

How to Update the Serial Number

1. Click the **Operation/Maintenance** tab

General Information	Operation/Maintenance	Asset Acquisition Detail	Location/Comments/Attributes	Manufacture/License/Custodian
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2. Under the **Manufacturer Information** section, in the **Serial ID** field, type in or edit serial number

Manufacturer Information

Serial ID	<input type="text"/>
Mfg ID	CAEN TECH <input type="button" value="Q"/>
Model	VME 8002 <input type="button" value="Q"/>
Version	<input type="text"/>
More Manufacturer Info...	

3. Click **Save** at the bottom left corner of the screen

Save	Return to Search	Add	Update/Display	Include History
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How to Update the Model Number


1. Click on the **Operation/Maintenance** tab

General Information	Operation/Maintenance	Asset Acquisition Detail	Location/Comments/Attributes	Manufacture/License/Custodian
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2. Under the **Manufacturer information section**, there are two ways to add or edit the model number
 - a. Type model number in the **Model field**

Manufacturer Information

Serial ID	<input type="text"/>
Mfg ID	CAEN TECH 
Model	VME 8002 
Version	<input type="text"/>
More Manufacturer Info...	

- b. Using the search function
 - i. Click the  icon to the right of the field

Manufacturer Information

Serial ID	<input type="text"/>
Mfg ID	CAEN TECH 
Model	VME 8002 
Version	<input type="text"/>
More Manufacturer Info...	

- ii. In the **Look Up Model pop-up**, type the first few letters or numbers. Then click **Search** or press enter to generate a list

Look Up Model ×

Model: begins with ▼ vme

SearchClearCancelBasic Lookup

iii. Pick your model from the list

Search Results

View 100 |<< 1-5 of 5 >>|>>

Model
VME 6023x610
VME 8002
VME 8011
VME SYSTEM 1000
VME-ICP16

3. Click **Save** at the bottom left corner of the screen

SaveReturn to SearchAddUpdate/DisplayInclude History