

**Location Tracking Report by Location BU**  
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## Location Tracking Report by Location BU

### Location Tracking Report by Location BU Overview

In NIS you can run the Location Tracking Report to review and/or print the location history of an asset. The report will list the current location of an asset along with the historical locations of the asset. The report will provide the following information:

- Tag Number
- Description
- Location
- Location Description
- Location Code
- From and Thru Dates
- Remark
- Equipment Status

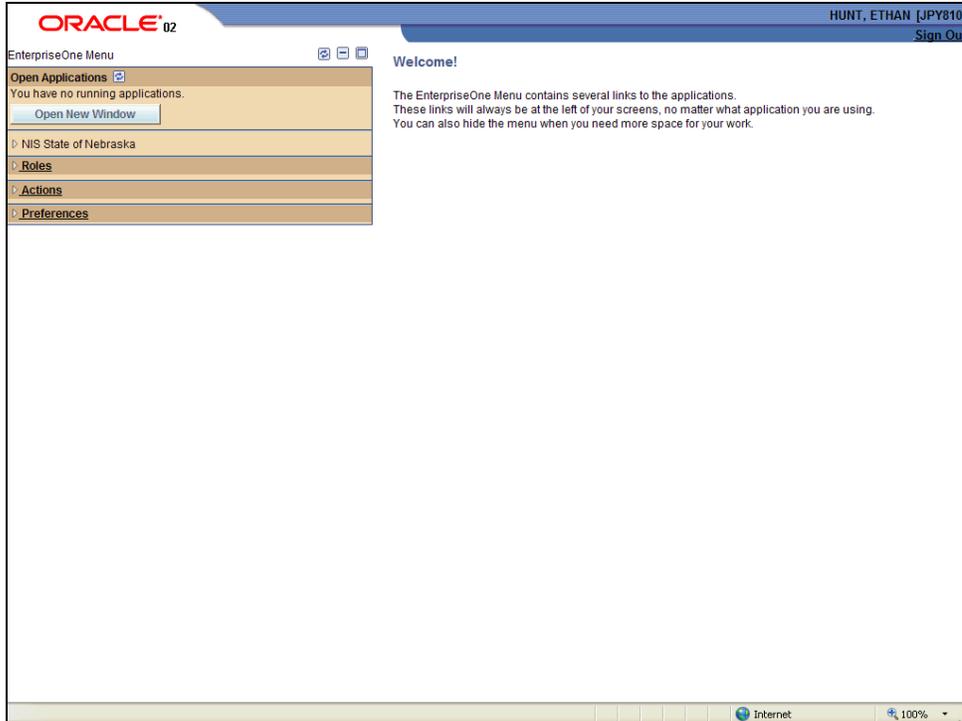
### Location Tracking Report by Location BU Lesson

#### Procedure

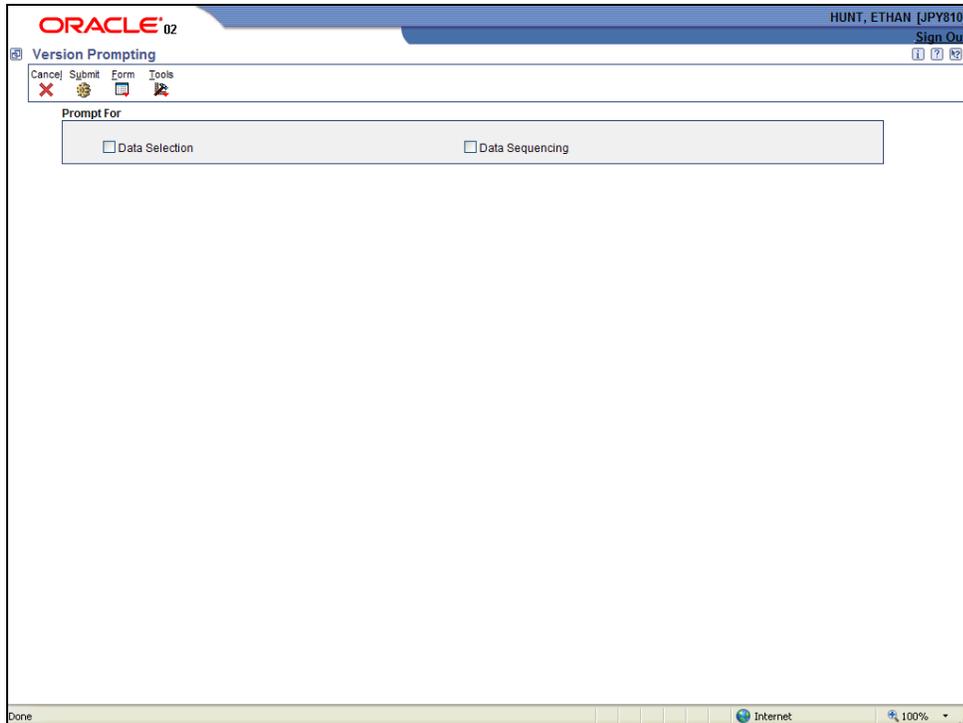
In this lesson you will learn how to run the Location Tracking Report by Location Business Unit.

# Training Guide

## Location Tracking Report by Location BU



Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <a href="#">NIS State of Nebraska</a>
2.	Click the <b>Fixed Assets/Capital Asset Mgt</b> link. <a href="#">Fixed Assets/Capital Asset Mgt</a>
3.	Click the <b>Fixed Assets</b> link. <a href="#">Fixed Assets</a>
4.	Click the <b>Fixed Assets - Statewide</b> link. <a href="#">Fixed Assets - Statewide</a>
5.	Click the <b>Location Transfers</b> link. <a href="#">Location Transfers</a>
6.	Click the <b>Location Tracking by BU</b> link. <a href="#">Location Tracking by BU</a>



Step	Action
7.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
8.	Click the <b>Submit</b> button. 
9.	In the first row, verify:  <b>Left Operand</b> is "Equipment Status (F1204)[BC]" <b>Comparison</b> is "is not equal to" <b>Right Operand</b> is "DA-DZ"

# Training Guide

## Location Tracking Report by Location BU

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

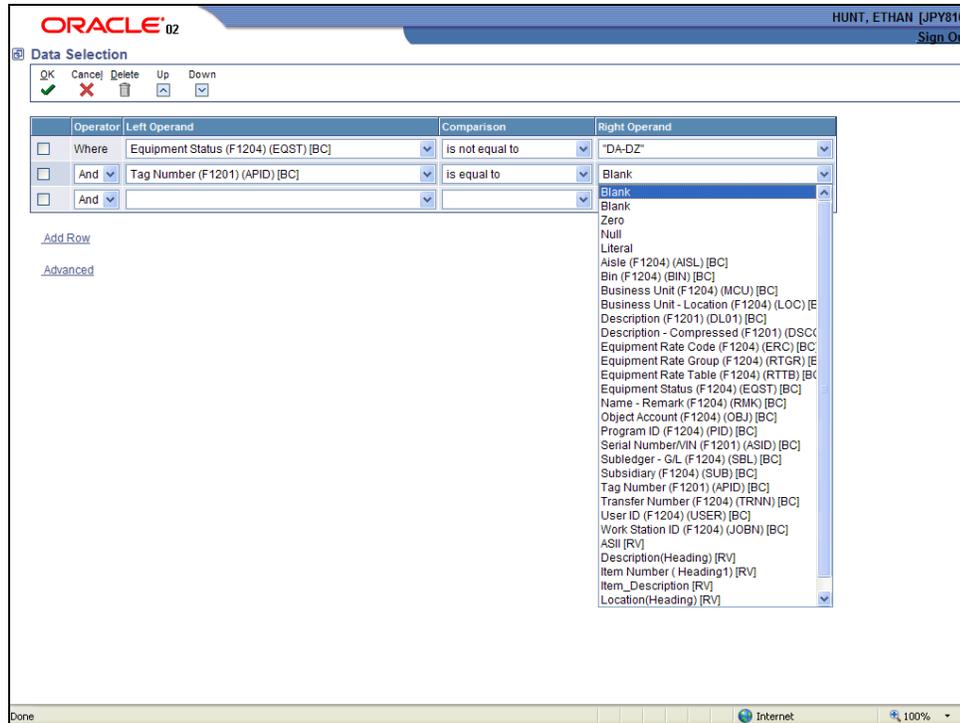
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Equipment Status (F1204) (EQST) [BC]	is not equal to	"DA-DZ"
<input type="checkbox"/> And	Tag Number (F1201) (APID) [BC]	is equal to	Blank
<input type="checkbox"/> And			

Add Row

Advanced

Done Internet 100%

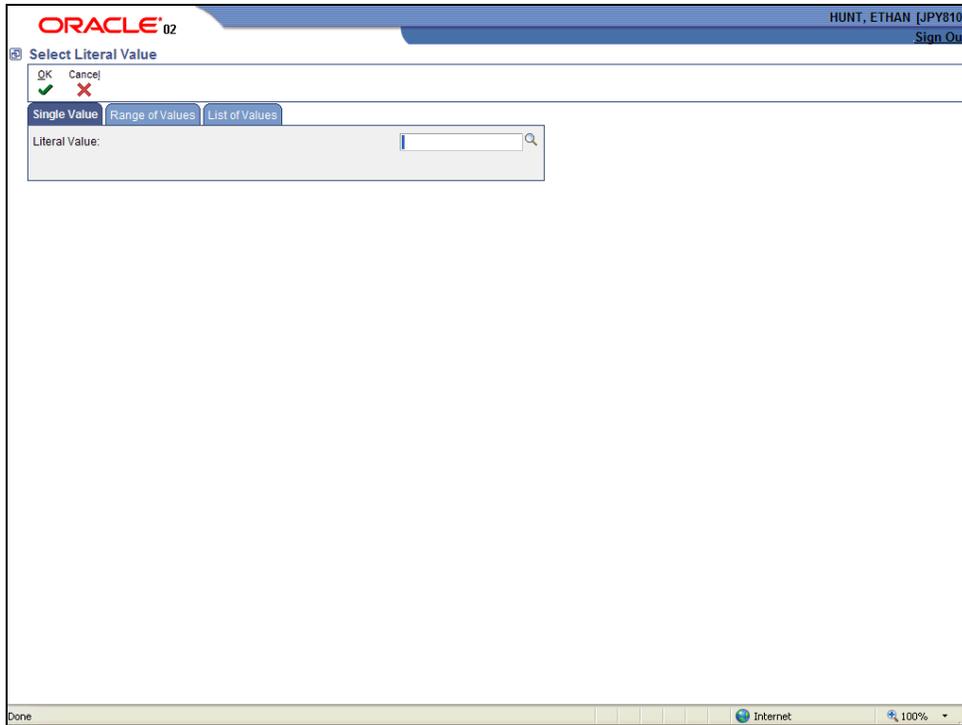
Step	Action
10.	Click the <b>drop down</b> list of the Right Operand column for the Tag Number row. 



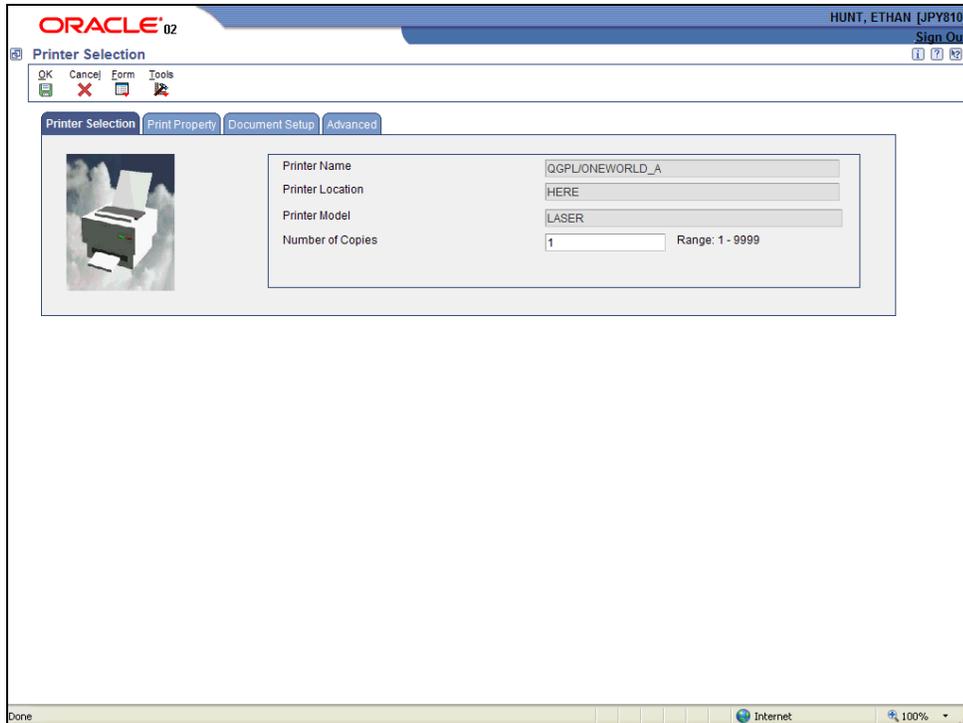
Step	Action
11.	Click the <b>Literal</b> list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>
12.	Enter the range of your tag numbers on the Range of Values tab or a single tag number on the Single Value tab in the Literal Value field.

# Training Guide

## Location Tracking Report by Location BU



Step	Action
13.	Enter the tag number into the <b>Literal Value</b> field.
14.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
15.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>



Step	Action
16.	Click the <b>OK</b> button. 
17.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics ( <a href="http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html">http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html</a> ) work instructions.  You have successfully completed this lesson. <b>End of Procedure.</b>