

Running the 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

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Navigation

Click Roles, Fixed Assets.

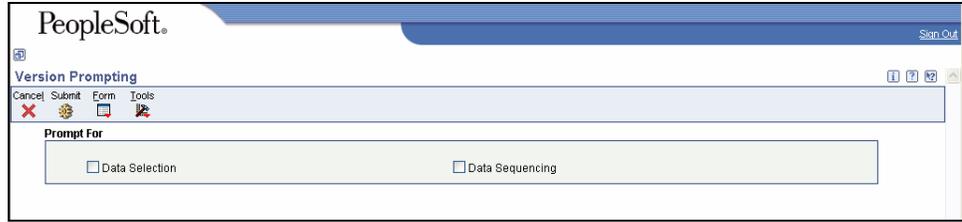
(Citrix users – right click on the menu, choose View by Role, choose Fixed Assets.)

Fixed Assets/Capital Asset Management > Fixed Assets > Fixed Assets – Statewide > Fixed Assets Reports and Inquiries > F/A Location Reports > Location Tracking Report by Location BU

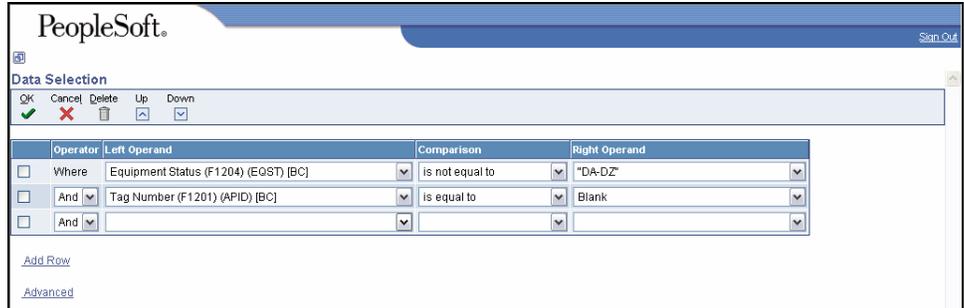
Steps

Run the Location Tracking Report by Location BU

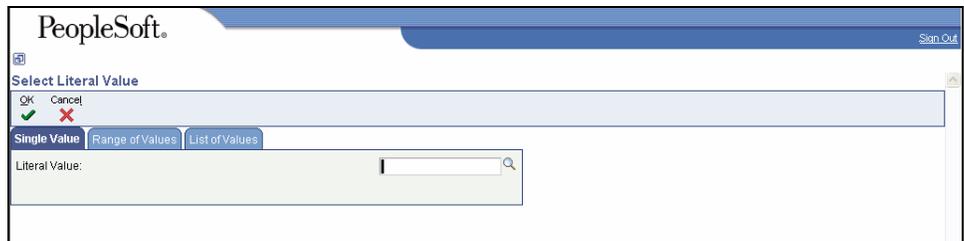
Start this instruction from the Version Prompting window.



1. Choose Data Selection.
2. Click **Submit**. The Data Selection window appears.



3. In the first row, verify:
 - Left Operand is "Equipment Status (F1204)[BC]"
 - Comparison is "is not equal to"
 - Right Operand is "DA-DZ"
4. In the second row, verify:
 - Left Operand is "Tag Number (F1201)[BC]"
 - Comparison is "is equal to"
5. Click **Right Operand, Literal**. The Select Literal Value window appears.



6. 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.
7. Click **OK** to return to the Data Selection window.
8. Click **OK**. The Printer Selection window appears.
9. Click **OK**.
-  View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R5512305_...) once the Description is "Done".