

DI-105

EMIS/BEx Portfolio/Inventory Report

Period/Fiscal Year (drop down box – use latest period) OK

Deactivation Flag (drop down box)

Click on Active and A

Add to list (on right side) OK

CPO Name (click on drop down box)

Next to the filter input *last name of CPO (*TISBY)

Click on the filter

Highlight CPO name Add to list (on right side) OK

Click OK (bottom left side)

Report of all assets will come up

Click on the work Filter (upper right side of report)

Show all values will come up

Click drop down box for CE Names (show all values)

Click on Edit

Choose the CE you want to print a DI105 for by:

Next to the filter input *last name of CE (*PERRIN)

Click on the filter

Highlight CE name Add to list (on right side)

Click OK

Printer Version

Click on the printer ICON