

CHANGES TO ASSETS IN A PERIOD OF TIME

You can look for changes that occurred to assets in a given period of time by using the report Asset Changes. This report allows you to find any assets for which one or more of the following fields changed:

- a. Allocated to Person,
- b. Allocated to computer
- c. Location
- d. Department
- e. Unit
- f. Project
- g. Status

The complete, detailed information of all the changes per asset is available from the asset record in the History area found when you double click on an asset.

Example of the report:

Asset # 10,206 - SQL2008R2 In Stock / Storage

Serial Number:	2633-5189-3003-9772-0712-4648-1	Manufacturer:	Microsoft Corporation
Asset Tag:	00154	Model:	Virtual Machine

 **24 Apr 2020**

Allocated to Person	(no value) → <None>
Primary User	(no value) → pcdeadmin
Status	(no value) → In Stock / Storage



If there are multiple changes to the asset in the specified time period, you will see a chronology of the changes as below:

Asset # 10,206 - SQL2008R2 Assigned

Serial Number:	2633-5189-3003-9772-0712-4648-1	Manufacturer:	Microsoft Corporation
Asset Tag:	00154	Model:	Virtual Machine

●

24 Apr 2020

General information and current Status of the asset

Allocated to Person	(no value) →	<None>	
Primary User	(no value) →	podeadmin	
Status	(no value) →	In Stock / Storage	

●

07 May 2020

Date when the changed occurred

Allocated to Person	<None> →	John Davis	08:45 AM
Location	(no value) →	USA \ New York \ Chelsea Office \ Ground Floor	
Department (Allocation Tab)	(no value) →	Finance	

●

Vertical visual chronology of the changes

Location	USA \ New York \ Chelsea Office \ Ground Floor →	USA \ New York	08:45 AM
		Marketing	

●

Previous and new value of the field

Status	In Stock / Storage →	Assigned	08:45 AM
--------	----------------------	----------	----------

You can specify multiple parameters such as time period, the asset Tag or Serial Number, or the person the asset was assigned to, or unassigned from.



Report Parameters

Customize report **Asset Changes**

-  Show only changes in allocation to this person (enter complete name or part of it):
-  Show changes made from date (leave blank for any dates):
 
-  And until this date (leave blank for any dates):
 
-  Show only changes for the asset with the following Serial Number:
-  Show only changes for the asset with ID:
-  Show only changes for the asset with the following Asset Tag: