



## Change The Sequence of Children Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Fixed Assets</b> link. 
3.	Click the <b>Add Fixed Asset</b> link. 
4.	Click the <b>Parent History Inquiry</b> link. 
5.	Enter the child's Tag Number in the <b>Tag Number</b> field.
6.	Click the <b>Find</b> button. 
7.	Choose the asset for which you want to revise the parent number by clicking the check box next to it. 
8.	Click the <b>Select</b> button. 
9.	Click the <b>Form</b> button. 
10.	Click the <b>Equipment Info</b> menu. 
11.	Click the <b>Components and NBV</b> menu. 
12.	Click the <b>Form</b> button. 
13.	Click the <b>Change Sequence</b> menu. 
14.	Enter a new value in the <b>Display Seq</b> field for each child's sequence you want to change. 
15.	Enter the desired information into the <b>Display Seq</b> field.
16.	Click the <b>OK</b> button. 
17.	Click the <b>Close</b> button. 

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Step	Action
18.	Click the <b>Cancel</b> button. 
19.	Click the <b>Close</b> button. 
20.	You have successfully completed this lesson. <b>End of Procedure.</b>