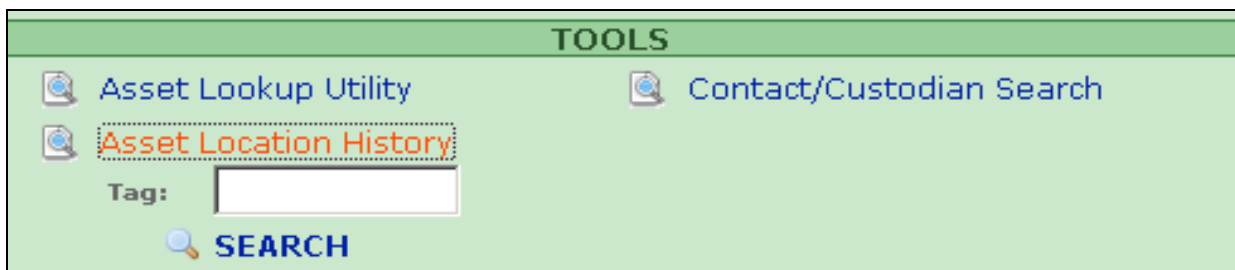


[Using the Asset Location History in myAssets]

Use this instruction guide to learn how to find the history of locations for an asset. 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>

Use this feature to help complete inventory by getting a listing of an asset's previous locations, shown in chronological order. This will make it easier to find an asset and update its property record.

- ▶ Log on to <https://myassets.fa.ufl.edu> using your Gator Link username and password
- ▶ In the Dept Asset Administration menu, in the Tools section, click the Asset Location History link
 - ▶ A Tag field will appear
 - Enter the tag number of the asset
 - Click the SEARCH link to display its record



- ▶ The screen will display its previous and present location
 - ▶ If the asset has only been in one location, the system will display the message "No location history found"

TAG: [SEARCH](#)

| ASSETS LOCATION HISTORY | | | | | | |
|-------------------------|-----------|------------|------|---------------------------------|----|------|
| TAG | *DATE | LOCATION | SITE | BLDG | FL | ROOM |
| 000000216015 | 14-MAY-07 | R000055246 | 0100 | 3381 - HUMAN RESOURCES BUILDING | 02 | 201 |
| 000000216015 | 20-JAN-06 | R000011117 | 0001 | 0157 - BEN HILL GRIFFIN STADIUM | 03 | 0326 |
| 000000216015 | 18-NOV-05 | R000011128 | 0001 | 0157 - BEN HILL GRIFFIN STADIUM | 03 | 0337 |

***Please Note:** Dates indicate last location change, and not necessarily the inventory date.

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