


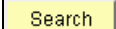

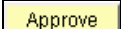
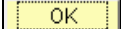



## Manager Self Service (MSS)- Approving Asset Transfer

1.	<p>Click the <b>Manager Self- Service</b> link.</p> 
2.	<p>Click the <b>Approve Asset Transfer</b> link.</p> 
3.	<p>Click the <b>Asset Identification</b> cell.</p> <p>Select contains from the table menu.</p> 
4.	<p>If you know the Asset Identification number you can use this field. If you do not know the Asset ID number, simply click search. Enter the desired information into the <b>begins with</b> field. Enter a valid value e.g. "<b>2219</b>".</p>
5.	<p>Click the <b>Search</b> button.</p> <p>This will search for any existing Asset Transfer requests that contain the digits 2219.</p> 
6.	<p>Click the <b>00000002219</b> link.</p> <p>Select the desired link to be brought to the Asset Transfer Approval page.</p> 
7.	<p>Click the <b>Vertical</b> scrollbar.</p> <p>Move the scroll bar down.</p>
8.	<p>Click the <b>Approve</b> button.</p> 
9.	<p>Click the <b>OK</b> button.</p> <p>Notice how the Approval Process has one more entry showing the approver with an updated Status and Submit Date.</p> 
10.	<p>Click the <b>Home</b> link.</p> 
11.	<p>Congratulations. You have successfully approved an Asset Transfer. <b>End of Procedure.</b></p>