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/

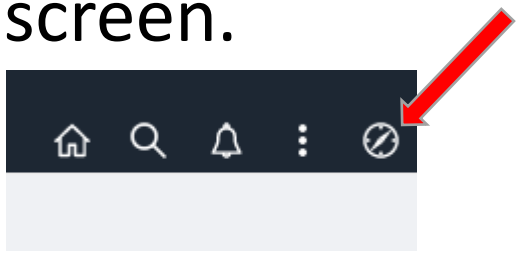
Why keep assets updated?

- 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!

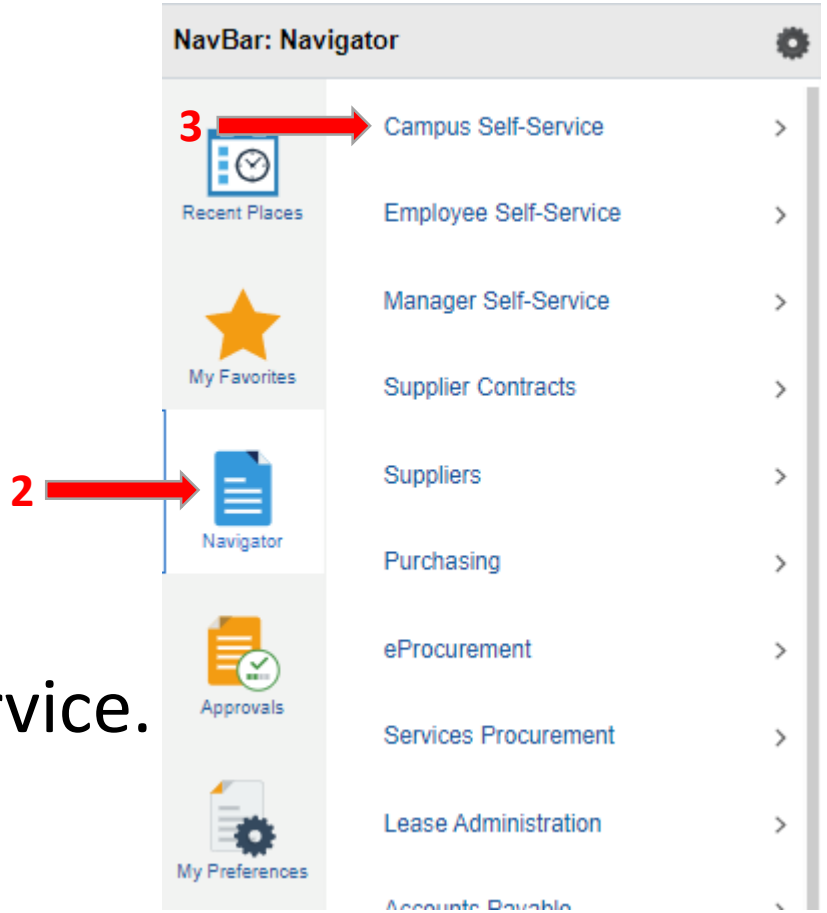
*Please update Asset Custodian with the main user (i.e., the person who uses the asset the most and will know where it is, if it goes missing, or if it is broken.)

hsc ★Login at: https://myfs.unt.edu

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

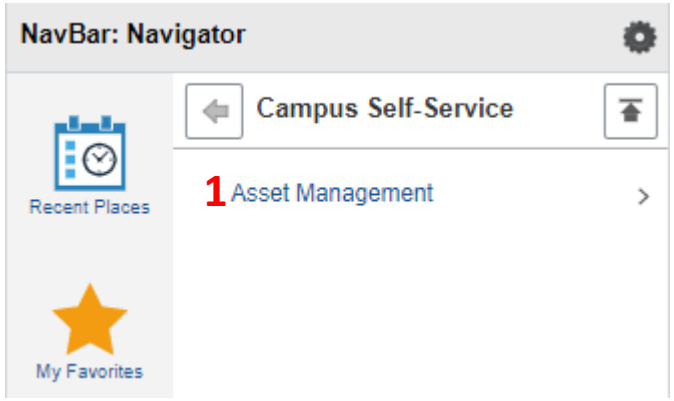


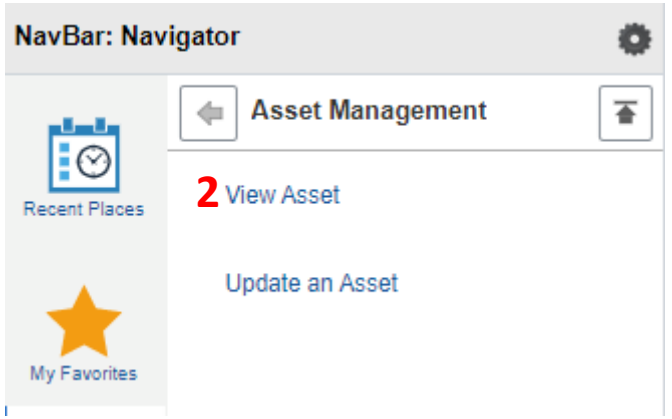
2. Select Navigator.
3. Select Campus Self-Service.

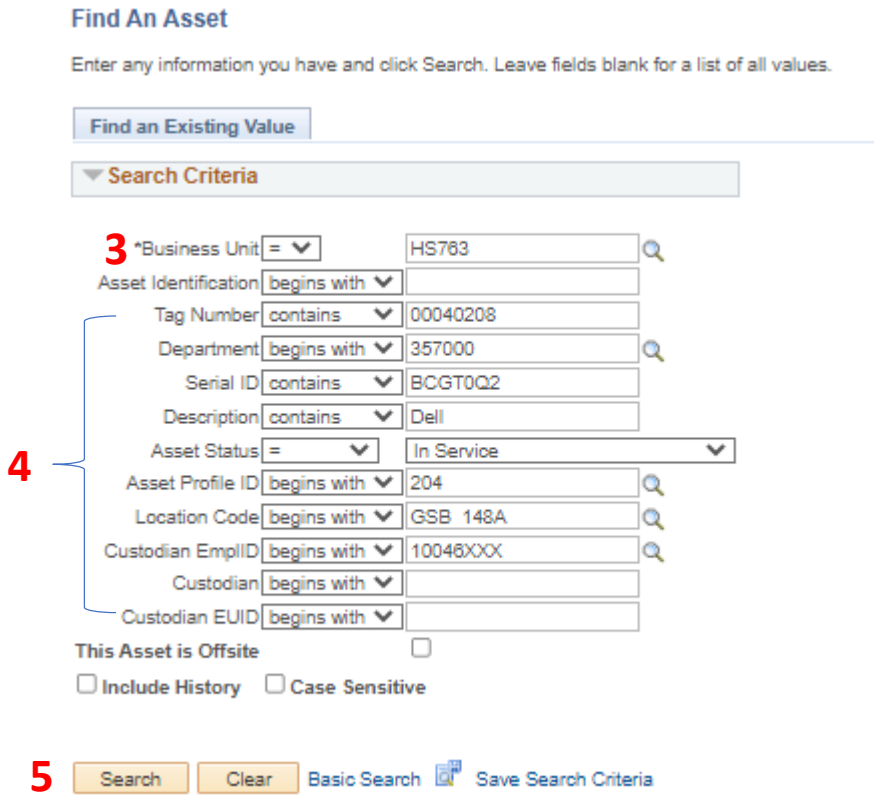


View an Asset

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.





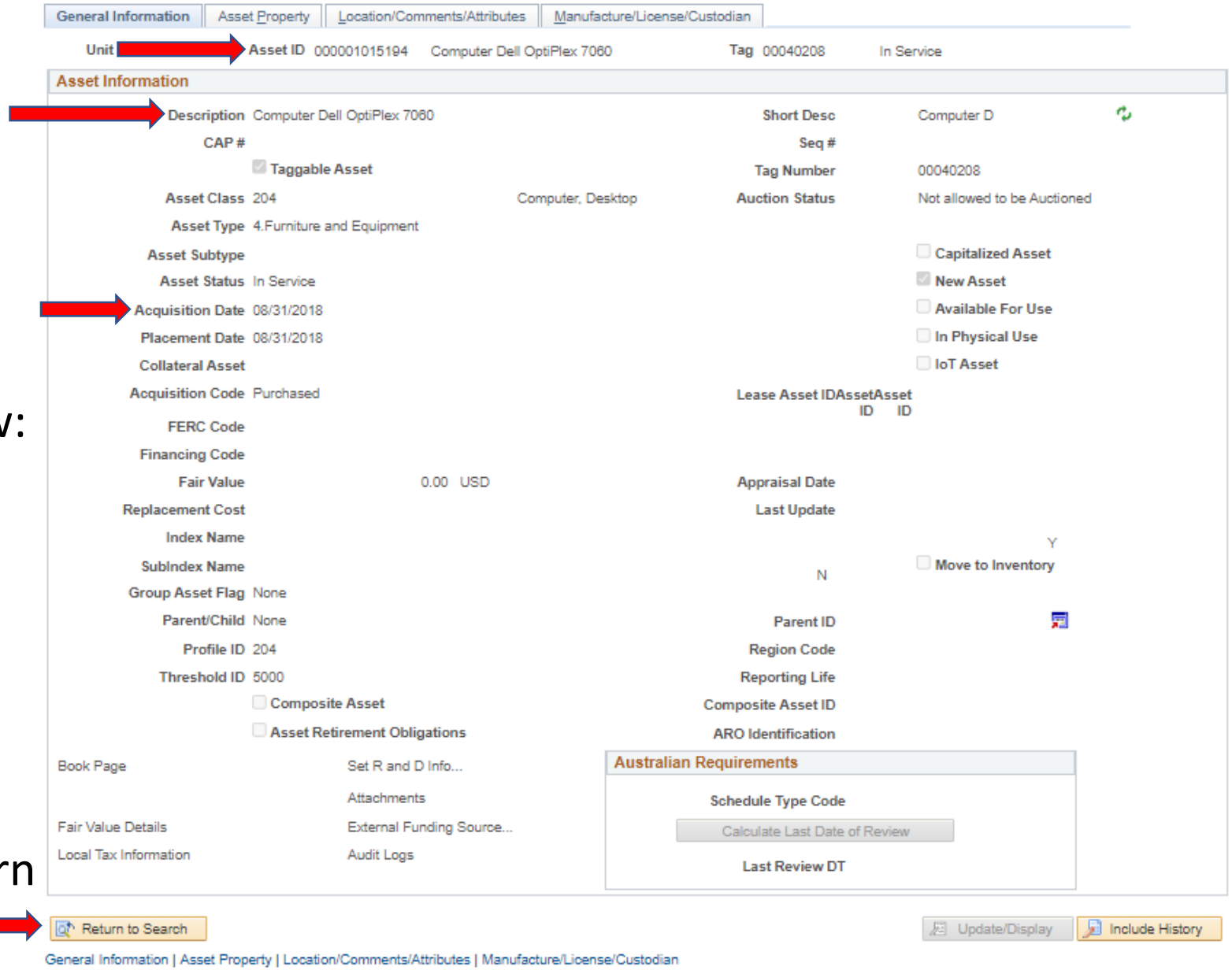


General Info Tab

From this tab, you may View:

- Asset ID
- Description
- Acquisition Date

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

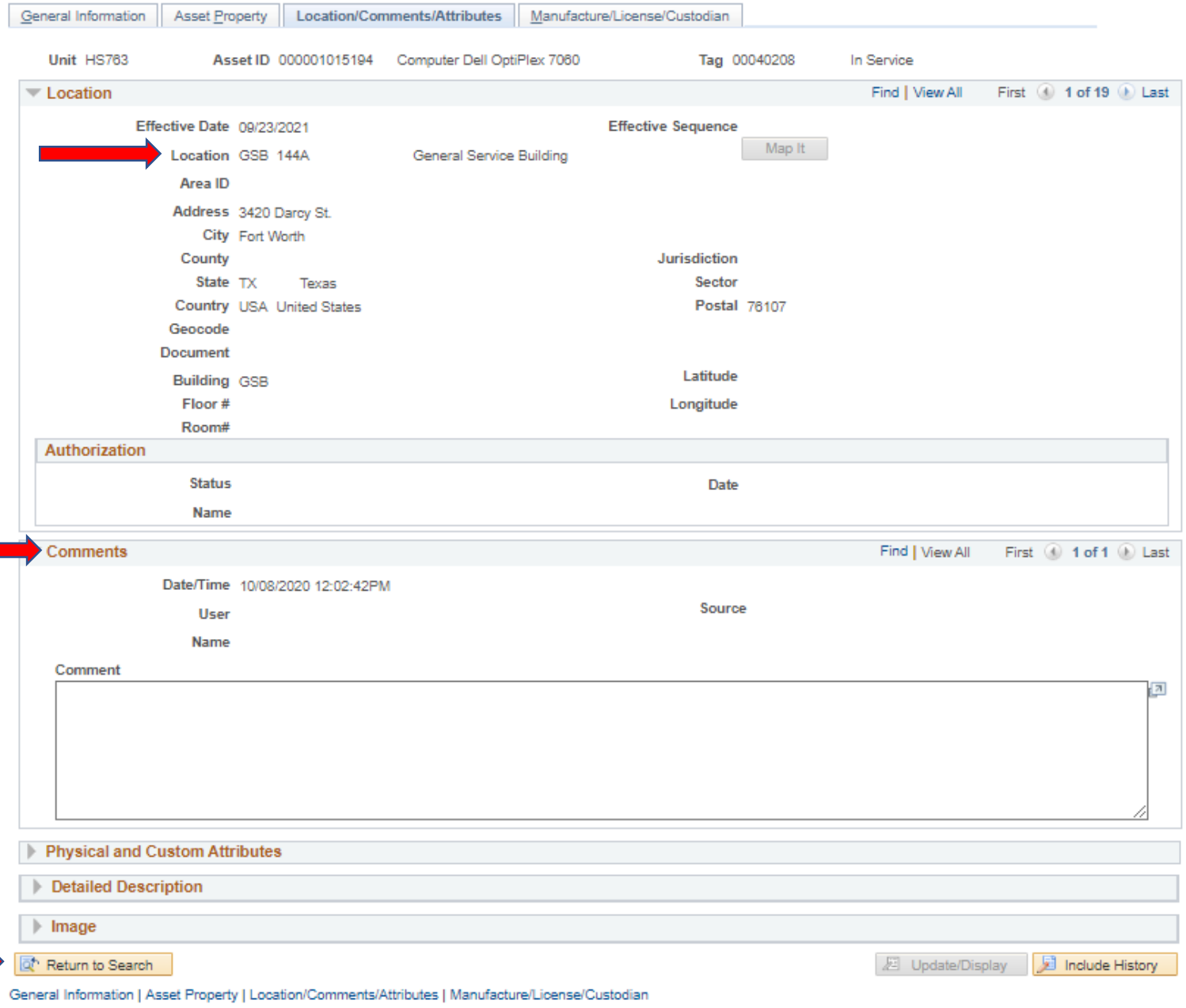


Location/Comments/ Attributes Tab

From this tab, you may View:

- Location
- Comments (if there are any)

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

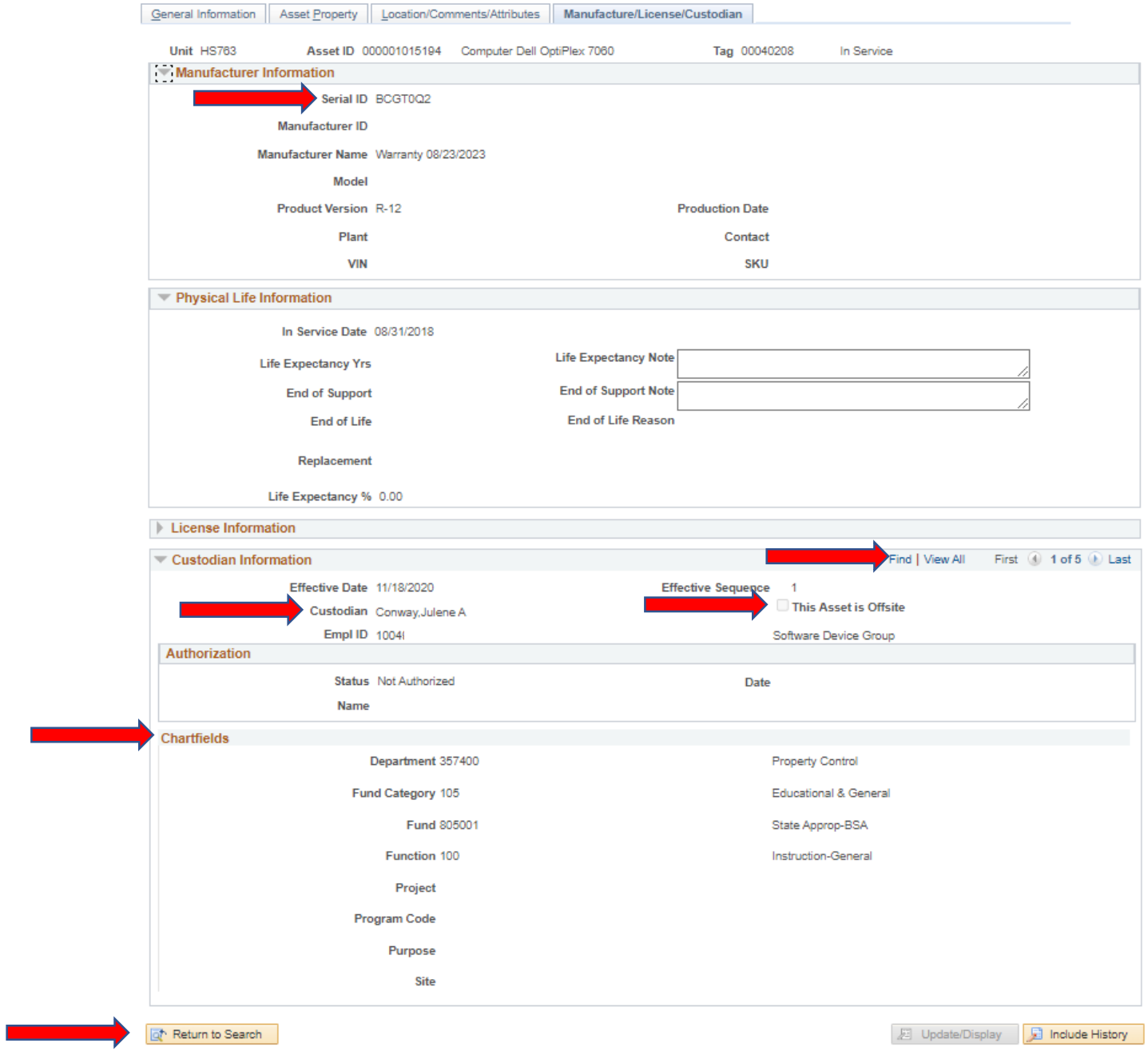


Manufacture/License/ Custodian Tab

From this tab, you may View:

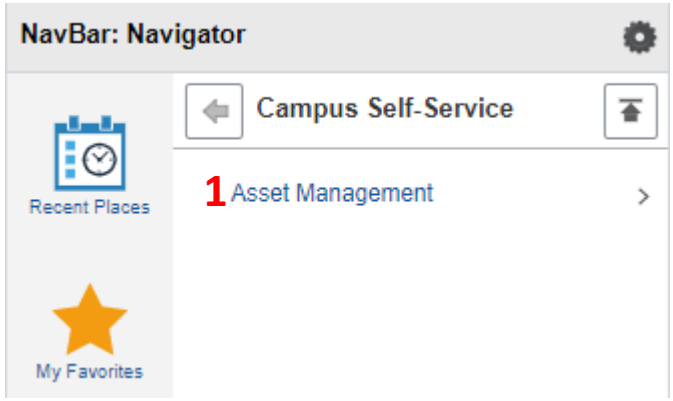
- Serial ID (Number)
- Custodian
- If the asset is Off-Site
- Chartfields (Chart String)
- Or select “View All” for history of an asset

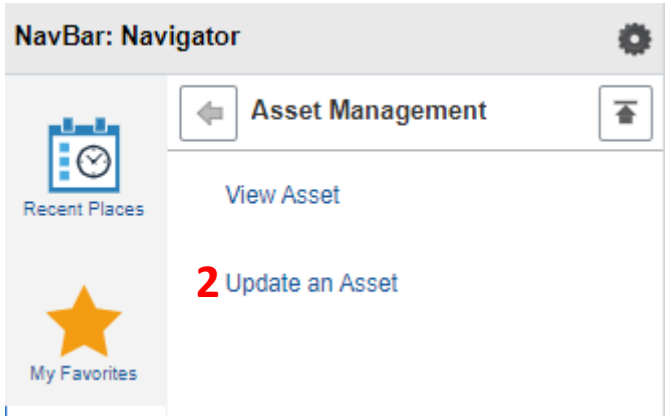
Search for another asset at any time by selecting “Return to Search”.

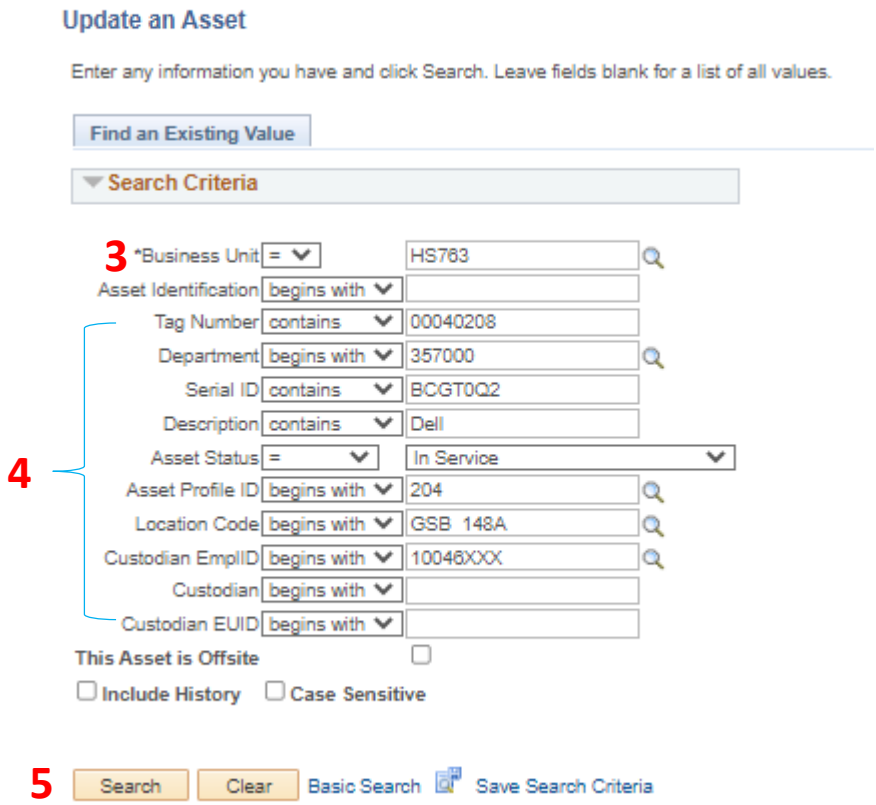


Update an Asset

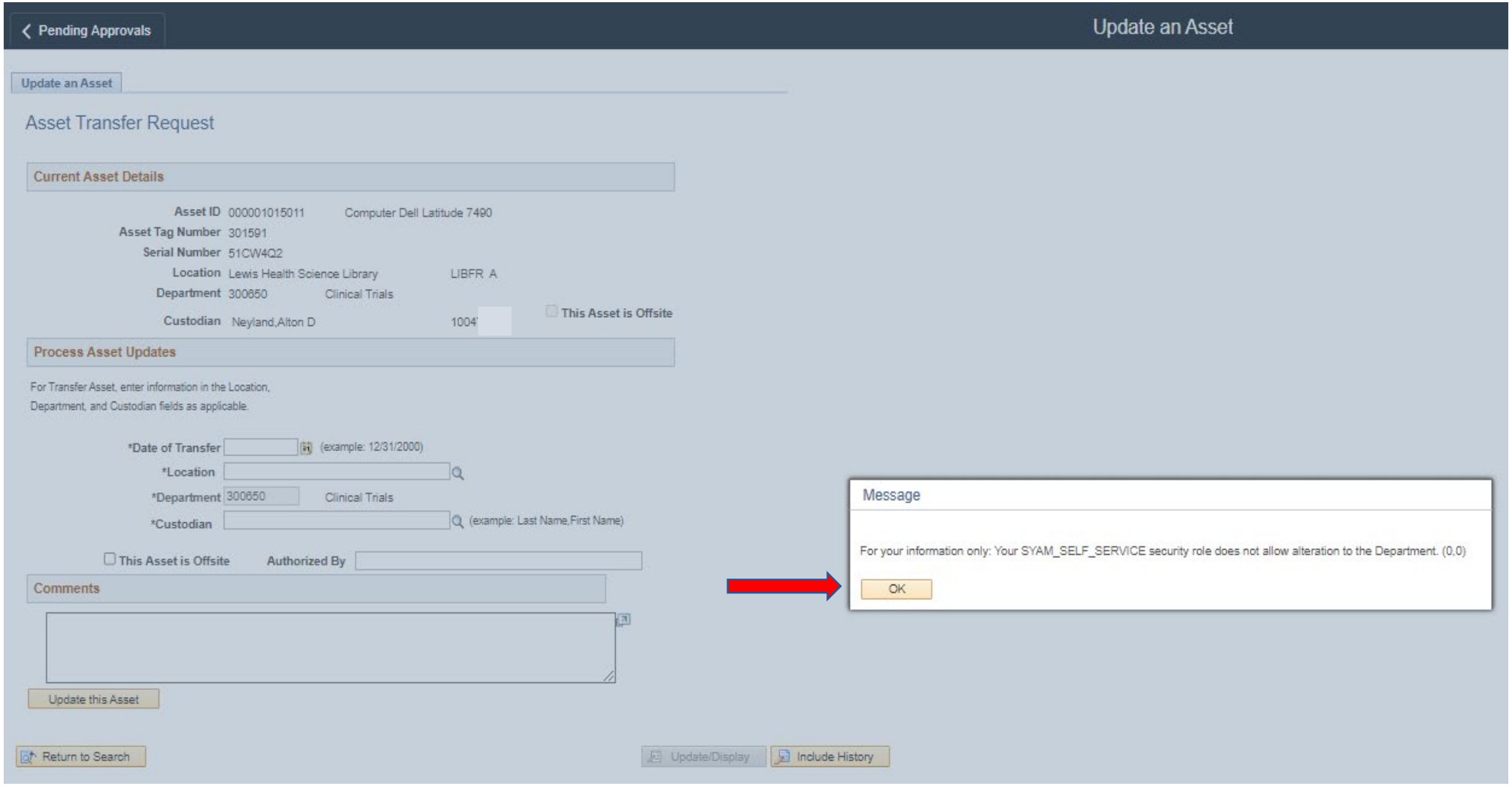
1. Select Asset Management.
2. Select Update an Asset.
3. Business Unit is always HS763.
4. Enter one <u>or</u> any combination of: Tag Number, Department, Serial ID, Description, etc.
5. Select Search.





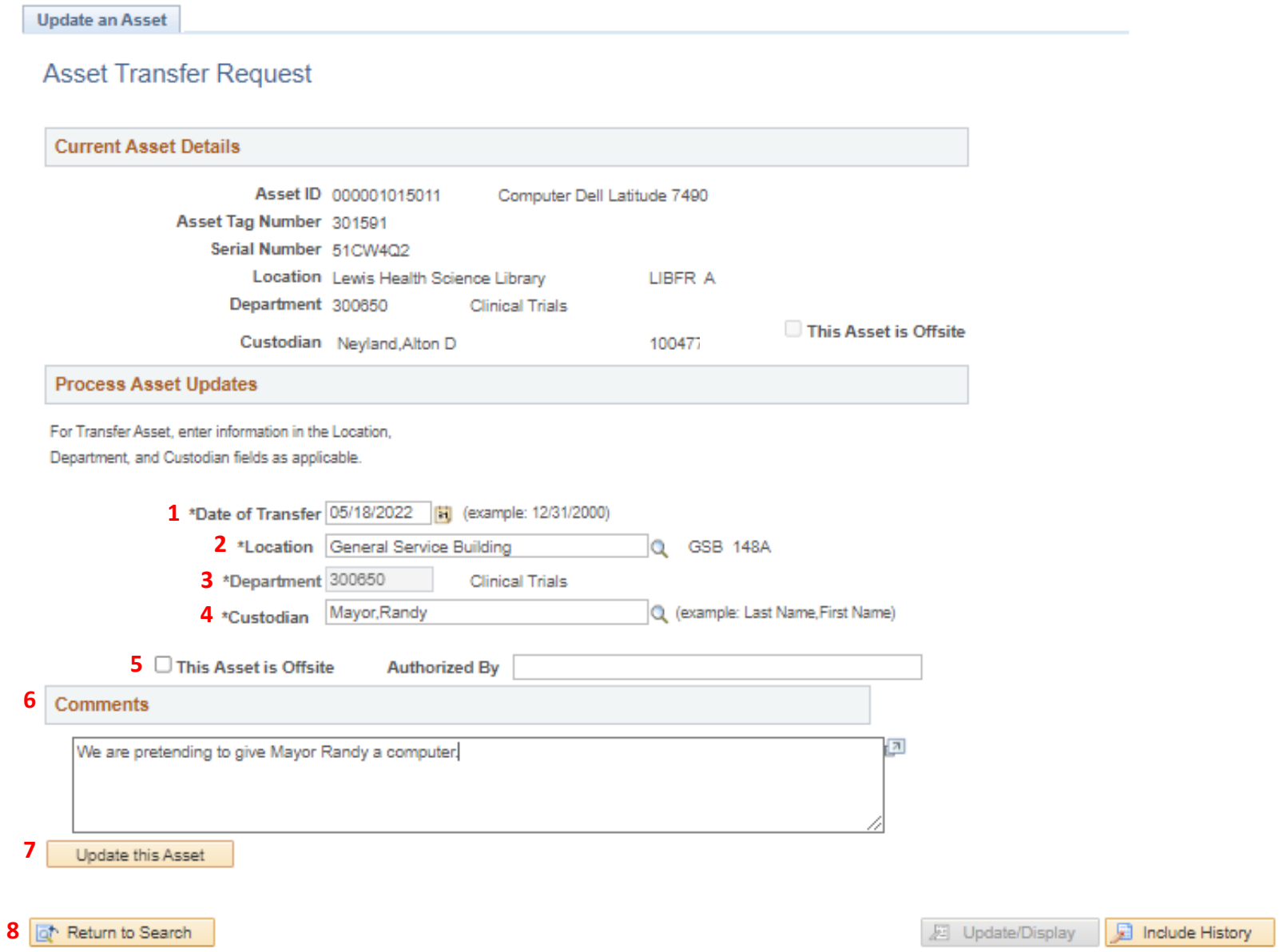


Note:
This message will pop up. Don't be alarmed. Just click OK and move on.



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.



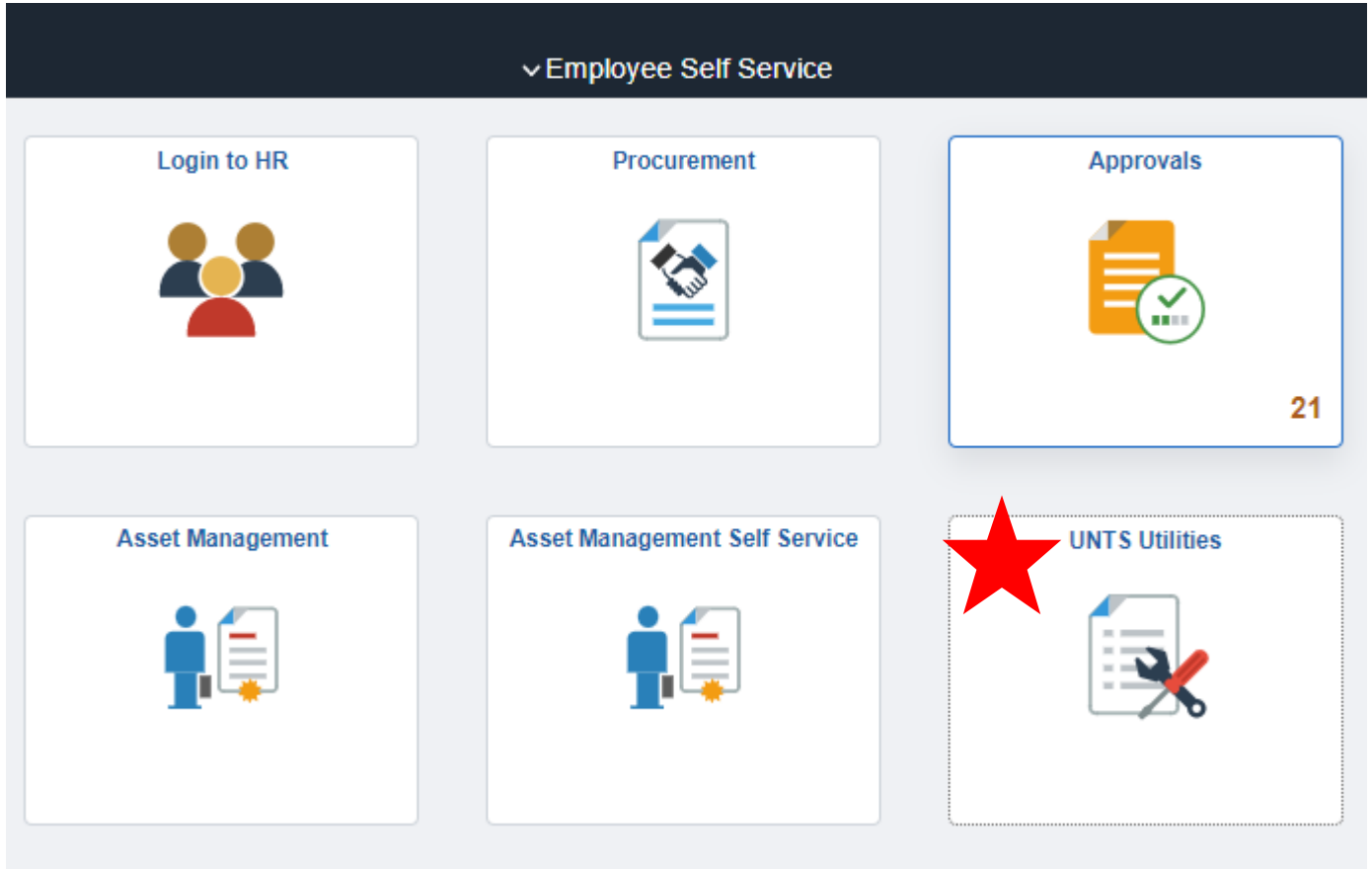
Finish Updating an Asset

- 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.

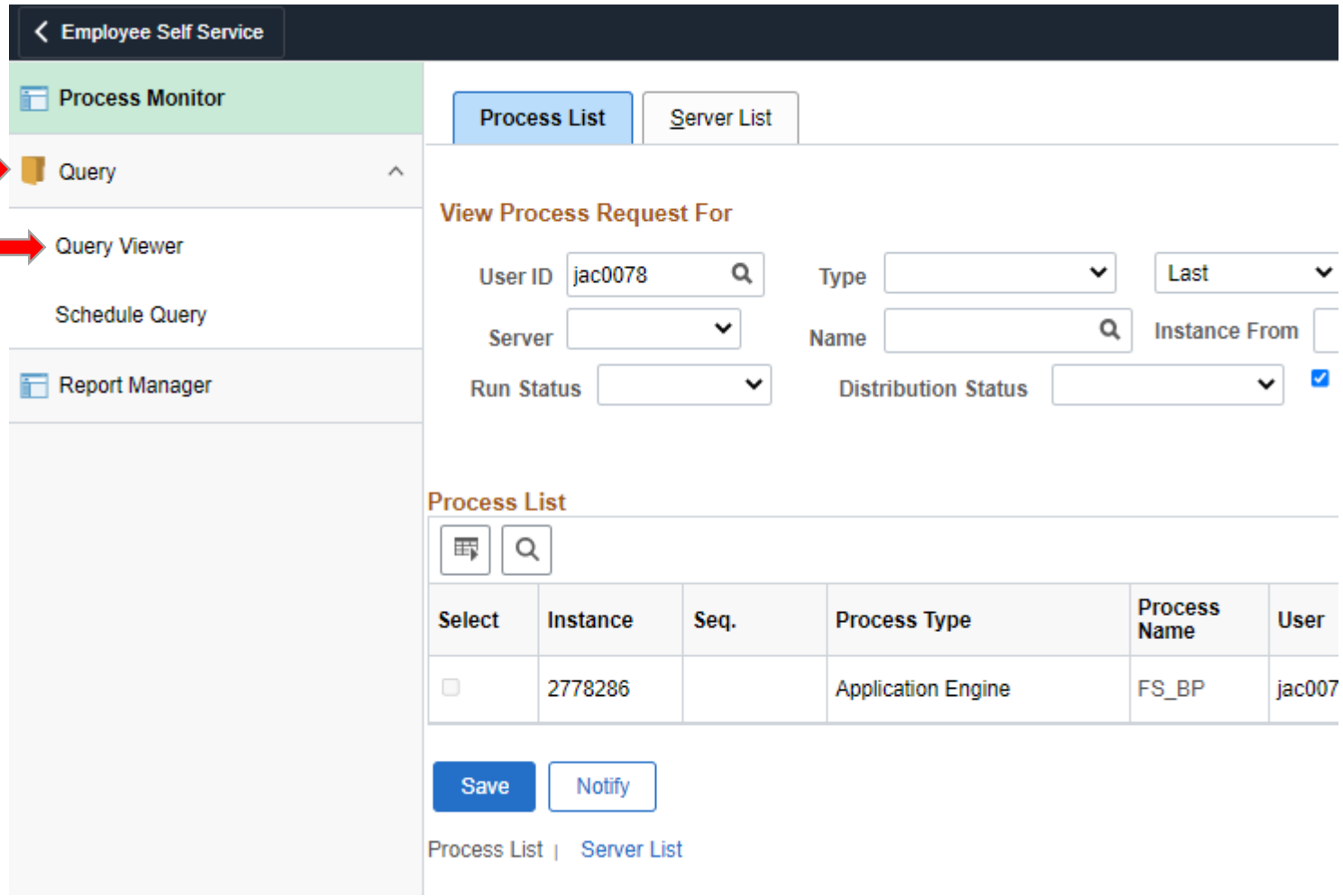


Query Viewer

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

Select the Query folder dropdown.

Select Query Viewer.

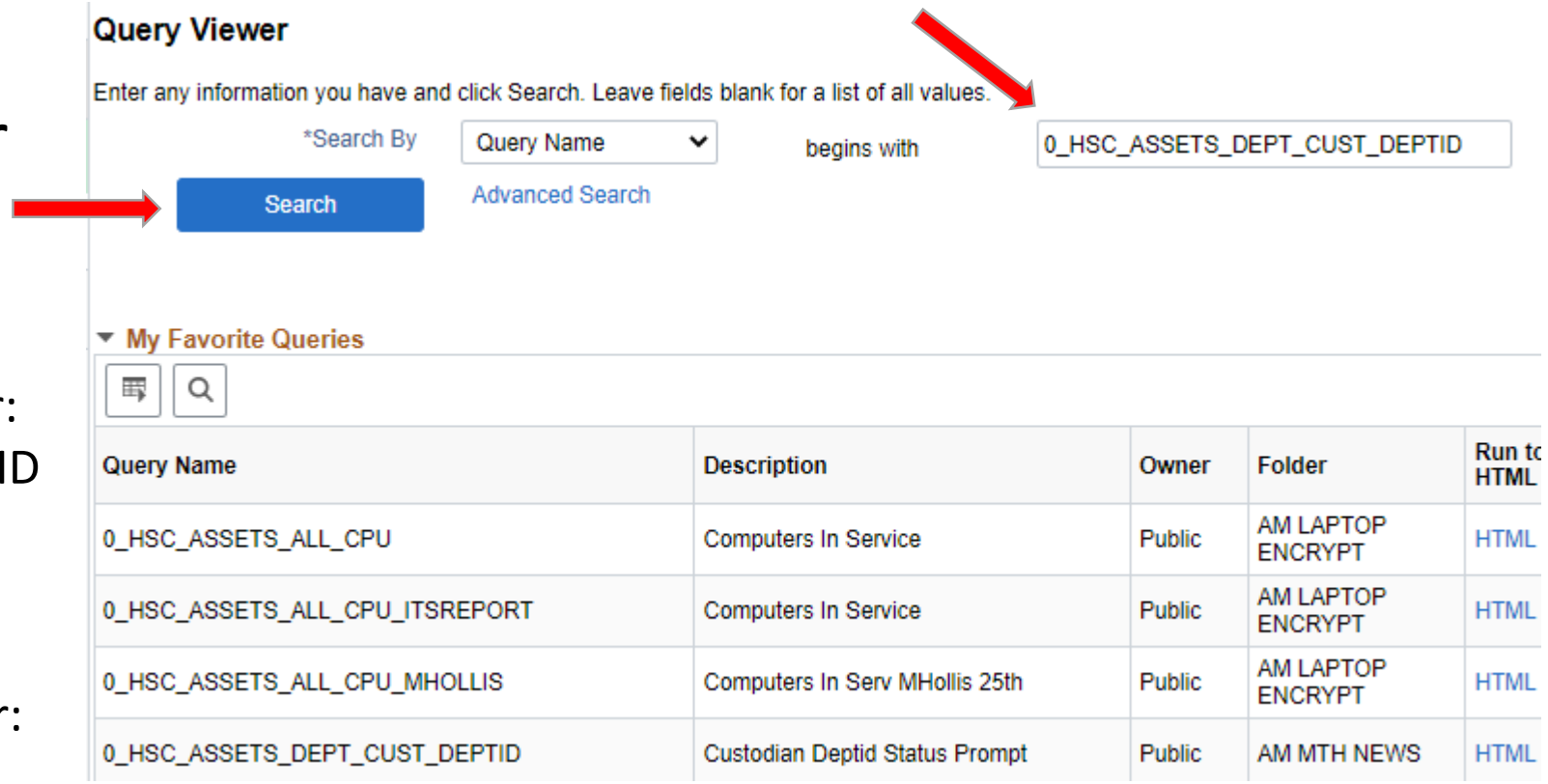


Search in Query Viewer

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

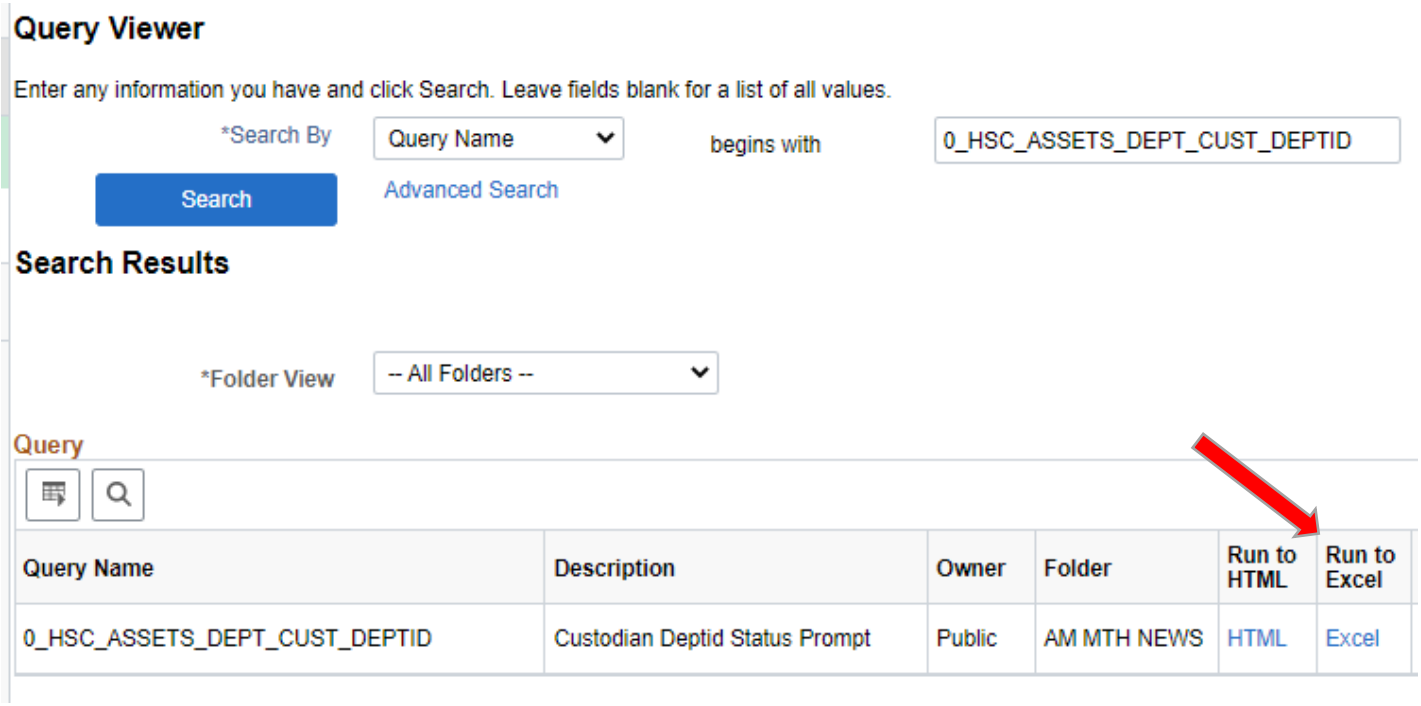
Select Search.

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



Search in Query Viewer

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

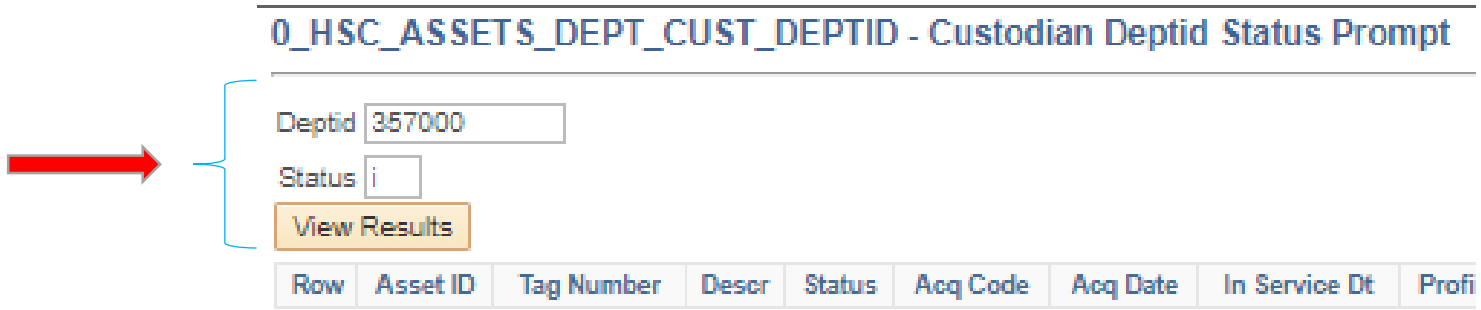


Next Window

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.



Questions?

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