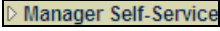

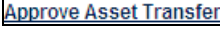
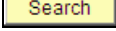

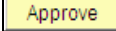
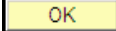



## Manager Self Service (MSS)- Approving an Asset to be Surplused

1.	Click the <b>Manager Self- Service</b> link. 
2.	Click the <b>Assets</b> link. 
3.	Click the <b>Approve Asset Transfer</b> link. 
4.	Click the <b>Search</b> button. 
5.	Click an entry in the <b>Asset Identification</b> column. 
6.	Click the scrollbar.
7.	Click the <b>Approve</b> button. 
8.	Click the <b>OK</b> button. 
9.	Click the scrollbar.
10.	<b>Notice:</b> Once you have approved this action, the buttons are grayed out.
11.	Click the scrollbar.
12.	Click the <b>Home</b> link. 
13.	Congratulations. You have successfully approved sending an asset to surplus. <b>End of Procedure.</b>