



UF

# myAssets 3.0 Overview

THIS OVERVIEW INTRODUCES THE MYASSETS 3.0 PROPERTY SYSTEM AND IOS INVENTORY APPLICATION TO PROPERTY CUSTODIANS AND CONTACTS.

FEBRUARY 18, 2019



# Overview of myAssets 3.0

---

Property Custodians and Contacts will use the newly updated myAssets 3.0 and iOS application to manage capital assets, attractive property, and federal property.

# OBJECTIVES

- Introduce the myAssets 3.0 property system.
- Review updates to myAssets' appearance, functionality and process flow .
- Introduce the iOS inventory application.
- Use the newly updated myAssets 3.0 system and iOS application to manage capital assets, attractive property, and federal property.

## Security Roles

---

### UF\_FI\_UNIVERSAL\_INQUIRY

Provides “read only” access to myAssets

### UF\_N\_AM\_MYASSETS\_DEPT\_ADMIN

Grants access to the myAssets module for the management of departmental property. This allows the user to:

- Identify and track attractive property
- Request decals for property and locations
- Initiate or approve property transactions including off-campus and inaccessible certifications, property updates, disposals, surplus pick-up requests and transfers
- Track inventory and process inventory updates
- Generate reports on the department’s Property



UF

# Data Flow

How does data flow?



## Capital Assets

---

myUFL is official record.

1. Every morning myAssets capital items are refreshed by the information in myUFL.
2. Departments initiate inventory updates in myAssets
  - Scanning
  - Off-site certification
  - Inaccessible certifications
  - Property updates
  - Transfers
  - Disposal Requests
  - Surplus pick-ups
3. Inventory updates are sent to myUFL from myAssets nightly.
4. All other requests are reviewed and processed in myUFL by AM staff.
5. Departments receive email notifications when items are processed in myUFL.

## CAPITAL ASSETS DATA FLOW



## Attractive Assets

---

myAssets houses information on attractive items.

1. Departments will initiate and complete transactions for attractive items in myAssets once required approvals are received.
2. Updates are immediate once approved, no record to update in myUFL.





UF


# Home Page

The Home Page is where you will begin when you log in to myAssets. We'll orient you to the Home Page in this section.



# HOME PAGE

## MAIN NAVIGATION MENU



- Home
- My Inbox
- Worklists <
- Requests <
- Tools <
- Reports
- Help

Search by Decal, Descript
User

Good Morning User ! Welcome to myAssets

Capital Assets  
**1614**

Attractive Assets  
**1369**

Scanned Assets  
**66**

Unscanned Assets  
**2917**

### My Inventory

TAG	DESCRIP	SERIAL
000000286539	HYBRIDIZATION STATION, HS400 P	1107000512
000000286394	SCANNER, GENEPIX 4400A	140128
000000299993	MICROSCOPE, ZEISS AXIOZOOM V16	3957002635
000000298023	USSING CHAMBER, 6 CHANNEL	6B913/57AA0A0F
000000297929	IMAGER, BIODOC IT2 GEL	K117256
000000299917	ARRAY SYS, MED64 MULTI-ELECTRO	MED-CP042016FA01004
000000299022	RESPIROMETER, FLEXIVENT SYST	1197697
000000298954	TRANSMITTER, PH-1 MINI V2 FIBE	S PLA 0004 000033
000000301381	FREEZER, THERMO TLE40086A ULT	1118685601180302
000000301767	IMAGER, CHEMSTUDIO 815 TOUCH	E112158

#### Worklist Items

- 95 Expiring Projects
- 0 Inaccessible Assets
- 77 Inaccessible Locations
- 55 Invalid Locations
- 72 Missing Serials
- 144 Off-Site Certs
- 2974 Unscanned Assets

# HOME PAGE

## NAME, INBOX, AND ROLE

The screenshot shows the myAssets home page. A dark blue sidebar on the left contains the UF logo and 'myAssets' text, along with a navigation menu. The main content area features a search bar at the top, a personalized greeting, four asset status cards, a 'My Inventory' table, and a 'Worklist Items' sidebar on the right. Yellow highlights are placed on the 'Home' menu item, the search bar, and the user profile area in the top right.

**Navigation Menu (Left Sidebar):**

- Home
- My Inbox
- Worklists
- Requests
- Tools
- Reports
- Help

**Search Bar:** Search by Decal, Descript

**User Profile (Top Right):** User

**Greeting:** Good Morning User ! Welcome to myAssets

**Asset Status Cards:**

- Capital Assets: 1614
- Attractive Assets: 1369
- Scanned Assets: 66
- Unscanned Assets: 2917

**My Inventory Table:**

TAG	DESCRIP	SERIAL
000000286539	HYBRIDIZATION STATION, HS400 P	1107000512
000000286394	SCANNER, GENEPIX 4400A	140128
000000299993	MICROSCOPE, ZEISS AXIOZOOM V16	3957002635
000000298023	USSING CHAMBER, 6 CHANNEL	6B913/57AA0A0F
000000297929	IMAGER, BIODOC IT2 GEL	K117256
000000299917	ARRAY SYS, MED64 MULTI-ELECTRO	MED-CP042016FA01004
000000299022	RESPIROMETER, FLEXIVENT SYST	1197697
000000298954	TRANSMITTER, PH-1 MINI V2 FIBE	S PLA 0004 000033
000000301381	FREEZER, THERMO TLE40086A ULT	1118685601180302
000000301767	IMAGER, CHEMSTUDIO 815 TOUCH	E112158

**Worklist Items (Right Sidebar):**

- 95 Expiring Projects
- 0 Inaccessible Assets
- 77 Inaccessible Locations
- 55 Invalid Locations
- 72 Missing Serials
- 144 Off-Site Certs
- 2974 Unscanned Assets

# HOME PAGE

SEARCH BY DECAL, DESCRIPTION, or SERIAL UNIVERSITY-WIDE

Search by Decal, Descript

Good Morning User ! Welcome to myAssets

**Capital Assets**  
 1614

**Attractive Assets**  
 1369

**Scanned Assets**  
 66

**Unscanned Assets**  
 2917

My Inventory

Filter

TAG	DESCRIP	SERIAL
000000286539	HYBRIDIZATION STATION, HS400 P	1107000512
000000286394	SCANNER, GENEPIX 4400A	140128
000000299993	MICROSCOPE, ZEISS AXIOZOOM V16	3957002635
000000298023	USSING CHAMBER, 6 CHANNEL	6B913/57AA0A0F
000000297929	IMAGER, BIODOC IT2 GEL	K117256
000000299917	ARRAY SYS, MED64 MULTI-ELECTRO	MED-CP042016FA01004
000000299022	RESPIROMETER, FLEXIVENT SYST	1197697
000000298954	TRANSMITTER, PH-1 MINI V2 FIBE	S PLA 0004 000033
000000301381	FREEZER, THERMO TLE40086A ULT	1118685601180302
000000301767	IMAGER, CHEMSTUDIO 815 TOUCH	E112158

**Worklist Items**  
 95 Expiring Projects  
 0 Inaccessible Assets  
 77 Inaccessible Locations  
 55 Invalid Locations  
 72 Missing Serials  
 144 Off-Site Certs  
 2974 Unscanned Assets

# HOME PAGE

CAPITAL, ATTRACTIVE, SCANNED, & UNSCANNED ASSETS TILES

The screenshot shows the 'myAssets' home page. On the left is a dark blue navigation sidebar with the 'UF myAssets' logo and menu items: Home, My Inbox, Worklists, Requests, Tools, Reports, and Help. The main content area has a white header with a search bar and a user profile. Below the header is an orange banner with a personalized greeting. A yellow box highlights four summary tiles: Capital Assets (1614), Attractive Assets (1369), Scanned Assets (66), and Unscanned Assets (2917). Below these is a 'My Inventory' table with columns for TAG, DESCRIP, and SERIAL. On the right, a 'Worklist Items' sidebar lists various asset-related metrics.

**UF myAssets**

Search by Decal, Descript

Good Morning User !

Welcome to myAssets

Capital Assets: 1614

Attractive Assets: 1369

Scanned Assets: 66

Unscanned Assets: 2917

**My Inventory**

TAG	DESCRIP	SERIAL
000000286539	HYBRIDIZATION STATION, HS400 P	1107000512
000000286394	SCANNER, GENEPIX 4400A	140128
000000299993	MICROSCOPE, ZEISS AXIOZOOM V16	3957002635
000000298023	USSING CHAMBER, 6 CHANNEL	6B913/57AA0A0F
000000297929	IMAGER, BIODOC IT2 GEL	K117256
000000299917	ARRAY SYS, MED64 MULTI-ELECTRO	MED-CP042016FA01004
000000299022	RESPIROMETER, FLEXIVENT SYST	1197697
000000298954	TRANSMITTER, PH-1 MINI V2 FIBE	S PLA 0004 000033
000000301381	FREEZER, THERMO TLE40086A ULT	1118685601180302
000000301767	IMAGER, CHEMSTUDIO 815 TOUCH	E112158

**Worklist Items**

- 95 Expiring Projects
- 0 Inaccessible Assets
- 77 Inaccessible Locations
- 55 Invalid Locations
- 72 Missing Serials
- 144 Off-Site Certs
- 2974 Unscanned Assets

# HOME PAGE

## MyINVENTORY WITH OPTIONAL FIELDS

The screenshot displays the myAssets home page. On the left is a dark blue navigation sidebar with the UF logo and 'myAssets' text, and menu items: Home, My Inbox, Worklists, Requests, Tools, Reports, and Help. The main content area has a white header with a search bar and a user profile. Below the header is an orange banner with 'Good Morning User!' and 'Welcome to myAssets'. The dashboard features four cards: Capital Assets (1614), Attractive Assets (1369), Scanned Assets (66), and Unscanned Assets (2917). A 'My Inventory' section includes a filter box and a table with columns TAG, DESCRIP, and SERIAL. A 'Worklist Items' sidebar on the right lists various asset categories and counts.

**Navigation Sidebar:**

- Home
- My Inbox
- Worklists
- Requests
- Tools
- Reports
- Help

**Dashboard Cards:**

- Capital Assets: 1614
- Attractive Assets: 1369
- Scanned Assets: 66
- Unscanned Assets: 2917

**My Inventory Table:**

TAG	DESCRIP	SERIAL
000000286539	HYBRIDIZATION STATION, HS400 P	1107000512
000000286394	SCANNER, GENEPIX 4400A	140128
000000299993	MICROSCOPE, ZEISS AXIOZOOM V16	3957002635
000000298023	USSING CHAMBER, 6 CHANNEL	6B913/57AA0A0F
000000297929	IMAGER, BIODOC IT2 GEL	K117256
000000299917	ARRAY SYS, MED64 MULTI-ELECTRO	MED-CP042016FA01004
000000299022	RESPIROMETER, FLEXIVENT SYST	1197697
000000298954	TRANSMITTER, PH-1 MINI V2 FIBE	S PLA 0004 000033
000000301381	FREEZER, THERMO TLE40086A ULT	1118685601180302
000000301767	IMAGER, CHEMSTUDIO 815 TOUCH	E112158

**Worklist Items:**

- 95 Expiring Projects
- 0 Inaccessible Assets
- 77 Inaccessible Locations
- 55 Invalid Locations
- 72 Missing Serials
- 144 Off-Site Certs
- 2974 Unscanned Assets

# HOME PAGE

## MyINVENTORY WITH OPTIONAL FIELDS

The screenshot shows the 'myAssets' home page. At the top, there is a search bar and a user profile icon. Below this is a welcome banner. The dashboard features four key asset categories: Capital Assets (1614), Attractive Assets (1369), Scanned Assets (66), and Unscanned Assets (2917). A 'Worklist Items' sidebar on the right lists various tasks like 'Expiring Projects' and 'Inaccessible Assets'. The main content area displays a 'My Inventory' table with columns for TAG and DESCRIP. A yellow box highlights a dropdown menu for selecting optional fields to display in the table, including DESCRIPTION, SERIAL, MODEL, DEPT ID, ACQ DATE, ACQ COST, LOCATION, USER UFID, USER NAME, OFFSITE, NOTE, and INVENTORIED.

**Capital Assets**: 1614

**Attractive Assets**: 1369

**Scanned Assets**: 66

**Unscanned Assets**: 2917

**Worklist Items**

- 95 Expiring Projects
- 0 Inaccessible Assets
- 77 Inaccessible Locations
- 55 Invalid Locations
- 72 Missing Serials
- 144 Off-Site Certs
- 2974 Unscanned Assets

TAG	DESCRIP
000000286539	HYBRIDIZATION STATION, HS400 P
000000286394	SCANNER, GENEPIX 4400A
000000299993	MICROSCOPE, ZEISS AXIOZOOM V16
000000298023	USSING CHAMBER, 6 CHANNEL
000000297929	IMAGER, BIODOC IT2 GEL
000000299917	ARRAY SYS, MED64 MULTI-ELECTRO
000000299022	RESPIROMETER, FLEXIVENT SYST
000000298954	TRANSMITTER, PH-1 MINI V2 FIBE
000000301381	FREEZER, THERMO TLE40086A ULT
000000301767	IMAGER, CHEMSTUDIO 815 TOUCH

**Optional Fields:**

- DESCRIPTION
- SERIAL
- MODEL
- DEPT ID
- ACQ DATE
- ACQ COST
- LOCATION
- USER UFID
- USER NAME
- OFFSITE
- NOTE
- INVENTORIED

+ Add Attractive Item

# HOME PAGE

## SEARCH IN MyINVENTORY

The screenshot shows the 'myAssets' application interface. On the left is a dark blue navigation sidebar with icons for Home, My Inbox, Worklists, Requests, Tools, Reports, and Help. The main content area has a white header with a search bar and a user profile icon. Below the header is an orange banner with a personalized greeting. The dashboard features four key metrics: Capital Assets (1614), Attractive Assets (1369), Scanned Assets (66), and Unscanned Assets (2917). A 'My Inventory' section contains a table with columns for TAG, DESCRIP, and SERIAL. A search filter box is highlighted in yellow above the table. On the right, a 'Worklist Items' sidebar lists various asset categories and counts.

**UF myAssets**

Search by Decal, Descript

Good Morning User ! Welcome to myAssets

Capital Assets: 1614 | Attractive Assets: 1369 | Scanned Assets: 66 | Unscanned Assets: 2917

**My Inventory**

Filter

TAG	DESCRIP	SERIAL
000000286539	HYBRIDIZATION STATION, HS400 P	1107000512
000000286394	SCANNER, GENEPIX 4400A	140128
000000299993	MICROSCOPE, ZEISS AXIOZOOM V16	3957002635
000000298023	USSING CHAMBER, 6 CHANNEL	6B913/57AA0A0F
000000297929	IMAGER, BIODOC IT2 GEL	K117256
000000299917	ARRAY SYS, MED64 MULTI-ELECTRO	MED-CP042016FA01004
000000299022	RESPIROMETER, FLEXIVENT SYST	1197697
000000298954	TRANSMITTER, PH-1 MINI V2 FIBE	S PLA 0004 000033
000000301381	FREEZER, THERMO TLE40086A ULT	1118685601180302
000000301767	IMAGER, CHEMSTUDIO 815 TOUCH	E112158

**Worklist Items**

- 95 Expiring Projects
- 0 Inaccessible Assets
- 77 Inaccessible Locations
- 55 Invalid Locations
- 72 Missing Serials
- 144 Off-Site Certs
- 2974 Unscanned Assets



## INDEPENDENT PRACTICE

---

1. Click on the 3 bars
2. Add 3 more fields to the MyInventory view
  - Location
  - Dept ID
  - ACQ Date
3. Sort MyInventory by different fields

# HOME PAGE

## PENDING INBOX ITEMS

The screenshot shows the myAssets home page. On the left is a dark blue navigation sidebar with the UF logo and menu items: Home, My Inbox, Worklists, Requests, Tools, Reports, and Help. The main content area has a white header with a search bar and a user profile icon. Below the header is an orange banner with a personalized greeting. The dashboard features four key metrics: Capital Assets (1614), Attractive Assets (1369), Scanned Assets (66), and Unscanned Assets (2917). A 'My Inventory' section contains a table with columns for TAG, DESCRIP, and SERIAL. On the right, a 'Worklist Items' sidebar lists various asset-related counts.

Search by Decal, Descript

Good Morning User !

Welcome to myAssets

UF myAssets

- Home
- My Inbox
- Worklists
- Requests
- Tools
- Reports
- Help

Capital Assets: 1614

Attractive Assets: 1369

Scanned Assets: 66

Unscanned Assets: 2917

My Inventory

Filter

TAG	DESCRIP	SERIAL
000000286539	HYBRIDIZATION STATION, HS400 P	1107000512
000000286394	SCANNER, GENEPIX 4400A	140128
000000299993	MICROSCOPE, ZEISS AXIOZOOM V16	3957002635
000000298023	USSING CHAMBER, 6 CHANNEL	6B913/57AA0A0F
000000297929	IMAGER, BIODOC IT2 GEL	K117256
000000299917	ARRAY SYS, MED64 MULTI-ELECTRO	MED-CP042016FA01004
000000299022	RESPIROMETER, FLEXIVENT SYST	1197697
000000298954	TRANSMITTER, PH-1 MINI V2 FIBE	S PLA 0004 000033
000000301381	FREEZER, THERMO TLE40086A ULT	1118685601180302
000000301767	IMAGER, CHEMSTUDIO 815 TOUCH	E112158

Worklist Items

- 95 Expiring Projects
- 0 Inaccessible Assets
- 77 Inaccessible Locations
- 55 Invalid Locations
- 72 Missing Serials
- 144 Off-Site Certs
- 2974 Unscanned Assets

# HOME PAGE

## WORKLIST ITEMS

The screenshot shows the myAssets dashboard interface. On the left is a dark blue sidebar with the UF logo and navigation links: Home, My Inbox, Worklists, Requests, Tools, Reports, and Help. The top navigation bar is white with a search field and a user profile icon. Below this is an orange banner with a personalized greeting. The main dashboard area features four asset count cards: Capital Assets (1614), Attractive Assets (1369), Scanned Assets (66), and Unscanned Assets (2917). Below these is a 'My Inventory' section with a search filter and a table of assets. On the right, a 'Worklist Items' panel is highlighted with a yellow border, listing various asset-related tasks and their counts.

**Worklist Items**

- 95 Expiring Projects
- 0 Inaccessible Assets
- 77 Inaccessible Locations
- 55 Invalid Locations
- 72 Missing Serials
- 144 Off-Site Certs
- 2974 Unscanned Assets

TAG	DESCRIP	SERIAL
000000286539	HYBRIDIZATION STATION, HS400 P	1107000512
000000286394	SCANNER, GENEPIX 4400A	140128
000000299993	MICROSCOPE, ZEISS AXIOZOOM V16	3957002635
000000298023	USSING CHAMBER, 6 CHANNEL	6B913/57AA0A0F
000000297929	IMAGER, BIODOC IT2 GEL	K117256
000000299917	ARRAY SYS, MED64 MULTI-ELECTRO	MED-CP042016FA01004
000000299022	RESPIROMETER, FLEXIVENT SYST	1197697
000000298954	TRANSMITTER, PH-1 MINI V2 FIBE	S PLA 0004 000033
000000301381	FREEZER, THERMO TLE40086A ULT	1118685601180302
000000301767	IMAGER, CHEMSTUDIO 815 TOUCH	E112158

ASSET PAGE

# ASSET PAGE

## FINDING AN ITEM

The screenshot displays the myAssets application interface. On the left is a dark blue navigation sidebar with the UF logo and menu items: Home, My Inbox, Worklists, Requests, Tools, Admin, System, Reports, and Help. The main content area has a white background with an orange header bar. The header bar contains a search bar at the top left with the text '301778' and a dropdown menu below it showing '00000301778 - MIXER, ROLAND VR-50HD AV Z4F1933'. To the right of the header bar is a 'Welcome to myAssets' message and a user profile icon labeled 'User'. Below the header bar are four summary cards: 'Capital Assets 192', 'Attractive Assets 205', 'Scanned Assets 195', and 'Unscanned Assets 202'. On the right side, there are two panels: 'Pending Inbox Items' with '3 Warehouse User Requests' and 'Worklist Items' with a list of metrics including '0 Expiring Projects', '0 Inaccessible Assets', '0 Inaccessible Locations', '47 Invalid Locations', '0 Missing Serials', '14 Off-Site Certs', and '214 Unscanned Assets'. The central 'My Inventory' section features a search bar with '301778' and a table with columns 'TAG', 'DESCRIP', and 'SERIAL'. The table contains one row with the values '00000301778', 'MIXER, ROLAND VR-50HD AV', and 'Z4F1933'. Below the table is a pagination control showing '1' of 1 page.

# ASSET PAGE

## CHANGING AN ASSET'S INFORMATION

UF myAssets

Home | My Inbox | Worklists | Requests | Tools | Admin | System | Reports | Help

Search by Decal, Descrip

ASSET 00000301778 CAPITAL

Link to OnBase | Decal | Edit | Transfer | Pickup | Dispose

**GENERAL**

DESCRIPTION: MIXER, ROLAND VR-50HD AV SERIAL: Z4F1933

LONG DESCRIPTION: MIXER, ROLAND VR-50HD AV

MODEL: LEE, CRAIG MANUFACTURER: ROLAND CORPORATION

CATEGORY: OTHER ELECTRONICS SCHEDULABLE:

**LOCATION**

LOCATION: 0030 RAE O. WEIMER HALL 3110 - OFFICE (STANDARD) (R000004975)

SCANNED: 16-JUL-18 TRAVELS/OFFSITE:  USER: Lee, Craig R

**FINANCIAL**

ACQ DATE: 2018-05-04 ACQ COST: \$5,395.00 PO/VOUCHER

DEPT-FUND: 23010100-171 PROGRAM-SOURCE: 1100- PROJECT

ECCN ITAR:

**PHOTOS**


**NOTES**

**CONTACTS**

ROLE	NAME	DEPT	PH
ALTPC	Pole, Jeffrey J DIR, Finance	CJC- JOURNALISM/COMMUNICA- DEAN	352 392
PC	Ward- Harrison, Jodi L Accountant	CJC- JOURNALISM/COMMUNICA- DEAN	352 392

# ASSET PAGE

## CHANGING AN ASSET'S INFORMATION



- [Home](#)
- [My Inbox](#)
- [Worklists](#)
- [Requests](#)
- [Tools](#)
- [Admin](#)
- [System](#)
- [Reports](#)
- [Help](#)

ASSET 00000301778
CAPITAL

Link to OnBase
Decal
Edit
Transfer
Pickup
Dispose

### GENERAL

<b>DESCRIPTION</b>	MIXER, ROLAND VR-50HD AV	<b>SERIAL</b>	Z4F1933
<b>LONG DESCRIPTION</b>	MIXER, ROLAND VR-50HD AV		
<b>MODEL</b>	LEE, CRAIG	<b>MANUFACTURER</b>	ROLAND CORPORATION
<b>CATEGORY</b>	OTHER ELECTRONICS	<b>SCHEDULABLE</b>	<input type="checkbox"/>


### LOCATION

<b>LOCATION</b>	0030 RAE O. WEIMER HALL 3110 - OFFICE (STANDARD) (R000004975)		
<b>SCANNED</b>	16-JUL-18	<b>TRAVELS/OFFSITE</b>	<input type="checkbox"/>
		<b>USER</b>	Lee, Craig R

### FINANCIAL

<b>ACQ DATE</b>	2018-05-04	<b>ACQ COST</b>	\$5,395.00	<b>PO/VOUCHER</b>	
<b>DEPT-FUND</b>	23010100-171	<b>PROGRAM-SOURCE</b>	1100-	<b>PROJECT</b>	
<b>ECCN</b>		<b>ITAR</b>	<input type="checkbox"/>		

PHOTOS ☰



NOTES 🗨

CONTACTS

ROLE	NAME	DEPT	PH
ALTPC	Pole, Jeffrey J DIR, Finance	CJC- JOURNALISM/COMMUNICA- DEAN	352 392
PC	Ward- Harrison, Jodi L Accountant	CJC- JOURNALISM/COMMUNICA- DEAN	352 392

# ASSET PAGE

## EDITING AN ITEM

UF

myAssets

- [Home](#)
- [My Inbox](#)
- [Worklists](#)
- [Requests](#)
- [Tools](#)
- [Admin](#)
- [System](#)
- [Reports](#)
- [Help](#)

← Search by Decal, Descrip
🔔 3 👤 User

ASSET 00000301778
CAPITAL

Link to OnBase

Decal
Edit
Transfer
Pickup
Dispose

GENERAL

<b>DESCRIPTION</b>	MIXER, ROLAND VR-50HD AV	<b>SERIAL</b>	Z4F1933
<b>LONG DESCRIPTION</b>	MIXER, ROLAND VR-50HD AV		
<b>MODEL</b>	LEE, CRAIG	<b>MANUFACTURER</b>	ROLAND CORPORATION
<b>CATEGORY</b>	OTHER ELECTRONICS	<b>SCHEDULABLE</b>	<input type="checkbox"/>

LOCATION

<b>LOCATION</b>	0030 RAE O. WEIMER HALL 3110 - OFFICE (STANDARD) (R000004975)		
<b>SCANNED</b>	16-JUL-18	<b>TRAVELS/OFFSITE</b>	<input type="checkbox"/>
		<b>USER</b>	Lee, Craig R

FINANCIAL

<b>ACQ DATE</b>	2018-05-04	<b>ACQ COST</b>	\$5,395.00	<b>PO/VOUCHER</b>	
<b>DEPT-FUND</b>	23010100-171	<b>PROGRAM-SOURCE</b>	1100-	<b>PROJECT</b>	
<b>ECCN</b>		<b>ITAR</b>	<input type="checkbox"/>		

PHOTOS

NOTES


CONTACTS

ROLE	NAME	DEPT	PH
ALTPC	Pole, Jeffrey J DIR, Finance	CJC- JOURNALISM/COMMUNICA- DEAN	352 392
PC	Ward- Harrison, Jodi L Accountant	CJC- JOURNALISM/COMMUNICA- DEAN	352 392



# ASSET PAGE

## NOTES



- [Home](#)
- [My Inbox](#)
- [Worklists](#)
- [Requests](#)
- [Tools](#)
- [Admin](#)
- [System](#)
- [Reports](#)
- [Help](#)

← Search by Decal, Descrip
🔔 3 👤 User

ASSET 00000301778
CAPITAL

Link to OnBase

Decal
Edit
Transfer
Pickup
Dispose

GENERAL

<b>DESCRIPTION</b>	MIXER, ROLAND VR-50HD AV	<b>SERIAL</b>	Z4F1933
<b>LONG DESCRIPTION</b>	MIXER, ROLAND VR-50HD AV		
<b>MODEL</b>	LEE, CRAIG	<b>MANUFACTURER</b>	ROLAND CORPORATION
<b>CATEGORY</b>	OTHER ELECTRONICS	<b>SCHEDULABLE</b>	<input type="checkbox"/>


LOCATION

<b>LOCATION</b>	0030 RAE O. WEIMER HALL 3110 - OFFICE (STANDARD) (R000004975)		
<b>SCANNED</b>	16-JUL-18	<b>TRAVELS/OFFSITE</b>	<input type="checkbox"/>
		<b>USER</b>	Lee, Craig R

FINANCIAL

<b>ACQ DATE</b>	2018-05-04	<b>ACQ COST</b>	\$5,395.00	<b>PO/VOUCHER</b>	
<b>DEPT-FUND</b>	23010100-171	<b>PROGRAM-SOURCE</b>	1100-	<b>PROJECT</b>	
<b>ECCN</b>		<b>ITAR</b>	<input type="checkbox"/>		

PHOTOS




NOTES

CONTACTS

ROLE	NAME	DEPT	PH
ALTPC	Pole, Jeffrey J DIR, Finance	CJC- JOURNALISM/COMMUNICA- DEAN	352 392
PC	Ward- Harrison, Jodi L Accountant	CJC- JOURNALISM/COMMUNICA- DEAN	352 392

# ASSET PAGE

## CONTACTS & CUSTODIANS



- [Home](#)
- [My Inbox](#)
- [Worklists](#)
- [Requests](#)
- [Tools](#)
- [Admin](#)
- [System](#)
- [Reports](#)
- [Help](#)

← Search by Decal, Descrip
🔔 3 👤 User

ASSET 00000301778
CAPITAL

[Link to OnBase](#)
Decal
Edit
Transfer
Pickup
Dispose

### GENERAL

DESCRIPTION	MIXER, ROLAND VR-50HD AV	SERIAL	Z4F1933
LONG DESCRIPTION	MIXER, ROLAND VR-50HD AV		
MODEL	LEE, CRAIG	MANUFACTURER	ROLAND CORPORATION
CATEGORY	OTHER ELECTRONICS	SCHEDULABLE	<input type="checkbox"/>


### LOCATION

LOCATION	0030 RAE O. WEIMER HALL 3110 - OFFICE (STANDARD) (R000004975)		
SCANNED	16-JUL-18	TRAVELS/OFFSITE	<input type="checkbox"/>
		USER	Lee, Craig R

### FINANCIAL

ACQ DATE	2018-05-04	ACQ COST	\$5,395.00	PO/VOUCHER
DEPT-FUND	23010100-171	PROGRAM-SOURCE	1100-	PROJECT
ECCN		ITAR	<input type="checkbox"/>	

PHOTOS



NOTES

CONTACTS

ROLE	NAME	DEPT	PH
ALTPC	Pole, Jeffrey J DIR, Finance	CJC- JOURNALISM/COMMUNICA- DEAN	352 392
PC	Ward- Harrison, Jodi L Accountant	CJC- JOURNALISM/COMMUNICA- DEAN	352 392

UF

# My Inbox



# MY INBOX

## ACCESSING THE INBOX

The screenshot shows the myAssets application interface. On the left is a dark blue navigation sidebar with the UF logo and 'myAssets' text. Below the logo are menu items: Home, My Inbox (highlighted with a yellow box), Worklists, Requests, Tools, Reports, and Help. The main content area has a white header with a search bar and a user profile icon. Below the header is an orange banner with the text 'Good Morning User !' and 'Welcome to myAssets'. The dashboard features four summary cards: Capital Assets (1614), Attractive Assets (1369), Scanned Assets (66), and Unscanned Assets (2917). A 'My Inventory' section contains a table with columns for TAG, DESCRIP, and SERIAL. On the right, a 'Worklist Items' sidebar lists various asset-related metrics.

Search by Decal, Descript

Good Morning User ! Welcome to myAssets

UF myAssets

Home My Inbox Worklists Requests Tools Reports Help

Capital Assets 1614

Attractive Assets 1369

Scanned Assets 66

Unscanned Assets 2917

My Inventory

Filter

TAG	DESCRIP	SERIAL
000000286539	HYBRIDIZATION STATION, HS400 P	1107000512
000000286394	SCANNER, GENEPIX 4400A	140128
000000299993	MICROSCOPE, ZEISS AXIOZOOM V16	3957002635
000000298023	USSING CHAMBER, 6 CHANNEL	6B913/57AA0A0F
000000297929	IMAGER, BIODOC IT2 GEL	K117256
000000299917	ARRAY SYS, MED64 MULTI-ELECTRO	MED-CP042016FA01004
000000299022	RESPIROMETER, FLEXIVENT SYST	1197697
000000298954	TRANSMITTER, PH-1 MINI V2 FIBE	S PLA 0004 000033
000000301381	FREEZER, THERMO TLE40086A ULT	1118685601180302
000000301767	IMAGER, CHEMSTUDIO 815 TOUCH	E112158

Worklist Items

- 95 Expiring Projects
- 0 Inaccessible Assets
- 77 Inaccessible Locations
- 55 Invalid Locations
- 72 Missing Serials
- 144 Off-Site Certs
- 2974 Unscanned Assets

# MY INBOX

## FULL INBOX

←

**Ruth**

### Inbox

Good Morning Ruth!

👤 **User Requests**

	REQ ID	REQ DATE	REQ TYPE	REQ NAME	USER NAME	ROLE		PDF
<input type="checkbox"/>	20	2018-10-19	REMOVE	Garbellini-Wood, Kathleen A	Bennett, Bradley W	ALTPC 64405000		
<input type="checkbox"/>	67	2018-11-29	NEW	Sundeen, Rebecca J	Parris, Ryan K	ALTDC 64100000		
<input type="checkbox"/>	100	2019-01-03	REMOVE	Mckinney, Susanna L	Stringer, Michael J	AM_ADMIN64405002		

➔ **Process User Requests**

📁 **Pending Inbox Items**

3 User Requests

1 Warehouse User Requests

# MY INBOX

## EMPTY INBOX

The screenshot displays the mobile application interface for 'myAssets'. On the left is a dark blue navigation sidebar with the 'UF myAssets' logo at the top. Below the logo are menu items: 'Home', 'My Inbox' (highlighted with a yellow box), 'Worklists', 'Requests', 'Tools', 'Reports', and 'Help'. The main content area has a white background with a search bar at the top containing the text 'Search by Decal, Descript'. To the right of the search bar are icons for a mobile device and a user profile labeled 'User'. Below the search bar is an orange header bar with the word 'Inbox' on the left and the greeting 'Good Morning User !' on the right. The center of the screen features a large orange trophy icon with a white star on top. Below the trophy, the text reads 'Your inbox is empty. You deserve a raise!'.

TOOLS

# TOOLS

## MY PROFILE

←
Search by Decal, Descrip
📧
👤

### My Profile

- 🏠 Home
- 📧 My Inbox
- ☰ Worklists <
- 📁 Requests <
- 🔧 Tools ▾
- My Profile
- 📤 Upload Assets
- Contact List
- 📊 Reports
- 🔍 Help

profilePic

Currently Receiving Daily myAssets Reminder Emails  
*Not Editable*

**MY ROLES**

ROLE	LEVEL	DEPT
IT	College	13000000 - COLLEGE OF THE ARTS

- 🌱 PC = Property Custodian
- 🌱 ALTPC = Alternate Property Custodian
- 🐄 DC = Department Contact
- 🐄 ALTDC = Alternate Department Contact
- 🔧 IT = IT Contact
- 🐄 WH\_STAFF = Warehouse Staff
- 🐄 WH\_ADMIN = Warehouse Admin
- 🐄 AM\_STAFF = Asset Management Staff
- 🐄 AM\_ADMIN = Asset Management Admin



# TOOLS

## UPLOAD ASSETS

UF  
myAssets

Home  
My Inbox  
Worklists  
Requests  
Tools  
My Profile  
Upload Assets  
Contact List  
Reports  
Help

Search by Decal, Descrip

### Upload Assets

Please note that the data must be formatted as an Excel Spreadsheet in a very specific format. Decal numbers can either be specified in the spreadsheet, if they have already been placed on the equipment. If a new decal number (and sticker) is needed, please enter "NEWDECAL" in the Tagnumber column.

Excel Template Upload File

Files must contain the following fields in the following order:

1. **\*Tagnumber** (max 12 digits)
2. **\*Department ID** (max 8 digits)
3. Program (max 4 digits)
4. **\*Description** (max 60 digits)
5. Serial # (max 20 digits)
6. Manufacturer (max 60 digits)
7. Model (max 30 digits)
8. Offsite (1 digit - Y or N)
9. User UFID (max 8 digits)
10. ECCN (max 10 digits)
11. ITAR (max 20 digits)
12. Purchase Order # (max 20 digits)
13. Voucher # (max 20 digits)
14. Acquisition Date (format MM/DD/YYYY)
15. Acquisition Cost (Numeric Digits ONLY - no \$ or , allowed)
16. Location - PeopleSoft R #(max 10 digits)
17. Fund (max 3 digits)

# TOOLS

## CONTACT LIST

- Home
- My Inbox
- Worklists
- Requests
- Tools
- My Profile
- Upload Assets
- Contact List**
- Reports
- Help

←

🔍 👤

Contact List

ROLE	NAME	PHONE	LEVEL	DEPTID
PC	AMIRIN,AL, UF HEALTH IT DIR. TECH SERVICES DIRECT SUPPORTS	3522945021	Subdivision	27010707
PC	AMIRIN,AL, UF HEALTH IT DIR. TECH SERVICES SHANDS	3522945021	Subdivision	27010707
DC	APP,COLTON R, NETWORK PLANNING ANALYST SHANDS	3522945327	Subdivision	27010705
DC	APP,COLTON R, NETWORK PLANNING ANALYST SHANDS	3522945327	Subdivision	27010706
DC	APP,COLTON R, NETWORK PLANNING ANALYST DIRECT SUPPORTS	3522945327	Subdivision	27010706
DC	APP,COLTON R, NETWORK PLANNING ANALYST DIRECT SUPPORTS	3522945327	Subdivision	27010705
ALTDC	ARNOLD,BRYAN PAUL, UFHEALTH IT ASSET MANAGEMENT ADMIN SHANDS	3525941213	Department	29150000
ALTDC	ARNOLD,BRYAN PAUL, UFHEALTH IT ASSET MANAGEMENT ADMIN SHANDS	3525941213	Department	29660000
ALTDC	ARNOLD,BRYAN PAUL, UFHEALTH IT ASSET MANAGEMENT ADMIN SHANDS	3525941213	Department	29670000
ALTDC	ARNOLD,BRYAN PAUL, UFHEALTH IT ASSET MANAGEMENT ADMIN SHANDS	3525941213	Department	29300000

MY CONTACTS

ADD USER

NAME	ROLE	DEPTID
Auer,Elizabeth D	PC	13500000
Bedell,Todd F	DC	13040000
Caple,Elizabeth	PC	13020000
Caple,Elizabeth	PC	13020100
Caple,Elizabeth	PC	13020300
Cordero,Carlos A	DC	13050000
Gresham,Austin Thomas	ALTDC	13040000
Haring,Peter T		
Haring,Peter T		
Haring,Peter T		
Haring,Peter T		
Haring,Peter T		
Haring,Peter T		
Haring,Peter T		
Haring,Peter T		
Haring,Peter T		
Haring,Peter T		

- PC = Property Custodian
- ALTPC = Alternate Property Custodian
- DC = Department Contact
- ALTDC = Alternate Department Contact
- IT = IT Contact
- WH\_STAFF = Warehouse Staff
- WH\_ADMIN = Warehouse Admin
- AM\_STAFF = Asset Management Staff
- AM\_ADMIN = Asset Management Admin

UF

# Requests



**NEW ASSET**

# REQUESTS

## NEW ASSET

The screenshot displays the 'New Asset Requests' page in the UF myAssets system. The interface includes a sidebar on the left with navigation links: Home, My Inbox, Worklists, Requests (expanded), Tools, Reports, and Help. The 'Requests' menu is further divided into Decal, Disposal, Foreign Travel, New Asset (highlighted), Surplus, Transfer, and User. The top navigation bar contains a search field labeled 'Search by Decal, Descrip' and a user profile icon labeled 'User'. The main content area has a header with 'New Asset Requests' and a greeting 'Good Evening User!'. Below the header, there are two buttons: 'Create New Asset Request' (green) and 'Add Attractive Asset' (blue), which are highlighted with a red box. The main content area also features a 'Filter Requests' search bar and a table with columns: REQ #, DATE, REQUESTED BY, TYPE, CHARTFIELD, DESCRIPTION, STATUS, and PDF. The table currently shows no data rows.

UF myAssets

Home My Inbox Worklists Requests Tools Reports Help

Decal Disposal Foreign Travel New Asset Surplus Transfer User

Search by Decal, Descrip User

New Asset Requests Good Evening User!

Create New Asset Request Add Attractive Asset

Pending New Asset Requests New Asset Request History

Filter Requests

REQ #	DATE	REQUESTED BY	TYPE	CHARTFIELD	DESCRIPTION	STATUS	PDF
-------	------	--------------	------	------------	-------------	--------	-----

## GUIDED PRACTICE

## Add Attractive Asset

*DEPT ID	8 Digit Dep	FUND	Fund	PROGRAM	Program
*DESCRIPTION	Description	LONG DESCRIPTION			
*SERIAL					
MODEL	Model	MANUFACTURER	Manufacturer		
CATEGORY		<input type="checkbox"/> SCHEDULABLE			
ECCN	ECCN	<input type="checkbox"/> ITAR			
ACQ DATE		ACQ COST	Cost		
PO	PO	VOUCHER	Voucher		
*BUILDING	Building Name or Number	ROOM	Room		
USER	Search by Name or UFID	<input type="checkbox"/> OFF-SITE			

NOTES

Cancel

Add

## Add an Attractive Asset

1. Go to **Requests > New Asset**
2. Click the blue **Add Attractive Asset** button
3. Add the relevant information  
*Use your DEPT ID*
4. Click **Add**
5. Find your Asset

**UPDATE ASSET INFORMATION**

**GUIDED PRACTICE**

---

# Update the asset's information



**DECALS**

# REQUESTS

The screenshot displays the myAssets web application interface. On the left is a dark blue navigation sidebar with the UF logo and 'myAssets' text. The sidebar contains menu items: Home, My Inbox, Worklists, Requests (highlighted with a yellow box), Tools, Reports, and Help. The main content area has a white header with a search bar and a user profile icon. Below the header is an orange banner with the text 'Good Morning User !' and 'Welcome to myAssets'. The dashboard features four asset count cards: Capital Assets (1614), Attractive Assets (1369), Scanned Assets (66), and Unscanned Assets (2917). A 'Worklist Items' sidebar on the right lists various asset-related metrics. The central part of the page shows a 'My Inventory' section with a search filter and a table of asset details.

**myAssets**

- Home
- My Inbox
- Worklists
- Requests**
- Tools
- Reports
- Help

Search by Decal, Descript

Good Morning User !

Welcome to myAssets

Capital Assets: 1614

Attractive Assets: 1369

Scanned Assets: 66

Unscanned Assets: 2917

**Worklist Items**

- 95 Expiring Projects
- 0 Inaccessible Assets
- 77 Inaccessible Locations
- 55 Invalid Locations
- 72 Missing Serials
- 144 Off-Site Certs
- 2974 Unscanned Assets

**My Inventory**

Filter

TAG	DESCRIP	SERIAL
000000286539	HYBRIDIZATION STATION, HS400 P	1107000512
000000286394	SCANNER, GENEPIX 4400A	140128
000000299993	MICROSCOPE, ZEISS AXIOZOOM V16	3957002635
000000298023	USSING CHAMBER, 6 CHANNEL	6B913/57AA0A0F
000000297929	IMAGER, BIODOC IT2 GEL	K117256
000000299917	ARRAY SYS, MED64 MULTI-ELECTRO	MED-CP042016FA01004
000000299022	RESPIROMETER, FLEXIVENT SYST	1197697
000000298954	TRANSMITTER, PH-1 MINI V2 FIBE	S PLA 0004 000033
000000301381	FREEZER, THERMO TLE40086A ULT	1118685601180302
000000301767	IMAGER, CHEMSTUDIO 815 TOUCH	E112158

# REQUESTS

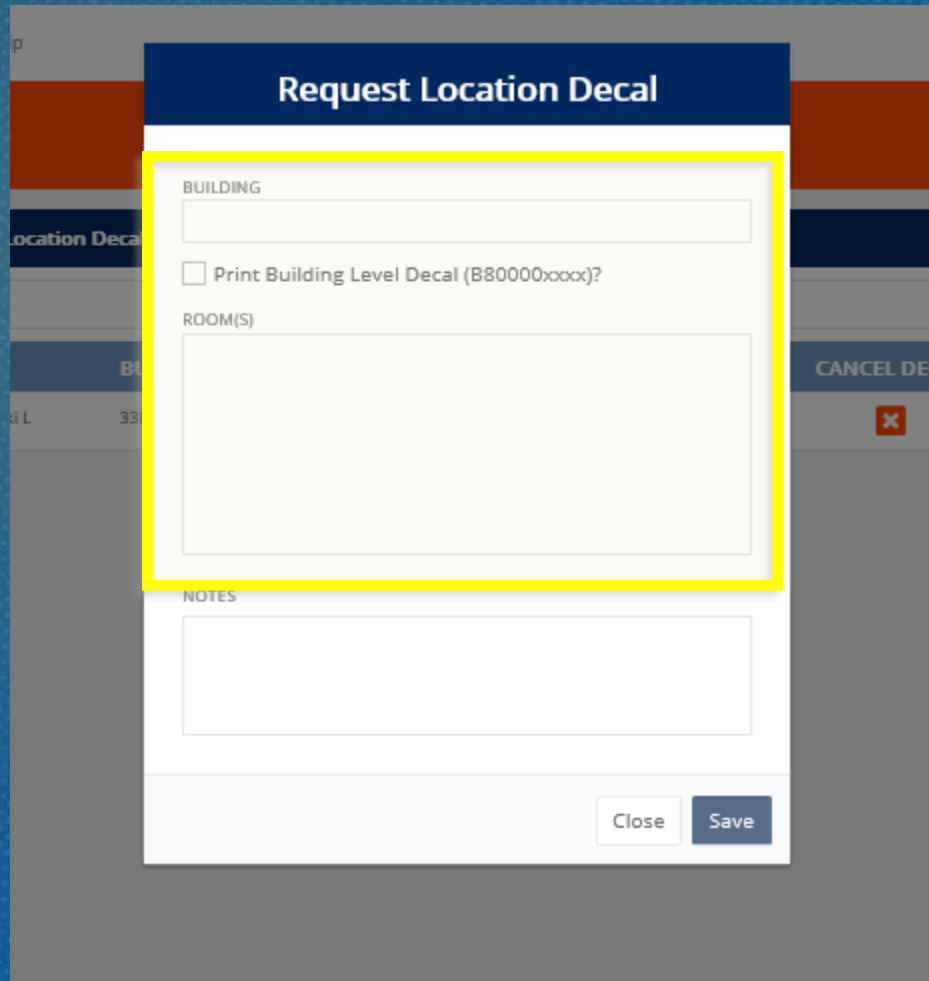
## REQUESTING DECALS

The screenshot shows the 'myAssets' interface for 'Decal Requests'. The top navigation bar includes a search field 'Search by Decal, Descrip' and a user profile 'User'. The main content area features two buttons: 'Request Location Decal' and 'Request Asset Decal', both highlighted with a red border. Below these buttons is a table of requests.

REQ DATE	REQ BY	BUILDING	FL	ROOM	NOTES	CANCEL DECAL
2018-12-20	Lyons,Nikki L	3381 HR Building	02	217A OFFICE		

# REQUESTS

## REQUESTING DECALS



The screenshot shows a web form titled "Request Location Decal". The form is divided into several sections: "BUILDING" with a text input field, a checkbox labeled "Print Building Level Decal (B80000xxxx)?", "ROOM(S)" with a larger text input field, and "NOTES" with another text input field. At the bottom right, there are "Close" and "Save" buttons. A yellow rectangular highlight is drawn around the "BUILDING" and "ROOM(S)" input fields.

Use building number or name to find and select building, then select individual room or multiple rooms by holding down the control key.

# REQUESTS

## REQUESTING DECALS

**Request Asset Decal**

**DATE** Thu Dec 20 2018

**TAGNUMBER**

Search for a tagnumber

**REASON**

Please enter a reason for needing a duplicate decal

Close Save

For an Asset Decal request, you will need to include reason why a duplicate decal is needed.

## GUIDED PRACTICE

---

# Request a decal for the asset

1. Search for this decal number:  
000000272761

TRANSFER

# REQUESTS

## REQUESTING SURPLUS TRANSFER

UF myAssets

Home  
My Inbox  
Worklists  
Requests  
Decal  
Disposal  
Foreign Travel  
New Asset  
Surplus  
Transfer  
User

Tools  
Reports  
Help

Search by Decal, Descrip

Good Afternoon User!

Start New Transfer

Pending Transfers Transfer History

Search Requests

TRAN #	DATE	ASSETS	CURRENT	NEW	PDF	STATUS
23415	2018-12-11	000000230652 - MONITOR, HEMODYNAMIC LIDCO PLU	28000000	28010000		WAITING ON CG APPROVAL
23418	2018-12-11	000000219491 - HOOD, PURIF 4' CLASS II W/STAN	28000000	28010000		WAITING ON CG APPROVAL
23414	2018-12-11	4910IF124169 - CRYOSTAT W/VAC & PELTIER PLATE 4910IF117915 - ISOLATOR, BIOLOGICAL 4910IF117916 - ISOLATOR, BIOLOGICAL 4910IF117917 - ISOLATOR, BIOLOGICAL 4910IF117918 - ISOLATOR, BIOLOGICAL 4910IF117919 - ISOLATOR BIOLOGICAL 4910IF117921 - ISOLATOR BIOLOGICAL 4910IF117922 - ISOLATOR, BIOLOGICAL 4910IF117923 - ISOLATOR, BIOLOGICAL 4910IF117924 - ISOLATOR, BIOLOGICAL 4910IF117925 - ISOLATOR, BIOLOGICAL 4910IF117926 - ISOLATOR, BIOLOGICAL 4910IF117927 - ISOLATOR, BIOLOGICAL 4910IF117928 - ISOLATOR, BIOLOGICAL	28000000	28040000		WAITING ON CG APPROVAL
23334	2018-11-19			28011600		WAITING ON OLD DEPT
15233	2013-09-19		64405002	28010000		WAITING ON CG APPROVAL



GUIDED PRACTICE

---

# Request a Surplus Transfer

DISPOSAL

# REQUESTS

## REQUESTING DISPOSALS

- Home
- My Inbox
- Worklists
- Requests
  - Decal
  - Disposal**
  - Foreign Travel
  - New Asset
  - Surplus
  - Transfer
  - User
- Tools
- Reports
- Help

← 
📧 👤 User

Disposal Requests
Good Morning User!

Start New Disposal

Pending Disposals
 Disposal History

📄

ID #	DATE	TYPE	ASSETS	STATUS	PDF
256	2018-12-19	Return to Vendor	4910HC117051 - PROBE, AUSONIC CARDIAC/ABDOMIN	PENDING ASSET MANAGEMENT APPROVAL	
261	2018-12-19	Cannibalized	0000002405B1 - CENTRIFUGE, COBE 2991 CELL WAS	PENDING ASSET MANAGEMENT APPROVAL	
231	2018-12-18	Cannibalized	4910HC141283 - FREEZER, ULTRA-LOW TEMP	PENDING ASSET MANAGEMENT APPROVAL	
216	2018-12-18	Cannibalized		SAVED	
218	2018-12-18	Cannibalized	4910HC143919 - VIDEO BRONCHOSCOPE	PENDING ASSET MANAGEMENT APPROVAL	
220	2018-12-18	Cannibalized	000000295540 - INCUBATOR, HERACELL 150I CO2 D 000000206482 - LSC, MICROBETA TRILUX 6 DETECT	PENDING ASSET MANAGEMENT APPROVAL	
242	2018-12-18	Return to Funding Agency	000000280457 - FREEZER, SO-LOW UPRIGHT -85C	PENDING DEAN APPROVAL	
222	2018-12-18	Cannibalized	000000294500 - AV, CLINICAL TECH LAB RACK 2 4910HC132067 - CAMERA, NIKON DIGITAL 114K	PENDING ASSET MANAGEMENT APPROVAL	
233	2018-12-18	Cannibalized	4910HC141285 - TRANSDUCER, 13L5	PENDING ASSET MANAGEMENT APPROVAL	
228	2018-12-18	Cannibalized	000000294500 - AV, CLINICAL TECH LAB RACK 2 000000295477 - MICROPLATE READER, SYNERGY H1M	PENDING ASSET MANAGEMENT APPROVAL	
215	2018-12-17	Donate to University	000000208138 - QUATTRO-CONFIG LASER	PENDING DEAN APPROVAL	
205	2018-12-13	Abandonement		SAVED	
174	2018-12-12	Cannibalized	000000201570 - MICROSCOPE, OLYMPUS BX41	PENDING ASSET MANAGEMENT APPROVAL	
171	2018-12-12	Cannibalized		SAVED	

# REQUESTS

## REQUESTING DISPOSALS

Search by Decal, Descrip

Good Morning User!

Start New Disposal

Pending Disposals Disposal History

Filter Requests

ID #	DATE	TYPE	ASSETS	STATUS	PDF
158	2018-12-11	Cannibalized	F00007345 - TABLET, VENUE 11 PRO 5130	APPROVED	
153	2018-12-03	Cannibalized	000000237675 - DESK UNIT, KIMBALL PRESIDENT	APPROVED	

## Categorization

[View List](#)

What type of disposal request would you like to create?

Cannibalized



Return to Vendor



Return to Funding Agency



Trade-In



Casualty Loss



Abandonment



Recycled



Sold



Lost



Stolen



Improperly Disposed



Transfer to State/Federal Agency



Donated to University



Decal Correction



Surplus



**GUIDED PRACTICE**

---

# Submit a Request for Disposal

**SURPLUS**

**GUIDED PRACTICE**

---

# Request a Surplus Transfer

This will go in the warehouse section



# SURPLUS

## SURPLUS PICKUP REQUEST

### Add Asset to Request

\*QTY

\*DESCRIPTION

1

Box of hard drives

Item is in **working condition**.

Item is **overweight/oversize**.

Item needs to be **cleared by EHS**.

Overweight and oversize items are anything over 80lbs or 5ft (any dimension). Examples include: refrigerators, desks, etc.

Cancel

Add Item

## INDEPENDENT PRACTICE

---

1. Add an asset
  2. Update the asset's information
  3. Request a Surplus Pickup
- 
1. Request an authorized warehouse user

**USERS**

GUIDED PRACTICE

---

# Request a New User

GUIDED PRACTICE

---

# Request an Alternate Contact

**FOREIGN TRAVEL**

---

Questions?

Questions?

Questions?

**QUESTIONS?**

Questions?

Questions?



TIME FOR A BREAK





UF

# Worklists

SUBTITLE OR FURTHER DESCRIPTION,  
AS NECESSARY – CAN BE MULTIPLE LINES



# WORKLISTS

## MAIN NAVIGATION MENU

The screenshot displays the myAssets application interface. On the left is a dark blue navigation sidebar with the UF logo and 'myAssets' text. Below the logo are menu items: Home, My Inbox, Worklists (highlighted with a yellow box), Requests, Tools, Reports, and Help. The main content area has a white header with a search bar and a user profile icon. Below the header is an orange banner with the text 'Good Morning User !' and 'Welcome to myAssets'. The dashboard features four summary cards: Capital Assets (1614), Attractive Assets (1369), Scanned Assets (66), and Unscanned Assets (2917). Below these is a 'My Inventory' section with a search filter and a table of assets. On the right, a 'Worklist Items' sidebar lists various asset categories and counts.

**Navigation Menu:**

- Home
- My Inbox
- Worklists**
- Requests
- Tools
- Reports
- Help

**Summary Cards:**

- Capital Assets: 1614
- Attractive Assets: 1369
- Scanned Assets: 66
- Unscanned Assets: 2917

**My Inventory Table:**

TAG	DESCRIP	SERIAL
000000286539	HYBRIDIZATION STATION, HS400 P	1107000512
000000286394	SCANNER, GENEPIX 4400A	140128
000000299993	MICROSCOPE, ZEISS AXIOZOOM V16	3957002635
000000298023	USSING CHAMBER, 6 CHANNEL	6B913/57AA0A0F
000000297929	IMAGER, BIODOC IT2 GEL	K117256
000000299917	ARRAY SYS, MED64 MULTI-ELECTRO	MED-CP042016FA01004
000000299022	RESPIROMETER, FLEXIVENT SYST	1197697
000000298954	TRANSMITTER, PH-1 MINI V2 FIBE	S PLA 0004 000033
000000301381	FREEZER, THERMO TLE40086A ULT	1118685601180302
000000301767	IMAGER, CHEMSTUDIO 815 TOUCH	E112158

**Worklist Items:**

- 95 Expiring Projects
- 0 Inaccessible Assets
- 77 Inaccessible Locations
- 55 Invalid Locations
- 72 Missing Serials
- 144 Off-Site Certs
- 2974 Unscanned Assets

**EXPIRING PROJECTS**

# WORKLISTS

## EXPIRING PROJECTS

- Home
- My Inbox
- Worklists
  - Expiring Projects
  - Inaccessible Assets
  - Inaccessible Locations
  - Invalid Locations
  - Missing Serials
  - Off-Site Certs
  - Unscanned
- Requests

← Search by Decal, Descript 🔍 User

Expiring Projects
Good Morning User !

**PLEASE NOTE**

Assets appear on this list for any project that has been closed or will expire in the next 30 days.


Highlighted assets have already passed the project end date. Assets with different custodians must be put on different transfer requests.

Transfer Selected

TAG	DESCRIP	SERIAL	ACQ DATE	ACQ COST	PROJECT ID	PRJ END DATE	CUSTODIAN
<input type="checkbox"/>	000000219491 HOOD, PURIF 4' CLASS II W/STAN	060352127	2006-03-31	\$5,601.00	00045931	2017-11-08	Custodian Name
<input type="checkbox"/>	000000224802 MICROSCOPE SYSTEM, ELECTROPH	740090	2006-06-26	\$43,100.98	P0054296	2018-01-31	Custodian Name
<input type="checkbox"/>	000000227122 MICROSCOPE, OLYMPUS BX41 DUAL	6C21642	2006-09-15	\$11,739.15	00044617	2009-04-30	Custodian Name
<input type="checkbox"/>	000000249403 FREEZER, UPRIGHT ULTRA LOW	08040056	2008-07-18	\$7,820.00	00044559	2018-03-22	Custodian Name
<input type="checkbox"/>	000000256873 MICROSCOPE, LEICA DM2000	308509-012009	2009-04-06	\$18,248.50	00081435	2010-08-28	Custodian Name
<input type="checkbox"/>	000000262748 CAMERA, LEICA DFC420	412123509	2009-10-07	\$5,220.28	00082270	2013-06-09	Custodian Name

# WORKLISTS

## EXPIRING PROJECTS



Search by Decal, Descript

User

Expiring Projects
Good Morning User !

**PLEASE NOTE**  
 Assets appear on this list for any project that has been closed or will expire in the next 30 days.  
  
 Highlighted assets have already passed the project end date. Assets with different custodians must be put on different transfer requests.

Transfer Selected

TAG	DESCRIP	SERIAL	ACQ DATE	ACQ COST	PROJECT ID	PRJ END DATE	CUSTODIAN
<input checked="" type="checkbox"/>	000000219491 HOOD, PURIF 4' CLASS II W/STAN	060352127	2006-03-31	\$5,601.00	00045931	2017-11-08	Custodian Name
<input type="checkbox"/>	000000224802 MICROSCOPE SYSTEM, ELECTROPH	740090	2006-06-26	\$43,100.98	P0054296	2018-01-31	Custodian Name
<input type="checkbox"/>	000000227122 MICROSCOPE, OLYMPUS BX41 DUAL	6C21642	2006-09-15	\$11,739.15	00044617	2009-04-30	Custodian Name
<input type="checkbox"/>	000000249403 FREEZER, UPRIGHT ULTRA LOW	08040056	2008-07-18	\$7,820.00	00044559	2018-03-22	Custodian Name
<input type="checkbox"/>	000000256873 MICROSCOPE, LEICA DM2000	308509-012009	2009-04-06	\$18,248.50	00081435	2010-08-28	Custodian Name
<input type="checkbox"/>	000000262748 CAMERA, LEICA DFC420	412123509	2009-10-07	\$5,220.28	00082270	2013-06-09	Custodian Name

- Home
- My Inbox
- Worklists
  - Expiring Projects
  - Inaccessible Assets
  - Inaccessible Locations
  - Invalid Locations
  - Missing Serials
  - Off-Site Certs
  - Unscanned
- Requests

## INACCESSIBLE LOCATIONS

# WORKLISTS

## INACCESSIBLE LOCATION CERTIFICATION

Search by Decal, Descripti
User

Inaccessible Certifications
Good Morning User!

**PLEASE NOTE**  
All inaccessible locations must be verified **each** fiscal year. Inaccessible location verifications must be approved by Asset Management before you can submit your Inaccessible Inventory.

Certify Selected Assets

Request Inaccessible Location

Locations
Inventory

<input type="checkbox"/>	TAGNUMBER	DESCRIPTION	SERIAL	LOCATION	CUSTODIAN	STATUS
<input type="checkbox"/>	000000295108	FREEZER, FORMA 88300 ULT	0124984601150821	0203 Communicore - CB-072 ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000295274	SHAKER/INCUBATOR, IS-1010R COO	15N205LFBC120	0203 Communicore - CB-072 ANIMAL QUARTERS	Custodian Name	APPROVED
<input type="checkbox"/>	000000288468	FREEZER, REVCO -86C UXF 300BX	012430450112626	0203 Communicore - CB-074 ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000295105	SHAKER/INCUBATOR, INNOVA 445	5144DN002130	0203 Communicore - CB-079 ANIMAL QUARTERS	Custodian Name	NEEDS CERTIFICATION
<input type="checkbox"/>	000000295107	FREEZER, REVCO UXF500 86DW	0148127801150922	0203 Communicore - CB-079 ANIMAL QUARTERS	Custodian Name	NEEDS CERTIFICATION
<input type="checkbox"/>	000000298041	INHALATION EXPOSURE SYSTEM	11342186	0203 Communicore - CB-079 ANIMAL QUARTERS	Custodian Name	NEEDS CERTIFICATION
<input type="checkbox"/>	000000298679	CENTRIFUGE, SORVALL RC-5C PLUS	10201380	0203 Communicore - CB-079 ANIMAL QUARTERS	Custodian Name	NEEDS CERTIFICATION
<input type="checkbox"/>	000000248897	CAGE, MONKEY CLEAR ACRYLIC	NO SERIAL	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000262397	CAGE, METABOLIC FOR 6 MICE	090709	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000292117	COUNTER, PARTICLE TSI 3775	B008399	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000292802	ELECTROSTATIC CLASSIFIER, DMA	77A-0608	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000292955	GENERATOR, GRAPHITE AEROSOL	UNAVAILABLE	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000292970	CHROMATOGRAPH, GAS CUSTOM	CN14213097	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000293882	PLETHYSMOGRAPHY SYS, REAL-TIME	12755/13410	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	4910HC140705	CAGE, MONKEY METABOLISM	NONE	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	4910HC142119	INHALATION EXPOSURE SYSTEM	NONE	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION

Requests
Tools
Reports
Help

# WORKLISTS

## INACCESSIBLE LOCATION CERTIFICATION

- Home
- My Inbox
- Worklists
- Expiring Projects
- Inaccessible Assets
- Inaccessible Locations**
- Invalid Locations
- Missing Serials
- Off-Site Certs
- Unscanned
- Requests
- Tools
- Reports
- Help

← Search by Decal, Descripti
🔔 👤 User

**Inaccessible Certifications**
Good Morning User!

**PLEASE NOTE**  
All inaccessible locations must be verified **each** fiscal year. Inaccessible location verifications must be approved by Asset Management before you can submit your Inaccessible Inventory.

Certify Selected Assets

Request Inaccessible Location

📍 Locations
🔒 Inventory


📄

	TAGNUMBER	DESCRIPTION	SERIAL	LOCATION	CUSTODIAN	STATUS
<input checked="" type="checkbox"/>	000000295108	FREEZER, FORMA 88300 ULT	0124984601150821	0203 Communicore - CB-072 ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000295274	SHAKER/INCUBATOR, IS-1010R COO	15N205LFBC120	0203 Communicore - CB-072 ANIMAL QUARTERS	Custodian Name	APPROVED
<input type="checkbox"/>	000000288468	FREEZER, REVCO -86C UXF 300BX	012430450112626	0203 Communicore - CB-074 ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000295105	SHAKER/INCUBATOR, INNOVA 445	5144DN002130	0203 Communicore - CB-079 ANIMAL QUARTERS	Custodian Name	NEEDS CERTIFICATION
<input type="checkbox"/>	000000295107	FREEZER, REVCO UXF500 86DW	0148127801150922	0203 Communicore - CB-079 ANIMAL QUARTERS	Custodian Name	NEEDS CERTIFICATION
<input type="checkbox"/>	000000298041	INHALATION EXPOSURE SYSTEM	11342186	0203 Communicore - CB-079 ANIMAL QUARTERS	Custodian Name	NEEDS CERTIFICATION
<input type="checkbox"/>	000000298679	CENTRIFUGE, SORVALL RC-5C PLUS	10201380	0203 Communicore - CB-079 ANIMAL QUARTERS	Custodian Name	NEEDS CERTIFICATION
<input type="checkbox"/>	000000248897	CAGE, MONKEY CLEAR ACRYLIC	NO SERIAL	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000262397	CAGE, METABOLIC FOR 6 MICE	090709	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000292117	COUNTER, PARTICLE TSI 3775	B008399	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000292802	ELECTROSTATIC CLASSIFIER, DMA	77A-0608	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000292955	GENERATOR, GRAPHITE AEROSOL	UNAVAILABLE	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000292970	CHROMATOGRAPH, GAS CUSTOM	CN14213097	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000293882	PLETHYSMOGRAPHY SYS, REAL-TIME	12755/13410	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	4910HC140705	CAGE, MONKEY METABOLISM	NONE	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	4910HC142119	INHALATION EXPOSURE SYSTEM	NONE	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION



# WORKLISTS

## INACCESSIBLE LOCATION CERTIFICATION



Search by Decal, Descripti

**Inaccessible Certifications**

Good Morning User!

User

**PLEASE NOTE**  
All inaccessible locations must be verified *each* fiscal year. Inaccessible location verifications must be approved by Asset Management before you can submit your Inaccessible Inventory.

Certify Selected Assets

Request Inaccessible Location

Locations Inventory

Search Assets

<input type="checkbox"/>	TAGNUMBER	DESCRIPTION	SERIAL	LOCATION	CUSTODIAN	STATUS
<input type="checkbox"/>	000000295108	FREEZER, FORMA 88300 ULT	0124984601150821	0203 Communicore - CB-072 ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000295274	SHAKER/INCUBATOR, IS-1010R COO	15N205LFBC120	0203 Communicore - CB-072 ANIMAL QUARTERS	Custodian Name	APPROVED
<input type="checkbox"/>	000000288468	FREEZER, REVCO -86C UXF 300BX	012430450112626	0203 Communicore - CB-074 ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000295105	SHAKER/INCUBATOR, INNOVA 445	5144DN002130	0203 Communicore - CB-079 ANIMAL QUARTERS	Custodian Name	NEEDS CERTIFICATION
<input type="checkbox"/>	000000295107	FREEZER, REVCO UXF500 86DW	0148127801150922	0203 Communicore - CB-079 ANIMAL QUARTERS	Custodian Name	NEEDS CERTIFICATION
<input type="checkbox"/>	000000298041	INHALATION EXPOSURE SYSTEM	11342186	0203 Communicore - CB-079 ANIMAL QUARTERS	Custodian Name	NEEDS CERTIFICATION
<input type="checkbox"/>	000000298679	CENTRIFUGE, SORVALL RC-5C PLUS	10201380	0203 Communicore - CB-079 ANIMAL QUARTERS	Custodian Name	NEEDS CERTIFICATION
<input type="checkbox"/>	000000248897	CAGE, MONKEY CLEAR ACRYLIC	NO SERIAL	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000262397	CAGE, METABOLIC FOR 6 MICE	090709	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000292117	COUNTER, PARTICLE TSI 3775	B008399	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000292802	ELECTROSTATIC CLASSIFIER, DMA	77A-0608	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000292955	GENERATOR, GRAPHITE AEROSOL	UNAVAILABLE	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000292970	CHROMATOGRAPH, GAS CUSTOM	CN14213097	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000293882	PLETHYSMOGRAPHY SYS, REAL-TIME	12755/13410	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	4910HC140705	CAGE, MONKEY METABOLISM	NONE	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	4910HC142119	INHALATION EXPOSURE SYSTEM	NONE	0203 Communicore - CB-100E ANIMAL QUARTERS	Custodian Name	NEEDS LOCATION VERIFICATION

- Home
- My Inbox
- Worklists
  - Expiring Projects
  - Inaccessible Assets
  - Inaccessible Locations
  - Invalid Locations
  - Missing Serials
  - Off-Site Certs
  - Unscanned
- Requests
- Tools
- Reports
- Help

# INACCESSIBLE ASSETS

# WORKLISTS

## INACCESSIBLE ASSETS – SORT BY STATUS

- Home
- My Inbox
- Worklists
- Expiring Projects
- Inaccessible Assets
- Inaccessible Locations
- Invalid Locations
- Missing Serials
- Off-Site Certs
- Unscanned
- Requests
- Tools
- Reports
- Help

Inaccessible Certifications
Good Morning User!

**PLEASE NOTE**  
All inaccessible locations must be verified *each* fiscal year. Inaccessible location verifications must be approved by Asset Management before you can submit your Inaccessible Inventory.

Certify Selected Assets


Request Inaccessible Location

Locations
Inventory

	TAGNUMBER	DESCRIPTION	SERIAL	LOCATION	CUSTODIAN	STATUS
<input type="checkbox"/>	000000295108	FREEZER, FORMA 88300 ULT	0124984601150821	0203 Communicore - CB-072 ANIMAL QUARTERS		NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000295274	SHAKER/INCLUBATOR, IS-1010R COO	15N205LFBC120	0203 Communicore - CB-072 ANIMAL QUARTERS		APPROVED
<input type="checkbox"/>	000000288468	FREEZER, REVCO -86C LXF 300BX	012430450112626	0203 Communicore - CB-074 ANIMAL QUARTERS		NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000295105	SHAKER/INCLUBATOR, INNOVA 445	S144DN002130	0203 Communicore - CB-079 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	000000295107	FREEZER, REVCO LXF500 86DW	0148127801150922	0203 Communicore - CB-079 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	000000298041	INHALATION EXPOSURE SYSTEM	11342186	0203 Communicore - CB-079 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	000000298679	CENTRIFUGE, SORVALL RC-5C PLUS	10201380	0203 Communicore - CB-079 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	000000248897	CAGE, MONKEY CLEAR ACRYLIC	NO SERIAL	0203 Communicore - CB-100E ANIMAL QUARTERS		NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000262397	CAGE, METABOLIC FOR 6 MICE	090709	0203 Communicore - CB-100E ANIMAL QUARTERS		NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000292117	COUNTER, PARTICLE TSI 3775	B008399	0203 Communicore - CB-100E ANIMAL QUARTERS		NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000292802	ELECTROSTATIC CLASSIFIER, DIMA	77A-0608	0203 Communicore - CB-100E ANIMAL QUARTERS		NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000292955	GENERATOR, GRAPHITE AEROSOL	UNAVAILABLE	0203 Communicore - CB-100E ANIMAL QUARTERS		NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000292970	CHROMATOGRAPH, GAS CUSTOM	CN14213097	0203 Communicore - CB-100E ANIMAL QUARTERS		NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000293882	PLETHYSMOGRAPHY SYS, REAL-TIME	12755/13410	0203 Communicore - CB-100E ANIMAL QUARTERS		NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	4910HC140705	CAGE, MONKEY METABOLISM	NONE	0203 Communicore - CB-100E ANIMAL QUARTERS		NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	4910HC142119	INHALATION EXPOSURE SYSTEM	NONE	0203 Communicore - CB-100E ANIMAL QUARTERS		NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000300793	STERILIZER, AMSCO 250LS STEAM	032891717	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION

# WORKLISTS

## INACCESSIBLE ASSETS





- Home
- My Inbox
- Worklists
- Expiring Projects
- Inaccessible Assets
- Inaccessible Locations
- Invalid Locations
- Missing Serials
- Off-Site Certs
- Unscanned
- Requests
- Tools
- Reports
- Help

Search by Decal, Descrip
User

Inaccessible Certifications
Good Morning User!

**PLEASE NOTE**  
All inaccessible locations must be verified *each* fiscal year. Inaccessible location verifications must be approved by Asset Management before you can submit your Inaccessible Inventory.

 Certify Selected Assets


 Request Inaccessible Location

Locations Inventory

	TAGNUMBER	DESCRIPTION	SERIAL	LOCATION	CUSTODIAN	STATUS
<input type="checkbox"/>	000000295274	SHAKER/INCUBATOR, IS-1010R COO	15N205LFBC120	0203 Communicore - CB-072 ANIMAL QUARTERS		APPROVED
<input type="checkbox"/>	000000295105	SHAKER/INCUBATOR, INNOVA 445	S144DN002130	0203 Communicore - CB-079 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	000000295107	FREEZER, REVCO LXF500 96DW	014B127801150922	0203 Communicore - CB-079 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	000000298041	INHALATION EXPOSURE SYSTEM	11342186	0203 Communicore - CB-079 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	000000298679	CENTRIFUGE, SORVALL RC-SC PLUS	10201380	0203 Communicore - CB-079 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	000000300793	STERILIZER, AMSCO 250LS STEAM	032B91717	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	4910HC129743	ISOLATOR, MARK 1 RESEARCH	NONE	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	4910HC129799	ISOLATOR, MARK 1 RESEARCH	NONE	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	4910IF117922	ISOLATOR, BIOLOGICAL	#007	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	4910IF117923	ISOLATOR, BIOLOGICAL	#10	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	4910IF117924	ISOLATOR, BIOLOGICAL	#6	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	4910IF117925	ISOLATOR, BIOLOGICAL	#5	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	4910IF117926	ISOLATOR, BIOLOGICAL	#4	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	4910IF117927	ISOLATOR, BIOLOGICAL	#1	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	4910IF117928	ISOLATOR, BIOLOGICAL	#2	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	000000301035	STERILIZER, AMSCO BSL3 CENTURY	1217017	1017 Veterinary Academic Bldg - V3-213A RESEARCH LAB SERVICE		NEEDS CERTIFICATION
<input type="checkbox"/>	4910HC128605	CENTRIFUGE, CENTRA CL3R W/ACCS	3750071B	1017 Veterinary Academic Bldg - V3-213C RESEARCH LAB		NEEDS CERTIFICATION

# WORKLISTS

## VERIFIED INACCESSIBLE LOCATIONS



- Home
- My Inbox
- Worklists
- Expiring Projects
- Inaccessible Assets
- Inaccessible Locations
- Invalid Locations
- Missing Serials
- Off-Site Certs
- Unscanned
- Requests
- Tools
- Reports
- Help

← Search by Decal, Descrip

Inaccessible Certifications
Good Morning User!

**PLEASE NOTE**  
All inaccessible locations must be verified *each* fiscal year. Inaccessible location verifications must be approved by Asset Management before you can submit your Inaccessible Inventory.

📍 Locations
🔒 Inventory

X

<input type="checkbox"/>	TAGNUMBER	DESCRIPTION	SERIAL	LOCATION	CUSTODIAN	STATUS
<input type="checkbox"/>	00000295274	SHAKER/INCUBATOR, IS-1010R COO	15N205LFBC120	0203 Communicore - CB-072 ANIMAL QUARTERS		APPROVED
<input type="checkbox"/>	00000295105	SHAKER/INCUBATOR, INNOVA 445	S144DN002130	0203 Communicore - CB-079 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	00000295107	FREEZER, REVCO LXF500 96DW	014B127801150922	0203 Communicore - CB-079 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	00000298041	INHALATION EXPOSURE SYSTEM	11342186	0203 Communicore - CB-079 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	00000298679	CENTRIFUGE, SORVALL RC-SC PLUS	10201380	0203 Communicore - CB-079 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	00000300793	STERILIZER, AMSCO 250LS STEAM	032B91717	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	910HC129743	ISOLATOR, MARK 1 RESEARCH	NONE	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	910HC129799	ISOLATOR, MARK 1 RESEARCH	NONE	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	910IF117922	ISOLATOR, BIOLOGICAL	#007	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	910IF117923	ISOLATOR, BIOLOGICAL	#10	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	910IF117924	ISOLATOR, BIOLOGICAL	#6	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	910IF117925	ISOLATOR, BIOLOGICAL	#5	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	910IF117926	ISOLATOR, BIOLOGICAL	#4	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	910IF117927	ISOLATOR, BIOLOGICAL	#1	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	910IF117928	ISOLATOR, BIOLOGICAL	#2	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	00000301035	STERILIZER, AMSCO BSL3 CENTURY	1217017	1017 Veterinary Academic Bldg - V3-213A RESEARCH LAB SERVICE		NEEDS CERTIFICATION
<input type="checkbox"/>	910HC128605	CENTRIFUGE, CENTRA CL3R W/ACCS	3750071B	1017 Veterinary Academic Bldg - V3-213C RESEARCH LAB		NEEDS CERTIFICATION

🔒 Certify Selected Assets

? Request Inaccessible Location

# WORKLISTS

## REQUEST INACCESSIBLE LOCATION

**myAssets**

- Home
- My Inbox
- Worklists
  - Expiring Projects
  - Inaccessible Assets
  - Inaccessible Locations
  - Invalid Locations
  - Missing Serials
  - Off-Site Certs
  - Unscanned
- Requests
- Tools
- Reports
- Help

**PLEASE NOTE**  
All inaccessible locations must be verified each fiscal year. Inaccessible location verifications must be approved by Asset Management before you can submit your Inaccessible Inventory.

Certify Selected Assets
? Request Inaccessible Location

Locations
Inventory

	TAGNUMBER	DESCRIPTION	SERIAL	LOCATION	CUSTODIAN	STATUS
<input type="checkbox"/>	00000295274	SHAKER/INCUBATOR, IS-1010R COO	15N205LFBC120	0203 Communicore - CB-072 ANIMAL QUARTERS		APPROVED
<input checked="" type="checkbox"/>	910HC128605	CENTRIFUGE, CENTRA CLR W/ACCS	37500718	1017 Veterinary Academic Bldg - V3-213C RESEARCH LAB		NEEDS CERTIFICATION
<input checked="" type="checkbox"/>	00000301035	STERILIZER, AMSCO BSL3 CENTURY	1217017	1017 Veterinary Academic Bldg - V3-213A RESEARCH LAB SERVICE		NEEDS CERTIFICATION
<input checked="" type="checkbox"/>	910IF117928	ISOLATOR, BIOLOGICAL	#2	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input checked="" type="checkbox"/>	910IF117927	ISOLATOR, BIOLOGICAL	#1	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input checked="" type="checkbox"/>	910IF117926	ISOLATOR, BIOLOGICAL	#4	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input checked="" type="checkbox"/>	910IF117925	ISOLATOR, BIOLOGICAL	#5	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input checked="" type="checkbox"/>	910IF117924	ISOLATOR, BIOLOICAL	#6	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input checked="" type="checkbox"/>	910IF117923	ISOLATOR, BIOLOGICAL	#10	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input checked="" type="checkbox"/>	910IF117922	ISOLATOR, BIOLOGICAL	#007	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input checked="" type="checkbox"/>	910HC129799	ISOLATOR, MARK I RESEARCH	NONE	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input checked="" type="checkbox"/>	910HC129743	ISOLATOR, MARK I RESEARCH	NONE	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input checked="" type="checkbox"/>	00000300793	STERILIZER, AMSCO 250LS STEAM	032891717	047B Animal Building - 0026 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input checked="" type="checkbox"/>	00000298679	CENTRIFUGE, SORVALL RC-SC PLUS	10201380	0203 Communicore - CB-079 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input checked="" type="checkbox"/>	00000298041	INHALATION EXPOSURE SYSTEM	11342186	0203 Communicore - CB-079 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input checked="" type="checkbox"/>	00000295107	FREEZER, REVCO LXF500 86DW	0148127801150922	0203 Communicore - CB-079 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input checked="" type="checkbox"/>	00000295105	SHAKER/INCUBATOR, INNOVA 445	S144DN002130	0203 Communicore - CB-079 ANIMAL QUARTERS		NEEDS CERTIFICATION
<input type="checkbox"/>	000000300757	MONITOR, CARDELL TOUCH W/PRINT	RE1170609070	3466 UF PETS - 20 TREATMENT/EXAMINATION		NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000296531	MONITOR, CARDELL TOUCH W/PRINT	RE1160201054	3466 UF PETS - 20 TREATMENT/EXAMINATION		NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000296432	MONITOR, CARDELL TOUCH W/PRT	RE1160201179	3466 UF PETS - 20 TREATMENT/EXAMINATION		NEEDS LOCATION VERIFICATION
<input type="checkbox"/>	000000294603	VENTILATOR, NEWPORT HT70 PLUS	35B1500048	3466 UF PETS - 20 TREATMENT/EXAMINATION		NEEDS LOCATION VERIFICATION

**INVALID LOCATIONS**

# WORKLISTS

## INVALID LOCATIONS

- Home
- My Inbox
- Worklists
  - Expiring Projects
  - Inaccessible Assets
  - Inaccessible Locations
  - Invalid Locations**
  - Missing Serials
  - Off-Site Certs
  - Unscanned
- Requests
- Tools
- Reports
- Help

←

🔔
👤 User

Invalid Locations Worklist
Good Morning User!

Please review the asset information and update the location associated with the asset by clicking on row.

📄

TAG	DESCRIPTION	MODEL	ACQ DATE	ACQ COST	LOCATION
000000058324	KOWA SL-5 SLIT LAMP	-	1991-10-30	\$2,860.00	0215-Veterinary Clinical Sciences, VC-026-RESEARCH LAB
4910HC128561	EXCITER, V-408	-	1999-05-19	\$2,862.40	2000-V. A. Hospital, E360-1-RESEARCH LAB
000000200698	BINOCULAR, OLYMPUS CHT	PHYSIO/CLIN PATH	2004-06-02	\$4,800.00	0215-Veterinary Clinical Sciences, VS-042-DIAGNOSTIC SERVICE LAB
000000203299	MICROSCOPE, OLYMPUS	VMC/CLIN PATH	2004-05-27	\$1,467.00	0215-Veterinary Clinical Sciences, VS-042-DIAGNOSTIC SERVICE LAB
000000203300	MICROSCOPE, OLYMPUS	VMC/CLIN PATH	2004-05-27	\$1,467.00	0215-Veterinary Clinical Sciences, VS-042-DIAGNOSTIC SERVICE LAB
000000209615	MICROSCOPE TEMP CONTROL UNIT	-	2005-04-27	\$1,412.92	0215-Veterinary Clinical Sciences, VC-028-RESEARCH LAB
000000216714	STRAW SEALER, ULTRASEAL 21		2005-11-07	\$2,402.00	0215-Veterinary Clinical Sciences, VC-028-RESEARCH LAB
000000226436	TABLE, ELECTRIC LIFT SS MOBILE		2006-09-25	\$2,250.50	0215-Veterinary Clinical Sciences, VC-007-RESEARCH LAB
000000232876	COMPUTER, DELL OPTIPLEX 745		2007-04-22	\$2,186.50	Location not found
000000232881	COMPUER, DELL LATITUDE D820		2007-04-23	\$2,464.30	0215-Veterinary Clinical Sciences, VS-060-OFFICE
000000233221	SERVER, HP PROLIANT ML310 G4		2007-04-17	\$2,706.22	Location not found
000000246208	UTILITY TABLE, NO VIBRATION		2008-04-15	\$1,033.14	0215-Veterinary Clinical Sciences, VC-028-RESEARCH LAB
000000246239	COMPUTER, DELL PRECISION 690		2008-04-20	\$2,687.83	Location not found
000000246489	TBS Slide Dryer II, Catalog #1		2008-04-18	\$1,291.98	0215-Veterinary Clinical Sciences, VS-040-DIAGNOSTIC SERVICE LAB
000000248380	COMPUTER, DELL OPTIPLEX 755		2008-06-17	\$1,353.10	2000-V. A. Hospital, E360-1-RESEARCH LAB
000000249329	COMPUTER, DELL LATITUDE D430		2008-07-27	\$1,484.70	1017-Veterinary Academic Bldg, V2-112-OFFICE
000000253552	COMPUTER, DELL LATITUDE XT		2008-12-19	\$2,507.46	0215-Veterinary Clinical Sciences, VS-060-OFFICE
000000259863	COMPUTER, DELL LATITUDE E6500		2009-06-17	\$1,031.00	0215-Veterinary Clinical Sciences, VS-041-DIAGNOSTIC SERVICE LAB
000000276462	HDTV, SAMSUNG 46 UN46C LED		2010-08-25	\$1,118.22	0075-CERC, 0002-OFFICE
ATTR28010027	COMPUTER, DELL OPTIPLEX 760				1017-Veterinary Academic Bldg, V1-140A-OFFICE
ATTR28010070	COMPUTER, DELL OPTIPLEX 780 SFF		2010-09-16	\$863.51	0075-CERC, 0002-OFFICE



# WORKLISTS

## INVALID LOCATIONS

**From:** STARS <[space@admin.ufl.edu](mailto:space@admin.ufl.edu)>

**Sent:** Thursday, September 27, 2018 2:50 PM

**To:** @ BA-FPC Facilities Data <[fpdit@admin.ufl.edu](mailto:fpdit@admin.ufl.edu)>

**Cc:** Gator, Albert <[algator@ufl.edu](mailto:algator@ufl.edu)>; Davis, Toi <[tdavis@ufl.edu](mailto:tdavis@ufl.edu)>; Evans, Marley <[evansm@ufl.edu](mailto:evansm@ufl.edu)>; Thomas, Lucas <[lucas@ufl.edu](mailto:lucas@ufl.edu)>; WebHelp <[property@admin.ufl.edu](mailto:property@admin.ufl.edu)>; @ BA-FPC Space Change Requests <[space@admin.ufl.edu](mailto:space@admin.ufl.edu)>

**Subject:** Archived Room Contained Assets

Greetings!

Please be advised that Grazziano, Savannah Teresa has archived a room that contained assets.

### **8004 Office - G Room 0011**

#### **ASSETS**

TAGNUMBER - DESCRIP - SERIAL - DEPTID

000000290677 - ULTRASOUND, IBEX PRO - IP13051286 - 60770000

4910IF127063 - PORTABLE IMAGING SYS ALOKA SSD - M01629 - 60772000

4910IF127525 - ABS DETECTOR - 253S01041 - 60770000

4910IF128016 - SPECTROMETER - 0312U3004008 - 60770000

000000276750 - LAPTOP, DELL LATITUDE E5410 - 28846N1 - 60772000

000000249392 - TRANSDUCER, LINEAR RECTAL - M01879C - 60779000

AT0000003142 - DELL LATITUDE E6330 LAPTOP - 93QJS7Y1 - 60770000

AT0000006480 - DELL LATITUDE LAPTOP E 5440 - 243XF12 - 60776000

AT0000015071 - Laptop - 351NG72 - 60770000

**Notes:** IF016018

# WORKLISTS

## INVALID LOCATIONS

- Home
- My Inbox
- Worklists
  - Expiring Projects
  - Inaccessible Assets
  - Inaccessible Locations
  - Invalid Locations
  - Missing Serials
  - Off-Site Certs
  - Unscanned
- Requests
- Tools
- Reports
- Help

← Search by Decal, Descrip

Invalid Locations Worklist
Good Morning User!

Please review the asset information and update the location associated with the asset by clicking on row.

TAG	DESCRIPTION	MODEL	ACQ DATE	ACQ COST	LOCATION
000000058324	KOWA SL-5 SLIT LAMP	-	1991-10-30	\$2,860.00	0215-Veterinary Clinical Sciences, VC-026-RESEARCH LAB
4910HC128561	EXCITER, V-408	-	1999-05-19	\$2,862.40	2000-V. A. Hospital, E360-1-RESEARCH LAB
000000200698	BINOCULAR, OLYMPUS CHT	PHYSIO/CLIN PATH	2004-06-02	\$4,800.00	0215-Veterinary Clinical Sciences, VS-042-DIAGNOSTIC SERVICE LAB
000000203299	MICROSCOPE, OLYMPUS	VMC/CLIN PATH	2004-05-27	\$1,467.00	0215-Veterinary Clinical Sciences, VS-042-DIAGNOSTIC SERVICE LAB
000000203300	MICROSCOPE, OLYMPUS	VMC/CLIN PATH	2004-05-27	\$1,467.00	0215-Veterinary Clinical Sciences, VS-042-DIAGNOSTIC SERVICE LAB
000000209615	MICROSCOPE TEMP CONTROL UNIT	-	2005-04-27	\$1,412.92	0215-Veterinary Clinical Sciences, VC-028-RESEARCH LAB
000000216714	STRAW SEALER, ULTRASEAL 21		2005-11-07	\$2,402.00	0215-Veterinary Clinical Sciences, VC-028-RESEARCH LAB
000000226436	TABLE, ELECTRIC LIFT SS MOBILE		2006-09-25	\$2,250.50	0215-Veterinary Clinical Sciences, VC-007-RESEARCH LAB
000000232876	COMPUTER, DELL OPTIPLEX 745		2007-04-22	\$2,186.50	Location not found
000000232881	COMPUER, DELL LATITUDE D820		2007-04-23	\$2,464.30	0215-Veterinary Clinical Sciences, VS-060-OFFICE
000000233221	SERVER, HP PROLIANT ML310 G4		2007-04-17	\$2,706.22	Location not found
000000246208	UTILITY TABLE, NO VIBRATION		2008-04-15	\$1,033.14	0215-Veterinary Clinical Sciences, VC-028-RESEARCH LAB
000000246239	COMPUTER, DELL PRECISION 690		2008-04-20	\$2,687.83	Location not found
000000246489	TBS Slide Dryer II, Catalog #1		2008-04-18	\$1,291.98	0215-Veterinary Clinical Sciences, VS-040-DIAGNOSTIC SERVICE LAB
000000248380	COMPUTER, DELL OPTIPLEX 755		2008-06-17	\$1,353.10	2000-V. A. Hospital, E360-1-RESEARCH LAB
000000249329	COMPUTER, DELL LATITUDE D430		2008-07-27	\$1,484.70	1017-Veterinary Academic Bldg, V2-112-OFFICE
000000253552	COMPUTER, DELL LATITUDE XT		2008-12-19	\$2,507.46	0215-Veterinary Clinical Sciences, VS-060-OFFICE
000000259863	COMPUTER, DELL LATITUDE E6500		2009-06-17	\$1,031.00	0215-Veterinary Clinical Sciences, VS-041-DIAGNOSTIC SERVICE LAB
000000276462	HDTV, SAMSUNG 46 UN46C LED		2010-08-25	\$1,118.22	0075-CERC, 0002-OFFICE
ATTR28010027	COMPUTER, DELL OPTIPLEX 760				1017-Veterinary Academic Bldg, V1-140A-OFFICE
ATTR28010070	COMPUTER, DELL OPTIPLEX 780 SFF		2010-09-16	\$863.51	0075-CERC, 0002-OFFICE

# WORKLISTS

## INVALID LOCATIONS

The screenshot displays the 'Edit Asset Info' form for an asset with TAG NUMBER 00000232876. The asset is a DELL OPTIPLEX 700 computer. The form includes various fields for asset details and location information. A dropdown menu for the BUILDING field is open, showing a list of buildings. The building '2210 - Howard Building' is highlighted in red. The 'Save' button is also highlighted in red.

Field	Value
TAG NUMBER	00000232876
TYPE	ATTRACTIVE
DESCRIPTION	COMPUTER, DELL OPTIPLEX 700
LONG DESCRIPTION	
*SERIAL	ACTUAL
MODEL	
MANUFACTURER	G4RKVC1
CATEGORY	
MANUFACTURER	
ECCN	ECCN
ACQ DATE	04-22-2007
ACQ COST	2186.5
PO	PO
VOUCHER	Voucher
DEPT ID	28090000
FUND	Fund
PROGRAM	2200
PROJECT	Project
SOURCE	
BUILDING	2210 - Howard Building
ROOM	Room
USER	0221 - VAB Auditorium
NOTES (Required)	
OFF-SITE	<input type="checkbox"/>

**MISSING SERIALS**

# WORKLISTS

## MISSING SERIALS

UF myAssets

Home  
My Inbox  
Worklists  
Expiring Projects  
Inaccessible Assets  
Inaccessible Locations  
Invalid Locations  
Missing Serials  
Off-Site Certs  
Unscanned  
Requests  
Tools  
Reports  
Help

Search by Decal, Description

Missing Serial Numbers Good Afternoon User!


PLEASE NOTE  
Please update your asset information by clicking on the tag number below to include a serial number where appropriate. If a serial number is not applicable "NONE" should be entered in the serial number field.

Search Inventory

TAG	DESCRIPTION	MODEL	ACQ DATE	ACQ COST	LOCATION
4910HC142547	PRESSURE CATHETER & CABLE		2004-01-28	\$2,635.00	0206-Basic Science, B3-013-RESEARCH LAB
4910HC142973	PRESSURE CATHETER AND INTERFAC		2004-02-18	\$2,385.00	0206-Basic Science, B3-013-RESEARCH LAB
4910HC135300	DRILL, SURGAIRTOME II HANDPIEC		2001-09-13	\$2,865.53	0075-CERC, 269F-SURGERY SERVICE
4910SW002314	SOFTWARE, PCLAMP 9.0 ACQ & ANA		2004-05-26	\$3,024.91	0206-Basic Science, B2-011-RESEARCH LAB
4910HC143925	HIGH TORQUES FOR MINI DRIVER		2004-06-11	\$1,155.78	0075-CERC, 269F-SURGERY SERVICE
4910HC115403	SAW-OSCILLATING		1994-08-15	\$3,747.65	1018-Courtelis Equine Teaching Hosp, VE138-SURGERY
4910SW002151	SOFTWARE, LASERGENE MODULES FO		2002-12-20	\$3,824.00	1017-Veterinary Academic Bldg, V2-243-RESEARCH LAB SERVICE
4910HC129952	WASHER, INSTRUMENT FD-70/600		1999-11-08	\$2,947.54	1018-Courtelis Equine Teaching Hosp, VE138-SURGERY
4910SW001337	SOFTWARE, PCLAMP VER 8		2001-04-13	\$1,114.61	0206-Basic Science, B2-011-RESEARCH LAB
4910HC111388	OPHTHALMASCOPE, INDIRECT HEINE		1993-04-09	\$2,190.00	0215-Veterinary Clinical Sciences, VC-010-RESEARCH LAB
4910HC113226	HEADLIGHT SYST, MOBILE		1994-01-19	\$2,560.00	1018-Courtelis Equine Teaching Hosp, VE127-SURGERY
4910HC114410	VACUUM SYSTEM		1994-04-14	\$1,505.00	1018-Courtelis Equine Teaching Hosp, VE146-SURGERY SERVICE
4910HC115587	SYSTEM, ELECTRO DIAGNOSTICS		1994-05-31	\$2,400.00	1018-Courtelis Equine Teaching Hosp, VE164-TREATMENT/EXAMINATION

# WORKLISTS

## MISSING SERIALS – EXCEL DOWNLOAD




- Home
- My Inbox
- Worklists
  - Expiring Projects
  - Inaccessible Assets
  - Inaccessible Locations
  - Invalid Locations
  - Missing Serials
  - Off-Site Certs
  - Unscanned
- Requests
- Tools
- Reports
- Help

← Search by Decal, Description User

Missing Serial Numbers
Good Afternoon User!

**PLEASE NOTE**  
Please update your asset information by clicking on the tag number below to include a serial number where appropriate. If a serial number is not applicable "NONE" should be entered in the serial number field.

TAG	DESCRIPTION	MODEL	ACQ DATE	ACQ COST	LOCATION
4910HC142547	PRESSURE CATHETER & CABLE		2004-01-28	\$2,635.00	0206-Basic Science, B3-013-RESEARCH LAB
4910HC142973	PRESSURE CATHETER AND INTERFAC		2004-02-18	\$2,385.00	0206-Basic Science, B3-013-RESEARCH LAB
4910HC135300	DRILL, SURGAIRTOME II HANDPIEC		2001-09-13	\$2,865.53	0075-CERC, 269F-SURGERY SERVICE
4910SW002314	SOFTWARE, PCLAMP 9.0 ACQ & ANA		2004-05-26	\$3,024.91	0206-Basic Science, B2-011-RESEARCH LAB
4910HC143925	HIGH TORQUES FOR MINI DRIVER		2004-06-11	\$1,155.78	0075-CERC, 269F-SURGERY SERVICE
4910HC115403	SAW-OSCILLATING		1994-08-15	\$3,747.65	1018-Courtelis Equine Teaching Hosp, VE138-SURGERY
4910SW002151	SOFTWARE, LASERGENE MODULES FO		2002-12-20	\$3,824.00	1017-Veterinary Academic Bldg, V2-243-RESEARCH LAB SERVICE
4910HC129952	WASHER, INSTRUMENT FD-70/600		1999-11-08	\$2,947.54	1018-Courtelis Equine Teaching Hosp, VE138-SURGERY
4910SW001937	SOFTWARE, P-CLAMP VER 8		2001-04-19	\$1,114.61	0206-Basic Science, B2-011-RESEARCH LAB
4910HC111388	OPHTHALMASCOPE, INDIRECT HEINE		1993-04-09	\$2,190.00	0215-Veterinary Clinical Sciences, VC-010-RESEARCH LAB
4910HC113226	HEADLIGHT SYST, MOBILE		1994-01-19	\$2,560.00	1018-Courtelis Equine Teaching Hosp, VE127-SURGERY
4910HC114410	VACUUM SYSTEM		1994-04-14	\$1,505.00	1018-Courtelis Equine Teaching Hosp, VE146-SURGERY SERVICE
4910HC115587	SYSTEM, ELECTRO DIAGNOSTICS		1994-05-31	\$2,400.00	1018-Courtelis Equine Teaching Hosp, VE164-TREATMENT/EXAMINATION



# WORKLISTS

## MISSING SERIALS

- Home
- My Inbox
- Worklists
- Expiring Projects
- Inaccessible Assets
- Inaccessible Locations
- Invalid Locations
- Missing Serials
- Off-Site Certs
- Unscanned
- Requests
- Tools
- Reports
- Help

←

User

Missing Serial Numbers
Good Afternoon User!

**PLEASE NOTE**  
Please update your asset information by clicking on the tag number below to include a serial number where appropriate. If a serial number is not applicable "NONE" should be entered in the serial number field.

TAG	DESCRIPTION	MODEL	ACQ DATE	ACQ COST	LOCATION
4910HC142547	PRESSURE CATHETER & CABLE		2004-01-28	\$2,635.00	0206-Basic Science, B3-013-RESEARCH LAB
4910HC142573	PRESSURE CATHETER AND INTERFAC		2004-02-18	\$2,385.00	0206-Basic Science, B3-013-RESEARCH LAB
4910HC135300	DRILL, SURGAIPTOME II HANDPIEC		2001-09-13	\$2,865.53	0075-CERC, 269F-SURGERY SERVICE
4910SW002314	SOFTWARE, PCLAMP 9.0 ACQ & ANA		2004-05-26	\$3,024.91	0206-Basic Science, B2-011-RESEARCH LAB
4910HC143925	HIGH TORQUES FOR MINI DRIVER		2004-06-11	\$1,155.78	0075-CERC, 269F-SURGERY SERVICE
4910HC115403	SAW-OSCILLATING		1994-08-15	\$3,747.65	1018-Courtelis Equine Teaching Hosp, VE138-SURGERY
4910SW002151	SOFTWARE, LASERGENE MODULES FO		2002-12-20	\$3,824.00	1017-Veterinary Academic Bldg, V2-243-RESEARCH LAB SERVICE
4910HC129952	WASHER, INSTRUMENT FD-70/600		1999-11-08	\$2,947.54	1018-Courtelis Equine Teaching Hosp, VE138-SURGERY
4910SW001937	SOFTWARE, P-CLAMP VER 8		2001-04-19	\$1,114.61	0206-Basic Science, B2-011-RESEARCH LAB
4910HC111388	OPHTHALMASCOPE, INDIRECT HEINE		1993-04-09	\$2,190.00	0215-Veterinary Clinical Sciences, VC-010-RESEARCH LAB
4910HC113226	HEADLIGHT SYST, MOBILE		1994-01-19	\$2,560.00	1018-Courtelis Equine Teaching Hosp, VE127-SURGERY
4910HC114410	VACUUM SYSTEM		1994-04-14	\$1,505.00	1018-Courtelis Equine Teaching Hosp, VE146-SURGERY SERVICE
4910HC115587	SYSTEM, ELECTRO DIAGNOSTICS		1994-05-31	\$2,400.00	1018-Courtelis Equine Teaching Hosp, VE164-TREATMENT/EXAMINATION

# WORKLISTS

## MISSING SERIALS

**UF**  
myAssets

- Home
- My Inbox
- Worklists
  - Expiring Projects
  - Inaccessible Assets
  - Inaccessible Locations
  - Invalid Locations
  - Missing Serials
  - Off-Site Certs
  - Unscanned
- Requests
- Tools
- Reports
- Help

← Search Good Afternoon !

### Edit Asset Info

TAG NUMBER	4910HC142547	TYPE	ATTRACTIVE
DESCRIPTION	PRESSURE CATHETER & CABLE	LONG DESCRIPTION	
*SERIAL	ACTUAL <span style="font-size: small;">▼</span>	123456789	
MODEL	DAVENPORT	MANUFACTURER	ADINSTRUMENTS
CATEGORY	<span style="font-size: small;">▼</span>	<input type="checkbox"/> SCHEDULABLE	
ECCN	ECCN	<input type="checkbox"/> ITAR	
ACQ DATE	01-28-2004 <span style="font-size: small;">📅</span>	ACQ COST	2635
PO	PO	VOUCHER	Voucher
DEPT ID	28052300	FUND	Fund
PROGRAM	2200	PROJECT	Project
SOURCE	Source		
BUILDING	0206 - Basic Science	ROOM	B3-013 - RESEARCH LAB WET
USER	Search by Name or UFID	<input type="checkbox"/> OFF-SITE	
NOTES (Required when modifying serial number)			

Missing

PLEASE NOTE  
Please update number field.

Applicable "NONE" should be entered in the serial

TAG	SEARCH
4910HC142547	
4910HC142973	
4910HC135300	
4910SW002314	
4910HC143925	
4910HC115403	
4910SW002151	
4910HC129952	
4910SW001937	
4910HC111388	
4910HC113226	
4910HC114410	
4910HC115587	
4910HC114414	



# WORKLISTS

## MISSING SERIALS

**Edit Asset Info**

TAG NUMBER: 4910HC142547    TYPE: ATTRACTIVE

DESCRIPTION: PRESSURE CATHETER & CABLE    LONG DESCRIPTION:

**\*SERIAL**: ACTUAL    INACCESSIBLE

MODEL: DAVENPORT    MANUFACTURER: ADINSTRUMENTS

CATEGORY:     SCHEDULABLE

ECCN: ECCN     ITAR

ACQ DATE: 01-28-2004    ACQ COST: 2635

PO: PO    VOUCHER: Voucher

DEPT ID: 28052300    FUND: Fund

PROGRAM: 2200    PROJECT: Project

SOURCE: Source

BUILDING: 0206 - Basic Science    ROOM: B3-013 - RESEARCH LAB WET

USER: Search by Name or UFID     OFF-SITE

NOTES (Required when modifying serial number)

PLEASE NOTE: Please update number field.

Good Afternoon !

Applicable "NONE" should be entered in the serial

Teaching Hosp, VE138-SURGERY

-011-RESEARCH LAB

al Sciences, VC-010-RESEARCH LAB

Teaching Hosp, VE127-SURGERY

Teaching Hosp, VE146-SURGERY SERVICE

Teaching Hosp, VE164-TREATMENT/EXAMINATION

Teaching Hosp, VE146-SURGERY SERVICE

**Hint** – Use your cell phone to take a picture of the serial number when it is in a hard to see location or is too small to read.

## OFF-SITE CERTIFICATIONS

# WORKLISTS

## OFF-SITE CERTIFICATIONS

- Home
- My Inbox
- Worklists
- Expiring Projects
- Inaccessible Assets
- Inaccessible Locations
- Invalid Locations
- Missing Serials
- Off-Site Certs
- Unscanned
- Requests
- Tools
- Reports
- Help

Search by Decal, Descrip
User

Off-Site Certifications
Good Morning User!

**PLEASE NOTE**

Off campus certifications are to be completed *before* an item leaves campus the first time. If the item remains off campus or continues to travel off campus the due date is September 30 of each year. Weekly email reminders are sent to users every Monday, however if you need assistance with getting your users to complete their certification, please contact Asset Management.

Terminated employees will show up in gray and italic. Manual letters can be created by clicking on the user's name.

SOURCE	TAG	DESCRIPTION	SERIAL	MODEL	USER	STATUS
CAP	000000207549	CHASSIS, DNA W/ALPHA ENGINE	EN028661			NEEDS CERTIFICATION
CAP	000000211957	FREEZER, FORMA 905 UPRIGHT	807591			NEEDS CERTIFICATION
ATT	000000212761	MICROSCOPE, OLYMPUS CX41 STUDE	5C11010			NEEDS CERTIFICATION
CAP	000000215337	CHUTE AND TRAILER	NONE			NEEDS CERTIFICATION
CAP	000000218937	VSAT SYS, IDIRECT VEH 1.2 DISH	UNAVAILABLE			NEEDS CERTIFICATION
ATT	000000220640	SCALE RACK, PORTABLE MP 800	MP 800			NEEDS CERTIFICATION
ATT	000000230492	COMPUTER, SONY VAIO LAPTOP	S013000315			NEEDS CERTIFICATION
ATT	ATTR28090446	APPLE, IPAD	DN6FV2RHDKPK			NEEDS CERTIFICATION
ATT	<i>F00000049</i>	<i>COMPUTER, MACBOOK AIR</i>	<i>C02PL0E2GFWL</i>			<i>NEEDS CERTIFICATION</i>
ATT	F00000457	COMPUTER, MACBOOK AIR	C02QM3WEFVH8			NEEDS CERTIFICATION
ATT	F00000691	COMPUTER, MACBOOK PRO	C02R80BZGBWN			NEEDS CERTIFICATION
ATT	F00000846	COMPUTER, SURFACE PRO 4	49679762453			NEEDS CERTIFICATION
ATT	F00000877	COMPUTER, SURFACE PRO 4	61838262453			NEEDS CERTIFICATION
ATT	F00000920	COMPUTER, MACBOOK AIR	C1MS81HCH3QJ			NEEDS CERTIFICATION

# WORKLISTS

## OFF-SITE CERTIFICATIONS

- Home
- My Inbox
- Worklists
- Expiring Projects
- Inaccessible Assets
- Inaccessible Locations
- Invalid Locations
- Missing Serials
- Off-Site Certs
- Unscanned
- Requests
- Tools
- Reports
- Help

Search by Decal, Descrip
User

Off-Site Certifications
Good Morning User!

**PLEASE NOTE**

Off campus certifications are to be completed *before* an item leaves campus the first time. If the item remains off campus or continues to travel off campus the due date is September 30 of each year. Weekly email reminders are sent to users every Monday, however if you need assistance with getting your users to complete their certification, please contact Asset Management.

Terminated employees will show up in gray and italic. Manual letters can be created by clicking on the user's name.

SOURCE	TAG	DESCRIPTION	SERIAL	MODEL	USER	STATUS
CAP	000000207549	CHASSIS, DNA W/ALPHA ENGINE	EN02B661			NEEDS CERTIFICATION
CAP	000000211957	FREEZER, FORMA 905 UPRIGHT	807591			NEEDS CERTIFICATION
ATT	000000212761	MICROSCOPE, OLYMPUS CX41 STUDE	SC11010			NEEDS CERTIFICATION
CAP	000000215337	CHUTE AND TRAILER	NONE			NEEDS CERTIFICATION
CAP	000000218937	VSAT SYS, IDIRECT VEH 1.2 DISH	UNAVAILABLE			NEEDS CERTIFICATION
ATT	000000220640	SCALE RACK, PORTABLE MP 800	MP 800			NEEDS CERTIFICATION
ATT	000000230492	COMPUTER, SONY VAIO LAPTOP	S013000315			NEEDS CERTIFICATION
ATT	ATTR28090446	APPLE, IPAD	DN6FV2RHDKPK			NEEDS CERTIFICATION
ATT	<i>F00000049</i>	<i>COMPUTER, MACBOOK AIR</i>	<i>C02P10E2GFWL</i>			<i>NEEDS CERTIFICATION</i>
ATT	F00000457	COMPUTER, MACBOOK AIR	C02QM3WEFVHB			NEEDS CERTIFICATION
ATT	F00000691	COMPUTER, MACBOOK PRO	C02R808ZG8WN			NEEDS CERTIFICATION
ATT	F00000844	COMPUTER, LATITUDE 7370	7J5DLC2			NEEDS CERTIFICATION
ATT	<i>F00000846</i>	<i>COMPUTER, SURFACE PRO 4</i>	<i>49679762453</i>			<i>NEEDS CERTIFICATION</i>
ATT	<i>F00000877</i>	<i>COMPUTER, SURFACE PRO 4</i>	<i>6183B262453</i>			<i>NEEDS CERTIFICATION</i>
ATT	F00000920	COMPUTER, MACBOOK AIR	C1M5B1HCH3QJ			NEEDS CERTIFICATION

# WORKLISTS

## OFF-SITE CERTIFICATIONS

The screenshot displays the 'Edit Asset Info' modal in the UF myAssets system. The modal is overlaid on a background showing a list of assets and a sidebar with navigation options.

**UF myAssets**

**Off-Site Cert**

**PLEASE NOTE**  
Off campus certifications reminders are sent to user email.

**Terminated employees**

Search Assets

**SOURCE TAG**

SOURCE	TAG
CAP	0000002075
CAP	0000002119
ATT	0000002127
CAP	0000002153
CAP	0000002189
ATT	0000002206
ATT	0000002304
ATT	0000002349
CAP	0000002363
ATT	0000002377
ATT	0000002383
ATT	0000002417
ATT	0000002423
CAP	000000244100
ATT	000000246745

**Edit Asset Info**

**TAG NUMBER** 000000207549 **TYPE** CAPITAL

**DESCRIPTION** CHASSIS, DNA W/ALPHA ENGI **LONG DESCRIPTION**

**\*SERIAL** ACTUAL **EN028661**

**MODEL** **MANUFACTURER** BIO RAD LABORATORIES INC

**CATEGORY** SCIENTIFIC/MEDICAL  SCHEDULABLE

**ECCN** EAR99  ITAR

**DEPT ID** 28050100 **FUND** 102

**PROGRAM** 1100 **PROJECT**

**SOURCE**

**BUILDING** 3052 - FI Caribbean Science Ct **ROOM** 0001 - OFFICE (STANDARD)

**USER**  OFF-SITE

**NOTES (Required when modifying serial number)**

Cancel Save

**Good Morning**

Due date is September 30 of each year. Weekly email reminder.

	STATUS
ire,Peter M	NEEDS CERTIFICATION
ire,Peter M	NEEDS CERTIFICATION
o Jr,Jeffrey Mark	NEEDS CERTIFICATION
Max B	NEEDS CERTIFICATION
h III,John S	NEEDS CERTIFICATION
Max B	NEEDS CERTIFICATION
rtson,Sheilah Ann	NEEDS CERTIFICATION
re,Jose I	NEEDS CERTIFICATION
s,Lisa Lee	NEEDS CERTIFICATION
st,Andrew J	NEEDS CERTIFICATION
Malgorzata A	NEEDS CERTIFICATION
son,Elliott R	NEEDS CERTIFICATION
ella,Rosanna	NEEDS CERTIFICATION
Yowell Jr.,Charles A	NEEDS CERTIFICATION
Jacobson,Elliott R	NEEDS CERTIFICATION

Navigation: Home, My Inbox, Worklists, Expiring Projects, Inaccessible Assets, Inaccessible Locations, Invalid Locations, Missing Serials, Off-Site Certs, Unscanned, Requests, Tools, Reports, Help.

# WORKLISTS

## OFF-SITE CERTIFICATIONS

The screenshot displays the 'myAssets' interface for a specific asset. The asset ID is 000000297929, and it is categorized as 'CAPITAL'. The interface includes a search bar, navigation menu, and several data sections: GENERAL, LOCATION, FINANCIAL, and HISTORY. A red box highlights the 'Edit' button in the top action bar and the 'TRAVELS/OFFSITE' checkbox in the LOCATION section.

**ASSET 000000297929** CAPITAL

Link to OnBase | Decal | **Edit** | Transfer | Pickup | Dispose

**GENERAL**

DESCRIPTION	IMAGER, BIODOC IT2 GEL	SERIAL	K117256
LONG DESCRIPTION	BIODOC IT2 GEL IMAGER W M 20V		
MODEL		MANUFACTURER	UVP
CATEGORY	SCIENTIFIC/MEDICAL	SCHEDULABLE	<input type="checkbox"/>

**LOCATION**

LOCATION: 0206 BASIC SCIENCE BUILDING B2-014 - RESEARCH LAB (WET) (R000018913)

SCANNED: **TRAVELS/OFFSITE**  USER

**FINANCIAL**

ACQ DATE	2016-10-25	ACQ COST	\$6,053.74	PO/VOUCHER	
DEPT-FUND	28050000-211	PROGRAM-SOURCE	2200-G000800	PROJECT	00127556
ECCN		ITAR	<input type="checkbox"/>		

**HISTORY**

- Off-Site Certifications
- Property Updates

**PHOTOS**

**NOTES**

**CONTACTS**

ROLE	NAME	DEPT	PHONE
PC		VM-PHY SCI	352-
ALTPC		VM-PHY SCI	352-
ALTPC		FPC-BA TECHNICAL SERVICES	352-
IT		VM-BUSINESS OFFICE	352-

UNSCANNED

# WORKLISTS

## UNSCANNED INVENTORY

- Home
- My Inbox
- Worklists
- Expiring Projects
- Inaccessible Assets
- Inaccessible Locations
- Invalid Locations
- Missing Serials
- Off-Site Certs
- Unscanned**
- Requests
- Tools
- Reports
- Help

Search by Decal, Descrip
User

Unscanned Inventory
Good Morning User!

SOURCE	TAG	DESCRIPTION	SERIAL	MODEL	LOCATION	OFFSITE
ATT	00000015990	MICROSCOPE CLINICAL ZEISS	NONE	901012	1017-Veterinary Academic Bldg, V1-109B-OFFICE	
ATT	00000017001	NIKON LABOPHOT W	436024	901017	1017-Veterinary Academic Bldg, V1-109B-OFFICE	
ATT	000000021866	MICROSCOPE, OLYMPUS CH-2	1A0229	-	1017-Veterinary Academic Bldg, V1-109B-OFFICE	
ATT	00000024447	MICROSCOPE, OLYMPUS W/APO LENS	997045	ID&P/CLIN PATH	1017-Veterinary Academic Bldg, V1-109B-OFFICE	
ATT	000000031289	ANALYTICAL BALANCE XR64	T132623	Susie	1017-Veterinary Academic Bldg, V1-109B-OFFICE	
ATT	000000035676	READER-PRINTER MINOLTA 600Z	3117190	-	0157-Stadium, Ben Hill Griffin, 0220-OFFICE	
ATT	000000058324	KOWA SL-5 SLIT LAMP	NONE	-	0215-Veterinary Clinical Sciences, VC-026-RESEARCH LAB	
CAP	000000102475	CAMERA, 3CCD COLOR DAGE MTI	97610371	DR.REEP	0206-Basic Science, B2-017-RESEARCH LAB SERVICE	
CAP	000000102482	COPIER, SHARP AR-M550U W/FINIS	TOO BIG		0471-Center for Environmental & Human Tox, 0014-OFFICE	
CAP	000000102614	SPECTROPHOTOMETER, 200 SNGL	20054051403		0165-Deriso Hall, 137-RESEARCH LAB	
ATT	000000102620	CAMERA, OLYMPUS Q COLOR 3 DIGI	32-0044C-135	-	1017-Veterinary Academic Bldg, V1-100R-OFFICE	
CAP	000000103171	READER, ELISPOT	103385	ID&P /	1017-Veterinary Academic Bldg, V2-196-RESEARCH LAB	
CAP	000000200618	MICROSCOPE,, C SQUARED BX41TF	4B16370		0215-Veterinary Clinical Sciences, VC-041-RESEARCH LAB	
ATT	000000200673	SURGISTOOL LL, MODEL 083000000	0407061888	-	1018-Courtelis Equine Teaching Hosp, VE132B-SURGERY	
ATT	000000200684	OFFICE SYSTEM, HERMAN MILLER	NONE	-	0215-Veterinary Clinical Sciences, VH-126-OFFICE	
ATT	000000200686	HEATING BATH/CIRCULATOR,ISOTEM	104091021	LACS /	0215-Veterinary Clinical Sciences, VC-021-RESEARCH LAB	
ATT	000000200696	MICROSCOPE, OLYMPUS CHBS	604515	PHYSIO/A	1017-Veterinary Academic Bldg, V1-109B-OFFICE	
ATT	000000200698	BINOCULAR, OLYMPUS CHT	9M0159	PHYSIO/A	0215-Veterinary Clinical Sciences, VS-042-DIAGNOSTIC SERVICE LAB	
CAP	000000200914	LABORATORY SCIENTIFIC EQUIP	2019085		0206-Basic Science, B3-021-RESEARCH LAB	



UF

# Reports



# REPORTS

UF myAssets

- Home
- My Inbox
- Worklists
- Requests
- Tools
- Reports**
- Help

Search by Decal, Descrip

## Reports

### Quick Reports

- My Inventory
- My Current Scans
- My Vehicles
- Inaccessible Locations
- Assets in a Room
- Depreciation

### Admin Reports

- Workload Summary
- iPay Transaction Report
- Vehicle List
- Missing Serials
- Expiring Projects
- Building Content Values
- Master Asset List

---

- Warehouse Serial Matches
- Pending Warehouse Transfers
- Aging Warehouse Items
- Master Warehouse List

### Custom Report

Please select the criteria for your report:

*\*Required only if saving report:*

Report Name

**RUN** **SAVE** **CLEAR**

UF

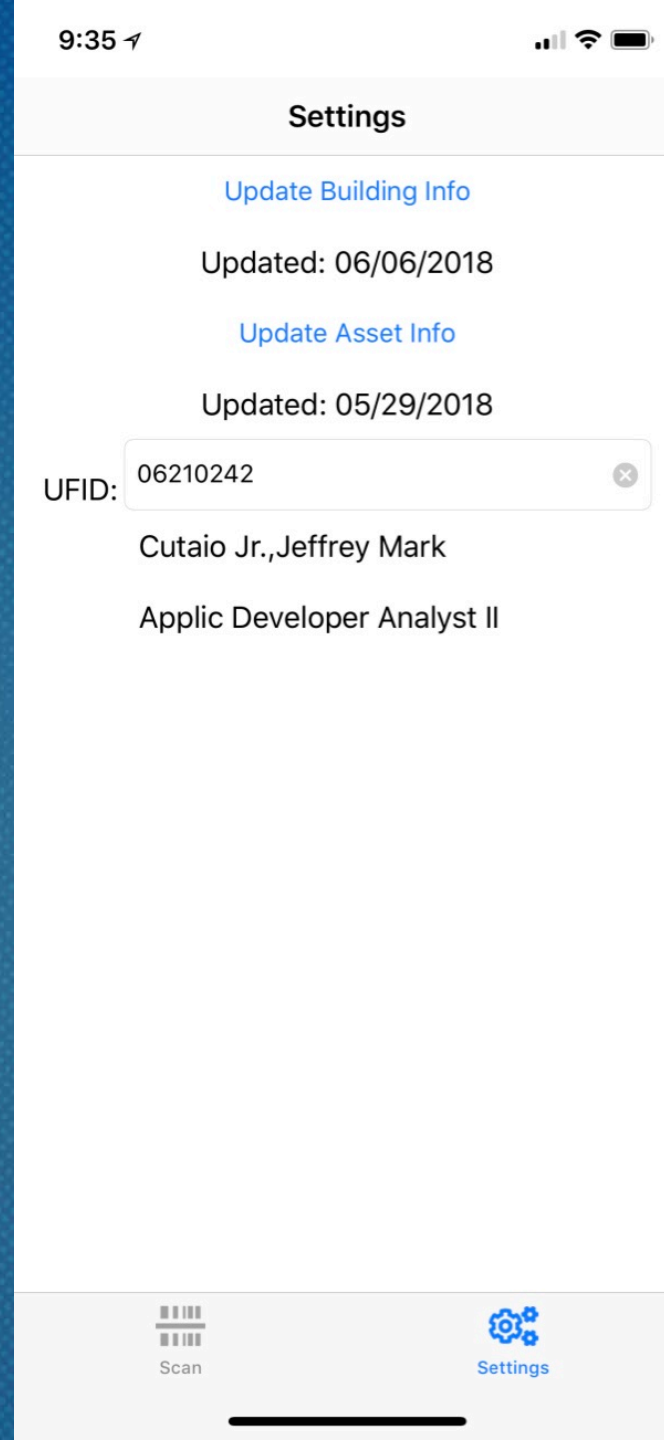
# myAssets iOS application



# iOS APP

## SETTINGS SCREEN

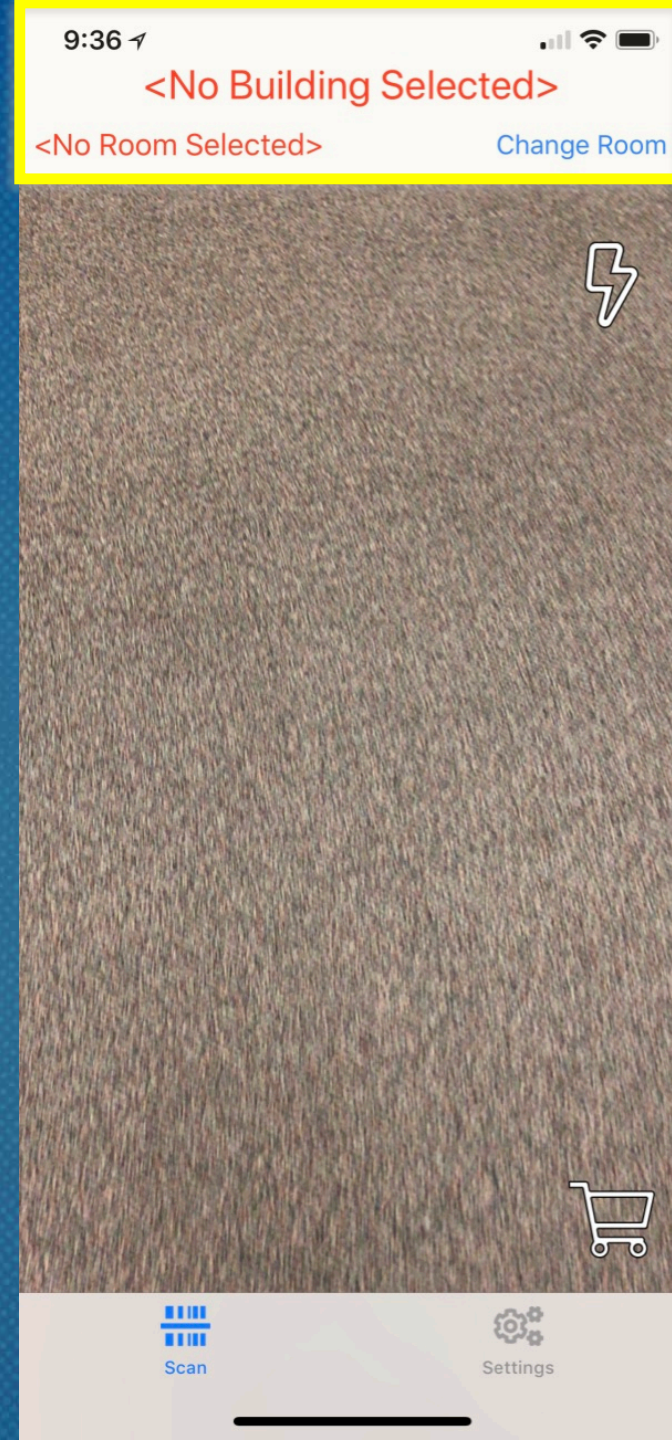
You can refresh from this screen to get updated building and asset information.



# iOS APP

## SCAN INVENTORY SCREEN

Notice there is no building or room selected. Tap on **Change Room** to scan assets for a specific room.



# iOS APP

## SELECTING A BUILDING

Select the **building**.

9:38



UF

Cancel

## Select a Building

0001 - University Auditorium

0002 - Linton E. Grinter Hall

0003 - Col. Edgar S. Walker Hall

0004 - George Peabody Hall

0005 - George S. Smathers Library

0006 - Nathan P. Bryan Hall

0007 - James N. Anderson Hall

0008 - Keene-Flint Hall

0009 - Townes R. Leigh Hall

0010 - B.H. Griffin - W.L. Floyd Hall

0011 - Annie D. Broward Hall

0012 - Peter Rolfs Hall

0013 - Wilmon E. Newell Hall

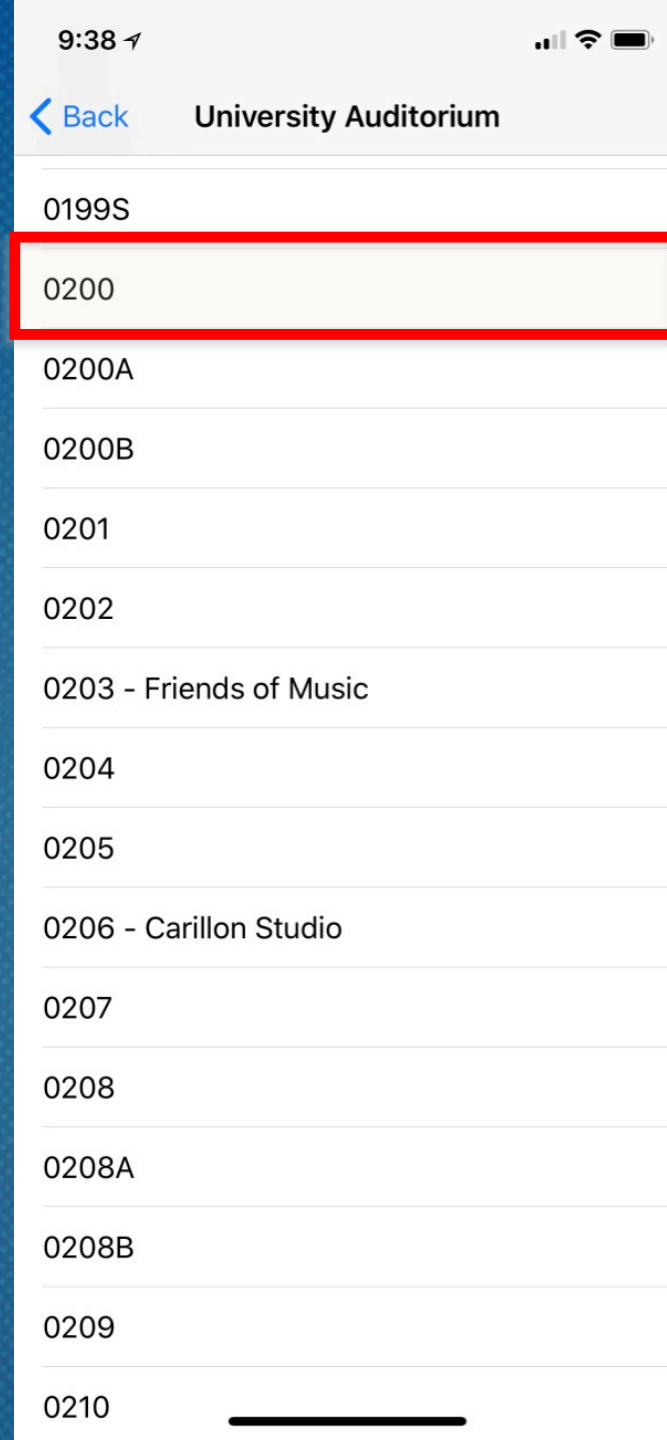
0014 - Kathryn Chicone Ustler Hall

0015 - Henry H. Buckman Hall

# iOS APP

## SCAN INVENTORY SCREEN




Select a **room**  
within the building.




# iOS APP

## SCANNING A DECAL

The list of Unscanned Inventory needs to be scanned.

12:59   

Done Unscanned Inventory

TISSUE CHOPPER BRINK... 491000418311	29030000	
Computer AT0000017245	29100100	
ROTOR, BECKMAN JA18.1 4910HC133589	29100100	
SYSTEM, STEREOTAXIC... 4910HC131014	29100100	
ROTOR, ALUMINUM FIXE... 4910HC130478	29100100	
STEREOTOXIC SYSTEM 4910HC130118	29100100	
TMS-50 SONIC DISRUPTER 4910HC104795	29100100	
MICROSCOPE W/FIBER O... 4910HC101728	29100100	
BALANCE, ANALYTICAL... 000000248021	29100100	
TANK, THERMO FORMA... 000000202614	29100100	
SYSTEM, PLETHSMOGRA... 4910HC142741	29030101	
PUMP MANAGEMENT SY... 000000292171	29030101	

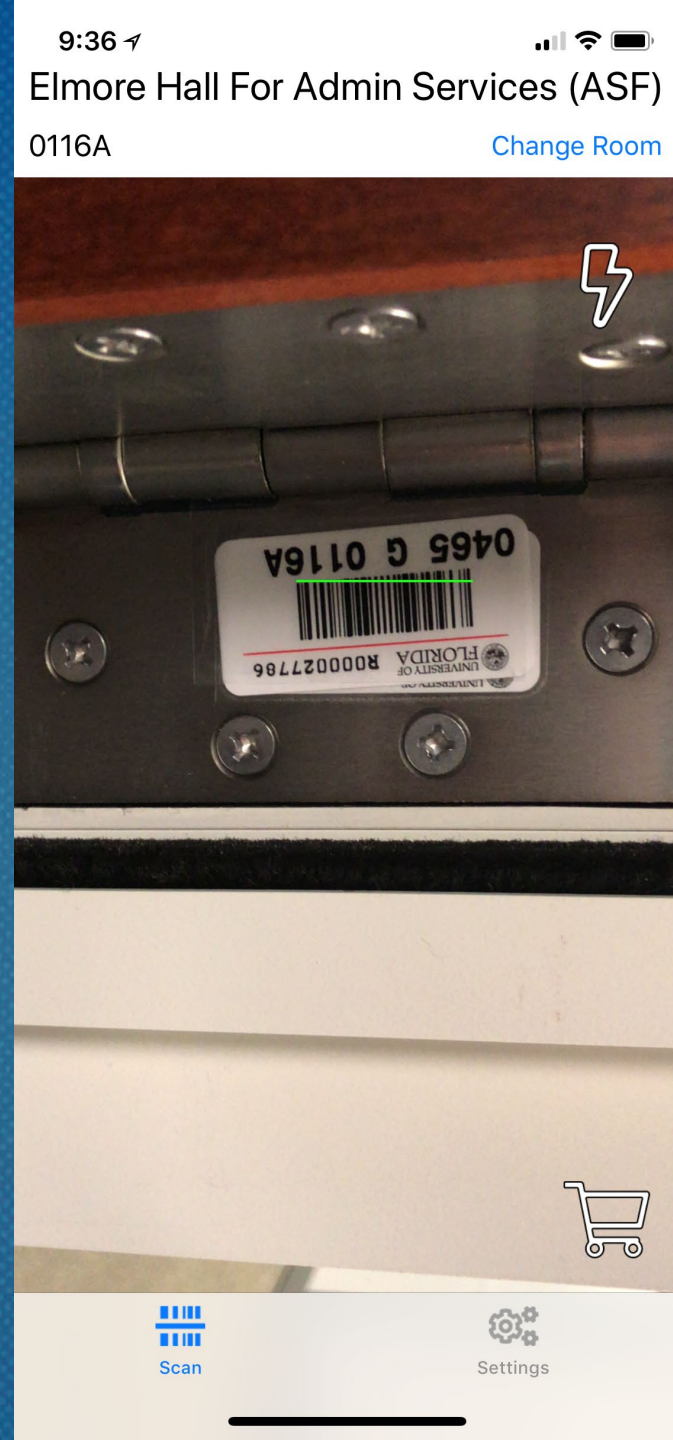
UF



# iOS APP

## SCANNING A DECAL

Scan the **room decal** first. Then scan the assets within the room.

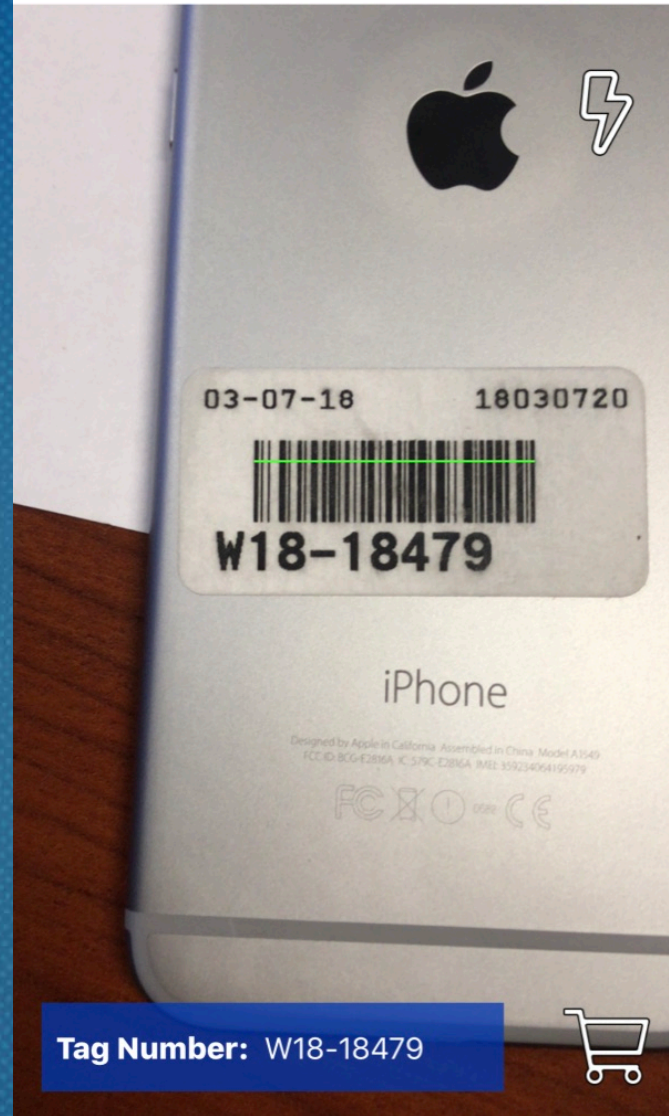


# iOS APP

Scan **decals** for each of the assets in the room.

9:37 9:37  
Elmore Hall For Admin Services (ASF)  
0116A [Change Room](#)

UF



Tag Number: W18-18479






  
Scan

  
Settings

# iOS APP

## SCANNING A DECAL

**Green checks** mean that assets have been scanned, recognized, and inventoried.



9:37   

[< Back](#) Scanned Inventory [Upload](#)


**Jun 7, 2018**

<b>W18-18479</b> 9:37:10 AM	ASF - 0116A	
--------------------------------	-------------	--




**Jun 6, 2018**

<b>ATTR19090034</b> 1:55:53 PM	MUB - 0233A	
<b>ATTR19090034</b> 4:27:27 PM	MUB - 0233A	
<b>4910IF123506</b> 4:45:24 PM	SMA - 0120	
<b>AT0000012758</b> 4:46:21 PM	SMA - 0120	

**May 30, 2018**

<b>ATTR19090036</b> 8:52:41 AM	STA - 0220	
-----------------------------------	------------	---

**May 28, 2018**


<b>000000285094</b> 3:09:35 PM	FLI - 0005	
<b>ATTR19090036</b> 4:01:00 PM	MUB - 0233A	
<b>ATTR19090036</b> 4:03:12 PM	MUB - 0233A	

## RESOURCES

---


### ASSET MANAGEMENT

 [property@ufl.edu](mailto:property@ufl.edu)

 352-392-2556

 <http://www.fa.ufl.edu/departments/asset-management/>

### Asset Management toolkit

 <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/financial-toolkits/assets-management/>

---

Questions?

Questions?

Questions?

QUESTIONS?

Questions?

Questions?