

assetmanagement_search_for_items

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

- If the item number is not known, click **Directory**. The Inventory Directory 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** or to close the directory.