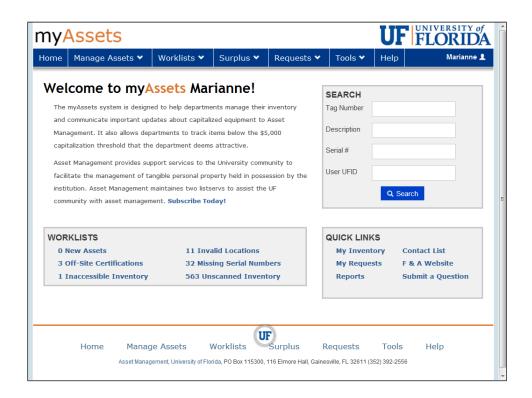


Preview and Navigation of myAssets

Welcome to myAssets! Step through this simulation to get a preview of the system and experience its easy navigation and great features!

Step	Action
1.	The new myAssets has a dropdown menu at the top, which stays on all pages for ease of use anytime!



Step	Action
2.	Point to the Manage Assets link to open the dropdown.
3.	From here you may click on any of the dropdown items, such as: • My Inventory • Receive New Asset • Submit Property Update • Transfer Items • Start a Report of Survey
4.	Each menu item will contain its own dropdown. Point to the Worklists link.



Step	Action							
5.	Point to the Surplus link.							
6.	Point to the Requests link.							
7.	Point to the Tools link.							
8.	You may also access features in the Worklists dropdown by using the Worklists box below.							
9.	The Worklists section tell you where you need to take action with an at-a-glance listing of items needing your attention, such as 25 New Assets or 1 Invalid Location asset. Click ar of the links to work on those asset requests.							
10.	The Quick Links section gives you quick access to view your department inventory (My Inventory) and see the status of submitted requests (My Requests). You may also go straight to Reports!							
11.	Start by clicking the My Inventory link to view your department inventory and to take action on any asset! My Inventory							
12.	 Here is a listing for your department inventory. Note that for each item, you can view: Tag Number Description Serial Number Model Number Date of Acquisition Cost Whether or not it has been inventoried (scanned) Whether it is an Asset or an Attractive Item 							
13.	Click the MICROSCOPE NIKON 79000 F/VIDEO row to view details for this asset.							
14.	 This screen shows you: Asset Information Custodian Information Here you may view details such as: Purchase Order (PO) number and Voucher number ECCN number Whether it is an asset (Type: CAPITAL) or an attractive item (Type: Attractive) 							
15.	Inventory Information, such as location, are at the bottom of the page. Click the bar space on the right to scroll down.							
16.	Inventory Information includes: • Location • Inventory Date (scanning) • Inventoried by							



Step	Action
17.	Click the space at the top of the scroll bar to return to the top.
18.	 Note the green buttons. From this record, you may take action on this item by clicking one of the green action buttons, such as: Edit Asset Info Request Decal Transfer (Initiate a transfer for this item) Surplus (Initiate a surplus pickup request for this item) Survey (Initiate a report of survey for this item)



Step	Action
19.	Point to the Manage Assets link.



UF Office of Human Resource Services Training and Organizational Development UNIVERSITY of FLORIDA

nyA	Assets							UF	FLORID
Home	Manage Assets 🗙	Worklis	ts 💙	Surplus 🗸	Requ	uests 💙	Tools 🗸	Help	Marianne J
	My Inventory			ASSETINF	ORMAT	τιον			
Tag Nu	Receive New Ass			Туре	C	APITAL			
Descrip Serial:	Submit Property	Update	=/VIDEC) Mode User:		00913			
Acq Da	Transfer Items			Acq (5,107.00			NO
ECCN: PO #:	Start a Report of	Survey		ITAR: Vouc		989400		Pŀ	юто

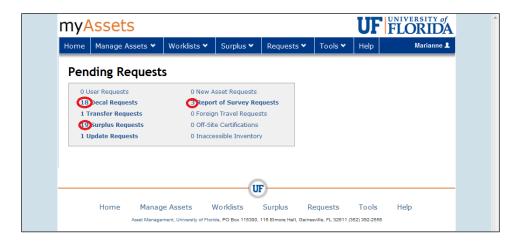
Step	Action
20.	Click My Inventory to return to the inventory list. My Inventory

ome	Mana	ige Assets 💙	Worklists 💙	Surplus 🗸	Requests	🕶 Тос	ols 🗸 🛛 He	elp		Marianne 👤
My I	nve	ntory					+ Add	ltem	▼ Filte	er Results
			l information abou							
TAGNUN		DESC		SERIAL	MODEL	ACQDATE	ACQCOST	INV	ТҮРЕ	
		CAMERA, DIGITAL V		2562A002	- ITCSA	10-JUL-03	4,52		Attractive	
		MICROSCOPE NIK		NONE	900913	01-DEC-80	5,10		Capital	
		MICROSCOPE NIK		NONE	901214	01-DEC-80	5,10		Capital	
		MICROSCOPE NIK		NONE	901214	01-DEC-80	5,10		Capital	
		MICROSCOPE NIK		NONE	910514	01-DEC-80	5,10		Capital	
		MICROSCOPE MUL		122850	901214	01-APR-85	7,90		Capital	
4910003	398308	MICROSCOPE FOR	VIDEO CAMERA NI	NONE	901214	01-APR-85	14,16	6 🖌	Capital	
4910HC	100996	MICROSCOPE, NIK	ON OPTIPHOT	229786	901214	08-DEC-89	6,364	4 🖋	Capital	
4910003	391826	PATIENT SIMULATO	OR CARDIOLOGY	NONE	901114	01-MAY-84	135,00	o 🖋	Capital	
4910HC	142644	MONITOR, NEC/MIT	SUBISHI 40"LCD	3Y000117YA	HUGHES, JOHN	09-FEB-04	5,50	•	Capital	
4910HC	142645	MONITOS, NEC/MIT	SUBISHI 40" LC	3Y000118YA	HUGHES, JOHN	09-FEB-04	5,50	o 🖋	Capital	
4910HC	142942	BATTERY CABINET	LIEBERT 230 KV	3T00000937	ITCSA	11-MAR-04	11,75	3 🖌	Capital	
4910HC	142985	UPS POWER SUPP	PLY LIEBERT 130 K	37-3553	ITCSA	11-MAR-04	35,34	7 🖌	Capital	
4910006	685865	LEKTRIEVER		15945	901005	03-OCT-88	7,52	B 🖌	Capital	
4910HC	135186	COPIER, KONICA 7	020 W/ FINISHE	13GL77379	DJ Brunson	13-AUG-01	5,89		Capital	
4910HC	143848	COPIER. CANON IF	R C3200 COLOR D	8062A002AA	CASSIE	10-JUN-04	13.67	5 🖌	Capital	



evelopment	
NIVERSITY	of FLORIDA

Step	Action
21.	Click the Home link at the top menu to return to the main page.
22.	Quick Links also allows you to check the status of requests easily. Click the My Requests link. My Requests
23.	From here you may easily see the status of your requests. You may click on any of these to view the listings and take action.



Step	Action
24.	At any time, you may click the Asset Management link at the bottom of the page to refer to the Asset Management website. Click it now!
25.	This is the UF Asset Management website for your reference in conducting and managing inventory.

For further assistance, please e-mail property@ufl.edu, call Asset Management Services at 352-392 2556, or visit http://www.fa.ufl.edu/departments/asset-management/.