



View and Update an Asset Use Queries to List Your Assets

Department of Property Control

property@unthsc.edu

817-735-2152

<https://www.unthsc.edu/operations/central-services/property-control/>



Why keep assets updated?

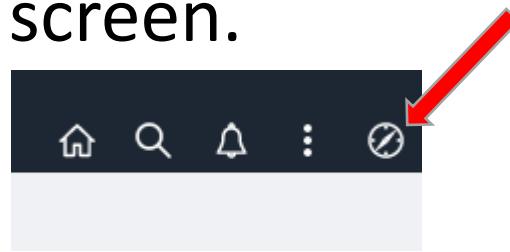
- They are State of Texas property.
- When assets are not located, they are flagged as missing, but are still the responsibility of the custodian/department.
- Missing computer type assets may be locked by IT remotely.
- If updated, the Annual Inventory process is a breeze!

*Please update Asset Custodian with the main user (i.e., the person who uses the asset the most and will know where it is, if it goes missing, or if it is broken.)

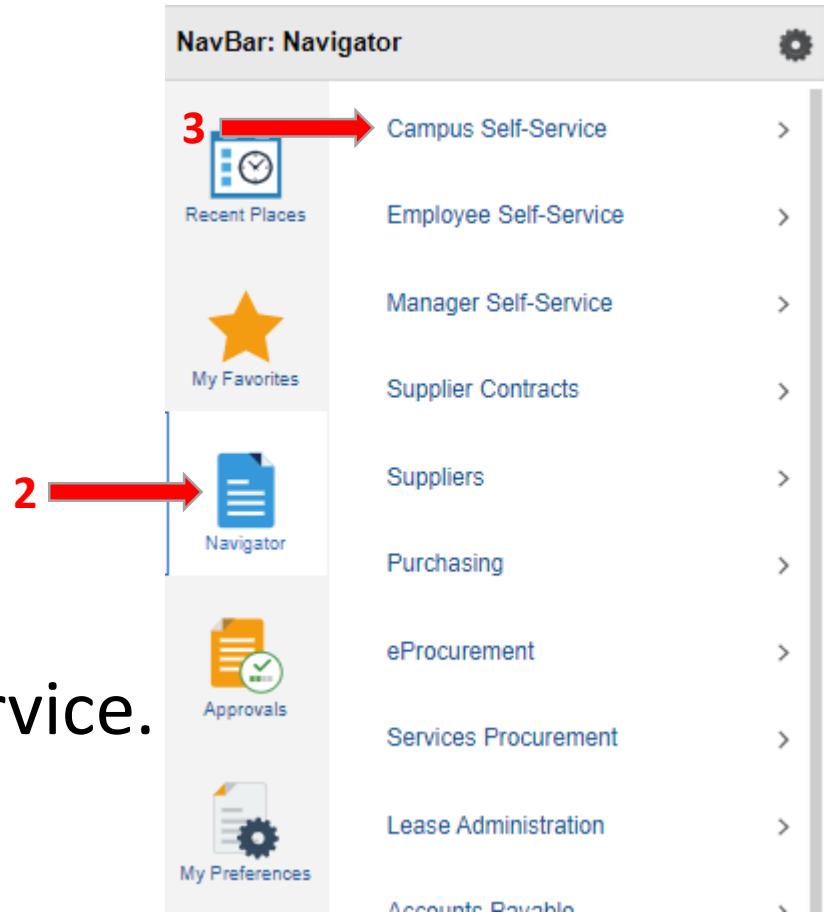


★ Login at: <https://myfs.unt.edu>

1. After login, select the NavBar icon on the top right of your screen.



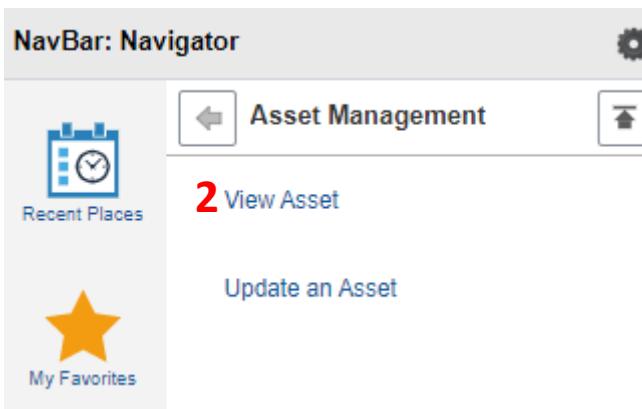
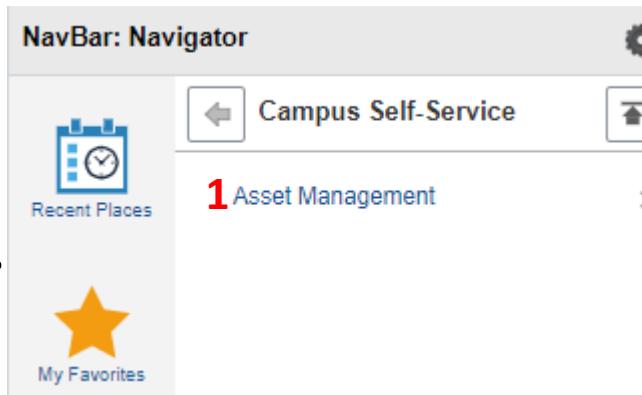
2. Select Navigator.
3. Select Campus Self-Service.





View an Asset

1. Select Asset Management.
2. Select View Asset.
3. Business Unit is always HS763.
4. Enter one or any combination of: Tag Number, Department, Serial ID, Description, etc.
5. Select Search.



Find An Asset

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

3 *Business Unit = HS763

Asset Identification begins with

Tag Number contains 00040208

Department begins with 357000

Serial ID contains BCGT0Q2

Description contains Dell

Asset Status = In Service

Asset Profile ID begins with 204

Location Code begins with GSB 148A

Custodian EmplID begins with 10046XXX

Custodian begins with

Custodian EUID begins with

4

This Asset is Offsite

Include History Case Sensitive

5 [Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)



General Info Tab

From this tab, you may View:

- Asset ID
- Description
- Acquisition Date

Search for another asset at any time by selecting “Return to Search”.

General Information	Asset Property	Location/Comments/Attributes	Manufacture/License/Custodian
Unit	Asset ID 000001015194 Computer Dell OptiPlex 7060	Tag 00040208	In Service
Asset Information			
Description Computer Dell OptiPlex 7060	Short Desc Computer D	Seq #	
CAP #	Tag Number 00040208	Auction Status Not allowed to be Auctioned	<input type="checkbox"/> Capitalized Asset
<input checked="" type="checkbox"/> Taggable Asset	<input type="checkbox"/> Available For Use		
Asset Class 204 Computer, Desktop	<input type="checkbox"/> In Physical Use		
Asset Type 4.Furniture and Equipment	<input type="checkbox"/> IoT Asset		
Asset Subtype	<input type="checkbox"/> New Asset		
Asset Status In Service	<input type="checkbox"/> Lease Asset ID		
	Asset ID		
Acquisition Date 08/31/2018	Appraisal Date		
Placement Date 08/31/2018	Last Update		
Collateral Asset			
Acquisition Code Purchased	<input type="checkbox"/> Move to Inventory		
FERC Code			
Financing Code	<input type="checkbox"/> N		
Fair Value 0.00 USD	Parent ID		
Replacement Cost	Region Code		
Index Name	Reporting Life		
SubIndex Name	Composite Asset ID		
Group Asset Flag None	ARO Identification		
Parent/Child None	Australian Requirements		
Profile ID 204	Schedule Type Code		
Threshold ID 5000	Calculate Last Date of Review		
<input type="checkbox"/> Composite Asset	Last Review DT		
<input type="checkbox"/> Asset Retirement Obligations			
Book Page	Update/Display		
Fair Value Details	Include History		
Local Tax Information			
Set R and D Info...			
Attachments			
External Funding Source...			
Audit Logs			



Location/Comments/Attributes Tab

From this tab, you may View:

- Location
- Comments (if there are any)

General Information Asset Property Location/Comments/Attributes Manufacture/License/Custodian

Unit HS763 Asset ID 000001015194 Computer Dell OptiPlex 7060 Tag 00040208 In Service

Location

Effective Date 09/23/2021 Effective Sequence
Location GSB 144A General Service Building [Map It](#)

Area ID
Address 3420 Darcy St.
City Fort Worth
County
State TX Texas
Country USA United States
Geocode
Document
Building GSB Latitude
Floor # Longitude
Room#

Authorization

Status	Date
Name	

Comments

Date/Time 10/08/2020 12:02:42PM Find | View All First 1 of 1 Last

User
Name
Comment

[Physical and Custom Attributes](#)
[Detailed Description](#)
[Image](#)

[Return to Search](#) Update/Display Include History

General Information | Asset Property | Location/Comments/Attributes | Manufacture/License/Custodian



Manufacture/License/ Custodian Tab

From this tab, you may View:

- Serial ID (Number)
- Custodian
- If the asset is Off-Site
- Chartfields (Chart String)
- Or select “View All” for history of an asset

Search for another asset at any time by selecting “Return to Search”.

General Information Asset Property Location/Comments/Attributes Manufacture/License/Custodian

Unit HS783 Asset ID 000001015194 Computer Dell OptiPlex 7060 Tag 00040208 In Service

Manufacturer Information

Serial ID BCGT0Q2
Manufacturer ID
Manufacturer Name Warranty 08/23/2023
Model
Product Version R-12
Plant
Production Date
VIN
Contact
SKU

Physical Life Information

In Service Date 08/31/2018
Life Expectancy Yrs
End of Support
End of Life
Replacement
Life Expectancy % 0.00

License Information

Custodian Information

Effective Date 11/18/2020
Custodian Conway,Julene A
Empl ID 10041
Effective Sequence 1
 This Asset is Offsite
Software Device Group

Authorization

Status	Name	Date
Not Authorized		

Chartfields

Department 357400	Property Control
Fund Category 105	Educational & General
Fund 805001	State Approp-BSA
Function 100	Instruction-General
Project	
Program Code	
Purpose	
Site	

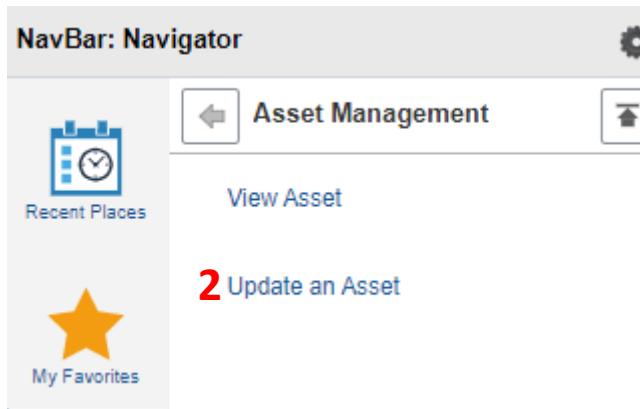
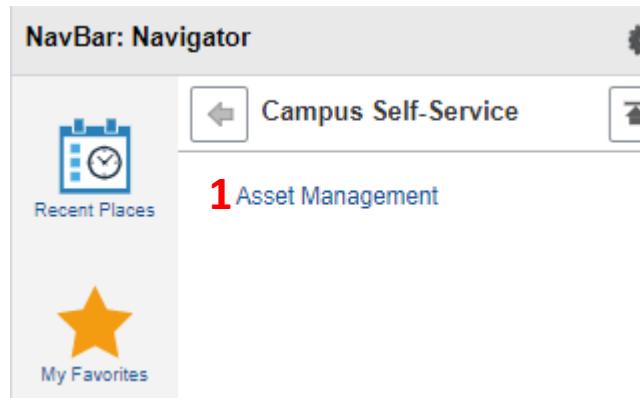
Buttons

Return to Search Update/Display Include History



Update an Asset

1. Select Asset Management.
2. Select Update an Asset.
3. Business Unit is always HS763.
4. Enter one or any combination of: Tag Number, Department, Serial ID, Description, etc.
5. Select Search.



Update an Asset

Enter any information you have and click Search. Leave fields blank for a list of all values.

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Include History Case Sensitive

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5

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)



Note:
This message
will pop up.
Don't be
alarmed. Just
click OK and
move on.

Pending Approvals Update an Asset

Update an Asset

Asset Transfer Request

Current Asset Details

Asset ID	000001015011	Computer Dell Latitude 7490
Asset Tag Number	301591	
Serial Number	51CW4Q2	
Location	Lewis Health Science Library	LIBFR A
Department	300650	Clinical Trials
Custodian	Neyland,Alton D	1004
<input type="checkbox"/> This Asset is Offsite		

Process Asset Updates

For Transfer Asset, enter information in the Location, Department, and Custodian fields as applicable.

*Date of Transfer (example: 12/31/2000)

*Location

*Department 300650 Clinical Trials

*Custodian (example: Last Name,First Name)

This Asset is Offsite Authorized By

Comments

Message

For your information only: Your SYAM_SELF_SERVICE security role does not allow alteration to the Department. (0,0)

OK

Update this Asset

Return to Search **Update/Display** **Include History**



Asset Transfer Request

1. Enter Date of Transfer.
2. Update Location. Use enter building code “GSB”, **2 spaces**, and room number “148A”.
3. You cannot change the Department.
4. Enter Custodian Last Name,First Name (**no spaces**).
5. If the asset will be used off campus, check “This Asset is Offsite” and enter who it was Authorized By.
6. Comments are optional.
7. Select Update this Asset.
8. Select Return to Search.

Update an Asset

Asset Transfer Request

Current Asset Details

Asset ID	000001015011	Computer Dell Latitude 7490
Asset Tag Number	301591	
Serial Number	51CW4Q2	
Location	Lewis Health Science Library	LIBFR A
Department	300650	Clinical Trials
Custodian	Neyland,Alton D	100471

This Asset is Offsite

Process Asset Updates

For Transfer Asset, enter information in the Location, Department, and Custodian fields as applicable.

1 *Date of Transfer (example: 12/31/2000)

2 *Location GSB 148A

3 *Department Clinical Trials

4 *Custodian (example: Last Name,First Name)

5 This Asset is Offsite Authorized By

6 **Comments**

7 **Update this Asset**

8 [Return to Search](#)



Finish Updating an Asset

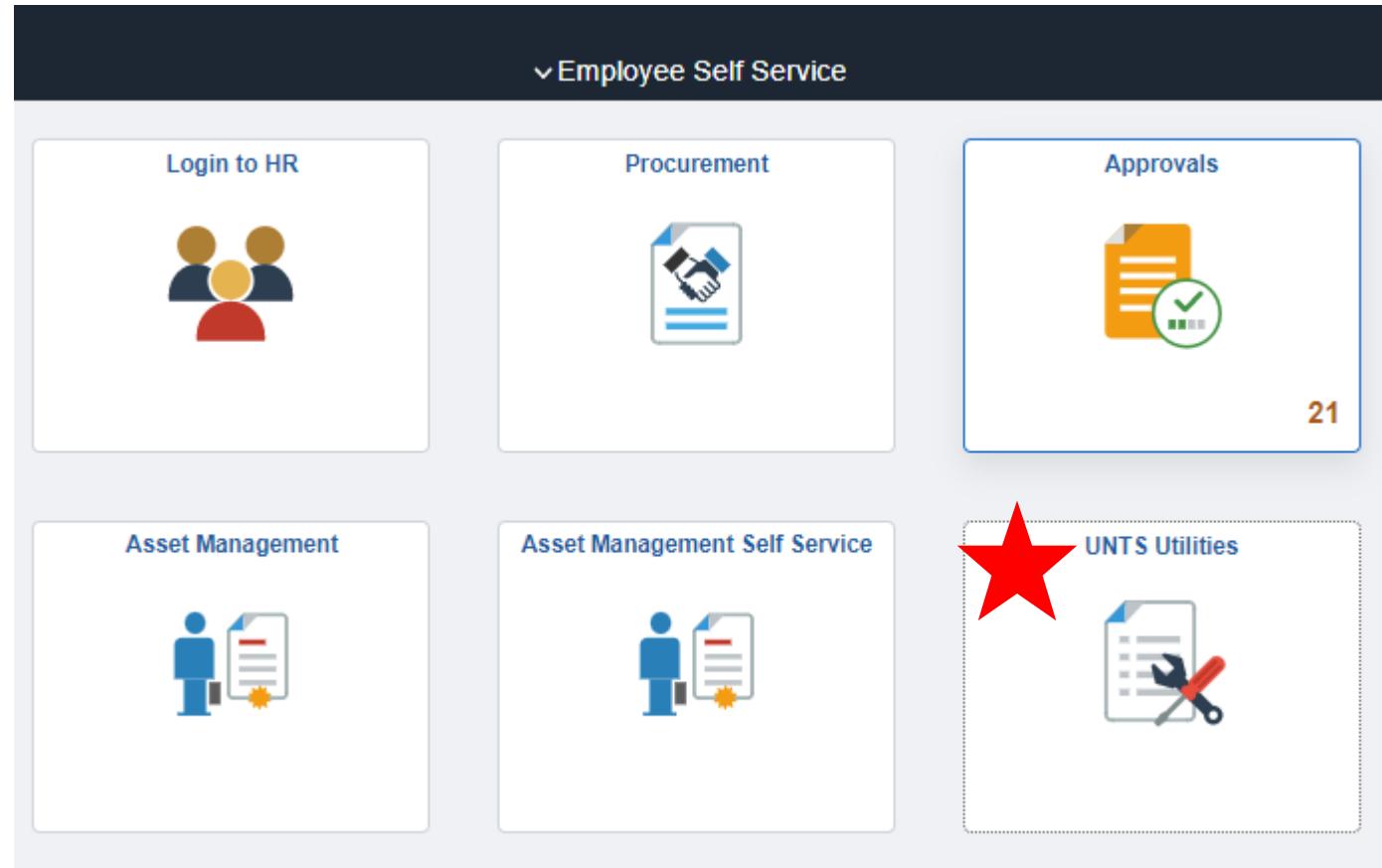
- After updating the asset, use the instructions to “View an Asset” to confirm changes have been saved.
- If you need to change the Department, please contact Property Control via email: property@unthsc.edu. Be sure to copy the Department receiving the asset. Property Control will update the Department for you.
- NOTE: If your Department would like to decommission a computer type asset, it must be sent to IT first to be “wiped”, and made ready for sale or disposal. The Deptid and Custodian will be updated by Property Control once the decommissioned computer arrives in Surplus.



Query Assets

After logging into myfs.unt.edu, everyone's Homepage setup may look different.

Locate and select UNTS Utilities.





Query Viewer

*Queries allow you to quickly obtain a list of assets assigned to your department.

Select the Query folder dropdown.

Select Query Viewer.

The screenshot shows the 'Employee Self Service' interface. On the left, a vertical menu bar is open, displaying several options: 'Process Monitor' (selected, highlighted in green), 'Query' (selected, highlighted in orange), 'Schedule Query', and 'Report Manager'. A red arrow points to the 'Query' option. To the right of the menu, there are two tabs: 'Process List' (selected) and 'Server List'. Below the tabs, a search bar is labeled 'View Process Request For' with fields for 'User ID' (set to 'jac0078'), 'Type' (dropdown), 'Last' (dropdown), 'Server' (dropdown), 'Name' (dropdown), 'Instance From' (dropdown), 'Run Status' (dropdown), and 'Distribution Status' (dropdown). A checked checkbox is visible next to 'Distribution Status'. Below the search bar is a 'Process List' section with a table. The table has columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', and 'User'. One row is visible, showing: 'Select' (checkbox), '2778286', 'Seq.' (empty), 'Application Engine', 'FS_BP', and 'User' (set to 'jac0078'). At the bottom of the table are 'Save' and 'Notify' buttons. Below the table are links for 'Process List' and 'Server List'.

Select	Instance	Seq.	Process Type	Process Name	User
<input type="checkbox"/>	2778286		Application Engine	FS_BP	jac0078



Search in Query Viewer

For a list of all assets in a Deptid:

Next to “*Search by”, select Query Name, next to “begins with”, enter:
0_HSC_ASSETS_DEPT_CUST_DEPTID

Select Search.

For a list of all off-site assets, enter:
0_HSC_ASSETS_DEPT_CUST_PCR

Query Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By **Query Name** begins with **0_HSC_ASSETS_DEPT_CUST_DEPTID**

Search Advanced Search

My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML
0_HSC_ASSETS_ALL_CPU	Computers In Service	Public	AM LAPTOP ENCRYPT	HTML
0_HSC_ASSETS_ALL_CPU_ITSREPORT	Computers In Service	Public	AM LAPTOP ENCRYPT	HTML
0_HSC_ASSETS_ALL_CPU_MHOLLIS	Computers In Serv MHollis 25th	Public	AM LAPTOP ENCRYPT	HTML
0_HSC_ASSETS_DEPT_CUST_DEPTID	Custodian Deptid Status Prompt	Public	AM MTH NEWS	HTML



Search in Query Viewer

Once your query appears in Search Results, select Excel under Run to Excel.

Next Window

Enter your Deptid and “i” in Status, for Inservice Assets.

Select View Results.

Results will download to your computer as an Excel file, to sort and filter however needed.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with: 0_HSC_ASSETS_DEPT_CUST_DEPTID

Search Advanced Search

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel
0_HSC_ASSETS_DEPT_CUST_DEPTID	Custodian Deptid Status Prompt	Public	AM MTH NEWS	HTML	Excel

0_HSC_ASSETS_DEPT_CUST_DEPTID - Custodian Deptid Status Prompt

Deptid: 357000

Status: i

View Results

Row	Asset ID	Tag Number	Deser	Status	Acq Code	Acq Date	In Service Dt	Profi
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Questions?

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