EASTERN ILLINOIS UNIVERSITY

Fixed Asset Inventory Verification System

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* Web pages displayed by the system may vary slightly depending on the browser you are using.

Annual Fixed Asset Inventory Verification System - Link / Login / Logout

• In a browser (Internet Explorer) type in: <u>https://www.eiu.edu/busofc/FA/fa_login2.php</u>



• Use your EIU Net ID and Password to Login to the system.



After successfully logging in you will arrive at the Annual Fixed Asset Inventory Verification System home page.

Annual Fixed Asset Inventory Verification System – Home Page

Home Logout	Sort by Tag	# 1	Missing Tac	<u>is List</u>	Found (Red	TAGs Only):	Add View
Welcom	e to Annual	Fixed	d Asse	t Inver	itory V	erificatio	on
Gary D. Reed's	s Asset summary as	Custodia	n				
Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags NotFound	Proxy	Export To
Gary D Reed		<u>1884</u>	0	<u>1884</u>	0	Add Proxy	XL.
Gary D. Reed's	s Asset summary as	Custodia	n by Equip	ment Manag	ier		
Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags NotFound	Proxy	Export To
Gary D Reed	Justin R Perry	<u>91</u>	0	<u>91</u>	0	Add Proxy	XL
Gary D Reed	Ryan W Siegel	2	0	2	0	Add Proxy	XL
Gary D Reed	Allan L Rathe	14	0	14	0	Add Proxy	XL
Gary D Reed	John Sigler	45	0	45	0	Add Proxy	XL
Gary D Reed	Cathy L Kimball	4	0	4	0	Add Proxy	XL
Gary D Reed	Jo Anne Thill	42	0	42	0	Add Proxy	XL
Gary D Reed	Thomas W Rennels	38	0	38	0	Add Proxy	XL
Gary D Reed	Patty S Murphy	166	0	166	0	Add Proxy	XL
Gary D Reed	John E Bailey	41	0	41	0	Add Proxy	XL
Gary D Reed	Steven E Pearcy	61	0	61	0	Add Proxy	XL

• When you are finished working in the system please use the **Logout** link found throughout the system and the following screen will be displayed showing you have properly exited the system.



You have been logged out.

Click here to Login

Rondal K. Mathe	nia's Asset summ	ary as C	ustodian			Certify	Assets
Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags NotFound	Proxy	Export To
Rondal K Mathenia		<u>8</u>	<u>ā</u>	0	6		XL
Rondal K. Mathe	nia's Asset summ	arv as C	ustodian by	Equipment	Manager		
Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags NotFound	Proxy	Export To
Rondal K Mathenia	John F Krajefska	1	1	0	1		XL
Rondal K Mathenia	Rondal K Mathenia	Z	Z	0	5		XL
Rondal K. Mathe	nia's Asset summ	ary as Ed	quipment N	lanager und	er Other's C	ustodianshi	p
Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags NotFound	Proxy	Export To
Gary D Reed	Rondal K Mathenia	858	Z	<u>851</u>	Z	Christine Childress	<u>xı</u>
Rondal K. Mathe	nia's Asset summ	ary as Pi	roxy				
Custodian	Equipment Manager	Total Assets	Inventor Done	y Inventor Not Done	/ Tags NotFound	d	Export To
Gary D Reed	Cathy L Kimball	4	2	2	1		XL
Rondal K Mathenia	John F Krajefska	1	1	0	1		XL
Rondal K Mathenia	Rondal K Mathenia	7	7	0			¥1

* This screen may appear differently (i.e. fewer levels) depending on the users access role.

Annual Fixed Asset Inventory Verification System Home Page – Breakdown by Columns



- Each column number on this page shows the total number of Fixed Assets pertaining to that columns' heading. (i.e. **Total Assets** are the total number of assets per each user's role. **Inventory Done** shows the total number of assets that are accounted for in the system per each user's role. **Inventory Not Done** shows the total number of assets left to be accounted for per each user's role. **Tags Not Found** shows the number of lost, stolen, or missing assets per each users role)
- 'Add Proxy' will be displayed in the 'Proxy' column before 'Total Assets' equal 'Inventory Done'. The 'Add Proxy' link will open a form to allow a Proxy to be assigned. If an assigned proxy name is already present clicking the 'Proxy's Name' will open the form allowing changes to be made to the proxy assignment.
- When the 'Total Assets' column equals the 'Inventory Done' column the 'Certify Assets' link is displayed for the Custodian to electronically certify their inventory.

Annual Fixed Asset Inventory Verification System Home Page – Main Menu Links

(Red Tags are inventory items valued greater than \$500.00, or items between \$100.00 and \$500.00 that are high theft items)





Annual Fixed Asset Inventory Verification System – Sort by Page



Sort by Page Options

• When 'Submit' is clicked all pages throughout the system are sorted by the option of choice. (Tag # or Location)

<u>Home</u>	Logout		('	Missing/Stolen/Lost Inventory Report					
Miss	ing Fixed Asset	List		will provide a means or electronically certifying and sending a police report			Missing/St	olen/Los	st Inventory Report
Tag #	Description	Custodian	Equ Mar	This link is only displayed after a Last Seen Date has been added to a Fixed	-	Serial #	Last Seen Date	Police Report	Notes
135561	Computer Gateway E-420	Gary D Reed	Rond	Asset and a Police report has not been filed for that Asset.	350	14191656	Add Date		
136492	Computer Gate		ondal K	Mathenia Physical Sci Rido 1120	0 550	18405299	03/13/2012		missing date
149267	Computer Gate Dage shows	d Asset List - this a listing of Fixed	ond	reopen the form that will allow	5	001173176	Add Date		
149269	Computer Gate Assets that a	are not accounted	ond	modification of the date of last known		0035773178	Add Date		
029086	Microscope Ac Invent	e Fixed Asset ory System	onc	Seen Date is displayed after the initial form is opened but before a Police		530959	Add Date		
057590	Tank Oil Quend Mcenglevan 001		tondal	report has filed for that Asset. warenouse			Add Date		
064438	Projector Opaque	Gary D Reed	Rondal H	Add Date - when clicked will open a	E III	H28520	Add Date		
131257	Camera Image Jvc	Rondal K Mathenia J	ohn F K	form that will allow the addition of date of last known sighting of the Fixed Asset. Add Date is displayed	0u	063K1477	02/01/2012	Filed	still not found
147152	Computer Gateway E-6100-C	Rondal K Mathenia	Rondal H	before the initial form is opened.	-c		02/01/2012	Filed	not found
122552	Record Storage Mobile Media	Rondal K Mathenia	Rondal K	Police Report Filed - after the			Add Date		change
122553	Record Storage Mobile Media	Rondal K Mathenia	Rondal K	Police Report is filed the link becomes non-editable and displays			Add Date		
123324	Aluminum Dock Board6 0" X 60" 6' Height	Rondal K Mathenia	Rondal K	reported and an indicator shows the report has been 'Filed.'			Add Date		

Missing/Stolen/Lost Inventory Item Report

- To Include a Fixed Asset into Missing/Stolen/Lost Inventory Item Report, the User has to assign a Last Seen Date to a Missing Tag number.
- The User can assign <u>Last Seen Date</u> either from 'Missing Fixed Asset List' (Missing Tags List Link from Home page) or 'Fixed Asset List – Not Found' (Tags NotFound link from Home Page)
- On the 'Missing Fixed Asset List' page, the **Missing/Stolen/Lost Inventory Report** link will only be seen when the **Last Seen Date** has been assigned to at least one Fixed Asset tag, and a Police report has not already filed for that Fixed Asset tag number.

Annual Fixed Asset Inventory Verification System – Inventory Not Done Page

Home Fix	ed A	sset	Alert : *** You have one or mor List - Inventory N	e tags without a Location	n (Building an Alert: t	nd Room), Location mu his will appear when a	st be a: Fixed A	ssigned for all tags. sset does not have a	Building or Room	# assigned to it. If
Custo	dian : E	Bonnie D) Irwin		these field	is are left blank the As	set will	remain on the Fixed A	Asset List - Invent	ory Not Done listing'.
ок	NF	Tag #	Description	Equipment Manager	Acqn_Date	Building	Room	Model #	Serial #	Notes
		163523	External Hard Drive Lacie Hard Disk	Bonnie D Irwin 👻	03/26/2012	•		Lacie Hard Disk Max 4		
		163524	External Hard Drive My Book Essen	Bonnie D Irwin 👻	03/22/2012	•		My Book Essential 2TE		
		163525	External Hard Drive My Book Essen	Bonnie D Irwin 👻	03/22/2012	•		My Book Essential 2TE		
		163526	External Hard Drive My Book Essen	Bonnie D Irwin 🗸	03/22/2012	•		My Book Essential 2TE		
		163527	External Hard Drive My Book Essen	Bonnie D Irwin 👻	03/22/2012	•		My Book Essential 2TE		
		155302	Computer, XSERVE QUAD	Bonnie D Irwin 👻	06/25/2008	Stu Serv Bldg 🗸 🗸	2312		G88272N4X8S	
		155367	Computer XSERVE QUAD	Bonnie D Irwin 👻	06/25/2008	Stu Serv Bldg 🗸 👻	2312		G88271JVX8S	
Hom	e Logou	t Save	Mark All Found Comple	te	*** Mark A	LL Found will mark all a	bove li	sted assets as found,	except any NF ch	eck box marked assets

Inventory Not Done Report

- This page gives the user the option of marking the Asset as '**OK**' (accounted for) or '**NF**' (Not Found). When the Asset is marked OK or NF and then the changes are '**Saved**'; OK Assets are moved to the 'Inventory Done' page and the NF Assets are moved to the 'Tags NotFound' page and they can then be found under those columns on the 'Home' page. After clicking '**Save**' the user can then stop and return to completing the list at a later time.
- For users whose pages have many assets displayed **check marking 'NF'** for only assets that are Not Found and then **check marking the** '**Mark All Found' box** displayed at the bottom of the page, then clicking the '**Complete**' button will mark all unchecked assets as 'OK' and move them to the '**Inventory Done'** page, and move all NF checked assets to the '**Tags NotFound**' page; this eliminates the need of check-marking each asset as 'OK' on the list.
- The Description, Equipment Manager, Building, Room Number, Model Number, Serial Number, and Notes can be **added** (if not present) or **reassigned** or **modified** from this page.
- Changes made on this page must be committed by clicking the 'Save' button.
- If <u>all</u> Assets are found to be in the OK status the user can check the 'Mark All Found' checkbox and then click the 'Complete' button to update all Assets listed on this page.
- All changes made on this page will **update** the database in the **Fixed Asset** system and then the Business Office will use this information to update the Banner system.
- If a Fixed Asset does not have a **Building** or **Room Number** location assigned to it an **Alert will be presented** at the top of the Fixed Asset List. A Building and or a Room Number must be assigned to the Fixed Asset or it will remain on the Fixed Asset List Inventory Not Done listing.

System Timeout Alert

- A Session Timeout alert popup will be displayed if there is no activity on the 'Inventory Not Done' listing for 20 minutes. Once this popup occurs the user will be given 2 options to proceed:
 - The user can click "Save Form Now" Changes made to the page will be saved and the session will be reset for another 20 minutes.
 - The user can click "**Continue Working on Form**" Changes made to the page will remain but the changes will NOT be saved at this time and the session will be reset for another 20 minutes.



** If neither one of these 2 options are taken the Session Timeout popup will remain on the screen for 1 minute, the page will then be automatically saved, and the system will then display the Annual Fixed Asset Inventory Verification System home page.



Inventory Not Done Report - Find Function

• Pressing the '**Ctrl** + **F**' keys on the keyboard will show the **Find** function toolbar. The user can enter the Tag # to search for in the Find input box and press Enter. The tag # will be searched for within the displayed list and if the tag # is found it will be highlighted and displayed for the user. (Some browsers may not support this function).

entory Verification 🔂 Feeds (2) + 🐱 Read Mail 🗰 Print + Page + S	Assets View only	
Previous Next 7 Options - 1 match		
	ment lawed	1 df1 A
101 I I I I I I I I I I I I I I I I I I	Fixed Asset List - Total Assets	
Asset List - Inventory Not Done	Custodian : Gary (), Read	
: Gary D. Reed	Chig Chi, Mi Tagil Decrysten Manager Ange, Saw Bulldag Koon Madel F. Sarakil Koong	
Tag # Description Equipment Manager Acqn_Date Building Room Model # Serial # Notes	International	
1 109948 Balar Hai Model 6020 Mt 15 Atlan L Rathe 💌 01/01/1091 BSW House 💌 5251	D D Intern Sector Secto	
Control Contro Control Control Control Control Control Control Control Control Co	C C C C C C C C C C C C C C C C C C C	
118691 Baler Hoszontal Exc B Ex-60 Bue Ex119 Alan L Rathe 💽 01/01/1996 BSW House 💽 5251 Bise	E E HAR INCIDENTS Statements State Days Hardware Hardware State State	
()	(00080000000000000000000000000000000000	
Charles Assets View only Assets View only Charles Assets View only	Cpex	
Galeucedu https://www.eiu.edu/busofc/FA/ta_view.php?by=EA&cpid=82712&epid=38528&sby=1	🔝 Eastern Illinois University 🛛 🖾 Assets Inventory Venficat 👋 🖒	
	← → C IF www.eiu.edu/busolc/FA/fa_verity.php	
Home Leapur	+ For quick access, add your bookmarks to this bar	
Fixed Asset List - Total Assets	133752	
Custodian : Gary D. Reed	O Manda and David Course and address because?	
Chg OK NF Tag # Description Equipment Acqn,Date Building Room Model # Serial # Notes	Province group miles for sets of group and set of the s	lane la
In 145824 Stredder Psper Allegheny 7.5 Cashy L Kinikall 09/25/2001 FPAM South 0100 16-155c	Home Loacus	
	Fixed Asset List - Inventory Not Done	
Craffe Cathy L Kinkell 05:02/2006 FPAM Seeth 0100	Custodian : Carla J. Higginbotham	Export to XL
Computer Cell Operfive 745 Cettry L Kenhall 05:/24/2007 FMM South 0100 Optifies 745 72333021	OK NF Tag # Description Equipment Manager Acon_Date building Room	m Model # Serial # Notes
	Cafe J Higginteriar @ 61.25.1999 Old Main	NA NA
En La		
The first for the Minimum Manimum	Carla J. Higginsonar Carla J. Higginsonar Carla J. Higginsonar C. Cl. 1999 Oct Main C. 1131	T NA
Kindlessen Konnessen Konnessen		r Na. 7 Na.

Annual Fixed Asset Inventory Verification System – Found Red Tags Add Page

(Red Tags are inventory items valued greater than \$500.00, or items between \$100.00 and \$500.00 that are high theft items)

Fixed Assets - Add	Found Red Tag (Only \$500 or More)	PTag - allows input of a found Fixed Asset tag number.
PTag :	Verify PTag	
Description :		Verify PTag - verifies if a found Fixed Asset tag number is already in the system.
Custodian :		
Equi ment Manager :	di	Dropdown Menus - when clicked each splays a menu allowing changes to be made
Building :	to Ma	the assignment of the Custodian, Equipment mager, or the Building location for the Fixed
Room :		
Add Found Red Tag input form allowing I Asset information to be into the tracking sys	- is an Fixed added tem.	
Home Logout	Add Ptag	Add PTAG - when clicked adds the found Fixed Asset into the tracking system.

Found Red Tags Add Page

- A found Fixed Asset tag can be typed into the input box and the User can click 'Verify PTag' to see if the item has been accounted for in another location or by another Custodian. If the tag is already in the system a screen similar to the one below will be displayed.
- If the Fixed Asset is not already in the system the user can fill in all information for the asset and click 'Add Ptag'. The information is then submitted to the Found Red Tags View Page.

Fixed Assets - This Tag	g Already Exists in Inventory- Please contact
PTag :	112816
Description :	Car 93 Dodge Spirit #146
Custodian :	Gary D Reed
Equipment Manager :	Jo Anne Thill
Building :	Central Stores
Room :	1000
Model # :	Safety Program
Serial # :	1B3XA46K6PF563574
Home Logout	Back

Annual Fixed Asset Inventory Verification System - Found Red Tags View Page

Tag #	Description	Currendian	Equipment Manager	Ruilding	Room	Model #	Carial #	Notor
077777	Description	Customan	Acces & Allison	Alexander Rear	1212	MODEL #	Jeriar w	Notes
5/////	rtetertet	Aaron 5 Allinon	Aaron & Allison	Alexander barn	1212			
977778	FAFAFAADFGFAFD	Aaron B Allison	Billy M Waddell	Brainard House	2121			
912188	dfdffhfh	Adam J Due	dam J Due	Alexander Barn	1111			
9989898	dfgfdfdfg	Adam J Due	Allan Bathe	Alexander Barn	1111			
922222	rtretreterer	Adam J Due	Chad P Ell	FP&M North	2121			
				Four	nd Fixed	Asset List Found Red 7	- is a view only lags that have	

Annual Fixed Asset Inventory Verification System – Add Last Seen Date Page

Fixed Assets Missing Ta	g Change – Add Last Seen Date and Notes	
Custodian :	Rondal K Mathenia	
PTag :	131257	
Description :	Camera Image Jvc	
Equipment Manager :	John F Krajefska	Last Seen Date - allows editing of the date of the last accounting of the Fixed Asset.
Location :	Property Warehouse - 1000	MM/DD/YYYY to enter the date.
Model # :	Aa-P700u	
Serial # :	063K1477	Notes - allows editing of notes
Last Seen Date :	MM/DD/YYYY	pertaining to the Fixed Asset.
Note :		
Home Logout	Update	Update - sumbits all changes input with this form to the system and then returns to the Main Missing Fixed Asset List. After returning to the list a link on that page will
		be available for submitting a Police report.

Last Seen Date and Notes Form

- Changes made with this form are sent to the 'Missing Fixed Asset List' which is accessible from the Home page.
- Existing Last Seen Date's and Notes can be edited from this form.
- Changes made on this page must be committed by clicking the 'Update' button.

Custodian :	Rondal K Mathenia	be changed in the tracking system after being added to the inventory.
PTag :	131257 🗌 Found 🗹 Not Found	Found / Not Found shealthores allo
Description :	Camera Image Jvc	editing of Fixed Asset status.
quipment Manager :	John F Krajefska 💌	Dropdown Menus - when clicked each
Building :	Property Warehouse 💌	displays a menu allowing changes to be made to the assignment of the Equipment Manager,
Room :	1000	or the Building location for the Fixed Asset.
Model # :	Aa-P700u	
Serial # :	063K1477	
Note :		
	Update - sumbits al	1 changes

Tag Change Post Inventory Page

- This page is accessed from the 'Inventory Done' column link.
- Changes made on this page are made after an Asset is added into the system but before being certified by the Custodian.
- Information can be changed on this form to all input boxes, checkboxes, and dropdown lists.

Annual Fixed Asset Inventory Verification System – Inventory Certification Page

Rondal	Certify A	ssets Li	nk -	0		- <u>Certify</u>	Assets
Custodi	found on	Home P	age	y Inventory Not Done	Tags NotFound	Proxy	Expor To
Rondal K Mathenia		<u>8</u>	<u>8</u>	<u>0</u>	5	Add Proxy	<u>XL</u>
			(Home	Page)			
ome Logout							
ome Logout 012 Inventory	y Certification						
ome Logout 012 Inventory	y Certification	and property un	der my contro	ol and supervision	has been comple	eted. The	
ome Logout 012 Inventory hysical examine sults of that e	y Certification nation of the records examination are as in	and property un idicated.	der my contro	ol and supervision	has been comple	eted. The	eport -
ome Logout 012 Inventory hysical examin esults of that e 8 Number	y Certification nation of the record: examination are as in of my inventory ite	and property un idicated. ms located.	der my contro	ol and supervision	has been comple	eted. The rtification R rives a summa	teport - ary of
ome Logout 012 Inventory hysical examin esuits of that e 8 Number 0 Number	y Certification nation of the records examination are as in of my Inventory Ite	and property un idicated. ms located. ms not located.	der my contro	ol and supervision	has been comple	eted. The rtification R gives a summa ked Assets un vactodians co	eport - ary of der the
ome Logout 012 Inventory hysical examin esuits of that e 8 Number 0 Number 1 Number	y Certification nation of the records examination are as in of my inventory ite of my inventory ite of my inventory ite	and property un idicated. ms located. ms not located. ms Reported as M	der my contro	ol and supervision 1/Lost items.	has been comple	eted. The rtification R tives a summa ted Assets un Custodians co	Seport - ary of der the ntrol.
ome Logout 012 Inventory hysical examin esults of that e 8 Number 0 Number 1 Number 0 Number	y Certification nation of the records examination are as in of my Inventory Ite of my Inventory Ite of my Inventory Ite of assets found but	and property un idicated. ms located. ms not located. ms Reported as M not on my Invent	der my contro lissing/Stolen tory list.	ol and supervision 1/Lost items.	has been completed by the second seco	eted. The rtification R gives a summa ked Assets un Custodians co	deport - ary of der the ntrol.
tome Logout 2012 Inventory Physical examini- results of that e 8 Number 0 Number 1 Number 0 Number 1 Inverby electron	y Certification nation of the records examination are as in of my inventory ite of my inventory ite of my inventory ite of assets found but certify that above ii ically certifying the	and property un idicated. ms located. ms not located. ms Reported as M not on my Invent sting is correct an nventory under n	der my contro lissing/Stolen tory list. nd by submitti ny control and	ol and supervision 1/Lost items. ing this form 1, <u>(Ro</u>) d supervision.	has been complete Cee Fig C	eted. The rtification F vives a summa ved Assets un Custodians co , am	Report - ary of der the ntrol.

(Inventory Certification Page)

How to Certify Inventory

- On the system Home Page, when the 'Total Assets column' equals the 'Inventory Done column' the 'Certify Assets' link is displayed for the Custodian to electronically certify their inventory. After clicking the 'Certify Assets' link the 'Inventory Certification page' will be displayed (as shown above).
- The Custodian is given a summary of their Fixed Assets available for certification and their status in the system. Displayed are the number of Assets located, the number of Assets not located, the number of Assets reported as missing, and the number of Assets found but not on the Custodians' inventory list. Also automatically displayed is the name of the Custodian who is certifying the inventory.
- Check the 'Certification' Check box and click the 'Submit' button at lower left side of the report. The following actions will take place when the Custodian clicks the 'Submit' button.
 - All **Assets will be finalized** in Fixed Asset database for the respective Custodian and they will be **presented with a message** similar to the one below.
 - After the message is displayed the Custodian can **return** to the system Home page but **no further changes** to their inventory can be made. The Custodian can return to the system Home page and **still be able to file a Police report** within the system.

Rondal K Mathenia,

Thank you, You successfully certified your Fiscal Year 2012 Fixed Asset Inventory Certification.

Home

Annual Fixed Asset Inventory Verification System – Missing/Stolen/Lost Inventory Page



Missing/Stolen/Lost Inventory Item Report

- To Include a Fixed Asset into Missing/Stolen/Lost Inventory Item Report, the User has to assign a Last Seen Date to a Missing Tag number.
- The User can assign <u>Last Seen Date</u> either from 'Missing Fixed Asset List' (Missing Tags List Link from Home page) or 'Fixed Asset List – Not Found' (Tags NotFound link from Home Page)
- On the 'Missing Fixed Asset List' page, the Missing/Stolen/Lost Inventory Report link will only be seen when the Last Seen Date has been assigned to at least one Fixed Asset tag, and a Police report has not already filed for that Fixed Asset tag number.

How to file Missing/Stolen/Lost Inventory Item Report Electronically

- Assign Last seen Dates' to all the Fixed Asset Tags which need to be filed on the Police report.
- Click the Missing/Stolen/Lost Inventory Report link on op left hand corner of Missing Fixed Asset List Page.
- The link will open a **Missing/Stolen/Lost Inventory Item Report** page and provide a **list of all Tags** that could be included with police report.
- Check the 'Check box' and click the 'Submit' button at lower left side of the report. The following actions will take place when user clicks the 'Submit' button.
 - Report will be E-mailed to Police as a PDF attachment with CC to User and Fixed Asset Accountant in Business office.
 - All Tags in the report are flagged to indicate Police report has been filed.
 - The User will then be presented **a message page** which should say the following: "Your Missing/Stolen/Lost Inventory Item Report submitted electronically to EIU Police Department. Copy of the report is E-Mailed to you for your records", Please check your email."

Rondal K. Mathenia,

Your Missing/Stolen/Lost Inventory Item Report submitted electronically to EIU Police Department. Copy of the report is E-Mailed to you for your records, Please check your email.

<u>Home</u>

The user only sees the above message if all the actions are successful. The User can click the Home link to return to the system Home page.

Attachment sent to Fixed Asset Accountant

Subject: Missing/Stolen/Lost Inventory Item Report Attachment
Message Missage MIR_03122012120734.pdf (3 KB)

Jenifer,

Please see atached Missing/Stolen/Lost Inventory Item Report. This report is signed digitally and submitted electronically by Rondal K. Mathenia

Annual Fixed Asset Inventory – Excel Inventory Completion Spreadsheet

• You have the option to print out your **completed** inventory in Excel format – if you need a copy of your inventory with all the changes you have made and your notes upon completion or certification you can export your inventory to an Excel spreadsheet. To do this you can click on either the 'Total Assets' or the 'Inventory done' links on Fixed Asset Verification System Home page.

j Home											
Home Logout	<u>Sort by :</u> Locat	ion]	Missing Tag	s List I	Found (Red 1 Only):	rags -	Add View				
Welcome	to Annual	Fixed	d Asset	t Inver	ntory Ve	erificat	ion				
Barbara A Burke	's Asset summary	as Custo	dian			Certify	Assets				
Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags NotFound	Proxy	Export				
Barbara A Burke		<u>691</u>	691	0	4		XL				
Barbara A Burke	's Asset summary	as Custo	dian by Equ	upment Ma	nager						
Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags NotFound	Proxy	Export				
Barbara A Burke	bara A Burke Mark D Bonnstetter		4	0	0		XL				
Barbara A Burke	Barbara A Burke	687	687	0	4		XL				

• You will then be able to click 'Export to XL' and you will be asked to open an Excel spreadsheet (click 'Open') then a spreadsheet will show your post-inventory Fixed Asset information.

tiam	1.0201	4									1	
Fix	ed /	Asse	et List	- Total Asse	ts						-	
Cust	odian :	Barba	ra A Burk	10							Exp	ort.to.)
chig.	OK.	NF	Tag #	Description	Equipment Manager	Acqn, Date	Building	Roo	n Model#	Serial #	Notes	
2	12	10	160205	Video Camera	Bathers A Burke	81/28/2010	Lanta	1011				
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2	1 Barbara A Burke		Y	15	1073 Computer Apple Xserve RAID	14x! Barbara A Burke	12/07/2006	Stu Serv Bldg	3012					
3	2 Barbara A Burke		Y	15	5889 Hall of Fame Trophy Cases in L	ant: Barbara A Burke	04/30/2008	Lantz	0001					
4	3 Barbara A Burke		Y	12	4102 Remote Positioning Unit	Barbara A Burke	01/01/1997	Lantz	0135		2L102970316620			
5	4 Barbara A Burke		Y	12	4103 Timing System Timetech Sprin	t 8 Barbara A Burke	01/01/1998	Lantz	0135		419			