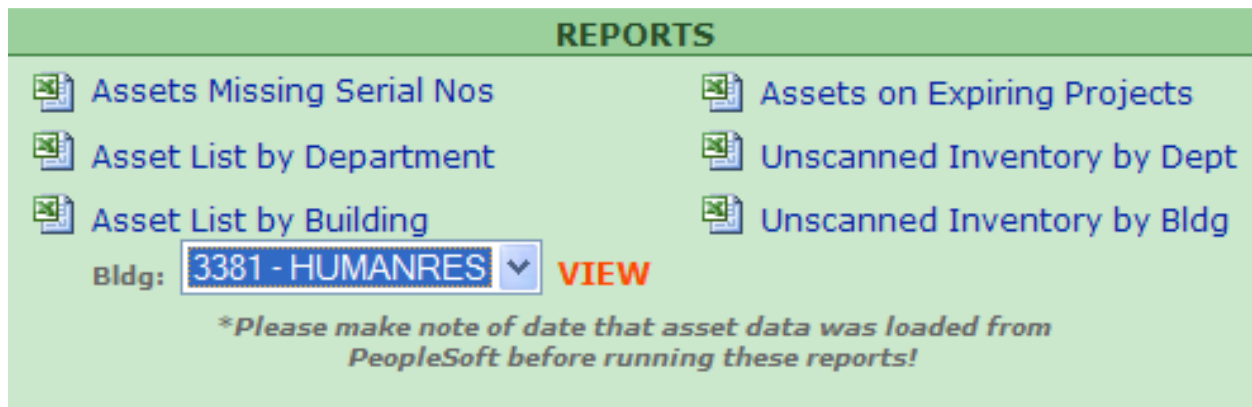


[Report – Asset List by Bldg in myAssets]

Use this instruction guide to learn how to keep get a report of all assets in your department by building from myAssets to use in completing inventory. Only Property Custodians, Alternate Custodians, Contacts or Alternate Contacts for your department may use UF's new online property management system, **myAssets**, at <https://myassets.fa.ufl.edu>

This listing lists every building that has your property under your Dept ID. This is a very useful tool for better property accountability. You can view all of these buildings or select specific buildings to view. Some of the new assets may not have an inventory date, which means the decals have not been placed yet and scanned.

- ▶ Log on to <https://myassets.fa.ufl.edu> using your Gator Link username and password
- ▶ In the Dept Asset Administration menu, in the Reports section, click the Assets List by Bldg. Report link
 - ▶ A dropdown appears displaying buildings in the Dept IDs for which you are responsible
 - Select one or more of the buildings for the report, or select "All Buildings"
 - Click the VIEW link next to it to obtain your report
 - Make sure to Save instead of Open to draw the complete report



- ▶ The report will list all the assets contained in the selected buildings

	A	B	C	D	E	F	G	H	I	J	K	L
	DEPT	PROGRAM	DECAL	DESCRIP	SERIAL	MODEL	ACQ DATE	COST	FUND	PROJECT	LOCATION	INV DATE
1												
2	62010000	6100	202751	DESK, W/RETURN & CREDENZA	NONE		7-Apr-04	2466.57	801		3381 - HR BUILDING 02 212A	3-Jul-08
3	62010000	6100	202752	PROJECTOR, DELL 2200MP	TW-OC2727	ELLIS, LARRY	13-Jun-04	1003.23	801		3381 - HR BUILDING 02 201A	3-Jul-08
4	62010000	6100	203210	COMPUTER, DELL OPTIPLEX GX270	FQLG351		22-Jun-04	1397.91	801		3381 - HR BUILDING 02 203	3-Jul-08
5	62010000	6100	203211	COMPUTER, DELL OPTIPLEX GX270	2QLG351		22-Jun-04	1397.91	801		3381 - HR BUILDING 01 101B	3-Jul-08
6	62010000	6100	203212	COMPUTER, DELL OPTIPLEX GX270	6NLG351		22-Jun-04	1397.91	801		3381 - HR BUILDING 02 212	3-Jul-08
7	62010000	6100	203213	COMPUTER, DELL OPTIPLEX GX270	9NLG351		22-Jun-04	1397.91	801		3381 - HR BUILDING 02 219	3-Jul-08
8	62010000	6100	203214	COMPUTER, DELL OPTIPLEX GX270	HPLG351		22-Jun-04	1397.91	801		3381 - HR BUILDING 02 212	3-Jul-08
9	62010000	6100	203215	COMPUTER, DELL OPTIPLEX GX270	8NLG351		22-Jun-04	1397.91	801		3381 - HR BUILDING 02 219	3-Jul-08
10	62010000	6100	203216	COMPUTER, DELL OPTIPLEX GX270	CNLG351		22-Jun-04	1397.91	801		3381 - HR BUILDING 02 219	16-Jan-09
11	62010000	6100	203217	COMPUTER, DELL OPTIPLEX GX270	2MLG351		22-Jun-04	1397.91	801		3381 - HR BUILDING 02 212D	16-Jan-09

- ▶ All reports contain the Dept ID, Program, Decal number, Description, Serial Number, Model, Acquisition Date, Cost, Fund, Project, Location and Inventory Date
 - ▶ For further assistance contact the University Asset Management Office at (352) 392-2556.