

Searching for a Specific Tag Number

1. In the **Find an Existing Value** tab, in the **Business Unit field**, make sure that UMICH is entered into this field.
2. Next in the **Tag Number field**, type the asset tag number, i.e. A5XXXXX, 3XXXXX, 7XXXXX, or 8XXXXX where X represents a numerical value.
3. Click **Search** at the bottom left of the page or press enter.

The screenshot shows a search interface with three tabs: "Find an Existing Value" (highlighted in green), "Keyword Search", and "Add a New Value". Below the tabs is a "Search Criteria" section with several input fields:

- Business Unit:** A dropdown menu set to "=" and a text input field containing "UMICH".
- Asset Identification:** A dropdown menu set to "begins with" and an empty text input field.
- Tag Number:** A dropdown menu set to "begins with" and a text input field containing "383483". This field is circled in red.
- Parent ID:** A dropdown menu set to "begins with" and a text input field with a search icon.
- Description:** A dropdown menu set to "begins with" and an empty text input field.
- Asset Type:** A dropdown menu set to "=" and a dropdown menu.
- Asset Subtype:** A dropdown menu set to "begins with" and a text input field with a search icon.

At the bottom, there are two checkboxes: "Include History" and "Case Sensitive", both of which are unchecked. Below the checkboxes are three buttons: "Search" (green), "Clear" (grey), and "Basic Search" (blue). To the right of the "Basic Search" button is a "Save Search Criteria" link with a save icon.