



System Identification

You can group assets together using a common identifier called the **System Id (Sys Id)**.

1. Navigate to the **Master Data > System Id** menu path.
2. Select your **UIC**.
3. Enter your **Sys Id** (up to 30 positions).
4. Select the **Add** button (or **Search** when updating or deleting).

Search Criteria	
* UIC	E10124
Sys Id	TEST LAB
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	

Add	
* UIC	E10124
* Status	Active
* Desc	COMPUTER TEST LAB EQUIPMENT
History Remarks	
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

5. If you didn't enter the **Sys Id** previously, you will need to enter it here. This field cannot be updated. If it was created in error, you must delete it and add a new one.
6. Select the appropriate **Status** (Active or Inactive).
7. Enter a description.
8. Select **Add** to complete the process. The **Sys Id** cannot be deleted if assets are assigned to it.

