

Issue 2
July 2015

*E-TRAK Job Aid
Reports>Consolidated
Inventory Transactions*

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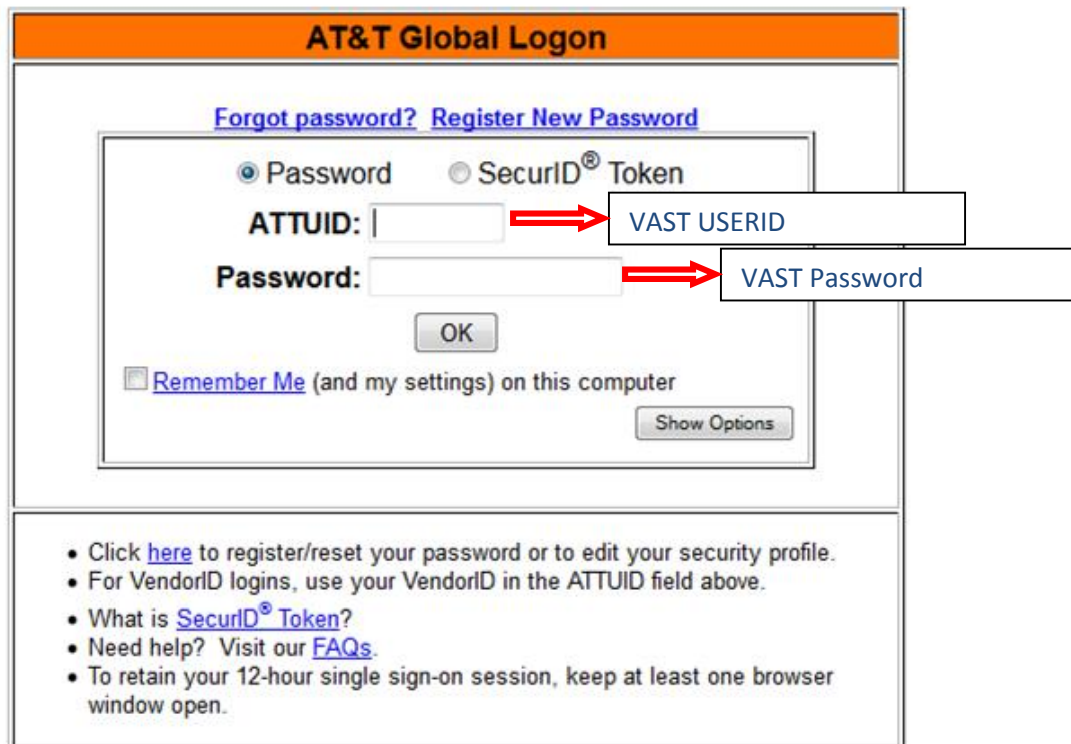
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This job aid will show how to view

1. Transaction history based on an Asset Tag
2. Transaction history of a Vendor ID
3. Transaction history into or out of a location (Vendor WHSE)

External Vendors use this URL to access

<https://etrak.att.com/etrak/>



AT&T Global Logon

[Forgot password?](#) [Register New Password](#)

Password SecurID[®] Token

ATTUID: → VAST USERID

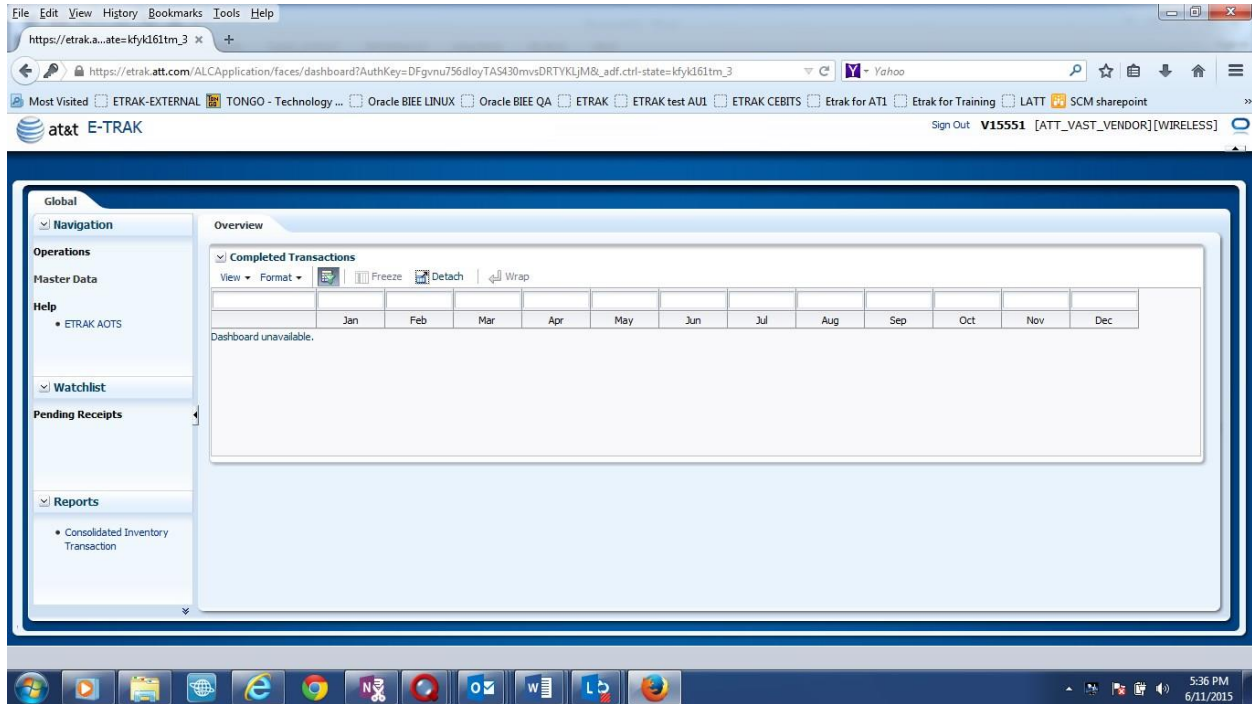
Password: → VAST Password

OK

[Remember Me](#) (and my settings) on this computer

Show Options

- Click [here](#) to register/reset your password or to edit your security profile.
- For VendorID logins, use your VendorID in the ATTUID field above.
- What is [SecurID[®] Token](#)?
- Need help? Visit our [FAQs](#).
- To retain your 12-hour single sign-on session, keep at least one browser window open.



Select Consolidated Inventory Transactions



Transaction history based on an Asset Tag

Reference Key:

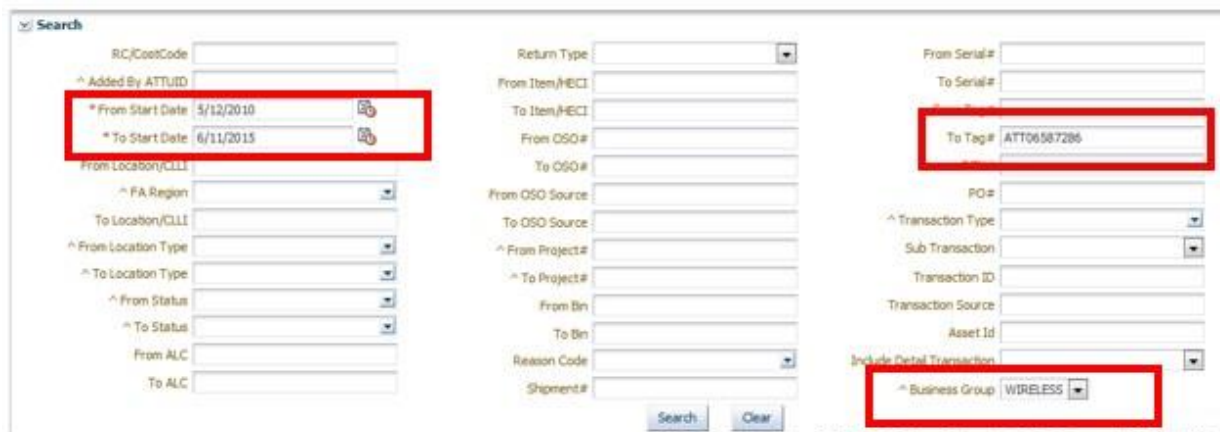
^ Conditional Mandatory

* Mandatory Fields

~ Independent of Date Range and Conditional Mandatory

Enter these Fields to search based on a tag #

1. From Start Date - since we typically don't know the age of an asset back up the date a few years
2. To Start Date – defaults to today, which is what you want
3. To Tag# - Enter the tag # that you are interested in
4. Business Group = Wireless
5. Click Search



The screenshot shows a search form with the following fields and values:

- RC/CostCode: [Empty]
- Added By ATTUID: [Empty]
- * From Start Date: 5/12/2010
- * To Start Date: 6/11/2015
- From Location/CLLI: [Empty]
- FA Region: [Empty]
- To Location/CLLI: [Empty]
- From Location Type: [Empty]
- To Location Type: [Empty]
- From Status: [Empty]
- To Status: [Empty]
- From ALC: [Empty]
- To ALC: [Empty]
- Return Type: [Empty]
- From Item/MECI: [Empty]
- To Item/MECI: [Empty]
- From OSO#: [Empty]
- To OSO#: [Empty]
- From OSO Source: [Empty]
- To OSO Source: [Empty]
- From Project#: [Empty]
- To Project#: [Empty]
- From Bin: [Empty]
- To Bin: [Empty]
- Reason Code: [Empty]
- Shipment#: [Empty]
- From Serial#: [Empty]
- To Serial#: [Empty]
- To Tag#: ATT06587286
- PO#: [Empty]
- Transaction Type: [Empty]
- Sub Transaction: [Empty]
- Transaction ID: [Empty]
- Transaction Source: [Empty]
- Asset Id: [Empty]
- Include Detail Transaction: [Empty]
- Business Group: WIRELESS

Scroll down to results section

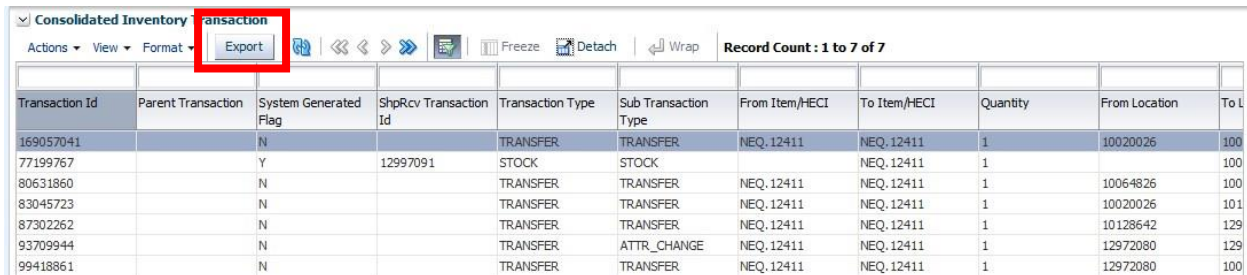
To ensure the transactions are sorted in ascending order:

Click the up arrow of Transaction ID to put in order- Ascending (date oldest to newest)

Transaction
Id ▲▼

In order to see all the fields it is easiest to Export and review in Excel

Click the Export button

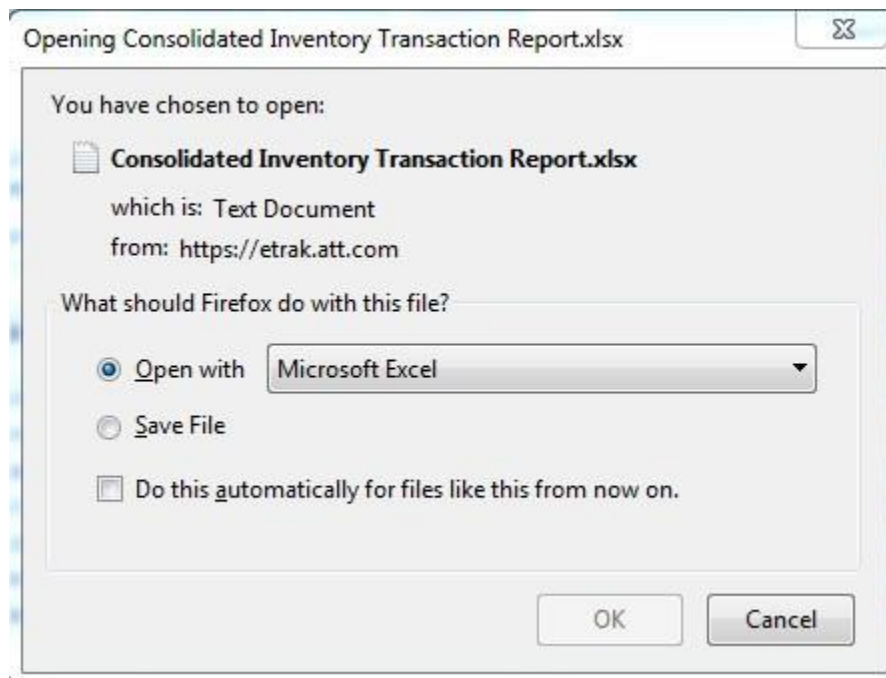


Consolidated Inventory Transaction

Record Count : 1 to 7 of 7

Transaction Id	Parent Transaction	System Generated Flag	ShpRcv Transaction Id	Transaction Type	Sub Transaction Type	From Item/H/ECI	To Item/H/ECI	Quantity	From Location	To L
169057041		N		TRANSFER	TRANSFER	NEQ.12411	NEQ.12411	1	10020026	100
77199767		Y	12997091	STOCK	STOCK		NEQ.12411	1		100
80631860		N		TRANSFER	TRANSFER	NEQ.12411	NEQ.12411	1	10064826	100
83045723		N		TRANSFER	TRANSFER	NEQ.12411	NEQ.12411	1	10020026	101
87302262		N		TRANSFER	TRANSFER	NEQ.12411	NEQ.12411	1	10128642	129
93709944		N		TRANSFER	ATTR_CHANGE	NEQ.12411	NEQ.12411	1	12972080	129
99418861		N		TRANSFER	TRANSFER	NEQ.12411	NEQ.12411	1	12972080	100

You can open or Save then Open



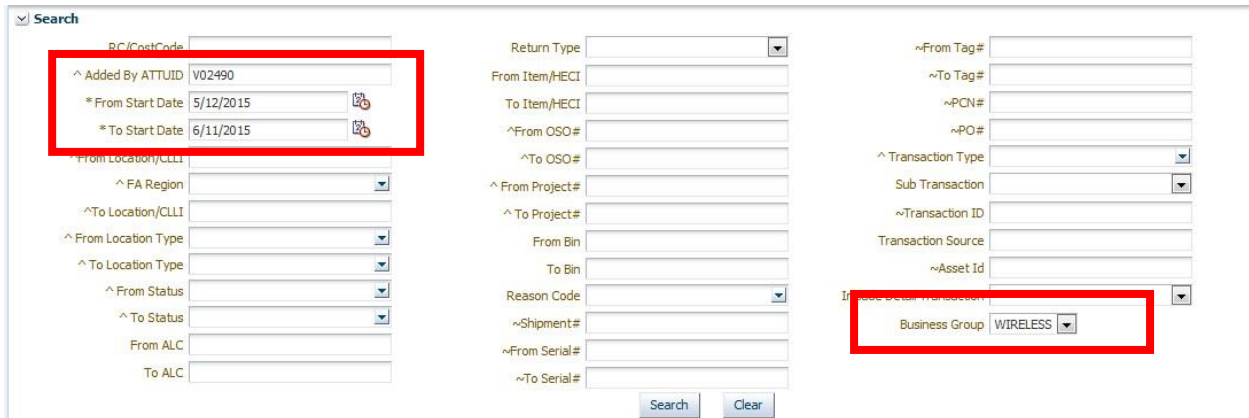
Transaction history of a Vendor ID

Between searches use the clear button



Enter these Fields to search based on VendorID to query:

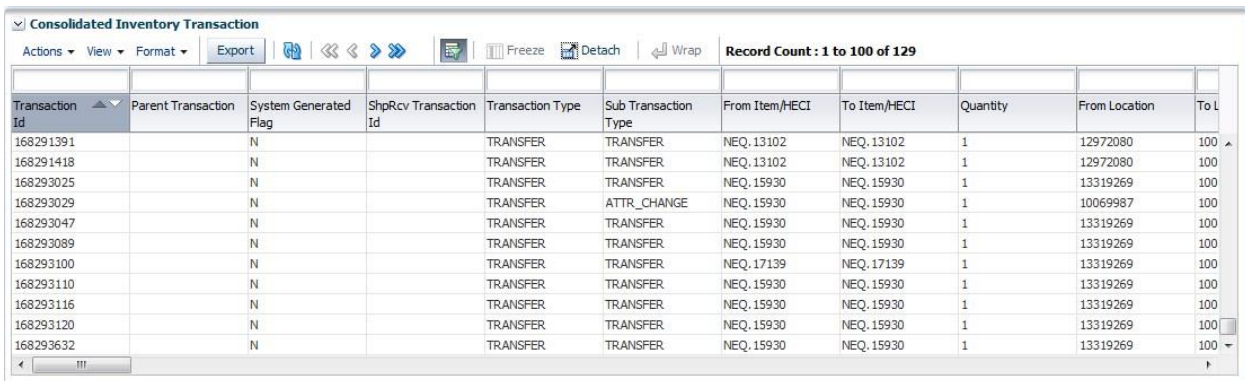
1. Added By ATTUID – enter your Vendor ID here (or your coworkers)
2. From Start Date - Today or back as far as you want to see
3. To Start Date – defaults to today, which is what you want
4. Business Group = Wireless



The screenshot shows a search form with several fields. A red box highlights the following fields and their values:

- Added By ATTUID: V02490
- From Start Date: 5/12/2015
- To Start Date: 6/11/2015
- Business Group: WIRELESS

Take a look at the results

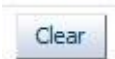


Transaction Id	Parent Transaction	System Generated Flag	ShpRcv Transaction Id	Transaction Type	Sub Transaction Type	From Item/HECI	To Item/HECI	Quantity	From Location	To L
168291391		N		TRANSFER	TRANSFER	NEQ.13102	NEQ.13102	1	12972080	100
168291418		N		TRANSFER	TRANSFER	NEQ.13102	NEQ.13102	1	12972080	100
168293025		N		TRANSFER	TRANSFER	NEQ.15930	NEQ.15930	1	13319269	100
168293029		N		TRANSFER	ATTR_CHANGE	NEQ.15930	NEQ.15930	1	10069987	100
168293047		N		TRANSFER	TRANSFER	NEQ.15930	NEQ.15930	1	13319269	100
168293089		N		TRANSFER	TRANSFER	NEQ.15930	NEQ.15930	1	13319269	100
168293100		N		TRANSFER	TRANSFER	NEQ.17139	NEQ.17139	1	13319269	100
168293110		N		TRANSFER	TRANSFER	NEQ.15930	NEQ.15930	1	13319269	100
168293116		N		TRANSFER	TRANSFER	NEQ.15930	NEQ.15930	1	13319269	100
168293120		N		TRANSFER	TRANSFER	NEQ.15930	NEQ.15930	1	13319269	100
168293632		N		TRANSFER	TRANSFER	NEQ.15930	NEQ.15930	1	13319269	100

Click export and analyze

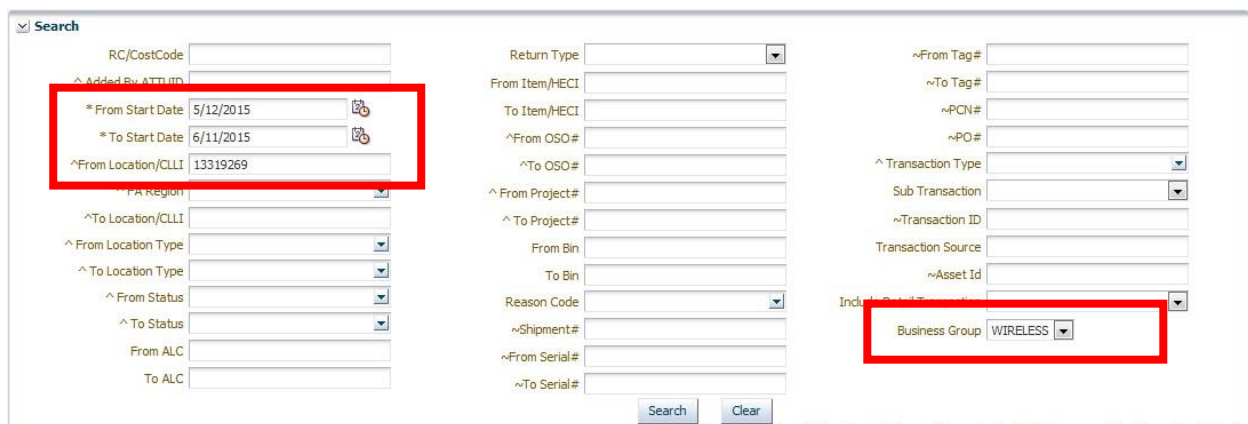
Transaction history into or out of a location

Between searches use the clear button



Enter these Fields to search based on

1. From Start Date - Today or back as far as you want to see
2. To Start Date – defaults to today, which is what you want
3. From Location/CLLI – an example where you use this field is to see all transactions out of a location for instance from Vendor Whse to Cell/Cell DAS
4. Business Group = Wireless



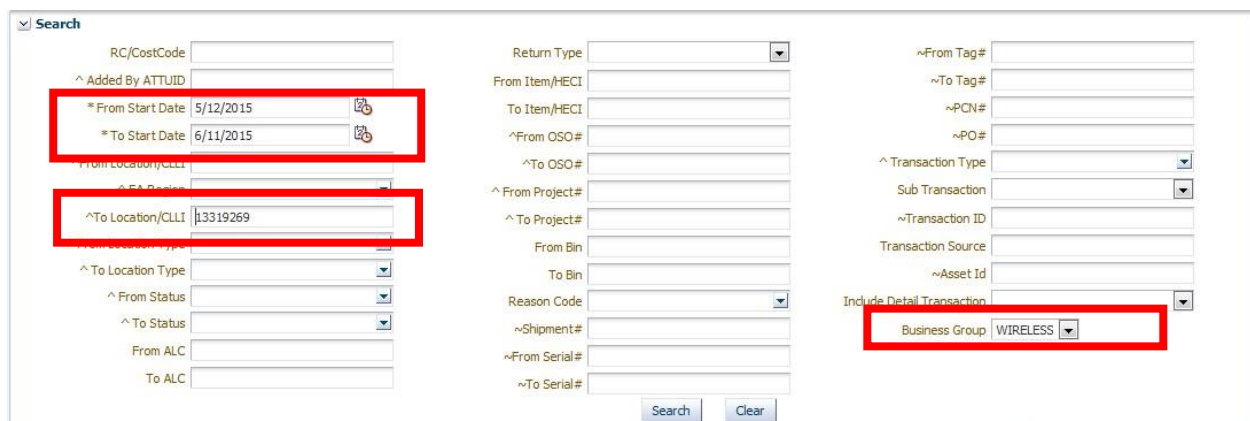
The screenshot shows a search form with the following fields and values:

- RC/CostCode: [Empty]
- Return Type: [Empty]
- ^From Tag#: [Empty]
- ^To Tag#: [Empty]
- ^Added By: ATT/ID: [Empty]
- From Item/HECI: [Empty]
- To Item/HECI: [Empty]
- * From Start Date: 5/12/2015
- * To Start Date: 6/11/2015
- ^From Location/CLLI: 13319269
- ^From OSO#: [Empty]
- ^To OSO#: [Empty]
- ^Transaction Type: [Empty]
- Sub Transaction: [Empty]
- ^From Project#: [Empty]
- ^To Project#: [Empty]
- Transaction Source: [Empty]
- From Bin: [Empty]
- To Bin: [Empty]
- Reason Code: [Empty]
- ~Asset Id: [Empty]
- Business Group: WIRELESS
- From ALC: [Empty]
- To ALC: [Empty]
- ~Shipment#: [Empty]
- ~From Serial#: [Empty]
- ~To Serial#: [Empty]

Buttons: Search, Clear

Not showing results

1. From Start Date - Today or back as far as you want to see
2. To Start Date – defaults to today, which is what you want
3. To Location/CLLI – an example where you use this field is to see all transactions into a location for instance from EPL X DOCK to Vendor Whse, or Vendor Whse to Vendor Whse (including bimonthly Inventory true up)
4. Business Group = Wireless



The screenshot shows a search interface with the following fields and values:

- RC/CostCode: [Empty]
- Added By ATTUID: [Empty]
- From Start Date: 5/12/2015
- To Start Date: 6/11/2015
- From Location/CLLI: [Empty]
- To Location/CLLI: 13319269
- From Location Type: [Empty]
- From Status: [Empty]
- To Status: [Empty]
- From ALC: [Empty]
- To ALC: [Empty]
- Return Type: [Empty]
- From Item/HECI: [Empty]
- To Item/HECI: [Empty]
- From Project#: [Empty]
- To Project#: [Empty]
- Reason Code: [Empty]
- From Bin: [Empty]
- To Bin: [Empty]
- From Serial#: [Empty]
- To Serial#: [Empty]
- From Tag#: [Empty]
- To Tag#: [Empty]
- PCN#: [Empty]
- PO#: [Empty]
- Transaction Type: [Empty]
- Sub Transaction: [Empty]
- Transaction ID: [Empty]
- Transaction Source: [Empty]
- Asset Id: [Empty]
- Include Detail Transaction: [Empty]
- Business Group: WIRELESS

Buttons: Search, Clear