**INSTRUCTIONS FOR ASSET WORKS**

1. Go to

 https://ops21.incircuit.com/ops8/f?p=1033:3:10528939670238:::RP::

1. Database: **USM**

 Service: **Asset Management**

Click **Sign In**

1. Sign In with your userid and password

Click Sign In

(For password problems please contact George Bailey (6-4302)

1. To research an **asset**: Go to the **Home Tab**

Under the **Quick Search Box**

Enter the **Asset Number** (you do not need to enter the prefix 256-)

Click Search – This will give you the **Description and Serial #** of the asset.

Click the **pencil icon** under **view** for more information or to change info.

The ***only*** information you are allowed to change is:

**Building (name or number), Room #, and Person Responsible**.

If you make any changes click **Save Asset** at the top.

1. To **receive** or **create** a transfer click on **Transactions**, then **Internal Transfers**.

For **receiving** a transfer enter the **Transfer #** in the **Quick Search** box.

Under **View** click the **pencil icon.**

At the bottom of the page click **Receive.**

*In order:* Change the **Status** to **Received**

 Enter the **Building, Room, and Person Responsible**

 Click **Save**

For **creating** a transfer click on **Create** under **Transactions**

Enter the **Location/Person**. Use the magnifying glass for a list of departments and property contacts. (EX. Surplus 960029 Michael Keene)

Under remarks note where the asset is going and if you know who it is for.

Click **Create**.

Enter **Asset Numbers** to be transferred (one at a time) and click **Add Asset**.

When finished adding assets click **Print Detail** and send printout with asset to new location.

*Failure to accept a transfer within 90 days causes the transfer to auto-void putting the assets back in the original department. Please check to insure departments accept the transfer once it has been sent.*

Under the **Reports Tab.** Then under **Report Name.**

Click the red arrow for **Assets by Location Report (Landscape).**

 For Location Code click on **“Edit”** change the question mark **(?)** to your

Department Code**. (ex. 130002)**

 Click **Run Report**.

Click **Print to PDF or Download to have report put into an Excel file.**

**Print.**

**This report will give you a list of all the active assets in your department.**

1. Under the **Reports Tab**. Then under **Categories** (on the left side).

Click **Transfer Reports**.

Click **Transfers (Open, Internal)**

Click **Run**.

**Print**

**Look through this report once a month to see if you have any transfers either created or received, that have not been accepted.**