

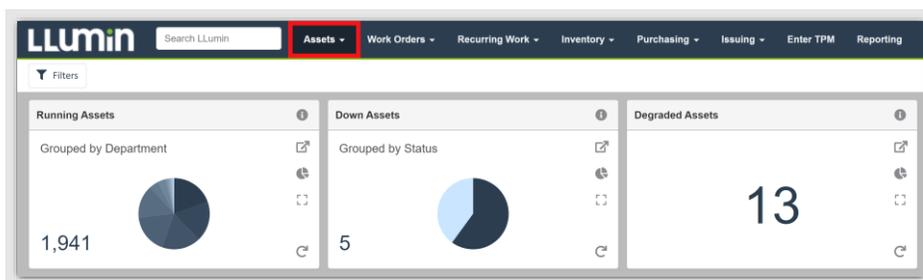
## How to Search for an Asset

With extensive search and filtering capabilities, you can find all of your **Assets** in LLumin CMMS+ through the **Asset Finder**.

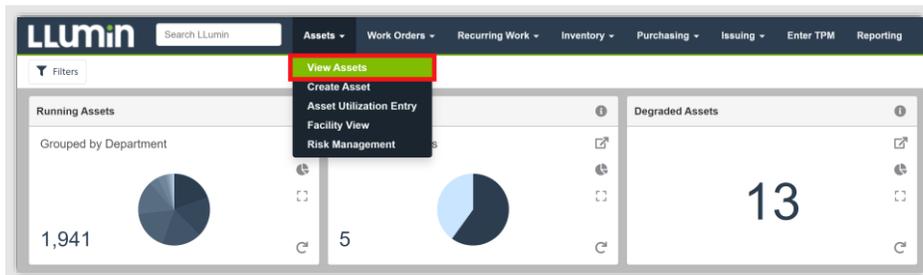
### Instructions

To search for an Asset, perform the following steps:

1. Go to the **Assets** drop-down menu on the menu bar.



2. Select **View Assets**.



- In the **Asset Finder**, you can use the search bar to find assets by ID or Description.

The screenshot shows the 'Asset Finder' interface. At the top, there is a search bar containing the text 'Assembly'. Below the search bar are several action buttons: 'Legend', 'Create', 'View', 'Delete', and 'Export'. A table below displays a list of assets with columns for 'Asset ID', 'Description', 'Plant', and 'Area'. The table contains six rows of data.

Asset ID	Description	Plant	Area
01EU50	Hydraulic Power Unit Assembly	Portland Power Plant	Generating Units
01MEU50	Hydraulic Power Unit Assembly	Portland Power Plant	Generating Units
01SGA00AA101	Deluge Valve Assembly For Transformer T-1	Portland Power Plant	Generating Units
02MEU50	Hydraulic Power Unit Assembly	Portland Power Plant	Generating Units
02SGA00AA101	Deluge Valve Assembly For Transformer T-1	Portland Power Plant	Generating Units
03MEU50	Hydraulic Power Unit Assembly	Portland Power Plant	Generating Units
03SGA00AA101	Deluge Valve Assembly For Transformer T-1	Portland Power Plant	Generating Units

- To search through additional fields or filter the results, select the **Filters** button near the top of the screen. Choose the appropriate field(s) and select **Apply**.

The screenshot shows the 'Asset Finder' interface with the 'Filters' panel open. The 'Filters' panel contains several input fields for filtering assets, including 'ID', 'Description', 'Equipment ID', 'Serial #', 'Asset Types', 'Asset Classes', 'Plant', 'Area', 'Work Cell', 'Location', 'Status', and 'Model #'. The 'Plant' field is set to 'Springfield Plant' and the 'Area' field is set to 'Blending' and 'Hot Fill Line'. There are also checkboxes for 'Contains Inspection' and 'Only TPM's', and a button for 'Add User Defined Filter'.

- To open an Asset, select the hyperlink in the Asset ID column or double-click the selection.
- To open multiple Assets at once, use the left-most checkbox to select the Asset(s) you would like to open and select the **View** button.

Asset Finder 469 Springfield Blend [Dropdown] [Filter] ● Grid View ● Organization View

[Search] [Legend] [Create] [View] [Delete] [Export] [Grid Layout]

<input type="checkbox"/>	Asset ID	Description	Plant	Area	Manufacturer
<input checked="" type="checkbox"/>	AFHE-1010-020-005-000	DEPAL FULL PALLET DROP OFF CONVEYOR M5401	Springfield Plant	Hot Fill Line	
<input checked="" type="checkbox"/>	AGBL-001	BULK RAW MATERIALS SYSTEM	Springfield Plant	Blending	Acme Products
<input type="checkbox"/>	AGBL-001-010	BULK-HFCS(SWEETNER)RECEIVE/STORGE SYSTEM	Springfield Plant	Blending	Acme Products
<input checked="" type="checkbox"/>	AGBL-001-010-010	RAIL-HFCS SYSTEM	Springfield Plant	Blending	Acme Products
<input type="checkbox"/>	AGBL-001-010-010-040	RAIL-MASS FLOW METET # FT8311	Springfield Plant	Blending	Acme Products
<input type="checkbox"/>	AGBL-001-010-010-060	RAILCAR PULLER UNIT SYSTEM	Springfield Plant	Blending	Acme Products

- To view assets in an organizational hierarchy, click the **Organization View** option near the top of the screen. This will display assets according to their hierarchy within the organization.

Asset Finder 7393 Springfield Blend [Dropdown] [Filter] ● Grid View ● Organization View

Organization: Springfield Company

- Plant AZ - Arizona Maintenance Facility (3)
  - N353VA - Bombardier Challenger 350 (2)
  - N368CS - Bombardier Global 5500 (1)
- Area AZ1 - Main Warehouse
- Plant BH - Baptist Health (3)
- Plant BR - Braeburn Plant (7)
- Plant CA - California Plant (7)
- Plant CU - Customers (3)
- Plant HP - Hartford Plant (8)
- Plant MI - Michigan Plant (3)

8. In Organization **View**, navigate the assets by clicking the dropdown chevron on the left-hand side or by double-clicking.

**NOTE:** You can also view open work orders on certain assets that have a red wrench icon next to them.

**Commented [AP1]:** @Daniel Monahan A quick suggestion to this sentence.....In the Organization View, to see the asset hierarchy, click on the dropdown arrow on the left-hand side. Alternatively, you can double-click an asset to expand the hierarchy.

The screenshot shows a hierarchical view of assets for Springfield Company. The hierarchy is as follows:

- Plant SP - Springfield Plant (13)
  - Area BL - Blending (10)
  - Area CORR - Corrugation (2)
  - Area FA - Facilities (10)
  - Area HF - Hot Fill Line (29)
  - Area IT - IT Assets (4)
  - Area LINE1 - Production Line 1 (12)
    - CNC-001 - Bantam Tools CNC Milling Machine #1
    - CNC-002 - Bantam Tools CNC Milling Machine #2
    - CNC-003 - Bantam Tools CNC Milling Machine #3
    - HEATSEAL-04 - Heat Sealer #4
    - MB153 - Thermoforming Mold Base for size M, N, P, Q (wrench icon)
    - MB178 - Thermoforming Mold Base for size M, N, P, Q
    - MC-300 - Acme Multi-Cut 300