



# assetmanagement\_search\_for\_items



# Table of Contents



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 one or more of the 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.



## Back Cover