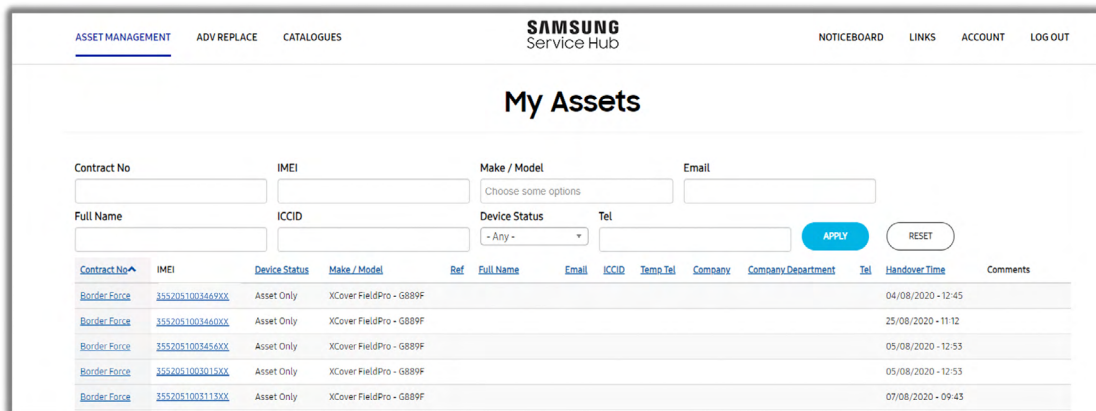# SAMSUNG

Managing Your ESN Assets

SAMSUNG
ESN

1 To manage your ESN assets, log in to your user account and navigate to the **'ASSET MANAGEMENT'** tab via the top left of the menu bar. From the drop down menu select **'MY ASSETS'**.
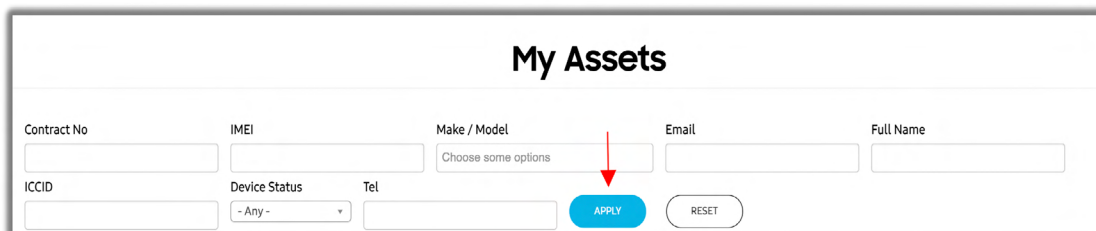

2 From here you are able to view and generate reports on all of your live assets. Your full asset list will detail the contract number, IMEI number, device status, make and model, order contact, handover time and any other comments associated with the asset.

3 You can search this asset list using the search filters at the top of the page. Simply enter the asset information into the relevant field and then select **'APPLY'**.

4 Once filtered according to your specifications, click the red **'CSV'** button located at the bottom of the asset list to export and download this list.

5 Alternatively, you are able to search and review your assets by order line. To do so, navigate to the **'ASSET MANAGEMENT'** tab via the top left of the menu bar, and then select **'MY CONTRACTS'** from the drop down menu.

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6 Here you will are able to view a complete list of contracts linked to your account. Search your contract list by scrolling, or utilise the filter function by entering the **'Contract No'** into the appropriate field, before selecting **'APPLY'**.

7 To ensure your Asset Database remains accurate and up to date, you have the option to review your asset replacement history at any time. To do so, navigate to the **'ADV REPLACE'** tab via the top left of the menu bar, then select **'MY REQUESTS'** from the drop down menu.

8 If you would like to search your activity, including the status of any changes, you can do so here using any of the search filters at the top of the page.

Once you have entered the required information into the appropriate filters, select **'APPLY'** to generate a list of requests that match your specifications.

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