Query - Find B Equipment

August 2019

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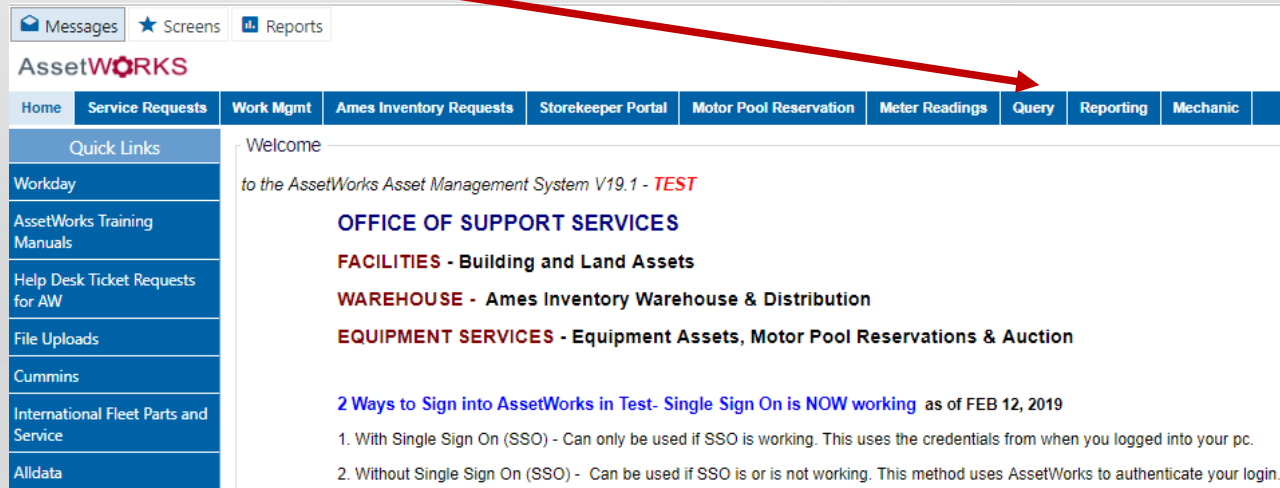| Description	Page No.

Opening the Query - Find B Equipment
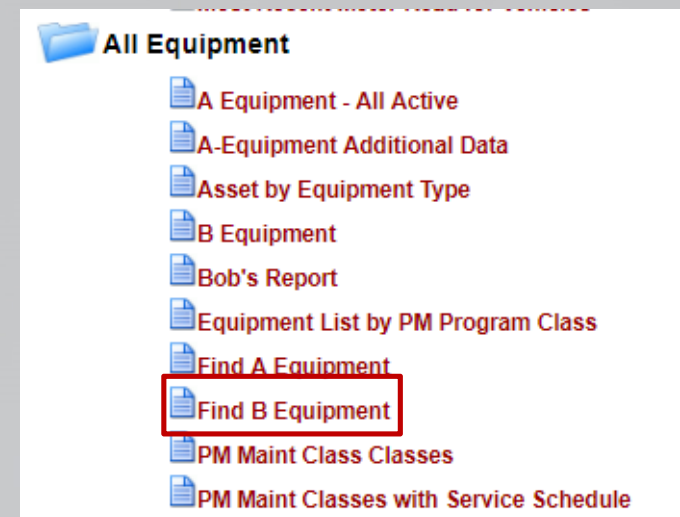
Click on the portal named **Query.** A Query allows you to search the data by one or more fields.

Look for the folder named, **All Equipment**. A query has been set up to provide you information about B equipment.

- **Find B Equipment** provides you a list of B# equipment by searching various fields. For example, Equipment ID, Serial Number, Department ID are a few key ways to find you're B# vehicle. Other filters are also available.

Searching B# Equipment

- Click the query report named **Find B Equipment.**
- Fill in the Equipment ID, using upper case B, in the Value(s) column for Equip ID. Or you can type in the Serial #, in the SerialNumber field.
- Click **Update Results.**
- You can look through the entire list of B#'s but this list may get long. To see more than the 1st 100 B#'s, you will need to click on the **Results** drop down arrow, select **All**.

You can also search by other filters. See **Description** fields.

The B # will appear providing you the location it is assigned to.

Find B Equipment Query Details

Queries Allows you to capture view information for various equipment. We have provided several Field options you can select to find your desired equipment.

Column Headings:
- The **Filter Field** column is the system field name. This name does not make sense, because it is the name from the system. We have added a name in the Description field so you can understand what this field is.

- The **Operator** column explains the how the field is calculated, by calendar date, equals allows only that data listed in the Value(s) field. If you do not select any values, all B#'s, both active and not active B#'s will appear. If you want to narrow your search, you may select 1 or more values listed. Keep in mind the more values you select may result in no B#'s listed. For Example, if you select a date range no meters were reported with a meter read, it will not report any B#'s on the list.

- The **Description** column indicates what the Filter Field AW description really means. For Example, the Equipment ID field name, is called Find B Number. The Equipment Class is the Description of the B#.

Blue Ribbon Icons:
- The **Report List** will take you back to the Query homepage.
- The **Results** default is at 100 listed items. If you want to see more than 100, click the drop down arrow select the options listed. This default cannot be changed.
- The **Update Results** is used when you select value(s), you need to click the Update Results to update your filter search.
   When you add any Value(s) in that field, you must click **Update Results** for your new list of B#'s to appear. If you just open the query, it will pull data that is provided in those Value(s) field.

Value(s) Fields will be explained on the next page.

Export your data
If you want to export this list of data to an excel spreadsheet, Go the this symbol. Additional information is provided on the next page. If you click on the previous green symbol with double image, this will create a CSV file type, which is not very user friendly.

Find B Equipment Query Details

Value Fields:

B- Equip – This will not change. You will need to keep this field to say B-Equip.

Equip ID - Equipment ID refers to the B# vehicles. You need to use upper case B when submitting your B # in this field. The report will also provide the Equipment description.

Serial Number - This is the serial number of the B # is assigned to. You can select the number if you know this.

Equipment Description – Description of the equipment, this will search for descriptions containing the word that you entered.

Equip Type – Denotes the Type of the vehicle such as B500. Use the drop down to select the equipment type to view.

Dept ID - CC Location - This refers to the Cost Center location number where the B # is assigned to. You can select the number if you know this. Both the Cost Center # and location name will both appear in the report. You can use the drop down to select the Cost Center Location #. If you do not want to select any, select the first option, "…".

Dept Name - This refers to the Cost Center name where the B # is assigned to. Both the Cost Center # and location name will both appear in the report. You can use the drop down to select the Department Name. If you do not want to select any, select the first option, "…".

PM Location – You can choose from multiple locations that the vehicle is assigned to for PM service.

Repair Location – You can also select from multiple locations that the vehicle is assigned to for repair service.

Station Location – Select from multiple options for where the vehicle is physically located.
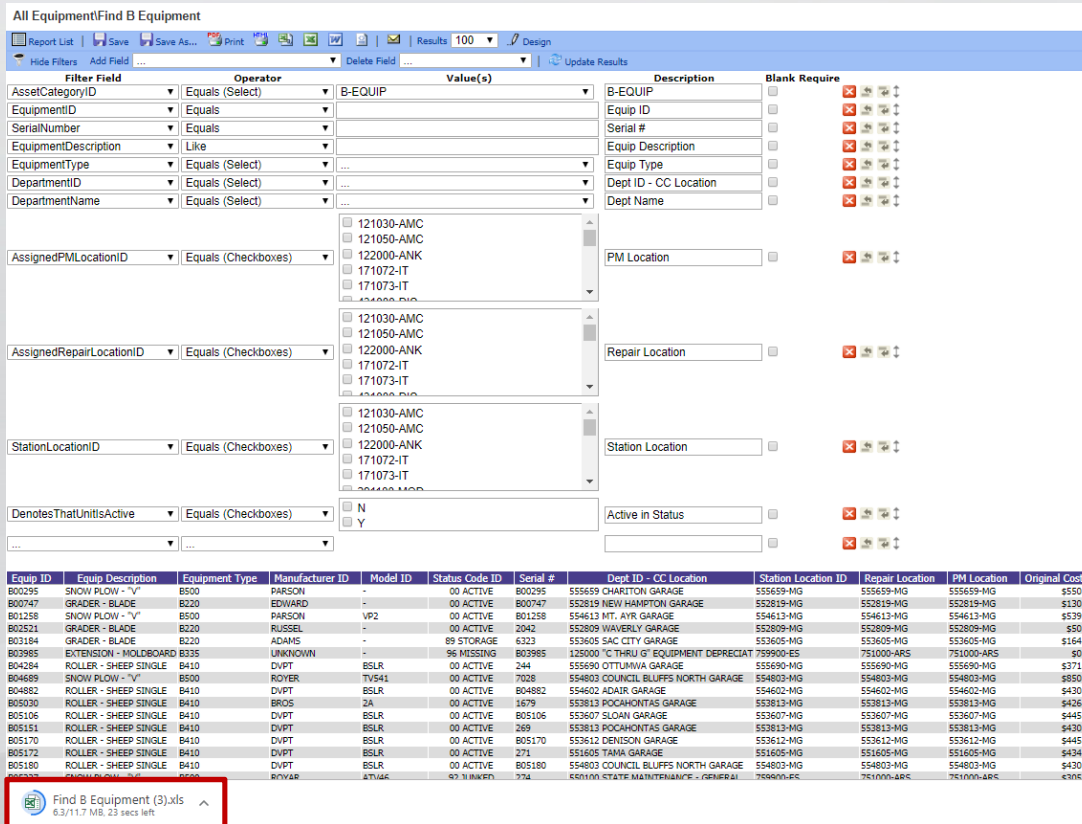
Active in Status – Refers to the life cycle status code of a vehicle. If you would only like to see vehicles that have a status of an active type, select the Y checkbox. If you'd like to see all vehicles regardless of status select nothing.

Find B Equipment - Exporting a Query To Excel

If you want to export this list of data to an excel spreadsheet, Go the ⊞ this symbol. Once you Click on this icon, the uploaded excel file will appear in the lower left of your screen, see in red box below.

If you click on the ^ arrow located to the far right, it allows you to open or save to a folder. Or you can click on the file name and it will Open. Once you open the file, this box will appear, click **Yes**.
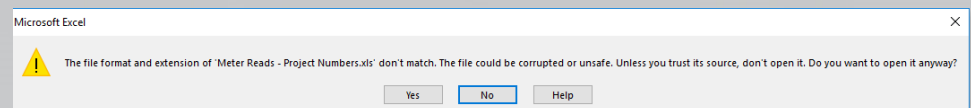
This file will open in a protected view, Click the **Enable Editing** button at the top of the screen to allow you to make changes or save to a location you choose.