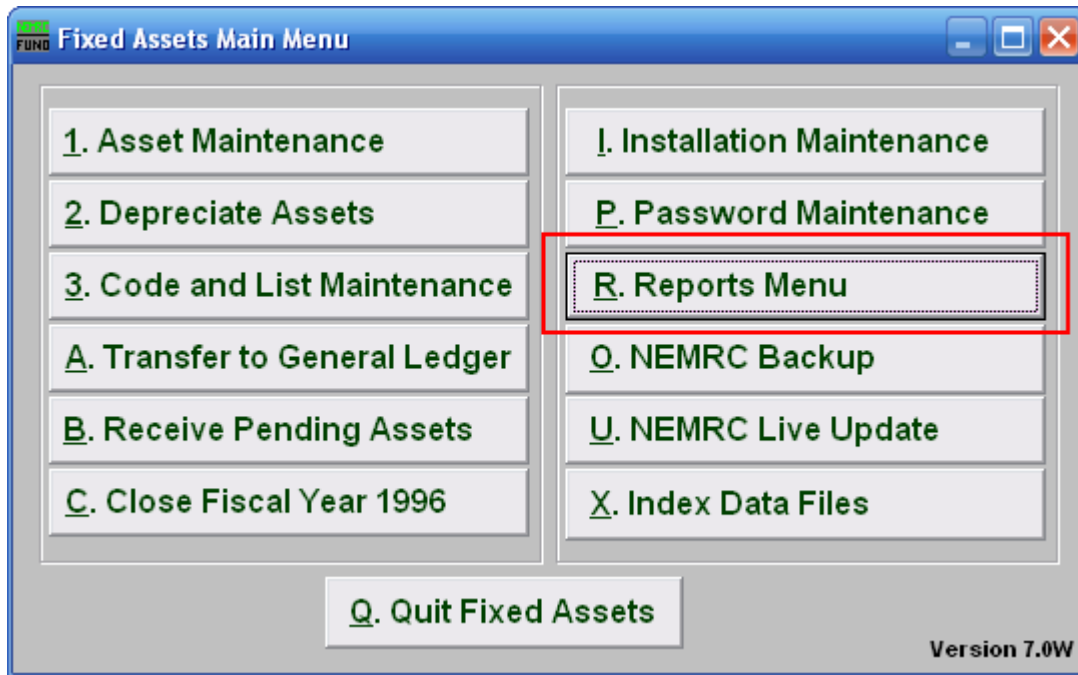


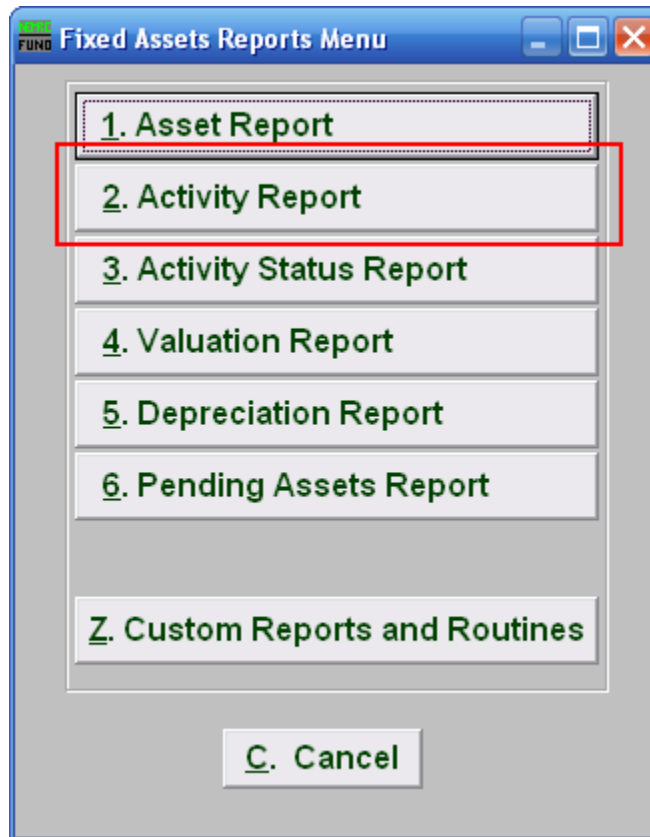
Fixed Assets

R. Reports Menu: 2. Activity Report



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Fixed Assets



Click on “2. Activity Report” from the Reports Menu and the following window will appear:

Fixed Assets

Activity Report

Data ranges and grouping

Fixed assets activity report

Data ranges and grouping

1 ☐ All asset tags
2 ☒ Range of asset tags

Tag range: 2 Find to 2 Find
(blanks for all)

3 ☐ All activity dates
4 ☒ Range of activity dates

Activity date range: // 4 to // 4
(blanks for all)

5 ☐ Include deleted and removed assets

6 ☐ All departments
7 ☒ Individual department

8 ☐ All groups
9 ☒ Individual group

10 ☐ All categories
11 ☒ Individual category

12 Group by:
☒ No grouping, asset tag order
☐ Department and group
☐ Department, group, and category
☐ Department

13 PreView 14 Print 15 Cancel

1. **All asset tags OR Range of asset tags:** Select whether you want the report to be for All asset tags or a Range of asset tags.
2. **Tag range:** If you chose Range of asset tags, this field will become available for you to enter the Asset tag or you can click on the “Find” button and select from the drop down menu.
3. **All activity date OR Range of activity dates:** Select whether you want the report to be for All activity dates reported or a Range of activity dates reported.
4. **Activity date range:** If you chose Range of activity dates, these fields will become available for you to enter the date range you want the report to start and end with OR leave blank for all dates.
5. **Include deleted and removed assets:** Click this button if you want the report to include deleted and removed assets.
6. **All departments OR Individual department:** Select whether you want the report to be for All departments or an Individual department.

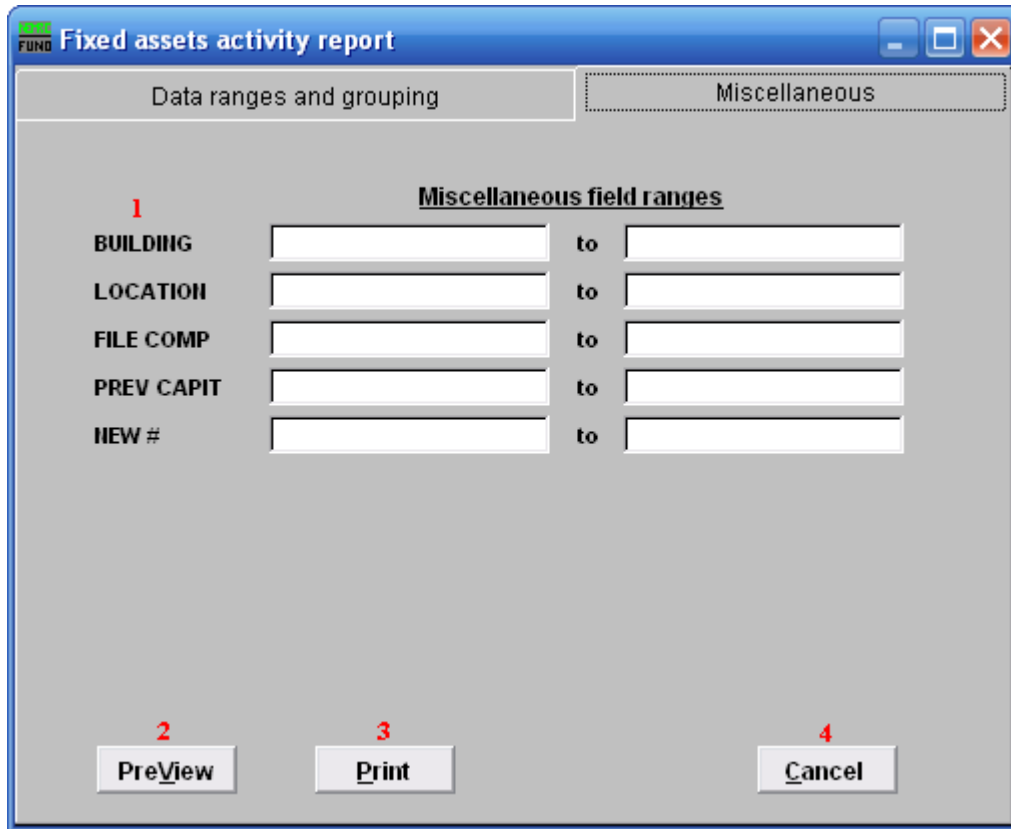
Fixed Assets

- 7. Selector:** If you chose Individual department, click on the drop down arrow and select from the table.
- 8. All groups OR Individual group:** Select whether you want the report to be for All groups or an Individual group.
- 9. Selector:** If you chose Individual group, click on the drop down arrow and select from the table.
- 10. All Categories OR Individual category:** Select whether you want the report to be for All categories or an Individual category.
- 11. Selector:** If you chose Individual category, click on the drop down arrow and select from the table.
- 12. Group by:** Select how you would like the report to group the assets by.
- 13. PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 14. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 15. Cancel:** Click “Cancel” to cancel and return to the previous screen.

Fixed Assets

Miscellaneous

Click on the “Miscellaneous” tab and the following window will appear:



The image shows a software window titled "Fixed assets activity report". It has two tabs: "Data ranges and grouping" and "Miscellaneous". The "Miscellaneous" tab is selected. Below the tabs, there is a section labeled "Miscellaneous field ranges" with a red number "1" above it. This section contains five rows of input fields. Each row has a label on the left, a text box, the word "to", and another text box. The labels are: BUILDING, LOCATION, FILE COMP, PREV CAPIT, and NEW #. At the bottom of the window, there are three buttons: "PreView" (with a red number "2" above it), "Print" (with a red number "3" above it), and "Cancel" (with a red number "4" above it).

Miscellaneous field ranges	
BUILDING	to
LOCATION	to
FILE COMP	to
PREV CAPIT	to
NEW #	to

Buttons: **2** PreView, **3** Print, **4** Cancel

- 1. Miscellaneous field ranges:** These fields are user defined in “I. Installation” off the Main Menu.
- 2. PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 3. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 4. Cancel:** Click “Cancel” to cancel and return to the previous screen.