

[Entering New Assets in myAssets]

Use this instruction guide to learn how to use the New Assets Worklist 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> The New Assets Worklist contains a list of all new property decals that have not been inventoried or confirmed by the department. This tool helps departments confirm and update information on new assets, before the decals are placed and scanned. myAssets keeps a count of new items to be updated in the Worklist.

- ▶ 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 New Assets link
- ▶ A screen will display a report of new assets issued for your department that are in service and have not been inventoried or previously confirmed on the worklist
- ▶ If all the information displayed for that asset is correct, click the check mark to the right and the item will be removed from your worklist

UF UNIVERSITY of FLORIDA		myAssets		1/1/2008						
The Foundation for The Gator Nation Finance and Accounting Feedback		(352) 392-2556		myufl						
MAIN MENU										
NEW ASSETS PURCHASED THIS FISCAL YEAR										
DEPT	TAG	DESCRIPTION	MANUFACTURER	MODEL	SERIAL	ACQ DATE	ACQ COST	PROJECT	LOCATION	
34130103	000000249497	MONITOR, BP/SPO2 CRITICARE	BIOCARE MEDICAL LLC	AUKHIL,IKRAMUDDIN	408242409	21-JUL-08	\$1,865		0205 - DENTAL SCI D3-30C	
34130103	000000249943	COMPUTER, DELL OPTIPLEX 755	DELL MARKETING LP	BROWN,AMANDA	D3N1XG1	27-JUL-08	\$1,181		0205 - DENTAL SCI D3-40	

Asset Management
PO Box 115300

Phone: (352) 392-2556
Fax: (352) 392-4687

- ▶ If the information needs to be updated, click the yellow pencil to get the Update Property Info Screen
- ▶ Update the needed fields, please note:
 - ▶ Model field – is the individual who uses the item on a regular basis
 - ▶ Location – If an item is outside, select the closest building
 - ▶ Serial Number – Use "None", a serial number change will require an explanation
 - ▶ Off Campus – This indicates an item is not located at a UF facility. If yes is indicated, an Off-Campus Certification needs to be completed
- ▶ Click the Submit link when done and the item will be removed from your worklist
 - ▶ A request will be submitted to Asset Management will update the record in myUFL

UPDATE PROPERTY INFO

Date: 01-29-2009 **Contact:** Adams,Sherry D , CRD ACCOUNT 3
Department: FA-ACCOUNTING SVS-ASSET MGT **Phone:** 392-2556 401

TAG: **SEARCH**

Tag Number: 000000249497 **Inventory Date:** 26-SEP-08

Description:

Model: **Serial:**

Location:

Off Campus? Yes No

Attach Documentation:
(TESTING ONLY - NOT WORKING YET max 5MB)

***Explanation:**
(Required if modifying serial number)

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