

# [Recording Attractive Items in myAssets]

Use this instruction guide to learn how to maintain a list of and record attractive items in your department. 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>

University Directives and Procedures (Section 1.4.9.16.A) define attractive items and sensitive property as tangible, personal property that costs less than \$1000 and are characterized as "walk-away" items. These items are prone to theft. They are not secured, easily portable, contain new technology and are adaptable for personal use. Examples include audiovisual equipment, camcorders, projectors, cameras, etc. Departments are responsible for safeguarding attractive and sensitive equipment.

- ▶ Things departments can do to safeguard equipment:
  - ▶ Lock equipment in secured locations whenever possible
  - ▶ Perform adequate maintenance and upkeep
  - ▶ Train staff on procedures for properly handling equipment when moving or transferring
  - ▶ Departments should maintain a list of these items
    - Use myAssets to keep such a list with the Manage Attractive Items the feature
- ▶ Log on to <https://myassets.fa.ufl.edu> using your Gator Link username and password
- ▶ In the Dept Asset Administration menu, in the Manage Assets section, click the Manage Attractive Items link
  - ▶ Click the Add Attractive Item link to add an attractive item into myAssets
    - Select the Dept ID and Program Code under which you would like to record this item
    - At the option of Barcode, select whether or not you would like Asset Management to print a barcode for the asset
    - Asset Management will assign a unique number to the attractive item
    - Complete the remaining fields
    - The barcode will be mailed to you the following business day

**EDIT ITEM**

<b>*Dept:</b> <input type="text" value="64602000"/>	<b>*Program:</b> <input type="text" value="2199"/>
<b>Decal:</b> <input type="text" value="64600003"/>	
<b>*Description:</b> <input type="text" value="test"/>	
<b>Manufacturer:</b> <input type="text" value="dell"/>	<b>Serial:</b> <input type="text" value="123456"/>
<b>Model:</b> <input type="text" value="PST150"/>	<b>User:</b> <input type="text" value="21610500"/> Jobes, Amanda M
<b>Acquisition Date:</b> <input type="text" value="12-01-2008"/>	<b>Cost:</b> <input type="text"/>
<b>*Location:</b> <input type="text" value="0017 - THOMAS HALL"/>	
<input type="text" value="0299H - CIRCULATION- INTERIOR"/>	
<b>Inventory Date:</b> <input type="text" value="12-31-2008"/>	<b>Offsite?</b> <input checked="" type="checkbox"/>
<b>Status:</b> <input type="text" value="Active"/>	

\* Required Fields

**SAVE**

**CANCEL**

## [Recording Attractive Items in myAssets]

- ▶ Enter any notes that will help locate the equipment when needed
- ▶ Fields with asterisks \*\* are required
- ▶ Click on "Save"

ACTIVE ATTRACTIVE ITEMS							
DECAL	DESCRIPTION	SERIAL #	MANUFACTURER	USER	ACQ DATE	ACQ COST	LOCATION
<input type="checkbox"/>	000000000001	This is a test to request an attractive decal	1235	Dell	Jobes,Amanda M 21610500		0465 ELMORE

[ADD ATTRACTIVE ITEM](#)   [SHOW INACTIVE ITEMS](#)   [REQUEST BARCODE](#)   [DOWNLOAD TO EXCEL](#)

- ▶ To edit a record, click on its **decal number** or **description**
- ▶ When editing the record, update the Inventory date and the status field to current status
- ▶ It is a good department business practice to periodically inventory your department's attractive equipment each year
  - ▶ Click the **Show Inactive Items** link to view any entered under this category
  - ▶ Check the box to select the asset, then click the **Request Barcode** link to request another decal to be printed
  - ▶ To export a list of attractive items for your department, click the **Download to Excel** link

Note: All attractive equipment reported "Off-Campus" will display on your department's Off-Campus Assets listing and will be included in the Off-Campus Certifications forms

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