How to Use the Capital Equipment by Tag Number or Asset ID Query in Business Objects

Logging in to Business Objects

Under the Reporting section in Wolverine Access, select the U-M Data Warehouse (BusinessObjects) link to login.

Locating the Capital Equipment by Tag Number or Asset ID Query

Locating the Query for the First Time

1. Click on the Documents Tab at the top left portion of the screen.

2. Click on the Folders Tab on the left side of the screen.
3. Under Public Folders, double-click on the UM-Maintained folder.


5. Then double-click on the AM01 Asset Management folder.

6. Right-click on AM01 AsMang Capital Equipment by Tag Number or Asset ID for a pop-up menu. On the menu, go to Organize and select Create Shortcut in My Favorites.
7. Double-click on **AM01 AsMang Capital Equipment by Tag Number or Asset ID** to use query.

Locating the Query Subsequent Times

1. My Recently Viewed Documents
   a. Click on the **Home Tab**.

   ![Home Tab](image)

   b. In the My Recently Viewed Documents Section, click on the link for **AM01 AsMang Capital Equipment by Tag Number or Asset ID** and it will open in a pop-up window.

2. My Favorites
   a. Click on the **Documents Tab** at the top left portion of the screen.

   ![Documents Tab](image)

   b. Click on the **My Documents Tab** on the left side of the screen, if it is not open already.
c. Double-click on **My Favorites folder** and double-click the shortcut for **AM01 AsMang Capital Equipment by Tag Number or Asset ID** to open it.

### Using the Capital Equipment by Tag Number or Asset ID Query

1. Type in the **Tag Number** or **Asset ID** in the appropriate text box.

2. Press enter and the asset listing will be generated.