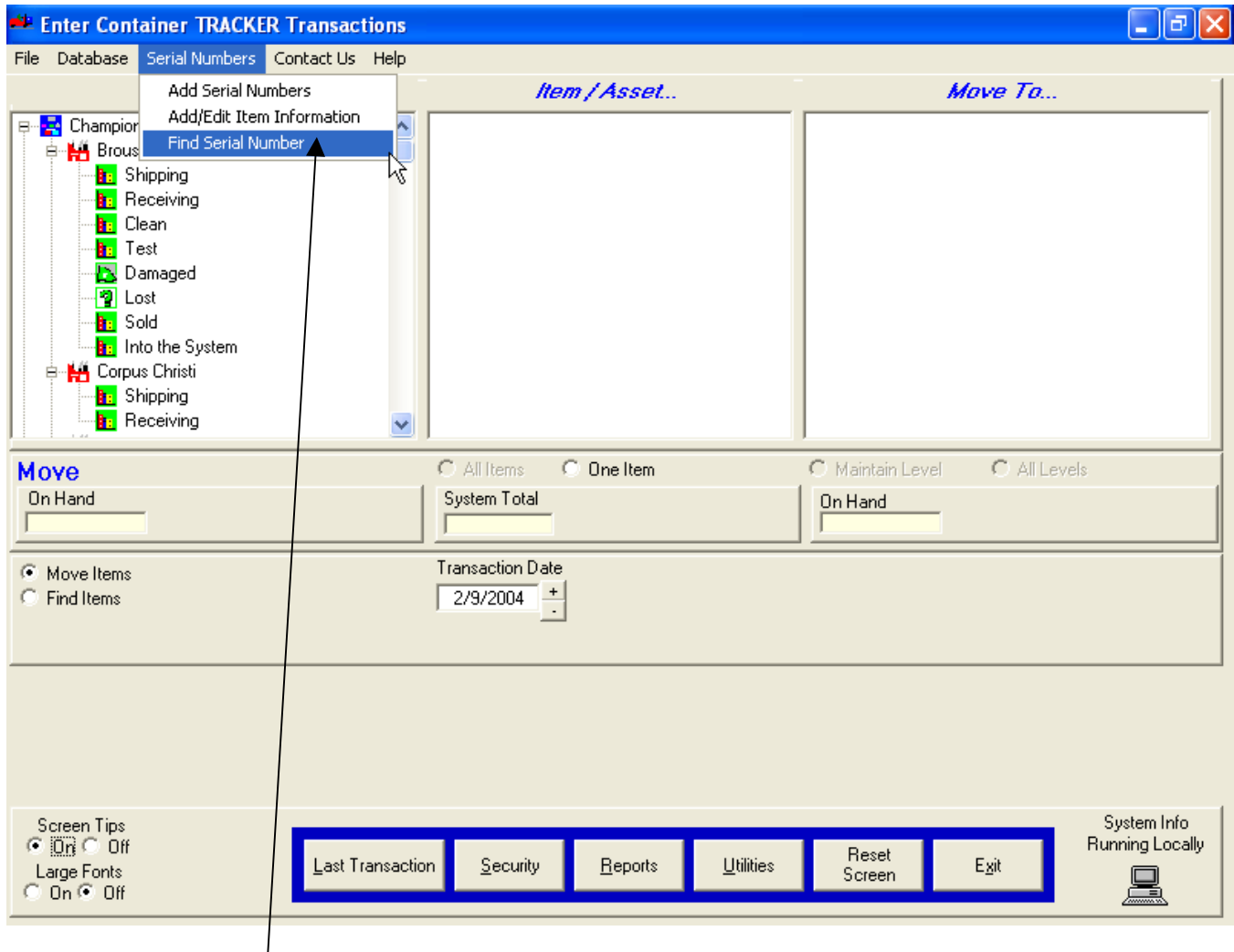


## How To Locate a Serial Number

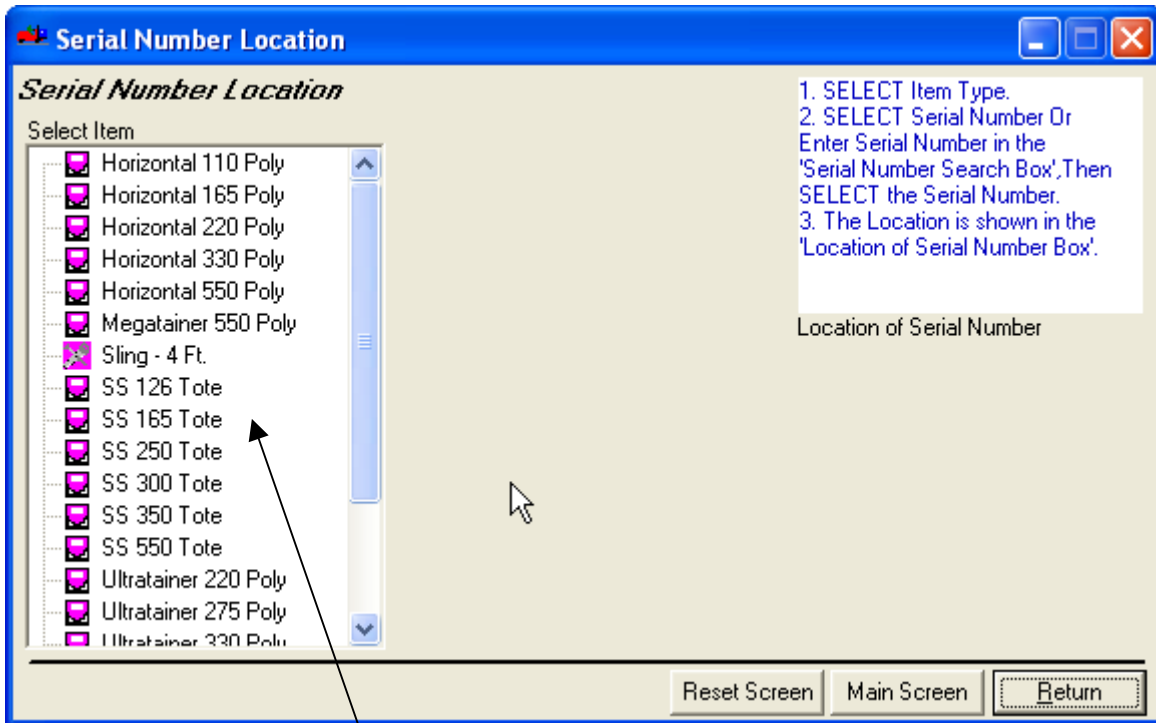
It is sometimes useful to determine where a serial number is without moving it. When this is the case you can use the Serial Number Locate Feature. This feature only provides information. It does not add, delete or change any data in the system.



- 1) Click on the 'Find Serial Number' menu line from the 'Serial Numbers' menu on the Main Screen menu bar.

## How To Locate a Serial Number

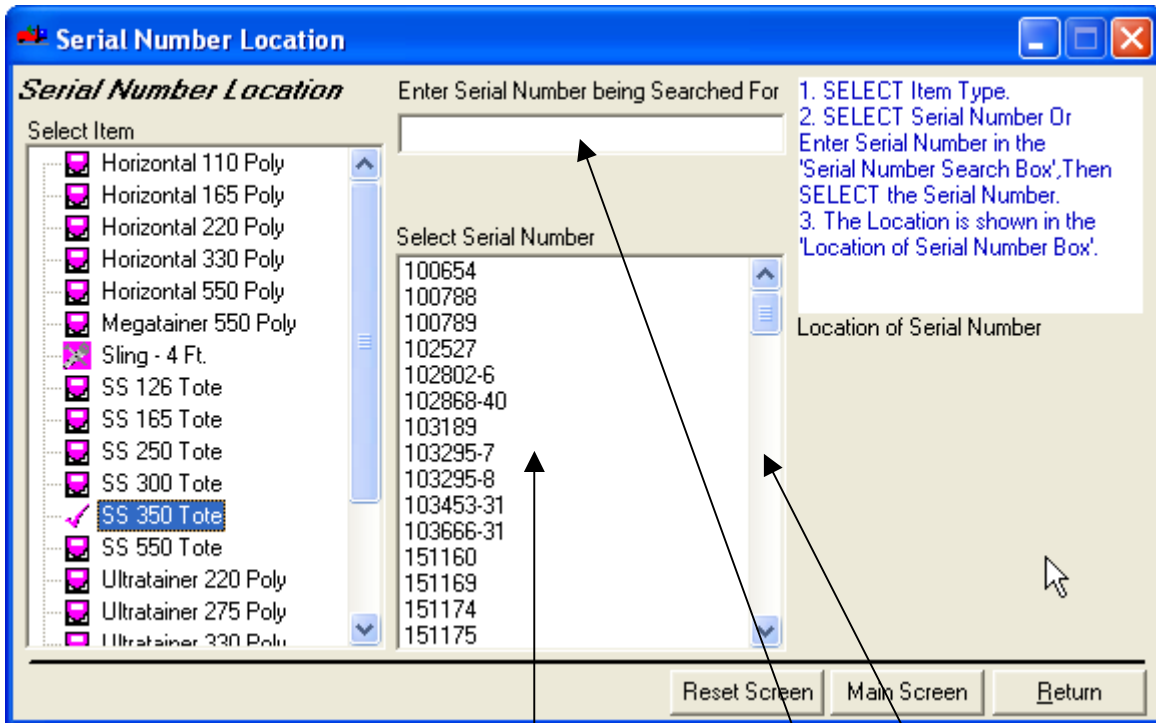
This will display the 'Serial Number Location' screen.



- 2) Click on the appropriate Container (Item) type from the left-hand tree..

## How To Locate a Serial Number

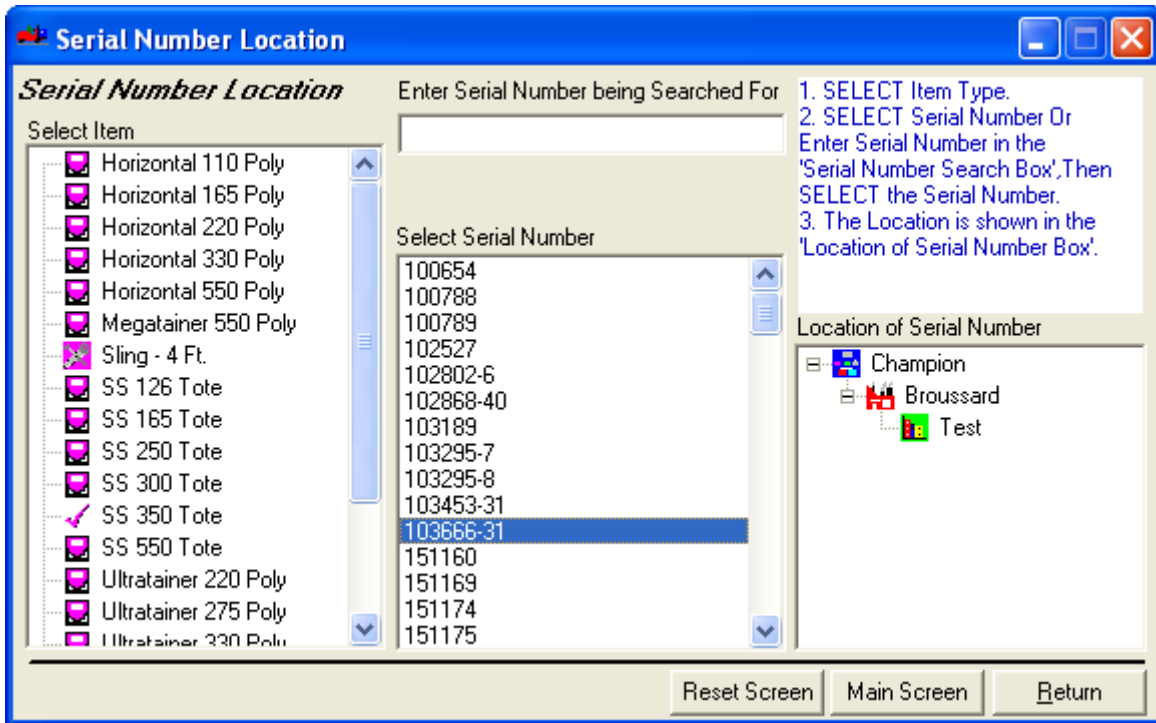
This will display the list of serial numbers in the system for the selected item type.



Click on the serial number you would like to locate. If the list is short, use the scroll bars to find your serial number. If it is long, you can enter a search pattern in the 'Enter Serial Number...' field.

## How To Locate a Serial Number

This will display the 'Location of Serial Number' in the right hand tree.



Locating a serial number does not change any data within the system. It only provides information.