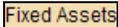
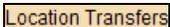
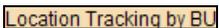


Location Tracking Report by Location BU Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Fixed Assets/Capital Asset Mgt link.</p> 
3.	<p>Click the Fixed Assets link.</p> 
4.	<p>Click the Fixed Assets - Statewide link.</p> 
5.	<p>Click the Location Transfers link.</p> 
6.	<p>Click the Location Tracking by BU link.</p> 
7.	<p>Click the Data Selection option.</p> 
8.	<p>Click the Submit button.</p> 
9.	<p>In the first row, verify:</p> <p>Left Operand is "Equipment Status (F1204)[BC]"</p> <p>Comparison is "is not equal to"</p> <p>Right Operand is "DA-DZ"</p>
10.	<p>Click the drop down list of the Right Operand column for the Tag Number row.</p> 
11.	<p>Click the Literal list item.</p> 
12.	<p>Enter the range of your tag numbers on the Range of Values tab or a single tag number on the Single Value tab in the Literal Value field.</p>
13.	<p>Enter the tag number into the Literal Value field.</p>
14.	<p>Click the OK button.</p> 

15.	Click the OK button. 
16.	Click the OK button. 
17.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics work instructions. You have successfully completed this lesson. End of Procedure.