



# Ways of using the advanced search

Getting Started. To access the advanced search, go to the search asset screen and select the subtype of equipment you are searching for.

Search Chart by Subtype		
Search Assets	, Step one	Step two
Asset Number:	V	Asset Status:
Subtype: *	Wheelchairs, Manual	Availability Status:

Once on the advanced search screen go to the "details" tab for input choices.

'Advanced" Search for Re-Issu	le Assets	
Asset Number:		Asset Status:
Subtype: *	Wheelchairs, Manual	<ul> <li>Availability Status:</li> </ul>
General Manual Wheelchair Details		
Company Nam	STATE WIDE EQUIPMENT PROGRAM	
Program:	SWEP	

# Examples.

Wheelchairs:

• Search for a range of seat sizes using only one digit. E.g. to see all chairs with a seat width of 400 to 490 mm simply put just a 4 in the seat width field. (see below)

"Advanced" Search for Re-I	ssue Assets	
Asset Number:		
Subtype: *	Wheelchairs, Manual	~
General Manual Wheelchair Details		
Seat Width (mm):	4	Seatbelt?
Seat Depth (mm):		Tilt in Space?
Backrest Height (mm):		Tilt in Space Angle
Backrest Width (mm):		Recline?
Seat To Floor (Front):		7
Seat to Floor (Rear)		7
Safe Working Load (kg):		]
Frame Type	Folding	Attendant Brake?
Manual Chair Type:	Self Propelled	Seat Height:
Frame Material	v	Anti Tip Bars?
Wheel Locks	$\Box$	Arm rest Style:

# Transporter commodes:

• Same method for seat size as wheelchairs.

- Find higher weight capacity equipment by entering seat size (digit) and "greater
  - than" key, > see below

#### "Advanced" Search for Re-Issue Assets

Asset Number:		
Subtype: *	Bathroom/Toileting	
General Bathroom/Toileting Details	]	
Overall Weight (kg):		Pan Carrier? Tilt in Space?
Seat Width (mm): Seat Depth (mm):	4	Recline?
Seat Height (Front): Backrest Height (mm);		Transport Style
Arm rest Height to Seat (mm)		Leg rest Style Seat Style
Overall Width (mm):		Detailed Comments
Overall Length (mm):		
Safe Working Load (kg):	>150	

### Pressure cushions:

• Find a cushion where the height does not start with a 1. This search uses the "tilde" key. This placed before an entry means "do not show this". The example below will give a search result for items where the height is NOT 1.

Esc F1 F2	B R B R	F7 F8 F9 F10	F11 F12 Post Brook P Brook Look P	
	\$ % ∧ & * 4 5 € 6 7 8		Backspace Inset Hors (	
10 <sup>1</sup> Q W	ERTYU			Von 7 8 9 Home 1 Pyllo +
CapsLock A S				4 5 6 ← →
Q Shift A		· · / 094		
			ان ق ق	

#### "Advanced" Search for Re-Issue Assets

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Asset Number:		
Subtype: *	Pressure Care - Cushions	~
General Pressure Care Details		
SubType:		~
Overall Weight (kgs)		
Overall Depth (mm):	~1	

# Other general tips:

- Search for an exact model. First page of any asset search. Manufacturer also useful sometimes.
  - **Example:** For model, Zippie IRIS, in this example the word IRIS alone could be entered with \* at beginning and end to give wildcard search.
- If looking for an item that was selected from the SWEP pick list use the pick list code to search.

Subtype: *	[
Clear subtype to see all types of re	e-issue equipment.
Company Name	
Company Name:	STATE WIDE EQUIPMENT PROGRAM
SWEP Picklist Code:	1234565
Model:	SQUIGGLE
Brief Description:	
Generic Name:	
Brief Description: Generic Name:	