



# Fixed Asset Inventory Verification System

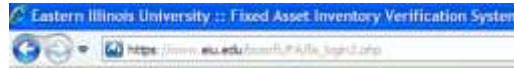
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\* Web pages displayed by the system may vary slightly depending on the browser you are using.

## Annual Fixed Asset Inventory Verification System – Link / Login / Logout

- In a browser (Internet Explorer) type in: [https://www.eiu.edu/busofc/FA/fa\\_login2.php](https://www.eiu.edu/busofc/FA/fa_login2.php)



- 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 | Join by... | Missing Tags List | Found (Red) TAGs (Delete) | Add | View

### Welcome to Annual Fixed Asset Inventory Verification

Gary D. Reed's Asset Summary as Custodian

Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags Not Found	Print	Export To
Gary D Reed		188	0	188	0	Add Photo	XL

Gary D. Reed's Asset Summary as Custodian by Equipment Manager

Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags Not Found	Print	Export To
Gary D Reed	John F. Peris	81	0	81	0	Add Photo	XL
Gary D Reed	Ryan W. Sager	2	0	2	0	Add Photo	XL
Gary D Reed	Allen J. Rame	14	0	14	0	Add Photo	XL
Gary D Reed	John Sigler	41	0	41	0	Add Photo	XL
Gary D Reed	Cathy J. Fernald	4	0	4	0	Add Photo	XL
Gary D Reed	Ji-Anne Tubb	42	0	42	0	Add Photo	XL
Gary D Reed	Thomas W. Reynolds	38	0	38	0	Add Photo	XL
Gary D Reed	Patricia Murphy	188	0	188	0	Add Photo	XL
Gary D Reed	John E. Baker	41	0	41	0	Add Photo	XL
Gary D Reed	Steven E. Parry	61	0	61	0	Add Photo	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.

**Logout**

You have been logged out.

Click here to [Login](#)



## Annual Fixed Asset Inventory Verification System Home Page – Breakdown by Levels



as Custodian Level - shows all of the Fixed Assets a custodian is in charge of and their status in the system.

as Custodian by Equipment Manager Level - shows the Fixed Assets a custodian is in charge of and their status in the system broken down into the totals of individual Equipment Managers.

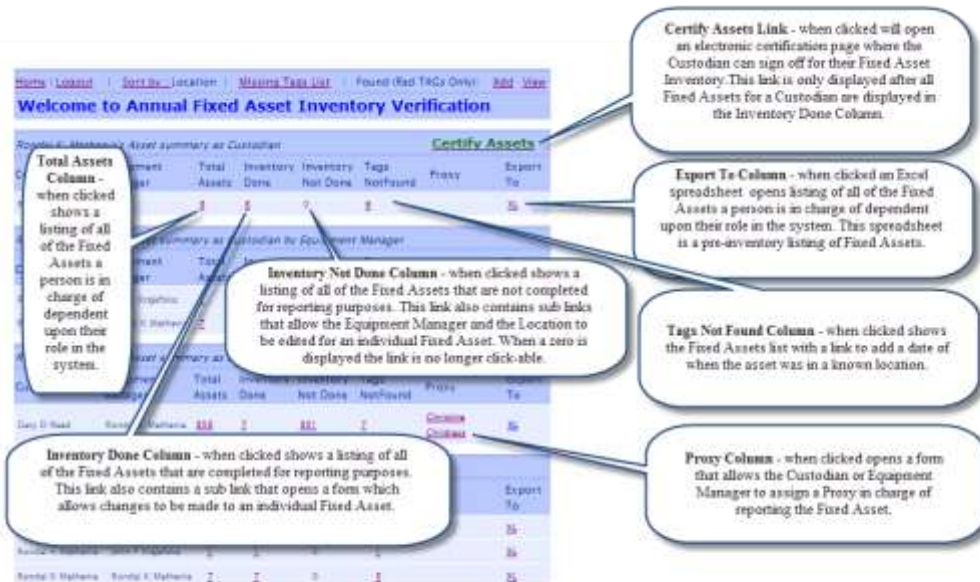
as Equipment Manager under Other Custodianship Level - shows the Fixed Assets an Equipment Manager is in charge of under another Custodians' directive and their status in the system.

as Proxy - shows the Fixed Assets an Equipment Manager is in charge of which have been delegated to the proxy' directive and their status in the system.

\* 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



**Total Assets Column** - when clicked shows a listing of all of the Fixed Assets a person is in charge of dependent upon their role in the system.

**Inventory Done Column** - when clicked shows a listing of all of the Fixed Assets that are completed for reporting purposes. This link also contains a sub-link that opens a form which allows changes to be made to an individual Fixed Asset.

**Inventory Not Done Column** - when clicked shows a listing of all of the Fixed Assets that are not completed for reporting purposes. This link also contains sub links that allow the Equipment Manager and the Location to be edited for an individual Fixed Asset. When a zero is displayed the link is no longer click-able.

**Tags Not Found Column** - when clicked shows the Fixed Assets list with a link to add a date of when the asset was in a known location.

**Proxy Column** - when clicked opens a form that allows the Custodian or Equipment Manager to assign a Proxy in charge of reporting the Fixed Asset.

**Export To Column** - when clicked on Excel spreadsheet opens listing of all of the Fixed Assets a person is in charge of dependent upon their role in the system. This spreadsheet is a pre-inventory listing of Fixed Assets.

**Certify Assets Link** - when clicked will open an electronic certification page where the Custodian can sign off for their Fixed Asset Inventory. This link is only displayed after all Fixed Assets for a Custodian are displayed in the Inventory Done Column.

- 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)

The screenshot shows the home page of the Annual Fixed Asset Inventory Verification System. The navigation bar includes links for Home, Logout, Sort by: Tag #, Missing Tags List, and Found (Red TAGs Only): Add View. The main heading is "Welcome to Annual Fixed Asset Inventory Verification". Below this, there are sections for "Equipment Manager under Other's Custodianship" and "Total Inventory Inventory Tags". A table lists users: Gary D Reed, Joanne Thill, and a user with ID 42. Callout boxes provide the following descriptions:

- Home** - when clicked is used to return to the main system page. (Page will not change if clicked while on Home Page.)
- Logout** - when clicked will log the user out of the system.
- Sort by:** - when clicked gives the option to sort by inventory location or by inventory tag number.
- Missing Tags List** - when clicked will open a list of missing fixed assets
- Found Red Tags: Add** - when clicked will display a form to add found Fixed Assets.
- Found Red Tags: View** - when clicked will show a list of found Fixed Assets that have been added to the system.

## Annual Fixed Asset Inventory Verification System – Sort by Page

The screenshot shows the "Sort by Page" options form. It includes a navigation bar with Home and Logout links. The heading is "Choose your Choice for Sort by Option for Inventory Listing". There are two radio button options: "Sort by Location (Building & Room #)" (selected) and "Sort by Tag #". A "Submit" button is located below the options. Callout boxes provide the following descriptions:

- Sort by Location** - when chosen Fixed Asset List is sorted by Building & Room number.
- Sort by Tag #** - when chosen Fixed Asset List is sorted by Tag #'s.
- Submit** - When clicked Fixed Asset List is sorted and the user is returned to the Home Page.

### Sort by Page Options

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



# Annual Fixed Asset Inventory Verification System – Main Missing Tags List Page

**Missing Fixed Asset List** - this page shows a listing of Fixed Assets that are not accounted for in the Fixed Asset Inventory System

**Missing/Stolen/Lost Inventory Report** - when clicked will open a form that will provide a means of electronically certifying and sending a police report to the EIU Campus Police Department. This link is only displayed after a Last Seen Date has been added to a Fixed Asset and a Police report has not been filed for that Asset.

**Last Seen Date** - when clicked will reopen the form that will allow modification of the date of last known sighting of the Fixed Asset. The Last Seen Date is displayed after the initial form is opened but before a Police report has filed for that Asset.

**Add Date** - when clicked will open a form that will allow the addition of date of last known sighting of the Fixed Asset. Add Date is displayed before the initial form is opened.

**Police Report Filed** - after the Police Report is filed the link becomes non-editable and displays the Last Seen Date that was reported and an indicator shows the report has been Filed.

Tag #	Description	Custodian	Equip. Mar	Serial #	Last Seen Date	Police Report	Notes
135561	Computer Gateway E-420	Gary D Reed	Rondal K Mathenia	14131656	<a href="#">Add Date</a>		
136482	Computer Gate			18405255	03-11-2012		missing date
148257	Computer Gate			0051775178	<a href="#">Add Date</a>		
148268	Computer Gate			0051775178	<a href="#">Add Date</a>		
023086	Microscope As			830959	<a href="#">Add Date</a>		
057590	Tank Oil Quaint Moengleuan 001				<a href="#">Add Date</a>		
064438	Projector Opaque	Gary D Reed	Rondal K Mathenia	H28820	<a href="#">Add Date</a>		
131257	Camera Image Jvc	Rondal K Mathenia	John F K	06261477	02-01-2012	Filed	still not found
147132	Computer Gateway E-6100-C	Rondal K Mathenia	Rondal K Mathenia		02-01-2012	Filed	not found
122552	Record Storage Mobile Media	Rondal K Mathenia	Rondal K Mathenia		<a href="#">Add Date</a>		change
122553	Record Storage Mobile Media	Rondal K Mathenia	Rondal K Mathenia		<a href="#">Add Date</a>		
122124	Aluminum Dock Board 6'0" X 60" 6' Height	Rondal K Mathenia	Rondal K Mathenia		<a href="#">Add Date</a>		

## 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 **Last Seen Date** either from ‘**Missing Fixed Asset List**’ (Missing Tags List Link from Home page) or ‘**Fixed Asset List – Not Found**’ (Tags Not Found 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 Logout Alert: \*\*\* You have one or more tags without a Location (Building and Room), Location must be assigned for all tags.

## Fixed Asset List - Inventory Not Done

Custodian : Bonnie D Irwin

Alert: this will appear when a Fixed Asset does not have a Building or Room # assigned to it. If these fields are left blank the Asset will remain on the Fixed Asset List - Inventory Not Done listing.

OK	NF	Tag #	Description	Equipment Manager	Acqn_Date	Building	Room	Model #	Serial #	Notes
<input type="checkbox"/>	<input type="checkbox"/>	163523	External Hard Drive Lacie Hard Disi	Bonnie D Irwin	03/26/2012			Lacie Hard Disk Max 4		
<input type="checkbox"/>	<input type="checkbox"/>	163524	External Hard Drive My Book Essen	Bonnie D Irwin	03/22/2012			My Book Essential 2TE		
<input type="checkbox"/>	<input type="checkbox"/>	163525	External Hard Drive My Book Essen	Bonnie D Irwin	03/22/2012			My Book Essential 2TE		
<input type="checkbox"/>	<input type="checkbox"/>	163526	External Hard Drive My Book Essen	Bonnie D Irwin	03/22/2012			My Book Essential 2TE		
<input type="checkbox"/>	<input type="checkbox"/>	163527	External Hard Drive My Book Essen	Bonnie D Irwin	03/22/2012			My Book Essential 2TE		
<input type="checkbox"/>	<input type="checkbox"/>	155302	Computer, XSERVE QUAD	Bonnie D Irwin	06/25/2008	Stu Serv Bldg	2312		G88272N4X8S	
<input type="checkbox"/>	<input type="checkbox"/>	155367	Computer XSERVE QUAD	Bonnie D Irwin	06/25/2008	Stu Serv Bldg	2312		G88271JVX8S	

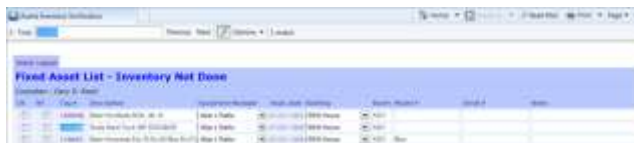
Home Logout   Mark All Found  \*\*\* Mark ALL Found will mark all above listed assets as found, except any NF check box marked assets

### 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 **all** 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.

### 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).



(Internet Explorer version 8)



(Google Chrome version 18.0.1025.142)



(Firefox version 11)



## 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:  [Verify PTag](#)

Description:

Custodian:

Equipment Manager:

Building:

Room:

[Home](#) | [Logout](#) [Add Ptag](#)

**Callouts:**

- PTag** - allows input of a found Fixed Asset tag number.
- Verify PTag** - verifies if a found Fixed Asset tag number is already in the system.
- Dropdown Menus** - when clicked each displays a menu allowing changes to be made to the assignment of the Custodian, Equipment Manager, or the Building location for the Fixed
- Add Found Red Tag** - is an input form allowing Fixed Asset information to be added into the tracking system.
- 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 Already Exists in Inventory- Please contact**

PTag	T12816
Description	Car 93 Dodge Sport #146
Custodian	Gary D Reed
Equipment Manager	Ju Anne Thill
Building	Central Stores
Room	1000
Model #	Safety Program
Serial #	1B3XA46K6PF563374

[Home](#) | [Logout](#) [Back](#)



## Annual Fixed Asset Inventory Verification System – Found Red Tags View Page

[Home](#) | [Logout](#)

**Found Fixed Asset List**

Tag #	Description	Custodian	Equipment Manager	Building	Room	Model #	Serial #	Notes
877777	motor	Aaron D. Allen	Aaron D. Allen	Alexander Barn	1212			
877778	PAPAASIPONSD	Aaron D. Allen	Edy M Waddell	Stanford Power	2121			
811184	202966	John J. Doe	John J. Doe	Alexander Barn	1111			
800000	212121	John J. Doe	John J. Doe	Alexander Barn	1111			
822222	motorcycle	John J. Doe	Clod F. Doe	WFM Health	2121			

**Callout:** Found Fixed Asset List - is a view only listing of all Found Red Tags that have been added in to the system.

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

Fixed Assets Missing Tag Change – Add Last Seen Date and Notes

Custodian: Ronald K Mathema

PTag: 131257

Description: Camera Image Jvc

Equipment Manager: John F Krajejska

Location: Property Warehouse - 1000

Model #: Aa-P700u

Serial #: 063K1477

Last Seen Date:  MM/DD/YYYY

Note:

[Home](#) | [Logout](#)

**Last Seen Date** - allows editing of the date of the last accounting of the Fixed Asset. Please be sure to use the format MM/DD/YYYY to enter the date.

**Notes** - allows editing of notes pertaining to the Fixed Asset.

**Update** - submits 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.

## Annual Fixed Asset Inventory Verification System – Tag Change Post Inventory Page

Fixed Assets Tag Change – Post Inventory

Custodian: Ronald K Mathema

PTag: 131257  Found:  Not Found

Description: Camera Image Jvc

Equipment Manager: John F Krajejska

Building: Property Warehouse

Room: 1000

Model #: Aa-P700u

Serial #: 063K1477

Note:

[Home](#) | [Logout](#)

**Fixed Assets Tag Change** - is an input form allowing Fixed Asset information to be changed in the tracking system after being added to the inventory.

**Found / Not Found checkboxes** - allows editing of Fixed Asset status.

**Dropdown Menus** - when clicked each displays a menu allowing changes to be made to the assignment of the Equipment Manager, or the Building location for the Fixed Asset.

**Update** - submits all changes input with this form and returns to the Fixed Asset List Inventory Done page.

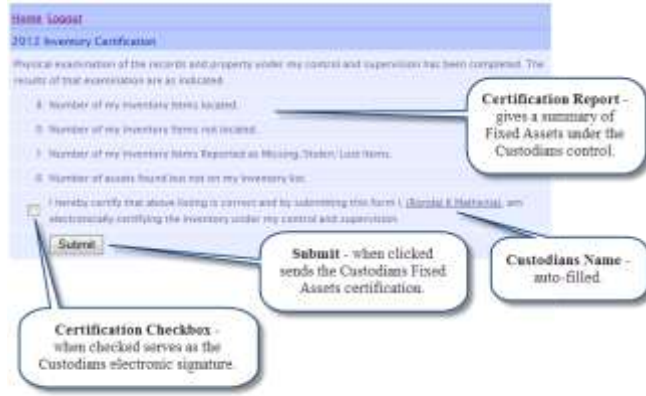
### Tag Change Post Inventory Page

- 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.





(Home Page)



(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](#)

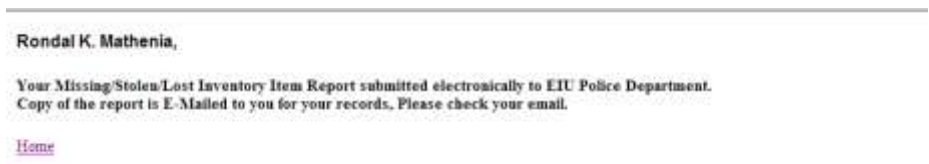


Missing/Stolen/Lost Inventory Item Report

- 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 **Last Seen Date** 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 top 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.”



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





## 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.

Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags Not Found	Proxy	Export To
Barbara A Burke		821	821	0	2		XL

Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags Not Found	Proxy	Export To
Barbara A Burke	Mark D. Burrows	2	2	0	11		XL
Barbara A Burke	Barbara A Burke	819	819	0	2		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.

Chg	OK	NF	Tag #	Description	Equipment Manager	Acq. Date	Building	Room	Model #	Serial #	Notes
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	180091	Video Camera	Barbara A Burke	01/28/2010	Lantz		1001		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	181128	Computer OptiPlex 790 Desktop	Barbara A Burke	06/09/2011	Lantz Stadium	1104	OptiPlex 790 Desktop		

Chg	OK	NF	Tag #	Description	Equipment Manager	Acq. Date	Building	Room	Model #	Serial #	Notes
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	180091	Video Camera	Barbara A Burke	01/28/2010	Lantz		1001		Class
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	181128	Computer OptiPlex 790 Desktop	Barbara A Burke	06/09/2011	Lantz Stadium	1104	OptiPlex 790 Desktop		Class



Custodian	Chg	OK	NF	Tag #	Description	Equipment Manager	Acq. Date	Building	Room	Model #	Serial #	Notes
1. Barbara A Burke	Y			153570	Computer Apple Xserve RAID 36c	Barbara A Burke	12/07/2006	Stu Serv Bldg		0012		
2. Barbara A Burke	Y			155889	Hall of Fame Trophy Cases in Lantz	Barbara A Burke	04/30/2006	Lantz		0001		
3. Barbara A Burke	Y			124002	Barcode Positioning Unit	Barbara A Burke	01/31/2007	Lantz		0135		25025705136020
4. Barbara A Burke	Y			124005	Timing System Finetech Sprint 6	Barbara A Burke	01/01/2008	Lantz		0135		419