

[Report of Survey for Improperly Disposed in myAssets]

Use this instruction guide to process a Report of Survey in myAssets for an asset that was improperly disposed of, such as one that was given away or taken to a dumpster. 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>

Submit this request to report property that was improperly disposed. Use the Report of Survey link and select "Lost/Stolen/Improperly Disposed" from the dropdown for "Reasons for Disposition." Complete the information needed on the new form that appears. You may also use the My Assets link, select multiple affected assets and click the Create Report of Survey link to get to the same page.

The system will route your request to Asset Management, who will process the request and update myUFL with the new information.

- ▶ Log on to <https://myassets.fa.ufl.edu> using your GatorLink username and password
- ▶ In the Dept Asset Administration menu, in the Manage Assets section, click the Create a Report of Survey link
 - ▶ Enter the Tag number of the item that was improperly disposed
 - ▶ Click the Add link to bring up the item's information
 - You can add another item this way if you are reporting more than one item
 - ▶ Click the dropdown in the Disposition column and select "Lost/Stolen/Improperly Disposed" as reason for disposition
 - ▶ The screen will change and provide a new form
 - Click the Improperly Disposed Of option button to adjust the form to this report
 - Enter an explanation in the Please Explain field of the who, what, where, when and why of what happened to the asset
 - Enter the Date Last Seen
 - Enter the Person Accountable for the Property
 - Enter Action Taken to Locate Property
 - Answer the question, "How was item secured, stored or accounted for?"
 - Enter Procedure That Has Been Implemented to Control Property Loss

The screenshot shows the 'UNIVERSITY OF FLORIDA REPORT OF SURVEY' form. At the top, contact information for Marianne W. Preisler (HR-TRAINING-DEVELOPMENT) and Larry T. Ellis (DIR HUM RES 6) is displayed. Below this is a table with columns: TAG, DESCRIPTION, SERIAL #, ACQ DATE, ACQ COST, PROJECT, DISPOSITION, NOTE, EXPLAIN, and REMOVE. One row is visible with TAG 000000203215, DESCRIPTION 'COMPUTER, DELL OPTIPLEX GX270', SERIAL # 8NLG351, ACQ DATE 22-JUN-04, ACQ COST \$ 1,397.91, and DISPOSITION 'Lost/Stolen/Improperly Disposed'. Below the table is a form for 'Please check one:' with radio buttons for 'Lost', 'Stolen', and 'Improperly Disposed Of' (which is selected). The 'Please Explain:' field contains the text: 'Computer was dropped and broken. The pieces were thrown out with the trash by other than our staff. The trash has been taken out.' Other fields include 'Date Last Seen: 11-03-2008', 'Person accountable for property: Joe Elane', '*Action taken to locate property: Searched the trash bags and trash bin but were too late.', '*How was item secured, stored or accounted for: (to lock and key, assigned to an individual, in a limited access area, periodic spot checks, logged in and out, etc): Sitting on a table in Joe's cubicle.', and '*Procedure that has been implemented to control property loss (Explain): Store extra computers in closet with lock.' At the bottom, there are checkboxes for 'Has software/data on all electronic devices/media above been properly destroyed?' (Yes, No, NA) and 'Is the equipment covered by the Equipment Maintenance Insurance Program?' (Yes, No). A certification statement and a 'CREATE REPORT OF SURVEY' button are also present.

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- ▶ Next, please answer the question at the bottom regarding whether or not software and sensitive data were destroyed on the asset if it contained such
 - Please answer Yes or No or N/A in cases where that was impossible
- ▶ Also, answer the next question regarding whether or not the asset was on the Equipment Maintenance Insurance program
 - If the answer is yes, notify Asset Management with the decal number so files can be updated
- ▶ Finally, check the box at the bottom to certify that all the statements on this form are true and correct
- ▶ Click the link at the bottom Create Report of Survey, to submit
 - Asset Management will receive a notification that a survey is being forwarded for processing
- ▶ Workflow within your department is initiated
 - The Property Custodian received an e-mail stating a form has been submitted
 - He or she signs the printed-out .pdf form generated by myAssets and e-mailed to the person who submitted the request
 - Also, the form needs to be signed by the Dept Chair / Director
 - The form should be returned to the contact and signed by a witness
 - If possible, attach any decals for this asset to the form for Improperly Disposed
 - The contact can then mail or fax the form to Asset Management at 392-0081
- ▶ Track the status of your request in the My Requests link in the Tools section
 - ▶ Click Reports of Survey Requests
 - ▶ Refer to the instruction guide, "Tracking Your Requests in myAssets" for more instructions
- ▶ Upon receipt of the request, Asset Management
 - ▶ Begins to process the request when receives signed printout of .pdf form and any attachment
 - ▶ Verifies data submitted
 - ▶ Approves request when form is received
 - ▶ Updates myUFL
 - ▶ When the request is complete, an e-mail will automatically be sent to the Department Contact to notify that it is completed

For further assistance contact the University Asset Management Office at 392-2556.