

APPROVING A REQUEST IN MYASSETS

Department custodians will receive e-mails notifying them of requests that need their approval. The e-mail will also provide a link within the e-mail to take them to the approval page. Custodians may also navigate directly through myAssets to approve via the Inbox.

NAVIGATION

1. Select **Inbox** to process requests in your inbox. You can also access requests that appear in your Pending Inbox Items box.
2. Select the **checkbox** of the request you want to process.
3. Click the **Process Transfers button**.
 - *If there's an error message, click the **Transfer ID** to add the information.*
4. Add the missing information to the request.
5. Click the **Save Changes** button.
6. Click the **Approve Transfer button** to approve the request or click **Cancel Request button** to cancel the transfer request.
7. The Approve Transfer dialog box will appear. Insert an explanation and click the **Yes button**.

ADDITIONAL HELP

For further assistance, please e-mail property@ufl.edu, call Asset Management Services at 352-392-2556, or visit [the Asset Management website](#).