

# [Tracking Your Requests in myAssets]

Use this instruction guide to track your submitted requests 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>



After submitting your request, Asset Management receives a notification that you are processing the request and its information. As the request proceeds through workflow, use the My Requests link in the Tools section to view its status. It will show any updates in myAssets and its status in Asset Management for your request. You can also delete the request there if needed.

Asset Management will process the request when the signed paperwork is received 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 Tools section, click the My Requests link
  - ▶ Click to select the type of request you submitted from the My Requests list

MY REQUESTS			
 USER REQUESTS	0	 RECEIVE NEW ASSET REQUESTS	0
 DECAL REQUESTS	0	 REPORT OF SURVEY REQUESTS	1
 TRANSFER REQUESTS	0	 SOFTWARE/BOOK INVENOTRY	0
 SURPLUS REQUESTS	0	 EQUIPMENT WISHLIST	0
 UPDATE REQUESTS	0	 EXPIRING PROJECT REQUESTS	0

- ▶ myAssets will display a list of requests for that particular kind of request
  - ▶ Find your request in the list and view its status
    - Use the Status column as a reminder of what may be needed from you to proceed
    - The Date Received by AM refers to the date of the .pdf form received
    - To remove a request from processing, click the red button on the right side of the row
    - The AM Status column will show when the request is completed

MY REQUESTS			
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 SURPLUS REQUESTS	0	 EQUIPMENT WISHLIST	0
 UPDATE REQUESTS	0	 EXPIRING PROJECT REQUESTS	0

REPORT OF SURVEY REQUESTS			
REQ DATE	TYPE	# ASSETS	STATUS
11-24-2008	LOST/STOLEN	1	Form needs to be sent to Asset Management

For further assistance contact the University Asset Management Office at 392-2556 or e-mail [property@admin.ufl.edu](mailto:property@admin.ufl.edu)