



## Search for an ASSET ID Prefix – Criteria

### Overview

The Property Accountability module ASSET ID Prefix process provides the ability to create, view, update, and delete an unique asset identifier. ASSET ID Prefixes are used to assist in automatically assigning ASSET IDs.

#### Note



ASSET IDs are assigned at the UIC level and must be unique across all other Site IDs in ELMS.

### Navigation

Master Data > ASSET ID PREFIX ASGMT > ASSET ID Prefix Search Criteria page

### Procedures

#### Search for an ASSET ID Prefix – Criteria

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering the following fields.



The screenshot shows a web form titled "Search Criteria". It contains two input fields: "\*UIC" with a dropdown menu showing "ABC123" and a downward arrow, and "Asset Id Prefix" with an empty text box. At the bottom right of the form are three buttons: "Reset", "Search", and "Add".

- A. Use  to select the UIC. The default is to the currently logged UIC.





2. Select . The **Asset Id Prefix Search Results** page appears.

### Search Criteria

UIC	Asset Id Prefix
ABC123	--

### Search Results

Update	Delete	Asset Id Prefix	Length	Prefix Desc	Last Seq Nbr
<a href="#">Update</a>	<a href="#">Delete</a>	LNTEST	12	Test2	2
<a href="#">Update</a>	<a href="#">Delete</a>	NLTEST	12	test	89





## Add an ASSET ID Prefix

### Navigation

Master Data > ASSET ID PREFIX ASGMT > Search Criteria >  > ASSET ID Prefix Add page

### Procedures

#### Add an ASSET ID Prefix

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **ASSET ID Prefix Add** page appears.

Add

*UIC	<input type="text" value="A12345"/>
*Asset Id Prefix	<input type="text"/>
*Length	<input type="text"/>
*Prefix Desc	<input type="text"/>
*Last Seq Nbr	<input type="text"/>





- A. Use  to select the UIC.
  - B. Enter the ASSET ID Prefix in the field provided. *This is an 8 alphanumeric character field.*
  - C. Enter the Length of the prefix (including the last sequential number) in the field provided. *This is a 2 numeric character field, and the number must be 12 or less.*
  - D. Enter the Prefix DESC in the field provided. *This is a 50 alphanumeric character field.*
  - E. Enter the LAST SEQ NBR in the field provided. *This is a 12 numeric character field.*
2. Select . The **Asset Id Prefix Transaction Status** page appears.





## Update an ASSET ID Prefix

### Navigation

Master Data > ASSET ID PREFIX ASGMT > Search Criteria >  > Search Results > Update hyperlink > ASSET ID Prefix Update page

### Procedures

#### Update an ASSET ID Prefix

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select the Update hyperlink. The **ASSET ID Prefix Update** page appears.

### Update

*UIC	<input type="text" value="BROOKS"/>
*Asset Id Prefix	<input type="text" value="BPG123"/>
*Length	<input type="text" value="12"/>
*Prefix Desc	<input type="text" value="BPG Test"/>
*Last Seq Nbr	<input type="text" value="987"/>





- A. Update the UIC, using  to select the desired code.
  - B. Update the ASSET ID Prefix, entering the revised prefix in the field provided. *This is an 8 alphanumeric character field.*
  - C. Update Length of the prefix (including the last sequential number), entering the revised amount in the field provided. *This is a 2 numeric character field, and the number must be 12 or less.*
  - D. Update the Prefix DESC, entering the revised explanation in the field provided. *This is a 50 alphanumeric character field.*
  - E. Update the LAST SEQ NBR, entering the revised number in the field provided. *This is a 12 numeric character field.*
2. Select . The **Asset Id Prefix Transaction Status** page appears.





## Delete an ASSET ID Prefix Assignment

### Navigation

Master Data > ASSET ID PREFIX ASGMT > Search Criteria >  > Search Results > Delete hyperlink > ASSET ID Prefix Delete page

### Procedures

#### Delete an ASSET ID Prefix

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

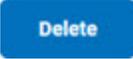
1. Select the Delete hyperlink. The **ASSET ID Prefix Delete** page appears.

To complete delete action, select Delete; otherwise, select Cancel

<b>Delete</b>	
*UIC	A12345
*Asset Id Prefix	BPG123
*Length	12
*Prefix Desc	BPG Test
*Last Seq Nbr	987





- A. *Verify the UIC.*
  - B. *Verify the ASSET ID Prefix.*
  - C. *Verify the Length.*
  - D. *Verify the Prefix DESC.*
  - E. *Verify the LAST SEQ NBR.*
2. Select . The **Asset Id Prefix Transaction Status** page appears.

