



Business Process Document
PS FIN Asset Management: Manager Self Service
(MSS)- Viewing Department Assets

Department	
Responsibility/Role	
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Manager Self Service (MSS)- Viewing Department Assets

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

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Procedure

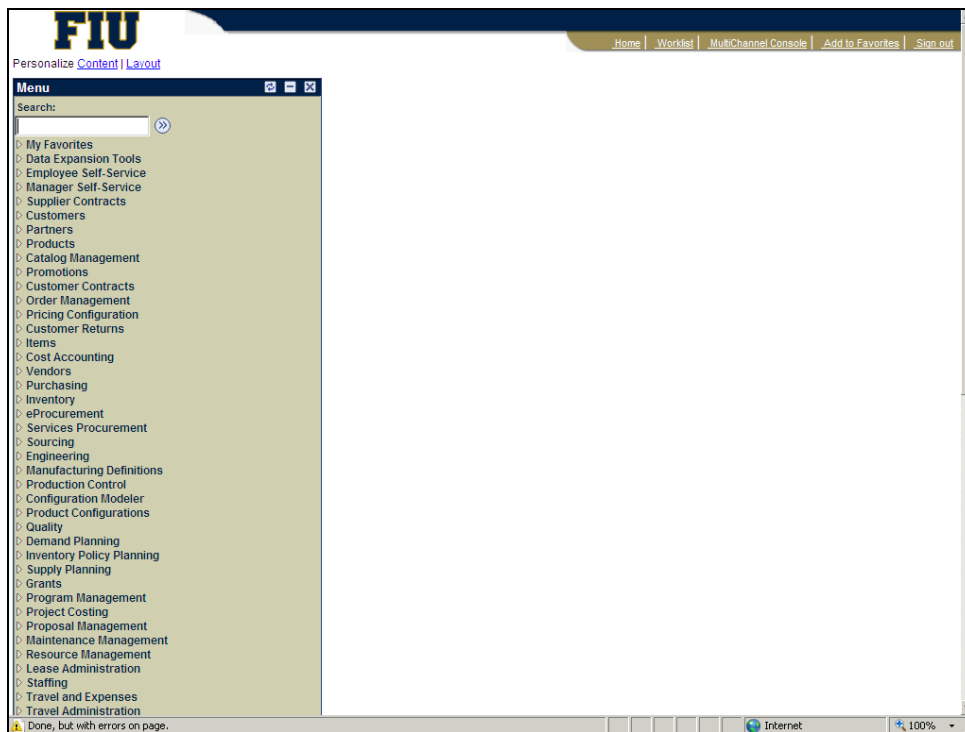
Managers can view the department assets assigned to them and initiate a request to transfer the assets to another department, location, and or custodian.

This process also allows for managers to approve transactions initiated by employees before it is routed to Property Control. You can also transfer assets in these pages.

Any computer related equipment with data storage (Hard Drives) must be cleansed before a transfer is completed.

IT Security will contact the department to schedule a time/date to have the data storage cleansed. IT Security will either cleanse the asset on-site or take the asset and return within 3 business days if located on UP campus or 5 business days if location is off campus.

This process will replace the paper process.



Step	Action
1.	Click the Manager Self- Service link. 



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Step	Action
2.	Click the Assets link. Assets
3.	Click the View Department Assets link. View Department Assets



Step	Action
4.	Click an entry in the Department column. PANTHERSOFT SA


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The screenshot shows the 'My Department's Assets' page in the PantherSoft system. The page title is 'My Department's Assets' and it is for department number 144000101. Below the title, there is a table listing various assets. Each row includes the asset name, its tag number, the custodian, and a 'Transfer' button. The assets listed include SSL Accelerator, Dell Latitude D610, PowerEdge 1850 server, tms connector, Dell XPS M1210 laptops, Latitude D620 Intel Pentium P, Dell Inspiron 640 laptop, Dell Latitude D620 Intel Core, Dell Latitude D830 EQuote 1002, and Dell Latitude D830 EQuote 100.

Asset	Tag Number	Custodian	Pending Approval	Transfer
SSL Accelerator Hardware CSS-S	498000112543			Transfer
Dell Latitude D610Intel @Pe	498000116878			Transfer
PowerEdge 1850 server.....	498000117719			Transfer
tms connector- microsoft.ca	498000118017			Transfer
Dell XPS M1210laptop.....	498000118910			Transfer
Dell XPS M1210laptop.....	498000118911			Transfer
Dell XPS M1210laptop.....	498000118912			Transfer
Latitude D620Intel Pentium P	498000118176			Transfer
Latitude D620Intel Pentium P	498000118177			Transfer
Dell Inspiron 640 laptopAs	498000119483			Transfer
Dell Latitude D620 Intel@ Core	498000120926			Transfer
Dell Latitude D830 EQuote 1002	498000120698			Transfer
Dell Latitude D830EQuote 100	498000120699			Transfer
Dell Latitude D830EQuote 100	498000120700			Transfer

Step	Action
5.	Click the scrollbar. To view all your assets for this department number, scroll down to the bottom of the page.
6.	You can view asset details or you can transfer an asset from this page. Click the Transfer button. 



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FIU

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Customize Page

Menu

- Assets
 - View Department Assets
 - Approve Asset Transfer
 - Review Forecasted Time
 - Travel and Expense Center
- Supplier Contracts
- Customers
- Partners
- Products
- Catalog Management
- Promotions
- Customer Contracts
- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Vendors
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Demand Planning
- Inventory Policy Planning
- Supply Planning
- Grants
- Program Management
- Project Costing
- Proposal Management
- Maintenance Management
- Resource Management
- Lease Administration
- Staffing
- Travel and Expenses
- Travel Administration
- Billing
- Accounts Receivable
- Accounts Payable

Asset Transfer Approval

Peter Gold

Latitude D630 Intel® Core 2

Use this page to review your employee's asset transfer requests.
You can edit the Activity Type section. When you finished, click Approve, Deny, or Hold.

Asset Details

Asset ID: 000000014611
Asset Tag Number: 498000125304
Serial Number: 2CNMIGH1
Location: W10B 0125
Department: 144000101 PANTHERSOFT SA
Custodian:

Activity Type

Select the appropriate activity. For Transfer Asset, enter information in the Location, Department, and Custodian fields as applicable.

Transfer Asset

Date of Transfer: (example: 12/31/2000)

Location:

Department:

Custodian:

Asset Lost or Stolen

Date Lost or Stolen: (example: 12/31/2000)

Asset Not Assigned to Me

Date Reported: (example: 12/31/2000)

Comments

Done

Internet 100%

Step	Action
7.	To transfer an asset, fill out the proper fields and click the submit button on the bottom of the page. Click the scrollbar.
8.	To continue to view your Department's assets. Click the Return to My Assets List link. Return to My Assets Lis

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The screenshot shows a web application interface for FIU. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. A left-hand menu lists various system functions, with 'Assets' expanded to show options like 'View Department Assets' and 'Approve Asset Transfer'. The main content area is titled 'My Department's Assets' and displays the user 'Peter Gold' and their organization 'PANTHERSOFT SA' with ID '144000101'. Below this, there are instructions to click on an asset link for details or a 'Transfer' link for approval requests. A table lists the following assets:

Asset	Tag Number	Custodian	Pending Approval	Transfer
SSL Accelerator Hardware CSS-S	498000112543			Transfer
Dell Latitude D610Intel @Pe	498000116878			Transfer
PowerEdge 1850 server.....	498000117719			Transfer
Imx connector- microsoft.ca	498000118017			Transfer
Dell XPS M1210laptop.....	498000118910			Transfer
Dell XPS M1210laptop.....	498000118911			Transfer
Dell XPS M1210laptop.....	498000118912			Transfer
Latitude D620Intel Pentium P	498000118176			Transfer
Latitude D620Intel Pentium P	498000118177			Transfer
Dell Inspiron 640 laptopAs	498000119483			Transfer
Dell Latitude D620 Intel@ Core	498000120926			Transfer
Dell Latitude D830 EQuote 1002	498000120698			Transfer
Dell Latitude D830EQuote 100	498000120699			Transfer
Dell Latitude D830EQuote 100	498000120700			Transfer

Step	Action
9.	Click the Home link.
10.	Congratulations. You have successfully viewed your Department's Assets. End of Procedure.