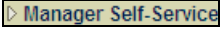

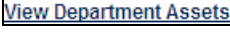






Manager Self Service (MSS)- Viewing Department Assets

1.	Click the Manager Self- Service link. 
2.	Click the Assets link. 
3.	Click the View Department Assets link. 
4.	Click an entry in the Department column. 
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. 
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. 
9.	Click the Home link. 
10.	Congratulations. You have successfully viewed your Department's Assets. End of Procedure.