

assetmanagement_search_for_items

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In the **Item Nbr**s field, type the item number(s) to be updated.

If the item number is not known, click **Directory**. A list of inventory items that match the selected **Inventory Type** is displayed.
To search for a specific item number, type data in the desired search fields.
To search through all available data, leave all fields blank.
Click **Search**. A list of item numbers matching the search criteria is displayed.
Select the item number(s) from the list and click **OK**. The **Item Nbrs** field is populated with the selected item numbers.
Click **Cancel** to close the directory.