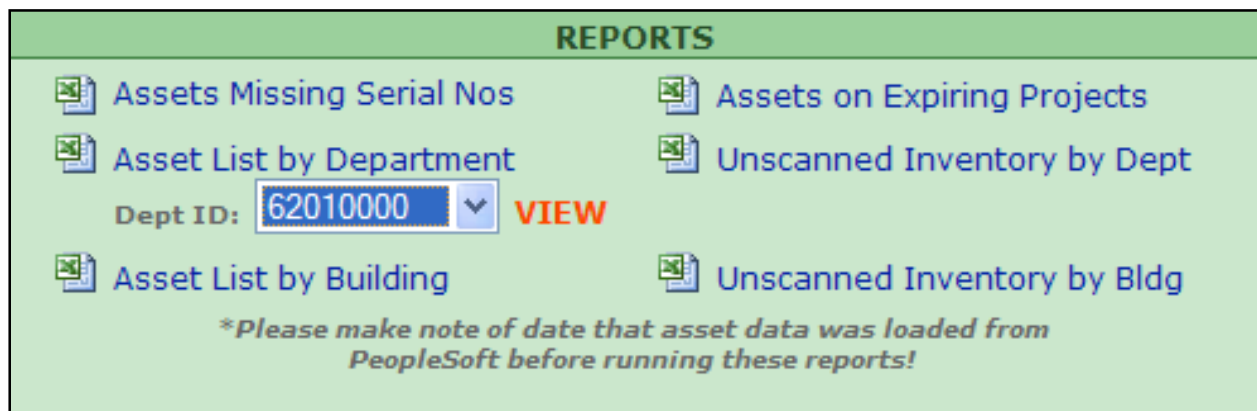


[Report – Asset List by Dept in myAssets]

Use this instruction guide to learn how to keep get a report of all assets in your department 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 report lists all the assets on your Department ID including all current fiscal year purchases that have been issued decals. You can view all your Dept IDs or select specific Dept IDs 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 Dept Report link
 - ▶ A dropdown appears displaying Dept ID and all Dept IDs for which you are responsible
 - Select one or more of the Dept IDs for the report, or select "All Dept IDs"
 - 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 for the selected Dept IDs

	A	B	C	D	E	F	G	H	I	J	K
166	62010000	6100	4910AA169300	PROJECTOR, PROXIMA DP6850	UNAVAILABLE		16-Jul-01	8200	801		3381 - HR BUILDING 01 120
167	62010000	6100	4910AA171428	COMPUTER, DELL OPTIPLX GX240	FF4C511		25-Jan-02	1148.71	801		0157 - STADIUM, BEN HILL GRIFFIN
168	62010000	6100	4910AA173514	COPIER, SHARP AR-207 DIGITAL	26507843		8-Jul-02	3130.95	801		3381 - HR BUILDING 02 212
169	62010000	6100	4910AA175184	COMPUTER, DELL OPTIPLX GX260S	8MMY021		12-Nov-02	1377.94	801		3381 - HR BUILDING 01 103
170	62010000	6100	4910AA175196	COMPUTER, DELL POWEREDGE 2650	2FLWK21		13-Nov-02	3421.81	801		0157 - STADIUM, BEN HILL GRIFFIN
171	62010000	6100	4910AA176528	DESK, MODULAR L-SHAPED W/HUTCH	NONE		22-Jan-03	1625.02	801		3381 - HR BUILDING 01 103B
172	62010000	6100	4910AA176529	DESK, MODULAR L-SHAPED W/ORGAN	NONE		22-Jan-03	2696.16	801		3381 - HR BUILDING 01 101D
173	62010000	6100	4910AA176964	PROJECTOR, DELL 3200MP	5F77821		4-Apr-03	2136.24	801		3381 - HR BUILDING 02 201A
174	62010000	6100	4910AA177069	PRINTER, MICROFICHE CANON MP60	AQ302770		28-Apr-03	4596	801		3381 - HR BUILDING 01 103
175	62010000	6100	4910AA181187	COMPUTER, DELL OPTIPLX GX270S	6R1S641		4-Feb-04	1299	801		3381 - HR BUILDING 02 212
176	62010000	6100	4910AA181188	COMPUTER, DELL OPTIPLX GX270S	8R1S641		4-Feb-04	1299	801		3381 - HR BUILDING 01 111
177	62010000	6100	4910AA181189	COMPUTER, DELL OPTIPLX GX270S	BR1S641		4-Feb-04	1299	801		3381 - HR BUILDING 02 201

- ▶ 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.