Enter User Name and Password.
If you do not have User Name/Password or have forgotten them, please contact Property & Distribution Services Coordinator by clicking the link.
This is the main page view. Please Do Not use the 2 highlighted buttons.
To search information on a specific asset, input asset number and press search inventory. This will display basic information (location and description).
<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Asset Number</th>
<th>Description</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLRC</td>
<td>224</td>
<td>92190</td>
<td>OPTIPLEX 790</td>
<td>View</td>
</tr>
</tbody>
</table>

To view more detailed information press the view button.
This screen will give you more detailed information (serial number, status, owner, etc.)
To perform a Move Request, use the Inventory drop down menu and select Request Move.
Enter asset number, system will do automatic search.
Results of search will be displayed. Click on the desired asset number underlined in blue font. The following window will be displayed.
To request a move:

Enter transaction number (today's date in the following format (yyyy/mm/dd), example 20121128).
Select new Building from drop down menu
Select new Room from drop down menu
Press Request Move button
To run report on assets assigned to you, select Assets by Owner report from the drop down.
Enter Owner name in the following format (Last Name, First Initial) then press Run Report button.
To save report select the format you want to use and click export.
To run a transaction report on a specific asset select Transaction Reports by Asset.
Transaction Report By Asset

Asset Num: 
Starting Date: 
Ending Date: 
Run Report

Enter asset number you are researching and starting/ending dates. If you are unsure of your dates select a 1 year time frame from the calendars.
<table>
<thead>
<tr>
<th>Transaction Report By Asset</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Asset Num:</strong> 92169</td>
</tr>
<tr>
<td><strong>Starting Date:</strong> 01/01/2012</td>
</tr>
<tr>
<td><strong>Ending Date:</strong> 01/02/2012</td>
</tr>
</tbody>
</table>

Press run report button.
To save report select the format and click export.