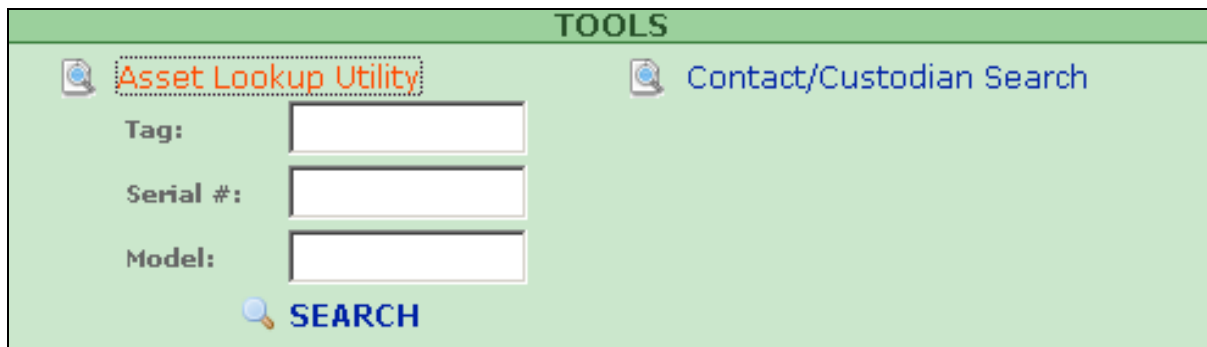


[Using the Asset Lookup Utility in myAssets]

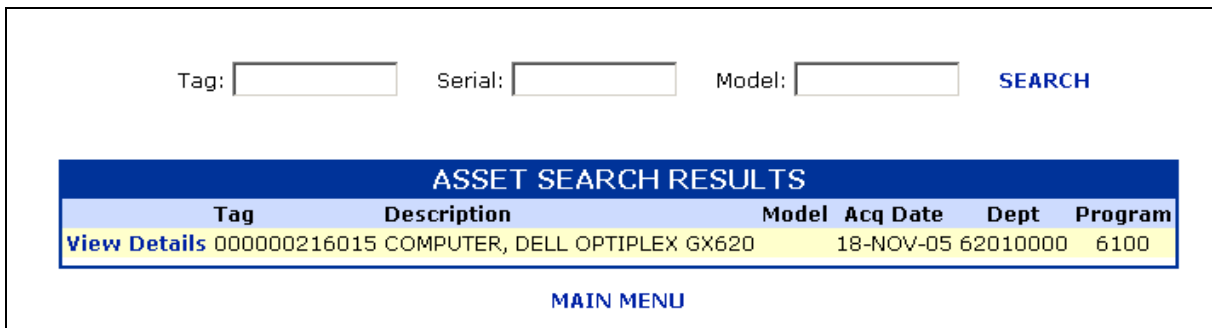
Use this instruction guide to learn how to look up an asset University-wide in myAssets. Only Property Custodians, Alternate Custodians, Contacts or Alternate Contacts for your department may use UF's new online property management system, **myAssets**, at <https://myassets.fa.ufl.edu>

Look up an asset with this feature to find its Dept ID and property record. Enter its Serial Number, Model or Decal Number to get its information. This is a good tool to use if you find a misplaced asset or need to see a property record for an asset.

- ▶ 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 Lookup Utility link
 - ▶ Three entry fields will appear – enter information needed in any of these three
 - Tag
 - Serial Number
 - Model
 - ▶ Click the SEARCH link to display its record



- ▶ If the item is active, the record will display the description, owning department and user
 - ▶ If the item is not active, no results will show



ASSET SEARCH RESULTS					
Tag	Description	Model	Acq Date	Dept	Program
View Details 000000216015	COMPUTER, DELL OPTIPLEX GX620		18-NOV-05	62010000	6100

- ▶ For more information on the asset, click on View Details. This will provide other data for the asset including the contact name and phone number.
- ▶ For further assistance contact the University Asset Management Office at (352) 392-2556.