

# Query - Find B Equipment

August 2019



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## Description

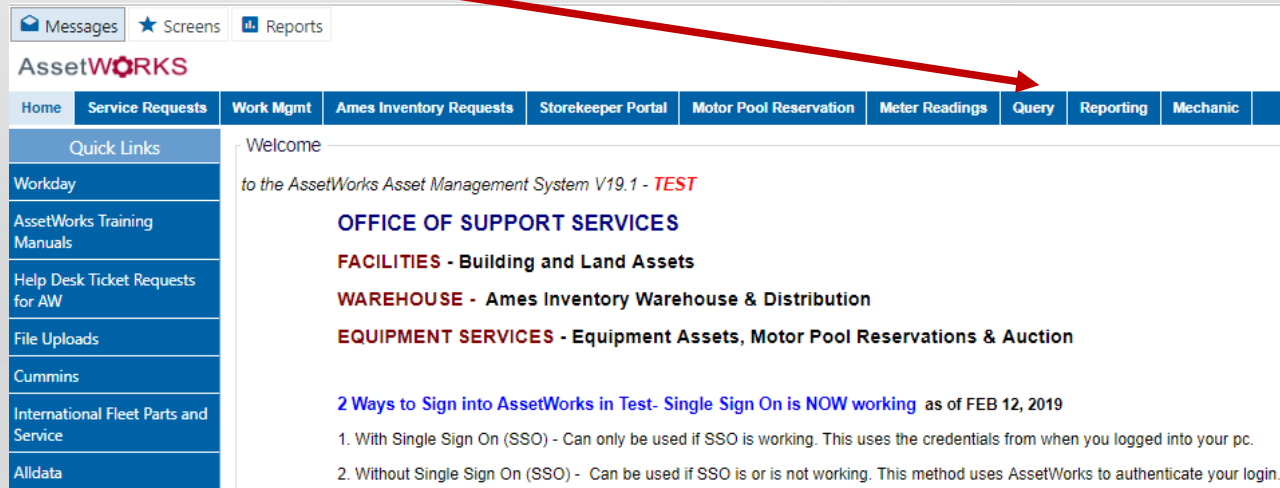
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# Opening the Query - Find B Equipment

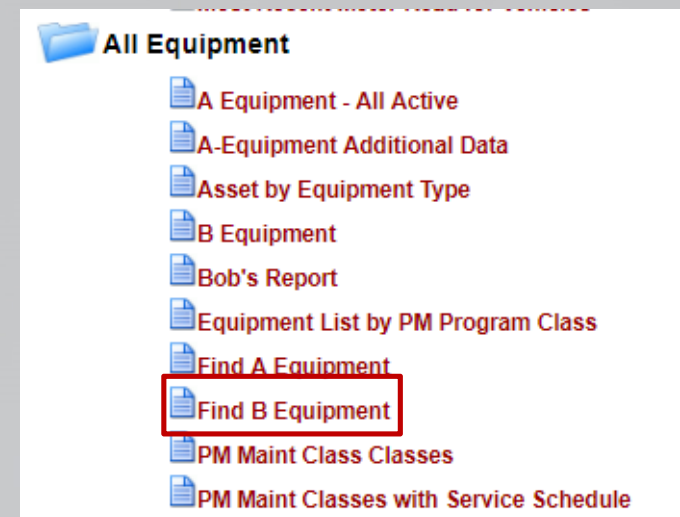
Click on the portal named **Query**. A Query allows you to search the data by one or more fields.



The screenshot shows the AssetWORKS portal interface. At the top, there are tabs for Messages, Screens, and Reports. Below that is the AssetWORKS logo and a navigation bar with tabs: Home, Service Requests, Work Mgmt, Ames Inventory Requests, Storekeeper Portal, Motor Pool Reservation, Meter Readings, Query, Reporting, and Mechanic. A red arrow points from the text above to the 'Query' tab. On the left side, there is a 'Quick Links' sidebar with items like Workday, AssetWorks Training Manuals, Help Desk Ticket Requests for AW, File Uploads, Cummins, International Fleet Parts and Service, and Alldata. The main content area displays a welcome message and lists services: OFFICE OF SUPPORT SERVICES, FACILITIES - Building and Land Assets, WAREHOUSE - Ames Inventory Warehouse & Distribution, and EQUIPMENT SERVICES - Equipment Assets, Motor Pool Reservations & Auction. Below this, there is a section titled '2 Ways to Sign into AssetWorks in Test- Single Sign On is NOW working as of FEB 12, 2019' with two numbered instructions.

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.



The screenshot shows a folder named 'All Equipment' with a list of sub-items: A Equipment - All Active, A-Equipment Additional Data, Asset by Equipment Type, B Equipment, Bob's Report, Equipment List by PM Program Class, Find A Equipment, Find B Equipment (highlighted with a red box), PM Maint Class Classes, and PM Maint Classes with Service Schedule.

# 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 1<sup>st</sup> 100 B#'s, you will need to click on the **Results** drop down arrow, select **All**.

The screenshot shows a software interface for searching equipment. The top section displays filter criteria: AssetCategoryID equals B-EQUIP. The bottom section shows a list of filters including EquipmentID, SerialNumber, and various location and status filters. A table at the bottom displays search results for equipment ID B05356.

Filter Field	Operator	Value(s)	Description	Blank
AssetCategoryID	Equals (Select)	B-EQUIP	B-EQUIP	<input type="checkbox"/>
EquipmentID	Equals		Equip ID	<input type="checkbox"/>
SerialNumber	Equals		Serial #	<input type="checkbox"/>

Filter Field	Operator	Value(s)	Description	Blank	Require
AssetCategoryID	Equals (Select)	B-EQUIP	B-EQUIP	<input type="checkbox"/>	<input type="checkbox"/>
EquipmentID	Equals	B05356	Equip ID	<input type="checkbox"/>	<input type="checkbox"/>
SerialNumber	Equals		Serial #	<input type="checkbox"/>	<input type="checkbox"/>
EquipmentDescription	Like		Equip Description	<input type="checkbox"/>	<input type="checkbox"/>
EquipmentType	Equals (Select)	...	Equip Type	<input type="checkbox"/>	<input type="checkbox"/>
DepartmentID	Equals (Select)	...	Dept ID - CC Location	<input type="checkbox"/>	<input type="checkbox"/>
DepartmentName	Equals (Select)	...	Dept Name	<input type="checkbox"/>	<input type="checkbox"/>
AssignedPMLocationID	Equals (Checkboxes)	<input type="checkbox"/> 554614-MG	PM Location	<input type="checkbox"/>	<input type="checkbox"/>
AssignedRepairLocationID	Equals (Checkboxes)	<input type="checkbox"/> 554614-MG	Repair Location	<input type="checkbox"/>	<input type="checkbox"/>
StationLocationID	Equals (Checkboxes)	<input type="checkbox"/> 554614-MG	Station Location	<input type="checkbox"/>	<input type="checkbox"/>
DenotesThatUnitsActive	Equals (Checkboxes)	<input type="checkbox"/> Y	Active in Status	<input type="checkbox"/>	<input type="checkbox"/>

Equip ID	Equip Description	Equipment Type	Manufacturer ID	Model ID	Status Code ID	Serial #	Dept ID - CC Location	Station Location ID	Repair Location	PM Location
B05356	SNOW PLOW - "V"	B500	CATERPILLAR	78	00 ACTIVE	7052	554614 PERRY GARAGE	554614-MG	554614-MG	554614-MG

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.

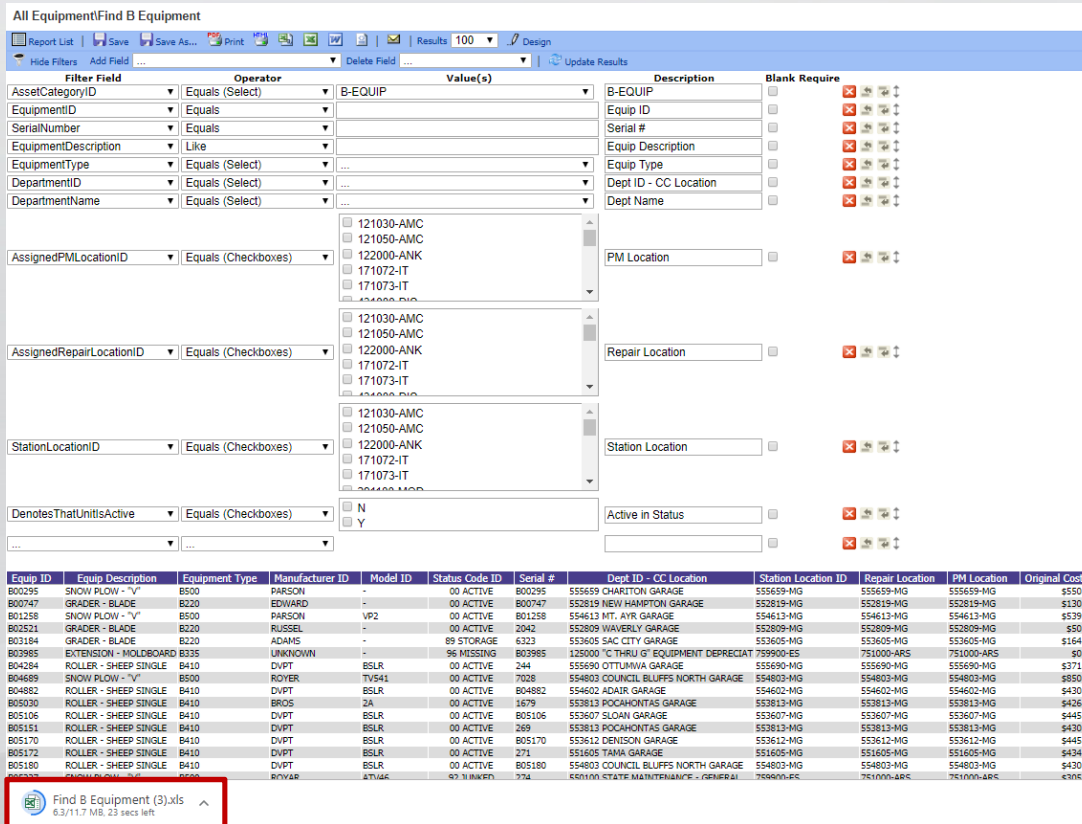
**Active in Status** – Refers to the life cycle status code of a vehicle. If you would only like to see vehicles that have a status of an active type, select the Y checkbox. If you'd like to see all vehicles regardless of status select nothing.

Filter Field	Operator	Value(s)	Description	Blank	Require
AssetCategoryID	Equals (Select)	B-EQUIP	B-EQUIP	<input type="checkbox"/>	<input type="checkbox"/>
EquipmentID	Equals		Equip ID	<input type="checkbox"/>	<input type="checkbox"/>
SerialNumber	Equals		Serial #	<input type="checkbox"/>	<input type="checkbox"/>
EquipmentDescription	Like		Equip Description	<input type="checkbox"/>	<input type="checkbox"/>
EquipmentType	Equals (Select)	...	Equip Type	<input type="checkbox"/>	<input type="checkbox"/>
DepartmentID	Equals (Select)	...	Dept ID - CC Location	<input type="checkbox"/>	<input type="checkbox"/>
DepartmentName	Equals (Select)	...	Dept Name	<input type="checkbox"/>	<input type="checkbox"/>
AssignedPMLocationID	Equals (Checkboxes)	<input type="checkbox"/> 121030-AMC <input type="checkbox"/> 121050-AMC <input type="checkbox"/> 122000-ANK <input type="checkbox"/> 171072-IT <input type="checkbox"/> 171073-IT	PM Location	<input type="checkbox"/>	<input type="checkbox"/>
AssignedRepairLocationID	Equals (Checkboxes)	<input type="checkbox"/> 121030-AMC <input type="checkbox"/> 121050-AMC <input type="checkbox"/> 122000-ANK <input type="checkbox"/> 171072-IT <input type="checkbox"/> 171073-IT	Repair Location	<input type="checkbox"/>	<input type="checkbox"/>
StationLocationID	Equals (Checkboxes)	<input type="checkbox"/> 121030-AMC <input type="checkbox"/> 121050-AMC <input type="checkbox"/> 122000-ANK <input type="checkbox"/> 171072-IT <input type="checkbox"/> 171073-IT	Station Location	<input type="checkbox"/>	<input type="checkbox"/>
DenotesThatUnitsActive	Equals (Checkboxes)	<input type="checkbox"/> N <input type="checkbox"/> Y	Active in Status	<input type="checkbox"/>	<input type="checkbox"/>



# Find B Equipment - Exporting a Query To Excel

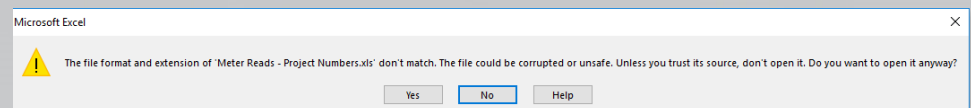
If you want to export this list of data to an excel spreadsheet, Go the  this symbol. Once you Click on this icon, the uploaded excel file will appear in the lower left of your screen, see in red box below.



The screenshot shows a web application titled "All EquipmentFind B Equipment". It features a search interface with various filters and a table of results. A red box highlights an Excel icon in the bottom left corner of the interface.

Equip ID	Equip Description	Equipment Type	Manufacturer ID	Model ID	Status Code ID	Serial #	Dept ID - CC Location	Station Location ID	Repair Location	PM Location	Original Cost
B00295	SNOW PLOW - "V"	B500	PARSON	-	00 ACTIVE	B00295	555659 CHARITON GARAGE	555659-MG	555659-MG	555659-MG	\$550.00
B00747	GRADER - BLADE	B220	EDWARD	-	00 ACTIVE	B00747	552819 NEW HAMPTON GARAGE	552819-MG	552819-MG	552819-MG	\$130.00
B01258	SNOW PLOW - "V"	B500	PARSON	VP2	00 ACTIVE	B01258	554613 MT. AYR GARAGE	554613-MG	554613-MG	554613-MG	\$539.60
B03521	GRADER - BLADE	B220	RUSSEL	-	00 ACTIVE	2042	552809 WAVERLY GARAGE	552809-MG	552809-MG	552809-MG	\$50.00
B03184	GRADER - BLADE	B220	ADAMS	-	89 STORAGE	6323	553605 SAC CITY GARAGE	553605-MG	553605-MG	553605-MG	\$164.90
B03985	EXTENSION - MOLDBOARD	B335	UNKNOWN	-	96 MISSING	B03985	125000 "C" THRU G' EQUIPMENT DEPRECIAT	759900-ES	751000-ARS	751000-ARS	\$0.00
B04284	ROLLER - SHEEP SINGLE	B410	DVPT	BSLR	00 ACTIVE	244	555690 OTTUMWA GARAGE	555690-MG	555690-MG	555690-MG	\$371.00
B04889	SNOW PLOW - "V"	B500	ROYER	TV941	00 ACTIVE	7028	554803 COUNCIL BLUFFS NORTH GARAGE	554803-MG	554803-MG	554803-MG	\$850.00
B04882	ROLLER - SHEEP SINGLE	B410	DVPT	BSLR	00 ACTIVE	B04882	554602 ADAIR GARAGE	554602-MG	554602-MG	554602-MG	\$430.00
B05030	ROLLER - SHEEP SINGLE	B410	BROS	2A	00 ACTIVE	1679	553813 POCAHONTAS GARAGE	553813-MG	553813-MG	553813-MG	\$426.25
B05106	ROLLER - SHEEP SINGLE	B410	DVPT	BSLR	00 ACTIVE	B05106	553607 SLOAN GARAGE	553607-MG	553607-MG	553607-MG	\$445.90
B05151	ROLLER - SHEEP SINGLE	B410	DVPT	BSLR	00 ACTIVE	269	553813 POCAHONTAS GARAGE	553813-MG	553813-MG	553813-MG	\$430.49
B05170	ROLLER - SHEEP SINGLE	B410	DVPT	BSLR	00 ACTIVE	B05170	553612 DENISON GARAGE	553612-MG	553612-MG	553612-MG	\$445.90
B05172	ROLLER - SHEEP SINGLE	B410	DVPT	BSLR	00 ACTIVE	271	551605 TAMA GARAGE	551605-MG	551605-MG	551605-MG	\$434.26
B05180	ROLLER - SHEEP SINGLE	B410	DVPT	BSLR	00 ACTIVE	B05180	554803 COUNCIL BLUFFS NORTH GARAGE	554803-MG	554803-MG	554803-MG	\$430.00
B05332	ROLLER - SHEEP SINGLE	B410	ROYAR	ATV46	90 UNKNOWN	734	551000 STATE MAINTENANCE - GENERAL	759900-ES	751000-ARS	751000-ARS	\$396.00

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.

