A. Start by opening EIS and navigating to Main menu

B. Scroll down to Reporting Tools

C. Then Query

D. Then over to Query Viewer
E. Enter assetuser in the search box
F. Click Search

G. You may want to make the highlighted ones part of your favorites by clicking on the Favorite tag.

H. Select the format that you wish to view when opened
I. When the next box opens choose your business unit
J. Enter E plus the first five numbers of your Department number
K. Click the "View Results button" to see the results

L. Asset User 13 - Requisition Number BY PO Number

M. Asset User 14 - Header Comments PO