

How to search for assets

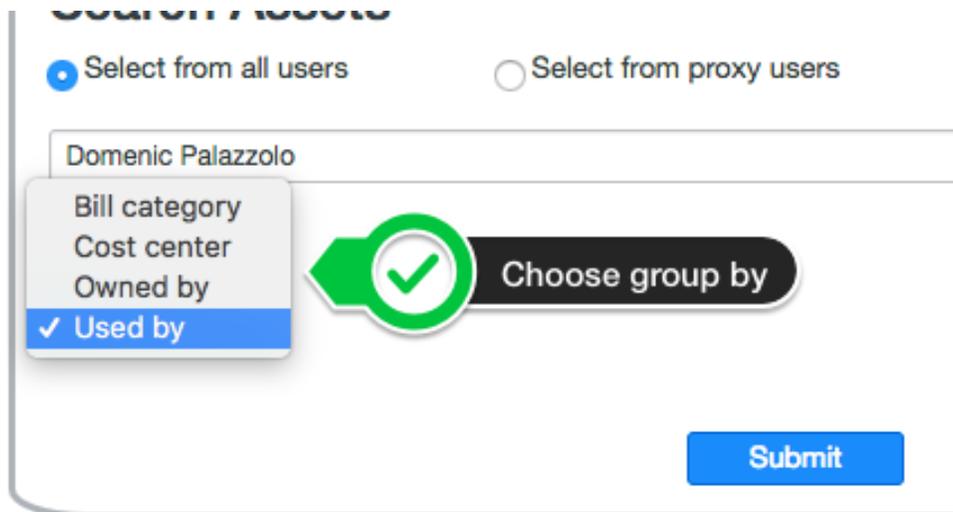
After you click on **Asset Review** in the Navigation Panel, the "Asset Review" page will appear.



The screenshot shows the "Search Assets" interface. It includes two radio buttons: "Select from all users" (selected) and "Select from proxy users". A search input field contains "Domenic Palazzolo". Below the input is a "Group by:" dropdown menu currently set to "Used by". A blue "Submit" button is at the bottom. To the right, a "Recent searches" box lists five previous searches with their respective group-by options.

The **Asset Review** page will show the "Search Assets" box. You can type the name of any user and see the assets assigned for this user. You can choose how to group the output of the search according to the following categories:

- 1 Bill category
- 2 Used by
- 3 Cost center
- 4 Owned by



This close-up highlights the "Choose group by" dropdown menu. The menu is open, showing four options: "Bill category", "Cost center", "Owned by", and "Used by". The "Used by" option is selected and highlighted in blue. A green checkmark icon is positioned to the right of the dropdown, and a blue "Submit" button is visible at the bottom right of the interface.

The default choice of "Used by" will display search results like this:

☰ **Configuration Items** [Cost Management view]

🔍 All > Class != Business Service > Class != Servi
Domenic Palazzolo

⚙️ 🔍 ☰ Name ☰ Support status

▶ **Used by: Domenic Palazzolo (5)**

Actions on selected rows... ⚡

The default choice of "Bill category" will display results like this:

☰ **Configuration Items** [Cost Management view]

🔍 All > Class != Business Service > Class != Servi
Domenic Palazzolo

⚙️ 🔍 ☰ Name ☰ Support status

▶ **Bill category: Desktop (1)**

▶ **Bill category: IP Phone (1)**

▶ **Bill category: Laptop (2)**

▶ **Bill category: Smartphone (1)**

Actions on selected rows... ⚡

The default choice of "Cost center" will display results like this:

The screenshot shows a SAP Configuration Items list. At the top, there is a header 'Configuration Items [Cost_management view]'. Below it is a breadcrumb trail: 'All > Class != Business Service > Class != Serv'. The table has a search icon and a 'Name' column header. The table contains the following rows:

Name	Count
Cost center: [redacted]	(424)
Cost center: 12: [redacted]	(1)
Cost center: 12: [redacted]	(9)
Cost center: 13: [redacted]	(4)
Cost center: 13: [redacted]	(2)
Cost center: 13: [redacted]	(50)
Cost center: 13: [redacted]	(59)
Cost center: 13: [redacted]	(3)

The default choice of "Owned By" will display results like this:

The screenshot shows a SAP Configuration Items list. At the top, there is a header 'Configuration Items [Cost_management view]' with 'New' and 'Go to' buttons. Below it is a breadcrumb trail: 'All > Class != Business Service > Class != Service Offering > Support s'. The table has a search icon, a 'Name' column header, and a 'Support statu' column header. The table contains the following rows:

Name	Support statu	Count
Owned by: [redacted]		(1)
Owned by: [redacted]		(1)
Owned by: [redacted]		(1)
Owned by: [redacted]		(2)
Owned by: [redacted]		(1)
Owned by: [redacted]		(5)
Owned by: [redacted]		(2)

You can collapse a group of records by clicking on the arrow to the left:

Configuration Items [Cost Management view] New Go to Owned by <input type="text" value="Search"/>										
All > Class != Business Service > Class != Service Offering > Support status in (Supported, Pending) > Cost center Account number in javascript:MyAssets('81802f4a2b536000f4c... Domenic Palazzolo										
		Collapse list here		Support status	Bill category	Bill service	Cost center	Expense IO	Asset reviewed	Used by
▼ Used by: Domenic Palazzolo (5)										
<input type="checkbox"/>		16	Supported	IP Phone	Open	13		false		Domenic Palazzolo
<input type="checkbox"/>		13	Supported	Desktop	Open	13		false		Domenic Palazzolo
<input type="checkbox"/>		15	Supported	Laptop	Open	13		false		Domenic Palazzolo
<input type="checkbox"/>		18	Supported	Laptop	Open	13		false		Domenic Palazzolo
<input type="checkbox"/>		18	Supported	Smartphone	Employee Smartphone Service	13		false		Domenic Palazzolo