

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.



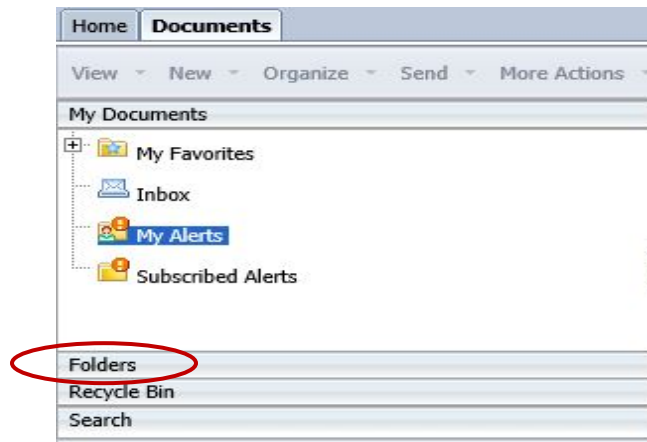
Locating the Capital Equipment by Tag Number or Asset ID Query

Locating the Query for the First Time

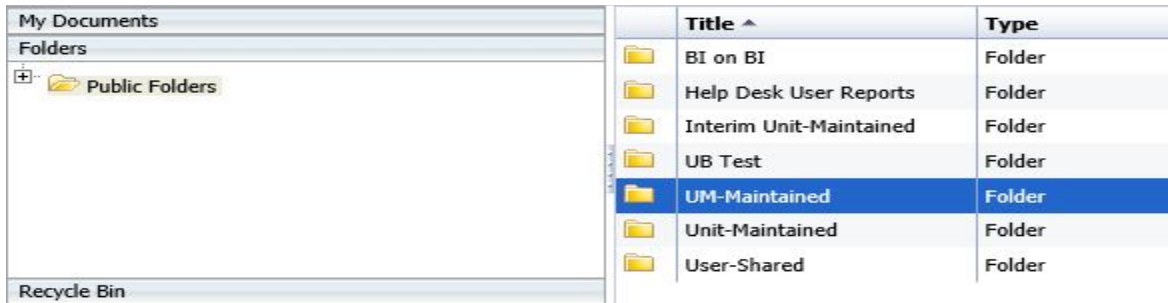
1. Click on the **Documents Tab** at the top left portion of the screen.



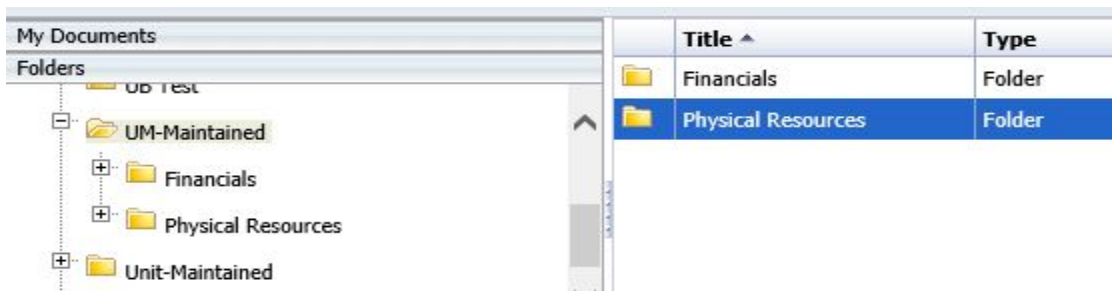
2. Click on the **Folders Tab** on the left side of the screen.



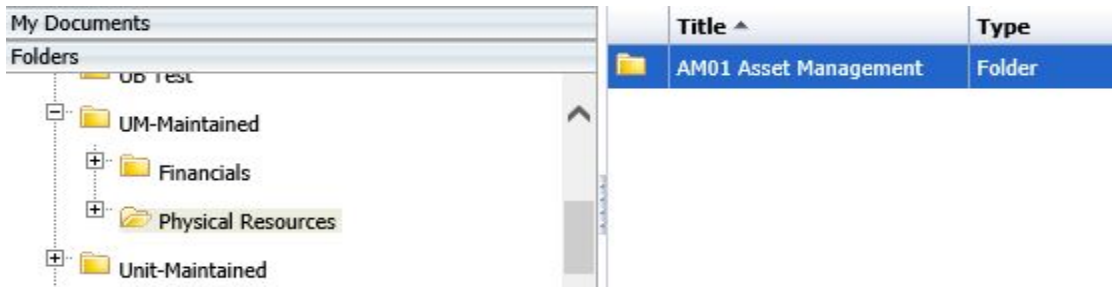
3. Under **Public Folders**, double-click on the **UM-Maintained** folder.



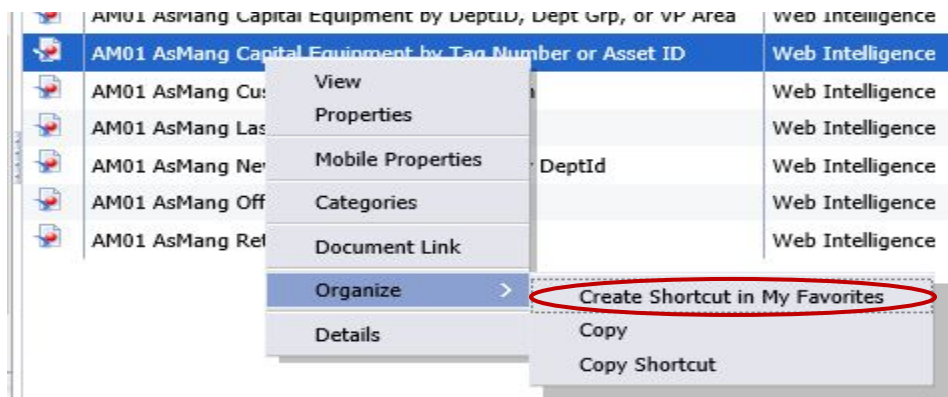
4. Double-click on the **Physical Resources** folder.



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.

My Documents	Title ^	Type	La
UB Test	AM01 AsMang Asset Report by Legacy Purchase Data #	Web Intelligence	
UM-Maintained	AM01 AsMang Asset Report by Project Grant	Web Intelligence	
Financials	AM01 AsMang Capital Equipment by DeptID, Dept Grp, or VP Area	Web Intelligence	
Physical Resources	AM01 AsMang Capital Equipment by Tag Number or Asset ID	Web Intelligence	
AM01 Asset Management	AM01 AsMang Custodian Report by Custodian	Web Intelligence	
	AM01 AsMang Last Update	Web Intelligence	

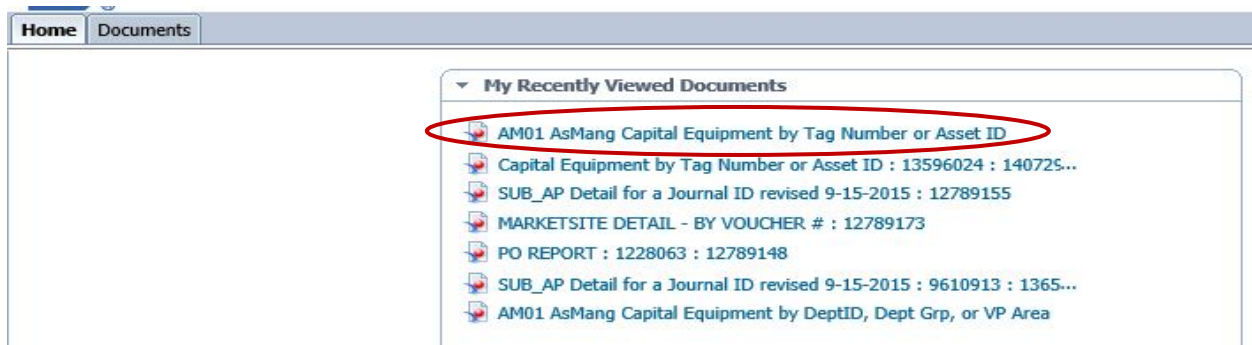
Locating the Query Subsequent Times

1. My Recently Viewed Documents

a. Click on the **Home Tab**.



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.

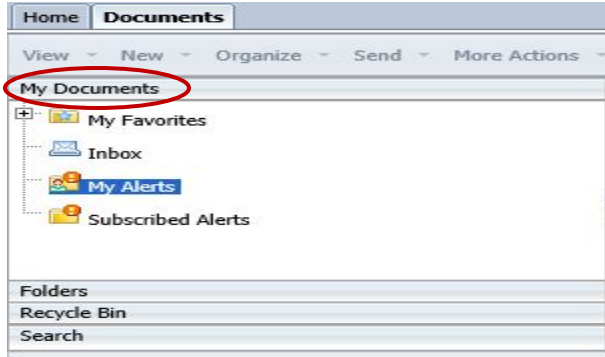


2. My Favorites

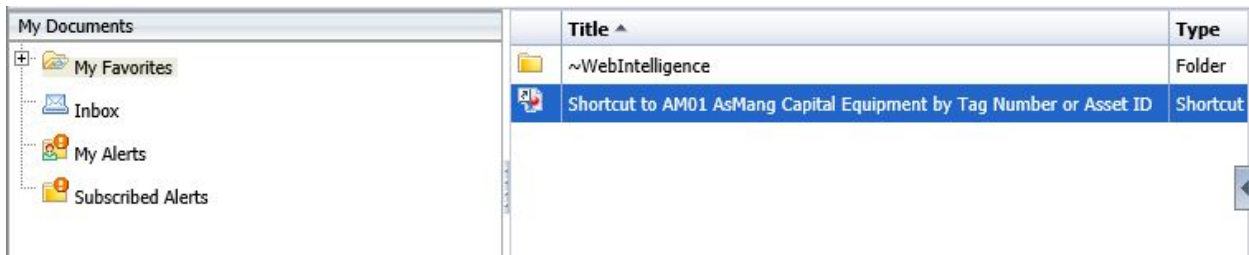
a. Click on the **Documents Tab** at the top left portion of the screen.



b. Click on the **My Documents Tab** on the left side of the screen, if it is not open already.

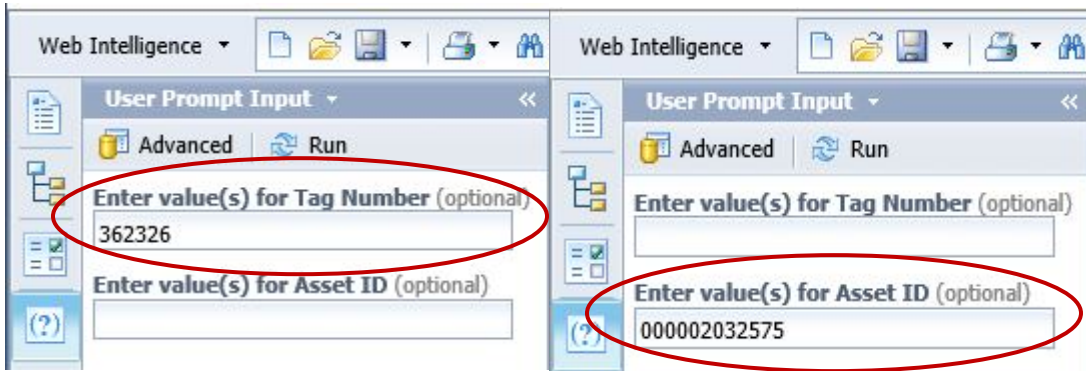


- c. Double-click on **My Favorites** folder and double-click the shortcut for **AM01 AsMang Capital Equipment by Tag Number or Asset ID** to open it.



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.

Age of Asset (Yrs)	Asset ID	Tag Number	Asset Status Descrshort	Disposal Code Descrshort	Acquisition Dt	Asset Cost	Asset Descr	Model	Manufacturer Name	Serial ID
34.96	000002032575	362326	In Service		10/01/1983	23,381.50	CENTRIFUGE	J6-M	DNU BECKMAN	6555
		1			Sum:	\$23,381.50				