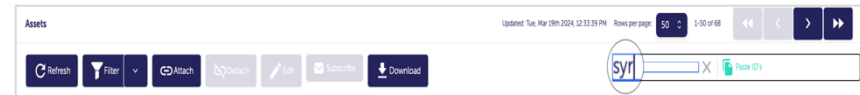
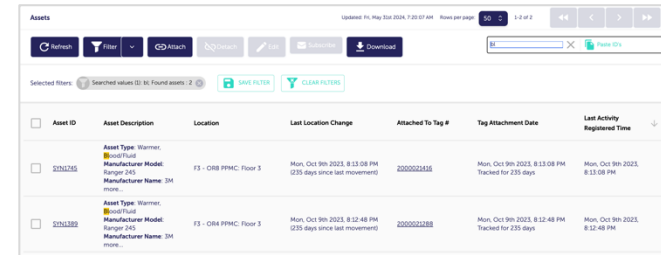


How to find equipment using search:

- 1 Go to Assets in My Site. Click in the Search bar. Search by the asset ID, equipment type, model, or manufacturer; input alphanumeric characters.
- 2 Look for asset in the resulting list (refreshes as data input into Search field).
- 3 Search multiple pieces of equipment simultaneously by copying and pasting a list of asset IDs using the Paste IDs button in the Search window.

Asset ID	Asset Description	Location	Last Location Change	Attached To Tag #	Tag Attachment Date	Last Activity Response Time
501245	Asset Type: Warmer. Brand/Model: Manufacturer Model: Manufacturer Name: 3M more...	F3 - ORB PPHC, Floor 3	Mon, Oct 9th 2023, 8:13:08 PM (235 days since last movement)	200002416	Mon, Oct 9th 2023, 8:13:08 PM Tracked for 235 days	Mon, Oct 9th 2023, 8:13:08 PM
501245	Asset Type: Warmer. Brand/Model: Manufacturer Model: Manufacturer Name: 3M more...	F3 - ORB PPHC, Floor 3	Mon, Oct 9th 2023, 8:12:48 PM (235 days since last movement)	200002288	Mon, Oct 9th 2023, 8:12:48 PM Tracked for 235 days	Mon, Oct 9th 2023, 8:12:48 PM

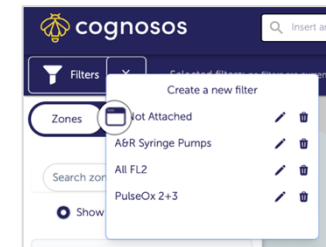
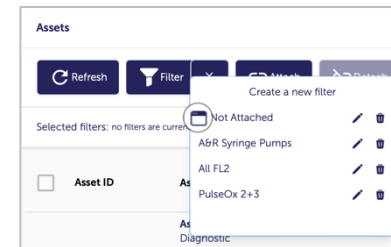


Need Assistance? Check out the Healthcare section of the Knowledge Base or contact us at support@cognosos.com.

How to find equipment using filter:

1

Go to Assets in My Site or open the Map. Select the Filter option to either create a new filter or to choose a defined filter. Filters listed with a folder icon represent application wide filters (available for all users). Otherwise, the filter is only for the logged in user.



2

When defining a new filter, place a checkmark next to each of the criteria desired for the filter results. Use as many filters and combinations as needed to filter the list.

Select Filters	Select filter values	Selected filters (2)
Asset Number	FL2	Asset Type Syringe Pumps
Asset Type	<input type="checkbox"/> FI2 Zone 6 <input type="checkbox"/> FI2 Zone 4 <input type="checkbox"/> FI2 Zone 2 <input type="checkbox"/> FI2 Zone 5 <input type="checkbox"/> FI2 Zone 1 <input type="checkbox"/> FI2 Zone 3	Status Attached and Responsive
Description	<input type="checkbox"/> FL2 Soiled Equipment <input type="checkbox"/> FL2 Clean Equipment	
Manufacturer Model		
Manufacturer Name		
Serial Number		
Buildings		
Zones		
Status		

CLEAR ALL CLOSE APPLY

3

The portal returns a display (list in My Site or icons on the Map) that matches the filter. You may save a new filter for future use.

Selected filters: Syringe Pump Attached and Responsive SAVE FILTER CLEAR FILTERS

Need Assistance? Check out the Healthcare section of the Knowledge Base or contact us at support@cognosos.com.