



Searching and Reporting

Print this document to follow along and take notes on the video.

1. Using the Find Box or Smart Search on any page you can enter a Serial, RFID or Reference Number to go to a home page for a specific asset.
2. Assets from the top menu will allow you to perform a search on all assets in your account.
3. Use the search criteria to filter your results. Entry boxes support wild cards.
4. Expand Select Display columns to customize how your search output will look.
5. On the results screen you can sort by clicking any underlined column heading.
6. Under the Actions link you will find all actions you can perform on that asset.
7. To perform any bulk operation you must select the assets you would like to work with. Click the checkbox beside an asset to select it or to select all in the current page use the checkbox in the column header. You will then have the option to select everything in the results.
8. Scrolling to the bottom will show all bulk operations that can be done including export to Excel, Mass Update and Mass Event.
9. Reporting will allow you find all events that have been completed in your Field ID account.
10. Use the Actions link to view the completed event and print the PDF report.

Notes:



11. When you run your Reporting Search you will be able to select each event you would like to perform a bulk action on.
12. At the bottom you will see a Save link that will allow you to Save your reporting searches. Once saved you can share your reports with other users of Field ID.
13. Schedules search will show you all upcoming and overdue events.
14. All overdue events are highlighted in Red and will show the number of days past due.