

[Request a Room Decal in myAssets]

Use this instruction guide to request a decal for a room or door jamb 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.ufl.edu>**

Submit this request when a replacement decal is needed for a room in your department. After approval, Asset Management will print a new decal and send it to replace the old one.

- ▶ Log on to **<https://myassets.fa.ufl.edu>** using your GatorLink username and password
- ▶ In the Dept Asset Administration menu, in the Requests section,
 - ▶ Click the **Request Door Decals** link
 - ▶ A screen will appear with your name, phone number and Business Mailing Address
 - Off campus IFAS locations need to enter their mailing address in the Reason for Decal Request box
 - ▶ Select the **building** using the building dropdown
 - Check the box for Entire Building to select the whole building
 - ▶ Select the **floor** from the floor dropdown
 - It will display floors for the building you have chosen
 - Check the box for Entire Floor to select the whole floor
 - ▶ Select the **room** from the room dropdown by clicking on it
 - It will only display rooms for the floor and building selected
 - Hold down the Control Key on the keyboard while clicking to select more than one
- ▶ If you cannot find your location, click the Request a Missing Location link to e-mail Facilities with a new location
- ▶ Enter the **reason for request for duplicate decal** in the Reason for Decal Request field
- ▶ Click the Submit Request link to submit

- ▶ Upon submitting the request,
 - ▶ The contact or custodian will receive a confirmation e-mail showing the changes

- ▶ To track the status of the request,
 - ▶ Click the My Requests link on the Dept Asset Administration menu, Tools section
 - ▶ Click the Decal Requests link to check on the status
 - It should display the number of requests in the queue
 - ▶ The system then displays each request for Duplicate Decal submitted
 - Request Date
 - Decal
 - Reason
 - Status
 - ▶ If needed, click the Remove button on the right-hand side to remove from queue
 - Once Asset Management completes processing the request, it is removed from the queue

- ▶ Once Asset Management receives this request,
 - It is approved
 - A decal or set of decals are printed and sent to the department

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