Choose a digital certificate box

Click OK
Enter your user name & password

Make sure you enter OPS$ before your username

Click OK
This is your main menu

Click on Fixed Assets
Asset Maintenance Screen

Click On Asset Maintenance

Use this screen to update records in the Fixed Asset system.

Off Campus Equipment Form

Asset Tag
Untaggable Asset
Manufacturer
Serial Number
Model Number
Location Information
End User
Enter the System ID # or Asset Tag #

Click Submit Query
This is a summary page for the item you entered.

Click on the detail link to bring you to the item maintenance screen.
You can update the highlighted areas

**Off Campus Equipment Form**
- Asset Tag
- Untaggable Asset
- Manufacturer
- Serial Number
- Model Number
- Location Information
- End User

Click the Save Asset button at the top or the bottom of the screen when you are finished.

If you want to view another item click New Query at the bottom of the screen. This will bring you back to the Asset Summary Page.

If you want to go back to the main menu click Menu Home at the bottom of the screen. This will bring you back to the main menu.
Reports

You can run reports for your departments Fixed Assets

Click on Reports
All Assets by Custodial Div/Dept/Unit

This report will give your departments assets. You can run the report for controlled items, equipment items or all items.
Enter output option = choose the type of output you want
PDF
TEXT
EXCEL
XML

Enter Unit Code
Enter your departments unit code

Enter Asset Type – choose what you want the report to print
All – All assets in your department
Controlled – Assets that are on your controlled list
Equipment - Assets that are on your equipment list

Click Submit Task
Once your report has completed running, click on ceq_all_assets_by_ddu…pdf (Second item in results box)
This is a .pdf of the report you ran.

Click the Back button at the top left hand of the screen to bring you back to the Task Status Page.
Click Menu Home to bring you back to the reports menu.
All Assets by Custodial Account

This report will give you everything that was purchased that is in the Fixed Asset system in the account number you specify.
Enter output option = choose the type of output you want
PDF
TEXT
EXCEL
XML

Enter GL Account
Enter the account number you want the report for

Click Submit Task
If you run your report to have an output of EXCEL

Click Open
This is the Excel document for the report you ran.

If you want to save the document go under the File Menu and choose Save As.
Name the file and change the file to .xls

Click the Back button at the top left hand of the screen to bring you back to the Task Status Page.
**Task Status Page**

**Completed Task History**

<table>
<thead>
<tr>
<th>Account</th>
<th>Status</th>
<th>Job</th>
<th>Description</th>
<th>Submitted</th>
<th>Started</th>
<th>Finished</th>
<th>Elapsed Time</th>
<th>Repeating Schedule</th>
<th>Task</th>
<th>Error</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Click Menu Home to bring you back to the reports menu
Enter output option = choose the type of output you want
PDF

Enter Computer Sales Invoice #
Enter the invoice # of the Computer Sales & Service invoice you want to view

Click Submit Task
Once your report has completed running click on tcs_invoice___pdf
(Second item in results box)
This is a .pdf of the report you ran.

Click the Back button at the top left hand of the screen to bring you back to the Task Status Page.
Click Menu Home to bring you back to the reports menu.