTIC STORAGE CONTAINER 10	[CAT810] RETUNABLE CONTAINERS RTI		2021-03-29 08:56	carlos		
Stock Inventory	scheduled	W-1617022540	1232	CARLOS JOB	SMARTX WAREHOUSING EQUIPMENT - 589 ELECTRONIC STREET - Phone: 323 232 2 2332 23233	INITIAL WORK	[A50160194] LAPTOP - SMARTX	[CAT840] LAPTOPS AND DESKTOPS	202020413530313630313934	2021-07-01 07:46	carlos	2021-07-01	carlos
Conditions Monitoring	scheduled	W-1608302563	23323	NEOA	n/a	INITIAL WORK	[1614737156] FREEZER MEDICINES 2	[CAT358] TELEMETRY SENSORS		2020-12-18 09:44	master.xusa		
Analytics	scheduled	W-1608302563	23323	NEQA	n/a	INITIAL WORK	[1519217969] ARMLESS NESTING CHAIR	[CAT15] FACILITY ASSETS	202020202042413030333433	2020-12-18 09:44	master.xusa		
Geolocation	scheduled	W-1608302563	23323	NEQA	n/a	INITIAL WORK	[1614737125] VACINE FREEZER A	(CAT358) TELEMETRY		2020-12-18	master.xusa		
) Location Tracking	scheduled	W-1596473501	2134123	CARLOS 1	SMARTX ACME INDUSTRIES - 111 E MONUMENT AVE #401 -10 - Phone: 3343343434	AREA INITIAL WORK AREA	[A0000133] TOOL BOX 295	SENSORS [CAT19] PRODUCTION MACHINES AND TOOLS	202020413533323030323935, null	09:44 2021-06-10 18:19	carlos	2021-06-10 18:20	carlos
) Routes	scheduled	W-1570195371	965	WATER REMOVAL	BOSCH AUTOMOTIVE - 5721, LOS PALMA VISTA DR - Phone: 232 3839939 3993	INITIAL WORK	n/a	n/a		2020-10-19	master.xusa		
9 Maintenance	scheduled	W-1570195371	965	WATER REMOVAL	BOSCH AUTOMOTIVE - 5721, LOS PALMA VISTA DR - Phone: 232 3839939 3993	INITIAL WORK	[321654654687] LASER PRINTER	[CAT1939] PRINTERS	E200001B540801760830944C, 000000000000000010001757	2020-10-19	master.xusa		
≩ Transactions 2 Notifications	scheduled	W-1567722075	23245	TESTE THAIS 2	EDILSON SILVEIRA - 589 ELECTRONIC STREET - Phone: 551199664-0320		n/a	n/a	-	2019-09-08 08:16	master.xusa	-	
] Workflow	scheduled	W-1567686427	KUNAL	KUNAL	BOSCH AUTOMOTIVE - 5721, LOS PALMA VISTA DR - Phone: 232 383939 3993	KUNAL ROOM	n/a	n/a		2019-09-05	master.xusa		
) Reports	scheduled	W-1567686427	KUNAL	KUNAL	BOSCH AUTOMOTIVE - 5721, LOS PALMA VISTA DR - Phone: 232 3839939 3993	KUNAL ROOM	n/a	n/a		2019-09-05 08:28	master.xusa		
§ Settings	scheduled	W-1567686427	KUNAL	KUNAL	BOSCH AUTOMOTIVE - 5721, LOS PALMA VISTA DR - Phone: 232 3839939 3993	KITCHEN 2	n/a	n/a		2019-09-05 08:28	master.xusa		
Gateway Inbox	scheduled	W-1567351684	211	12121	COMPANY ACME 4 - 5721 LOS PALMA VISTA DR - Phone: 4074509719	INITIAL WORK	n/a	n/a		2019-10-03	carlos		
ek Actions	scheduled	W-1567351684	211	12121	COMPANY ACME 4 - 5721 LOS PALMA VISTA DR -	INITIAL WORK	[670918345] TOUCH SCREEN DESKTOP		202020413530313630313935	2021-07-01	carlos	2021-07-01	carlos
	scheduled	W-1567264551	13131313	TESTE THAIS 2	Phone: 4074509719 SMARTX ACME INDUSTRIES - 111 E MONUMENT AVE #401 - 10 - Phone: 3343343434	AREA INITIAL WORK AREA	COMPUTEER n/a	DESKTOPS n/a		07:47 2019-08-31 15:52	master.xusa	07:48	
	scheduled	W-1567264551	13131313	TESTE THAIS 2	ACME INDUSTRIES - 111 E MONUMENT AVE #401 - 10 - Phone: 3343343434	ROOM 2	(SMTX0000487) HEAVY DUTY CONVENTIONAL - SLEEPER TRUCKS	[CAT251] TRUCKS AND TRAILLERS	E200001A90190170242091C5, null, null	2019-09-04 14:37	iphone	2019-09-04 14:38	iphone
	scheduled	W-1567264551	13131313	TESTE THAIS 2	SMARTX ACME INDUSTRIES - 111 E MONUMENT AVE #401 - 10 - Phone: 3343343434	ROOM 2	n/a	n/a		2019-09-04 14:37	iphone	2019-09-04 14:38	iphone

#### **13.5 Historical Trail**

This report shows all items flow deployed in any location (zones). You can also filter by name or code using the filter box.

You have 2 steps:

First, select the item accordantly, using the Search box or Advanced Filters list. Once you mark the item, the line will show the green color on your selection.

After that, you will be able to select the type of data and the range of dates. The second screen shows the entryexit details, including the dwell time.

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	3											Search by	Code, Name or Serial	
	~ Iter	n Historical	Trail Q Advance	ed Filter 🔍 💙 Se	lect Repor	3								🖨 Export all item
၌ Home												Searc	h	Q III. <
Dashboard Item Management	#	Code 🔅	Name	Seria	al) Typ	condition	Status 🗄	Category	🗄 🔰 Last Seen 💡	Home Location	Current Location 🗄	Custody Owner  🔶	Custody Assigned	Tags Identifiers
Personnel Management	۲	10000246	DESK	100002	246 ITEM	🛷 WORKING 🥑	*AVAILABLE 🥑	FACILITY ASSETS 🤤	2021-07-23 09:54	[MET11] MEETING ROOM	[MET11] MEETING ROOM	[C49256189] COMPANY ACME 3	[C49256189] COMPANY ACME 3	000000000000000000000000000000000000000
Stock Inventory	۲	10000247	DESK	100002	247 ITEM	🛷 WORKING 🥑	*AVAILABLE 🥑	FACILITY ASSETS 😜	2021-07-23 09:54	[MET11] MEETING ROOM	[MET11] MEETING ROOM	[C49256189] COMPANY ACME 3	[C49256189] COMPANY ACME 3	0000000000000000000000247
Analytics	۲	10000248	DESK	100002	248 ITEM	🛷 WORKING 🥑	*AVAILABLE 🥑	FACILITY ASSETS 😜	2021-07-23 09:54	[MET11] MEETING ROOM	[MET11] MEETING ROOM	[C49256189] COMPANY ACME 3	[C49256189] COMPANY ACME 3	0000000000000000000000024 10000248
Geolocation	(	10000250	DESK	100002	150 ITEM	🝼 WORKING 🕑	*AVAILABLE 🥑	FACILITY ASSETS 🥥	2021-07-23 09:54	[MET11] MEETING ROOM	[MET11] MEETING ROOM	[C49256189] COMPANY ACME 3	[C49256189] COMPANY ACME 3	0000000000000000000000025
P Floor Map View	-	SMTX791774	WIRELESS DEVICE A	SDASD SMTX79	1774 ITEM	🦪 WORKING 🥑	*AVAILABLE 🥑	TELECOMUNICATION ASSETS	2021-07-23 09:54	[MET11] MEETING ROOM	[MET11] MEETING ROOM	[C27451898] COMPANY ACME 4	[SMTX01] SMARTX	B010101, 300833B2DDD9014000000
] Location Tracking Path Tracking	1.5.0	467 5 🔺 per	Dage											B82982929
9 Path Tracking • Routes		Item's Attribu		Initial Da		Final Date							< 1 2 3	4 5 94 >
⊅ Maintenance	0	ENT LOCATION		2021-07-		2021-07-23	Q FI	ter Export single item						
≩ Transactions		_											Search	· · <
2 Notifications		Field	Entry Time	Exit T	ime	Dwell Time			From			То		Direction
) Workflow	Curr	ent Location	2021-07-23 09:55	5 -		00D 00:01:25	[10	004] PHOENIX OFFICES / [1004-)	02] FISRT FLOOR / [MET11	] MEETING ROOM		Current		None
) Reports		ent Location	2021-07-23 09:55	5 2021-07-2	3 09:55	00D:00H:00M	[10	04] PHOENIX OFFICES / [1004-A	02] FISRT FLOOR / [MET11]	MEETING ROOM	[1004] PH	IOENIX OFFICES / [1004-A02] FISRT	FLOOR / [MET11] MEETING ROOM	None
β Settings 🖞 Gateway Inbox	1 - 2 of	2												
i Gateway mbox														

### **13.6 Movements per Location**

This report shows all the entries of an item in selected zones. If the item entry several times in the zone.

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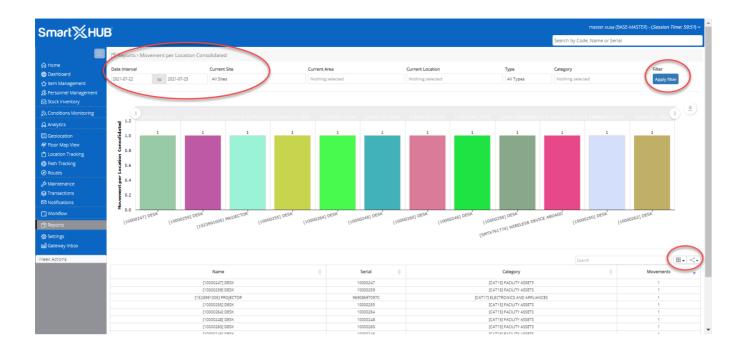
mart 🔀 HUB					Search by Code, Name or Serial
					Search by code, Name of Senar
E 🖱 Re	epores > Movement per Location				
Home	Interval Current Site	Current Area	Current Location	Туре	Category Filter
Dashboard					
Item Management	-07-22 to 2021-07-23 All Sites	Nothing selected	Nothing selected	All Types	Nothing selected App
Personnel Management					
Stock Inventory					Search
Conditions Monitoring	Name 🔶	Serial 🔶	Category	¢	Last Movement 🔶 Mov
Analytics	[SMTX791774] WIRELESS DEVICE ASDASD	SMTX791774	[CAT25] TELECOMUNICATION ASSETS		2021-07-23
Geolocation	[10000260] DESK	10000260	[CAT15] FACILITY ASSETS		2021-07-23
Floor Map View	[1523991005] PROJECTOR	969086970970	[CAT17] ELECTRONICS AND APPLIANCES		2021-07-23
	[10000247] DESK	10000247	[CAT15] FACILITY ASSETS		2021-07-23
Location Tracking	[10000258] DESK	10000258	[CAT15] FACILITY ASSETS		2021-07-23
) Path Tracking	[10000259] DESK	10000259	[CAT15] FACILITY ASSETS		2021-07-23 2021-07-23
Routes	[10000262] DESK [10000264] DESK	10000262 10000264	[CAT15] FACILITY ASSETS [CAT15] FACILITY ASSETS		2021-07-23 2021-07-23
Maintenance	[1000264] DESK [10000246] DESK	10000246	[CAT15] FACILITY ASSETS		2021-07-23
Transactions	[1000248] DESK	10000248	(CAT15) FACILITY ASSETS		2021-07-23
	[10000250] DE5K	10000250	[CAT15] FACILITY ASSETS		2021-07-23
Notifications	[10000255] DESK	10000255	[CAT15] FACILITY ASSETS		2021-07-23
Workflow 1-12	of 12				
Reports					
Settings					
) Settings   Gateway Inbox ek Actions					

### **13.7 Movements per Location Consolidated**

This report shows all the entries of an item in selected zones. If the item entry several times in the zone, one line will be shown with the total entries (sum of entry days).

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## 13.7 Dwell Time

This report shows all the entries of an item in selected zones and filters based on Dwell time in such a Location.

Users can also select the time type and range of time using the conditional query.

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mart∑HL				Search by Code, Name or	Serial		
	Reports > Dwell Time Report				Jerror		
Home	Filters	Results					
Dashboard	Date Interval			Search			· .
Item Management	2021-06-02 to 2021-07-23	Name 🔶	From	То ф	Entry Time	Exit Time)	Dwell Time
Personnel Management Stock Inventory	Current Site	[A0000027] - VALTRA S SERIES DEMO	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0002] LEVEL 2 - CLINIC AREA / [28/02] NURSE STATION		2021-07-15		07D 20:35:0
Conditions Monitoring	All Sites	[A0000088] - VACUUM - SMARTX	[1001F] ORLANDO CONVENTION CENTER / [ZC244] CONVENTION CENTER / [AS1231] ZONE B VELLOW		2021-07-12 20:20		10D 13:55:1
Analytics	Current Area Nothing selected	[P031] - FARRAH MATTHES	[1004] PHOENIX OFFICES / [DA323] DATACENTER BUILDING / [DA232] DATA HALL B		2021-07-07 10:52		15D 23:23:4
Geolocation	Current Location	[VIP1010101] - VIP GUEST 1010101	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0000] LEVEL 0 - RECEPTION / [1213] CONFERENCE ROOM		2021-07-05		17D 12:03:0
Floor Map View Location Tracking	Nothing selected	[A50160197] - LAPTOP - SMARTX	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0000] LEVEL 0 - RECEPTION / [1213] CONFERENCE ROOM		2021-07-05 22:12		17D 12:03:
Path Tracking	All Types	[A50160196] - LAPTOP - SMARTX	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0000] LEVEL 0 - RECEPTION / [1213] CONFERENCE ROOM		2021-07-05		17D 12:03
Routes	Category	[SMTX1584037978] - LAPTOP - SMARTX	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0000] LEVEL 0 - RECEPTION / [1213] CONFERENCE ROOM		2021-07-05 22:12		17D 12:03:0
Maintenance Transactions	Nothing selected	[VIP5151521] - VIP GUEST 5151521	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0000] LEVEL 0 - RECEPTION / [1213] CONFERENCE ROOM		2021-07-05 22:12		17D 12:03:0
Notifications		[SMTX1584037963] - LAPTOP - SMARTX	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0000] LEVEL 0 - RECEPTION / [1213] CONFERENCE ROOM		2021-07-05 22:12		17D 12:03:0
Workflow	Dwell Search Type	[SMTX1584037969] - DR CARLOS SERRANO	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0000] LEVEL 0 - RECEPTION / [1213] CONFERENCE ROOM		2021-07-05 22:12		17D 12:03:0
Reports	DAYS Swell Value	[VIP5123232] - VIP GUEST 5123232	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0000] LEVEL 0 - RECEPTION / [1213] CONFERENCE ROOM		2021-07-05 22:12		17D 12:03:0
Settings Gateway Inbox	>	[AS0160191] - LAPTOP - SMARTX	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0000] LEVEL 0 - RECEPTION / [1213] CONFERENCE ROOM		2021-07-05 22:12		17D 12:03:0
k Actions	Operator	[VIP191010] - VIP GEST 191010	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0000] LEVEL 0 - RECEPTION / [1213] CONFERENCE ROOM	· · · ·	2021-07-05 22:12		17D 12:03:0
	NONE	[A0000088] - VACUUM - SMARTX	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0000] LEVEL 0 - RECEPTION / [1213] CONFERENCE ROOM	[1001F] ORLANDO CONVENTION CENTER / [ZC244] CONVENTION CENTER / [AS1231] ZONE B YELLOW	2021-07-05 22:12	2021-07-12 20:20	06D 22:07:5
	Dwell Value	[A50160192] - BOOK SHELF	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0000] LEVEL 0 - RECEPTION / [1213] CONFERENCE ROOM		2021-07-05 22:12		17D 12:03
		[SMTX1584037968] - LAPTOP - SMARTX	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0000] LEVEL 0 - RECEPTION / [1213] CONFERENCE ROOM		2021-07-05 22:12		17D 12:03:
	Apply filter	[SMTXA50160183] - LAPTOP - SMARTX	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0000] LEVEL 0 - RECEPTION / [1213] CONFERENCE ROOM		2021-07-05 22:12		17D 12:03:0
		[A50160188] - OFFICE TABELS	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0000] LEVEL 0 - RECEPTION / [1213] CONFERENCE ROOM		2021-07-05 22:12		17D 12:03:0
		ISMTX15840379641 - LAPTOP - SMARTX	[100012] HOSPITAL ORLANDO UNIT 1 (DINA) / [L0000] LEVEL 0 - RECEPTION / [1213]		2021-07-05		17D 12:03:0

### 13.9 Availability report

This report shows all the items in certain conditions regarding last seen or health, like Expiration, Insurance Expiration, etc.

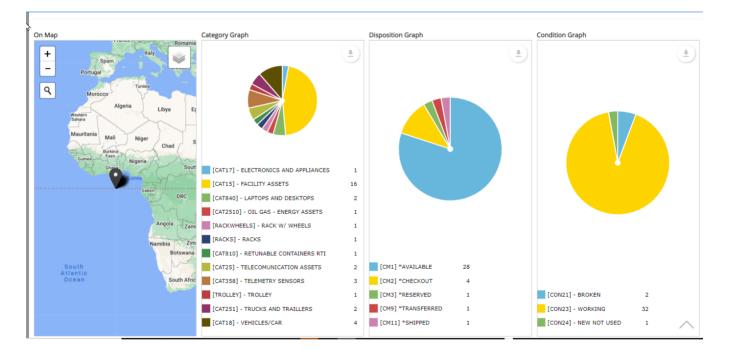
Users must select the period of time. Like expiration date between date1 and date 2.

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imart∑Hl		Sean	Search by Code, Name or Serial									
	C Reports > Asset Availability											
Home	Filters	Results										
Dashboard	Current Site								Search			) III -   <
ltem Management	All Sites	Name 🔅	Last Seen	Category 0	Condition	Custody Assigned	Current Location 🕴	Next Service	Expiration Date	Warranty Ends	Service Ends	Insured End
Personnel Management Stock Inventory	Current Area	[10000245] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON21] - BROKEN	[C49256189] - COMPANY ACME 3	[1000A] - UCF - UNIVERSITY CENTRAL FLORIDA / [1000A-10] - BUSINESS CENTER / [UCF101-T] - TRAINING ROOM			2021-12-31	2021-12-31	2022-12-31
Conditions Monitoring	Nothing selected	[10000246] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / [1004-A02] - FISRT FLOOR / [MET11] - MEETING ROOM			2021-12-31	2021-12-31	2022-12-31
Analytics	Nothing selected	[10000247] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / [1004-A02] - FISRT FLOOR / [MET11] - MEETING ROOM			2021-12-31	2021-12-31	2022-12-31
Geolocation	Туре	[10080248] - DE5K	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / [1004-A02] - FISRT FLOOR / [MET11] - MEETING ROOM			2021-12-31	2021-12-31	2022-12-3
Location Tracking	General	[10000250 - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / [1004-A02] - FISRT FLOOR / [MET11] - MEETING ROOM			2021-12-31	2021-12-31	2022-12-3
Path Tracking	LAST SEEN EXPIRATION DATE	[10000251] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1000A] - UCF - UNIVERSITY CENTRAL FLORIDA / [1000A-10] - BUSINESS CENTER / [UCF101-T] - TRAINING ROOM		+	2021-12-31	2021-12-31	2022-12-3
Routes Maintenance	NEXT SERVICE	[10000253] • DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1000A] - UCF - UNIVERSITY CENTRAL FLORIDA / [1000A-10] - BUSINESS CENTER / [UCF101-T] - TRAINING ROOM			2021-12-31	2021-12-31	2022-12-3
Transactions	Warranty WARRANTY DATE	[10000255 - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / [1004-A02] - FISRT FLOOR / [MET11] - MEETING ROOM			2021-12-31	2021-12-31	2022-12-3
Notifications	MAINTENANCE CONTRACT	[10000258] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / [1004-A02] - FISRT FLOOR / [MET11] - MEETING ROOM			2021-12-31	2021-12-31	2022-12-3
Workflow	INSURANCE DATE	[10000259] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / [1004-A02] - FISRT FLOOR / [MET11] - MEETING ROOM			2021-12-31	2021-12-31	2022-12-3
Reports	Date Interval	[10000260] - DESK	2021-07-23	(CAT15) - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / [1004-A02] - FISRT FLOOR / [MET11] - MEETING ROOM			2021-12-31	2021-12-31	2022-12-3
Settings Gateway Inbox 🛛 🥖	2021-07-22 to 2021-07-23	(10000261] - DE5K	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1000A] - UCF - UNIVERSITY CENTRAL FLORIDA / [1000A-10] - BUSINESS CENTER / [UCF101-T] - TRAINING ROOM			2021-12-31	2021-12-31	2022-12-1
Actions		[10000262] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / [1004-A02] - FISRT FLOOR / [MET11] - MEETING ROOM			2021-12-31	2021-12-31	2022-12-
	Apply filter	10000263] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1000A] - UCF - UNIVERSITY CENTRAL FLORIDA / [1000A-10] - BUSINESS CENTER / [UCF101-T] - TRAINING ROOM			2021-12-31	2021-12-31	2022-12-3
		[10000264] - DESK	2021-07-23	[CAT15] - FACILITY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	[1004] - PHOENIX OFFICES / [1004-A02] - FISRT FLOOR / [MET11] - MEETING ROOM			2021-12-31	2021-12-31	2022-12-3
		[1523991005] - PROJECTOR	2021-07-23	[CAT17] - ELECTRONICS AND APPLIANCES	[CON23] - WORKING	[C27451898] - COMPANY ACME 4	[1004] - PHOENIX OFFICES / [1004-A02] - FISRT FLOOR / [MET11] - MEETING ROOM					
		[1533497544] - PIPELINE REPAIR CLAMP	2021-07-22	(CAT2510) - OIL GAS - ENERGY ASSETS	[CON23] - WORKING	[C49256189] - COMPANY ACME 3	(1000A) - UCF - UNIVERSITY CENTRAL FLORIDA / (1000A-09) - LIB - JOHN C. HITT LIBRARY / [04] - COMPUTER CENTER				-	
		[1612996624] - VW SAMBA BUS	2021-07-22	[CAT18] - VEHICLES/CAR	[CON23] - WORKING	[C15656513] - CARLOS RIBEIRO	[1002] - FACTORY PLANT ACME / [10002-B01] - PRODUCTION PLANT 10191- A / [P1] - PRODUCTION					
		[1612996751] - VW NEW	2021-07-22	[CAT18] - VEHICLES/CAR	[CON23] -	[C52371194] - ACME INDUSTRIES	[1001F] - ORLANDO CONVENTION CENTER / [ZC244] -					

Users also have a graphic view and Map of the query results above.



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## **14 Printing Labels**

### 14.1 Printer Setup

To print RFID or Barcode labels, users need to set up the printer, the size, and content of the label. Please visit the administrator manually.

### 14.2 Printing Labels

Users must go to Item Management Menu and mark all items they intend to print. Using the second button of the mouse, open the navigation menu and select Print Label( on the vertical menu).

SmartXHU					Search by Code, Name or Serial									
	*	tem M	anagement	Q Advanced Filter	t Report						+ Add Item	New/Template	Reset Audit Items	leceipt
Ռ Home ∰ Dashboard										Search				≛ XLS
☆ Item Management	0	#	Code	Name 🎄	Serial 👙	Туре	Condition	Status	Category	Last Seen 🚽	Current Location	Custody Assigned	Tags Identifiers 👙	+
Stock Inventory		۲	10000246	DESK	10000246	ІТЕМ 🎺	WORKING 🥑	*AVAILABLE	FACILITY ASSETS 🤤	2021-07-23 10:31	[MKT] MARKETING OFFICES	[C49256189] COMPANY ACME 3	00000000000000010000246	<sup>i,</sup> 🔳
Conditions Monitoring		۲	10000248		10000248	ітем 🎺	WORKING 🥑	*AVAILABLE	FACILITY ASSETS 🤤	2021-07-23 10:31	[MKT] MARKETING OFFICES	[C49256189] COMPANY ACME 3	000000000000000010000248 10000248	<sup>3,</sup> 🔳
Analytics		۲		Simplified Brinting	0000262	ІТЕМ 🎺	WORKING 🥑	*AVAILABLE	FACILITY ASSETS 🤤	2021-07-23 10:31	[MKT] MARKETING OFFICES	[C49256189] COMPANY ACME 3	00000000000000010000262 10000262	<sup>2,</sup>
∬ Geolocation ≩ Floor Map View		۲	a contraction		0000250	ітем 🎺	WORKING 🥑	*AVAILABLE	FACILITY ASSETS 🤤	2021-07-23 10:31	[MKT] MARKETING OFFICES	[C49256189] COMPANY ACME 3	00000000000000010000250	),
🖞 Location Tracking		۲	SMTX7917	Action with Receipt CheckOut CheckIn	TX791774	ітем 🎺	WORKING 🥑	*AVAILABLE	TELECOMUNICATION ASSETS	2021-07-23 10:31	[MKT] MARKETING OFFICES	[SMTX01] SMARTX	B010101, 300833B2DDD901400000000 B82982929	0, 🔳
🔊 Routes		۲	10000255	Reserve ≒Reserve Return	0000255	ІТЕМ 🎺	WORKING 🥑	*AVAILABLE	FACILITY ASSETS 🥹	2021-07-23 10:31	[MKT] MARKETING OFFICES	[C49256189] COMPANY ACME 3	00000000000000010000255	i, 🔳
ゆ Maintenance Э Transactions		۲	10000258	Temporary Transfer Location Temporary Transfer Return	0000258	ІТЕМ 🎺	WORKING 🥑	*AVAILABLE	FACILITY ASSETS 🤤	2021-07-23 10:31	[MKT] MARKETING OFFICES	[C49256189] COMPANY ACME 3	0000000000000010000258	<sup>3,</sup>
Notifications		۲	10000259	Permanent Transfer Location Action Groupping	0000259	ІТЕМ 🎺	WORKING 🥑	*AVAILABLE	FACILITY ASSETS 🤤	2021-07-23 10:31	[MKT] MARKETING OFFICES	[C49256189] COMPANY ACME 3	00000000000000010000259	,
🕽 Workflow		۲	10000260	Searched ≒Found Items List	0000260	ІТЕМ 🎺	WORKING 🥑	*AVAILABLE	FACILITY ASSETS 🧕	2021-07-23 10:31	[MKT] MARKETING OFFICES	[C49256189] COMPANY ACME 3	00000000000000010000260 10000260	), 🔳
ີງ Reports		۲	10000261	Disposal Request Items	0000261	ІТЕМ 🎺	WORKING 🥑	*AVAILABLE	FACILITY ASSETS 🤤	2021-07-23 10:31	[MKT] MARKETING OFFICES	[C49256189] COMPANY ACME 3	00000000000000010000261 10000261	,
ያ Settings ብ Gateway Inbox		<b>@ `</b>	32569874	Add Comment to Items Bulk Item Property Change Bulk Items Repairs		ітем 🎺	NEW NOT USED	*SHIPPED 💿	TELECOMUNICATION ASSETS	2021-07-23 10:31	[AS1231] ZONE B YELLOW	[C19988035] SUPPLIER 2	0C:F3:EE:B5:CB:0C, 202020413533323030323231 A53200221	, 🔳
eek Actions	0	0	161473715	Bulk Items Maintenances/Services Audit	SENSOR	SENSORS	WORKING 🥑	*CHECKOUT	TELEMETRY SENSORS 🕢	2021-07-23 10:31	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC:23:3F:A1:78:6E	
		0	161412065	Reset Audit Item Route	1:3F:A1:6F:40	SENSORS	WORKING 🥑	*CHECKOUT	TELEMETRY SENSORS	2021-07-23 10:31	[AS1231] ZONE B YELLOW	[C15656513] CARLOS RIBEIRO	AC:23:3F:A1:6F:40	

The system will then open a Print Box to select the appropriate printer name according to the user set-up done by the admin.

Once you select the right printer, press Save. The system will add all items in a list to be a printer, and in a few seconds, the printer will start processing the labels.

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If it did not start, please verify the printer set-up and communication requirements on the administrator manual.

martXHL	_ סי										Search	by Code, Name or Serial		
	*	tem Ma	anagement	Q Advanced Filter	V Select Report				Print Label	Process 3	+ Add item		📰 Reset Audit Items 🗍 💷 Re	eceipt
} Home Dashboard														
r Item Management Personnel Management	0	#	Code ≑	Name	Print Label					i Search >	Current Location	Custody Assigned 👙	Tags Identifiers	± XI
		۲	10000246	DESK	Enter the Printer Nan PRINTER1	1e					[MKT] MARKETING OFFICES		00000000000000000000000000000000000000	
		۲	10000248	DESK	PRINTERI						[MKT] MARKETING OFFICES		00000000000000010000248, 10000248	
		۲	10000262	DESK						Save Close	[MKT] MARKETING OFFICES		000000000000000010000262, 10000262	
		۲	10000250	DESK	10000250	ITEM 🚿		*AVAILABLE	FACILITY ASSETS 📀	2021-07-23 10:31	[MKT] MARKETING OFFICES	[C49256189] COMPANY ACME 3	00000000000000000000000000000000000000	
		۲	SMTX791774	WIRELESS DEVICE ASDA	ASD SMTX791774	ITEM 🎺	WORKING 🥑	*AVAILABLE	TELECOMUNICATION ASSETS	2021-07-23 10:31	[MKT] MARKETING OFFICES		B010101, 300833B2DDD901400000000, B82982929	
		۲	10000255	DESK	10000255	ІТЕМ 🎺	WORKING 📀	*AVAILABLE	FACILITY ASSETS 🥥	2021-07-23 10:31	[MKT] MARKETING OFFICES	[C49256189] COMPANY ACME 3	000000000000000010000255, 10000255	
		۲	10000258	DESK	10000258	ІТЕМ 🎺	WORKING 📀	*AVAILABLE	FACILITY ASSETS 📀	2021-07-23 10:31	[MKT] MARKETING OFFICES	[C49256189] COMPANY ACME 3	00000000000000010000258, 10000258	
		۲	10000259	DESK	10000259	ІТЕМ 🎺	WORKING 📀	*AVAILABLE	FACILITY ASSETS 🥥	2021-07-23 10:31	[MKT] MARKETING OFFICES	[C49256189] COMPANY ACME 3	00000000000000000000000000000000000000	
		۲	10000260	DESK	10000260	ІТЕМ 🎺	WORKING 🕑	*AVAILABLE	FACILITY ASSETS 🥥	2021-07-23 10:31	[MKT] MARKETING OFFICES	[C49256189] COMPANY ACME 3	00000000000000000000000000000000000000	
	🖸	۲	10000261	DESK	10000261	ITEM 🎺	WORKING 🕑	*AVAILABLE	FACILITY ASSETS 📀	2021-07-23 10:31	[MKT] MARKETING OFFICES	[C49256189] COMPANY ACME 3	00000000000000010000261, 10000261	
		<b>@ `</b>	325698747	TABLET COMPUTER		ITEM 🎺	NEW NOT USED	*SHIPPED	TELECOMUNICATION ASSETS	2021-07-23 10:31	[AS1231] ZONE B YELLOW		0C:F3:EE:B5:CB:0C, 202020413533323030323231, A53200221	
ek Actions		۲	1614737156	FREEZER MEDICINES	2 SENSOR	SENSORS	WORKING 🕑	*CHECKOUT	TELEMETRY SENSORS	2021-07-23 10:31	[AS1231] ZONE B YELLOW		AC:23:3F:A1:78:6E	
		0	1614120655	REFRIGERATOR	AC:23:3F:A1:6F:40	SENSORS	WORKING 📀	*CHECKOUT	TELEMETRY SENSORS	2021-07-23 10:31	[AS1231] ZONE B YELLOW		AC:23:3F:A1:6F:40	

### 14.3 Printing Log

Users can access the printer log on the gateway Inbox. This option will only appear in case the logged user has this permission.

The user can filter the printer conditions of each printer request based on dates or types.

It is possible to reprint one label when a user has specific permission to do this action.

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smart∭HU	Β								master.xusa (BASE-MASTER)	Usession nine: .
~ -									Search by Code, Name or Serial	
	La Support (	Console > Gateway Inbox								
∂ Home Dashboard	Mobile Log	Hub Log Middle Log Graph	Printer Log	Legration Log	Mobile Item Integratio	e Log				
ን Item Management	2020-12-04	2021-07-23		ALL	Refresh L	og	Check All Uncheck	All 🗊 Purge Log	Search	
Personnel Management Stock Inventory		ltem 🔶	Status	Printer Name	Created Date	Created By	Modified Date	Modified By	User Key 🔶	Printer Log
Conditions Monitoring	[161:	2996751] VW NEW BEETLE SMTX	Not Printed	PRINTER 2	2021-05-03 10:30	master.xusa	-	-	-	-
Analytics	[161	4737156] FREEZER MEDICINES 2	Not Printed	PRINTER1	2021-05-01 07:49	master.xusa	-	-	-	
	. 🗆 🛛	1614120655] REFRIGERATOR	Not Printed	PRINTER1	2021-05-01 07:49	master.xusa	-	-	-	-
Geolocation	[161	4737156] FREEZER MEDICINES 2	Not Printed	PRINTER1	2021-05-01 07:41	master.xusa	-	-	-	
' Floor Map View	[A]	0000088] VACUUM - SMARTX	Not Printed	ABCD	2021-03-01 09:38	apixusa	-	-	53AFA35A-F04C-4CB7-8A5A-5410F7890277	
] Location Tracking		[1500345568] COMPUTER	Not Printed	ABCD	2021-02-24 11:44	apixusa	-	-	53AFA35A-F04C-4CB7-8A5A-5410F7890277	
Path Tracking	1 - 6 of 6									
Routes										
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≩ Transactions										
Notifications										
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) Reports						L.				
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