



Search for an Equipment Number

You can search for the code for a single piece of equipment by clicking inside the **Equipment field** of the **Display Equipment: Initial screen** and then clicking the **search**  button.



The **Equipment number search screen** is a multiple tab screen, where each tab displays a different set of search criteria fields. Click the **list button** (A) to see a list of all available subscreens (B) if all of them are not visible.

One of the most useful search criteria for equipment is the **Equipment description field**, where you can enter an abbreviated version (with the wildcard *) of the equipment name. For instance, you can search for transformers by entering *trans** or *xformer**; for 4x4 pickup trucks by entering *4x4**; and so on. Because it is so useful, this field is found on nearly every subscreen of the **Equipment number search screen**.

You can also search for equipment by:

- The company's old technical ID numbers, which can be entered on the **Equipment by technical ID number subscreen**. This is particularly useful for searching for vehicles.
- The cost centers to which they are attached, which can be indicated on the **Equipment by cost center subscreen**.
- The manufacturer's serial number, which can be entered on the **Material Serial Numbers subscreen**.

and so on.

