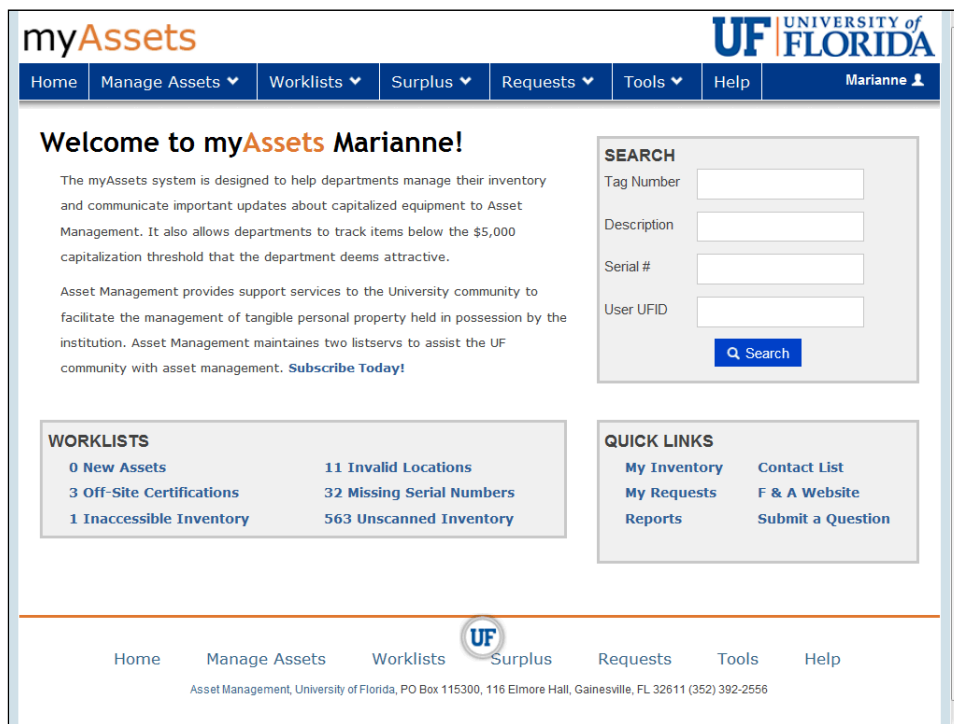



### Preview and Navigation of myAssets

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

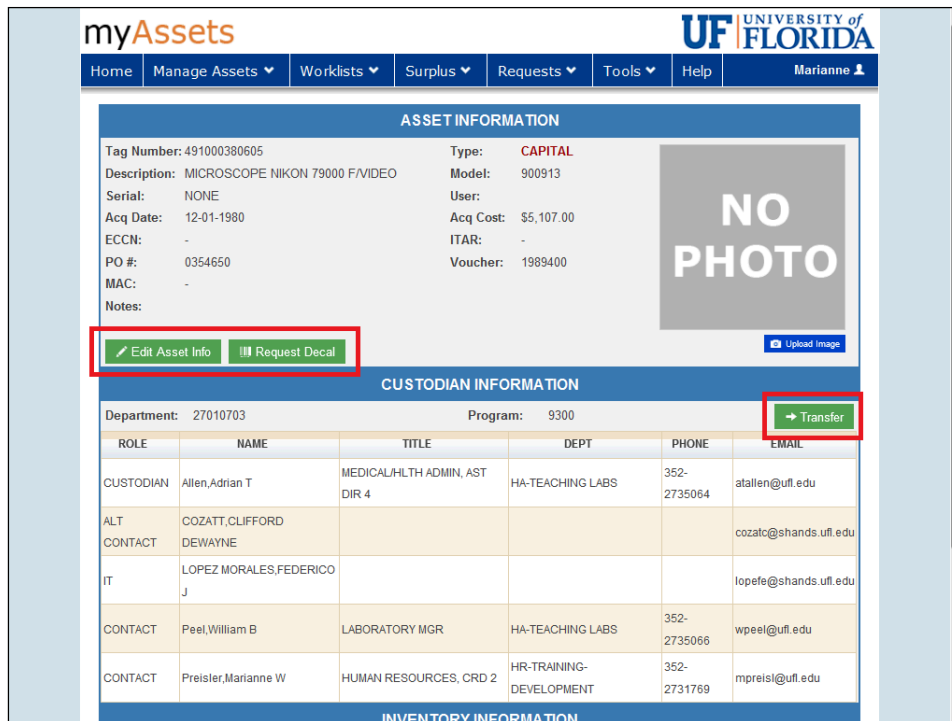
Step	Action
1.	The new myAssets has a dropdown menu at the top, which stays on all pages for ease of use anytime!



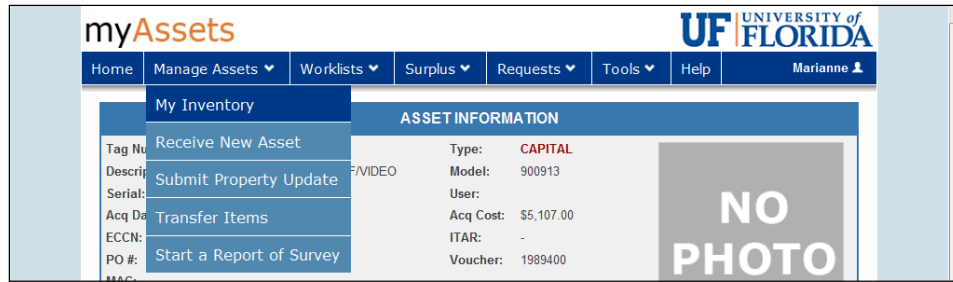
Step	Action
2.	Point to the <b>Manage Assets</b> link to open the dropdown.
3.	From here you may click on any of the dropdown items, such as: <ul style="list-style-type: none"> <li>• My Inventory</li> <li>• Receive New Asset</li> <li>• Submit Property Update</li> <li>• Transfer Items</li> <li>• Start a Report of Survey</li> </ul>
4.	Each menu item will contain its own dropdown. Point to the <b>Worklists</b> link.

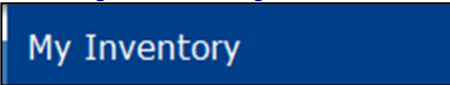
Step	Action
5.	Point to the <b>Surplus</b> link.
6.	Point to the <b>Requests</b> link.
7.	Point to the <b>Tools</b> link.
8.	You may also access features in the Worklists dropdown by using the Worklists box below.
9.	The Worklists section tell you where you need to take action with an at-a-glance listing of items needing your attention, such as <b>25 New Assets</b> or <b>1 Invalid Location</b> asset. Click any of the links to work on those asset requests.
10.	The <b>Quick Links</b> 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 <b>My Inventory</b> link to view your department inventory and to take action on any asset! 
12.	Here is a listing for your department inventory. Note that for each item, you can view: <ul style="list-style-type: none"> <li>• Tag Number</li> <li>• Description</li> <li>• Serial Number</li> <li>• Model Number</li> <li>• Date of Acquisition</li> <li>• Cost</li> <li>• Whether or not it has been inventoried (scanned)</li> <li>• Whether it is an Asset or an Attractive Item</li> </ul>
13.	Click the <b>MICROSCOPE NIKON 79000 F/VIDEO</b> row to view details for this asset.
14.	This screen shows you: <ul style="list-style-type: none"> <li>• Asset Information</li> <li>• Custodian Information</li> </ul> Here you may view details such as: <ul style="list-style-type: none"> <li>• Purchase Order (PO) number and Voucher number</li> <li>• ECCN number</li> <li>• Whether it is an asset (Type: CAPITAL) or an attractive item (Type: Attractive)</li> </ul>
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: <ul style="list-style-type: none"> <li>• Location</li> <li>• Inventory Date (scanning)</li> <li>• Inventoried by</li> </ul>

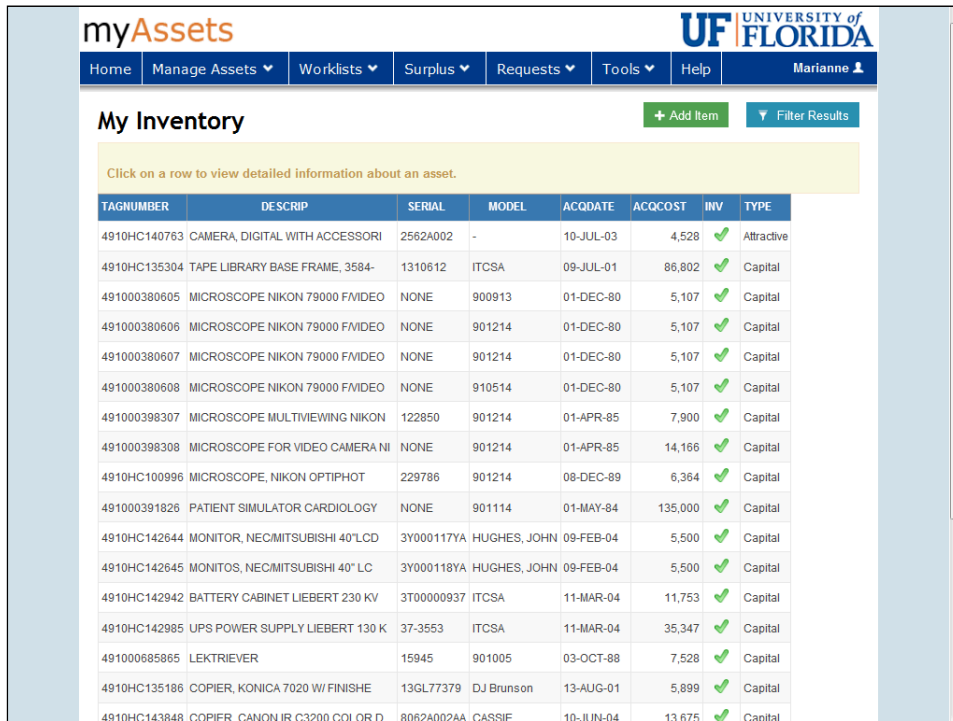
Step	Action
17.	Click the space at the top of the scroll bar to return to the top.
18.	Note the green buttons. From this record, you may take action on this item by clicking one of the green action buttons, such as: <ul style="list-style-type: none"> <li>• Edit Asset Info</li> <li>• Request Decal</li> <li>• Transfer (Initiate a transfer for this item)</li> <li>• Surplus (Initiate a surplus pickup request for this item)</li> <li>• Survey (Initiate a report of survey for this item)</li> </ul>





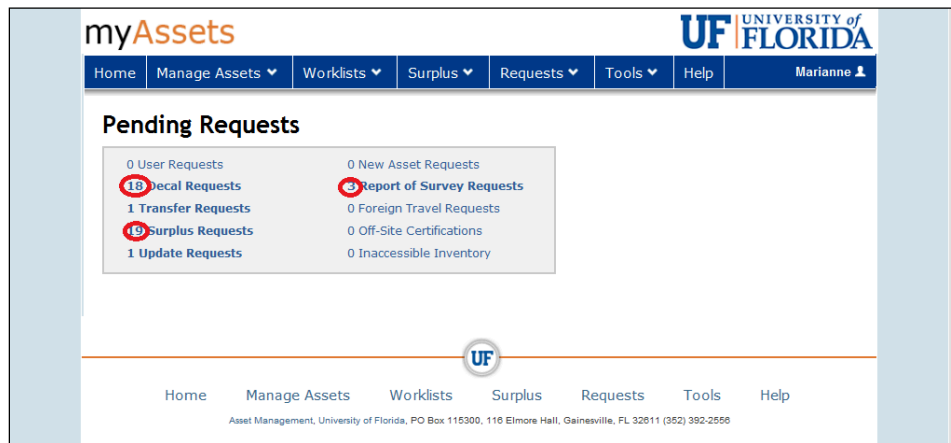
Step	Action
19.	Point to the <b>Manage Assets</b> link.




Step	Action
20.	Click <b>My Inventory</b> to return to the inventory list. 



Step	Action
21.	Click the <b>Home</b> 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 <b>My Requests</b> link. 
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 <b>Asset Management</b> 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](mailto:property@ufl.edu), call Asset Management Services at 352-392-2556, or visit <http://www.fa.ufl.edu/departments/asset-management/>.