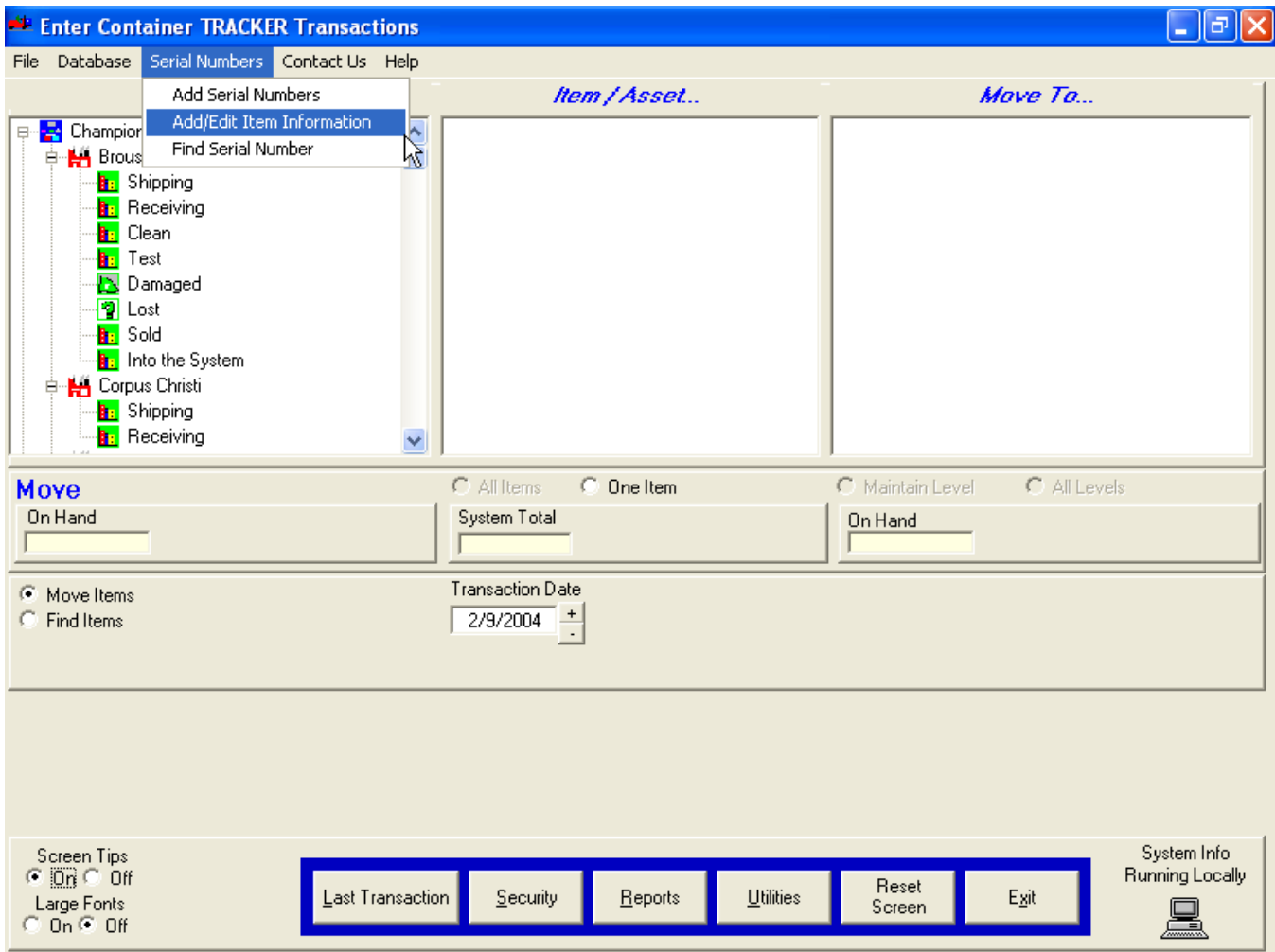


## How To Add Serial Item Information for A Serial Number

You can add additional information for each serial number in the system. After a serial number is added to the system, you can enter additional information associated with the serial number. Examples of additional information you might add to a serial number are; Last Test Date, Next Test Date, initial cost, associated equipment, or any other information that makes sense to your organization.

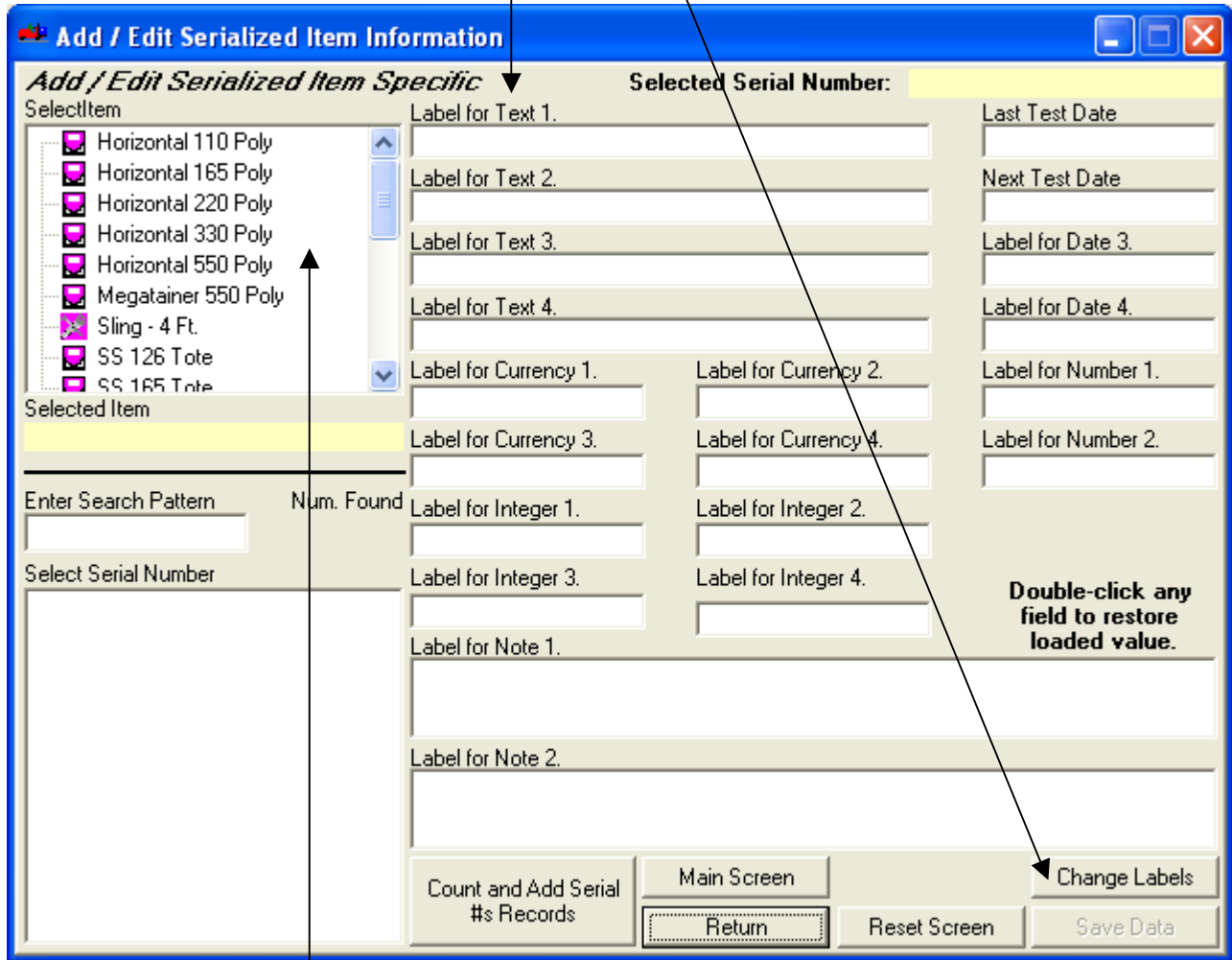


- 1) Click on the 'Add/Edit Item Information' menu line from the 'Serial Numbers' menu on the Main Screen menu bar.

## How To Add Serial Item Information for A Serial Number

The 'Add / Edit Serialized Item Information' screen appears. When a system is new, this screen usually displays the 'default' field labels like 'Label for Text 1'.

You can change these labels by clicking on the 'Change Labels' button and following the screen instructions.



- 2) Select the Container (Item) type for your serial number from the top tree.

## How To Add Serial Item Information for A Serial Number

The list of serial numbers for the item type you selected will appear.

**Note:** If your serial number is not on the list and your sure its in the system, click on the 'Count and Add Serial # Records' button to automatically create a serial number record. You must Add your Serial Number to the system before you can create information to associate with it. For instructions on Adding a serial number to the system see 'How To Add a Serial Number'.

- 3) Select your serial number from the list displayed for the selected Container (Item) type. You can enter a search pattern for your serial number to navigate long lists. Using the scroll bars on the list is faster for short lists.

### How To Add Serial Item Information for A Serial Number

- 4) Enter any associated information you have. Click on the 'Save Data' button to save the associated information.