

[Completing Software and Book Inventory in myAssets]

Use this instruction guide to learn how to process your department's Software and Book inventory in myAssets. 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 feature in myAssets will display how many books and software have yet to be inventoried by March 1st of the current year. This file is generated from Tag numbers 4910BK for books, or 4910SW for software.

- ▶ Log on to <https://myassets.fa.ufl.edu> using your Gator Link username and password
- ▶ In the Dept Asset Administration menu, in the Worklist section, click the Software and Book Inventory link
 - ▶ The system will display the books and software that still need to be inventoried
 - ▶ If the software program or book is still in use, click the "Yes" option button
 - Otherwise, click the "No" option button
 - ▶ If the item is less than five years old, an explanation is required
 - Click the Explanation icon to enter a note
 - ▶ Click the blue link to make an update to either Model or Location
 - ▶ If you do not finish inventorying all the software and books at one time, click the Save Changes tab to save your work until ready to submit.

Please review the following list of assets purchased by your department and indicate whether the listed software or book is still in use or has been disposed of. All assets indicated as disposed of will be removed from the PeopleSoft Asset Management Database. If an asset is less than five years old and not in use, an explanation is required. Click on the location to update the asset's location if necessary.

This inventory must be complete by **March 31st, 2009**. If you have any questions, please call Asset Management at 392-2256.

INVENTORY OF SOFTWARE AND BOOKS												
DEPT	TAG	DESCRIPTION	MANUFACTURER	MODEL	SERIAL	ACQ DATE	ACQ COST	PROJECT	INV DATE	IN USE	EXPLAIN	LOCATION
02010600	4910SW002796	SOFTWARE, VMWARE 2 PROJECT	VMWARE, INC.	NONE		17-OCT-07	\$ 9,770			<input type="radio"/> Yes <input type="radio"/> No		0026 - TIGERT 0235
02010600	4910SW002637	SOFTWARE SQL SVR STANDARD 2005		NONE		17-NOV-06	\$ 5,630		09-APR-08	<input type="radio"/> Yes <input type="radio"/> No		0038 - BRYANT 0112
02010600	4910SW002792	SOFTWARE, EMAILXENDER ARCHIV	EMC CORPORATION	NONE		30-NOV-07	\$ 8,105			<input type="radio"/> Yes <input type="radio"/> No		1603 - UF BRIDGES 0100
02010600	4910SW002801	SOFTWARE, VIRTUAL CTR/VI3 ENT	VMWARE, INC.	JESSEMAN, DWIGHT		12-OCT-07	\$ 9,900			<input type="radio"/> Yes <input type="radio"/> No		0026 - TIGERT 0235
02010601	4910SW002070	SOFTWARE, GOOGLE SEARCH VER 3.	GOOGLE, INC.	NONE		12-APR-02	\$ 40,000		09-APR-08	<input type="radio"/> Yes <input type="radio"/> No		0034 - UF INFO 0001
02010601	4910SW002262	SOFTWARE, JAWS FOR WINDOWS 4.5	FREEDOM SCIENTIF	NONE		19-NOV-03	\$ 1,104		20-FEB-08	<input type="radio"/> Yes <input type="radio"/> No		0158 - YON HALL 0124
14303042	4910SW002691	SOFTWARE, IBM Z/OS EGO		NONE		31-JAN-07	\$ 215,226		09-APR-08	<input type="radio"/> Yes <input type="radio"/> No		0038 - BRYANT 0112
14303064	4910SW002837	SOFTWARE, PP-AIX-W3 POWERPATH	EMC CORPORATION	NONE	1001049919	10-APR-08	\$ 2,240			<input type="radio"/> Yes <input type="radio"/> No		0038 - BRYANT 0112
14306000	4910SW002285	SOFTWARE, BILLING & FACILITIES	PAETEL SOFTWARE	NONE		23-JAN-04	\$ 150,552		26-MAR-08	<input type="radio"/> Yes <input type="radio"/> No		0429 - TELECOMM 0001
14306000	4910SW002538	SOFTWARE, CISCO UNITY		NONE		26-APR-06	\$ 9,960		26-MAR-08	<input type="radio"/> Yes <input type="radio"/> No		0429 - TELECOMM 0005A
14309000	4910SW002703	SOFTWARE, INFRASTRUCTURE ENTER		NONE		20-APR-07	\$ 8,811		09-APR-08	<input type="radio"/> Yes <input type="radio"/> No		0038 - BRYANT 0112
14309000	4910SW001691	SOFTWARE, OMEGAONII FOR MVS	CANDLE CORP.	NONE		13-JUL-99	\$ 15,500		09-APR-08	<input type="radio"/> Yes <input type="radio"/> No		0038 - BRYANT 0114
14309000	4910SW002195	SOFTWARE, METAVIEWER COLD STOR	METAFILE INFORMA	NONE		03-MAR-03	\$ 48,053		09-APR-08	<input type="radio"/> Yes <input type="radio"/> No		0038 - BRYANT 0112
14309000	4910SW002536	SOFTWARE, CD-3750G-EMI ENHANCE		NONE		04-APR-06	\$ 4,794		09-APR-08	<input type="radio"/> Yes <input type="radio"/> No		0038 - BRYANT 0112
14309000	4910SW002558	SOFTWARE, ENCASE FORENSIC V5		NONE		13-JUN-06	\$ 4,800		09-APR-08	<input type="radio"/> Yes <input type="radio"/> No		0038 - BRYANT 0112
14309000	4910SW002572	SOFTWARE, WIRELESS AMP-PRO RAP		NETWORK ORANGE		19-JUN-06	\$ 25,157		09-APR-08	<input type="radio"/> Yes <input type="radio"/> No		0038 - BRYANT 0112

I certify that the assets listed above are either still in use or obsolete as indicated by the "In Use" code (Y=Still in use/N=Obsolete and no longer providing economic benefit).

- ▶ MyAssets routes the request to the Property Custodian
- ▶ The Property Custodian opens and reviews the request
 - Checks the box that certifies the assets as inventoried and submits the form
 - Asset Management processes in myUFL
 - A completion e-mail notification will be sent to the Custodian when processed

Note: Please process Software and Book inventory letters and Reports of Survey as events take place, such as transfers, dispositions, trade-in, or return for credit.

- ▶ For further assistance contact the University Asset Management Office at (352) 392-2556.