



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?

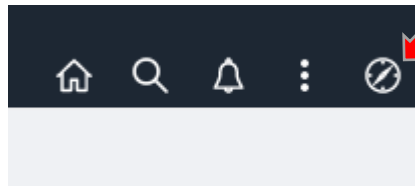
- They are State of Texas property.
- When assets are not located, they are flagged as missing, but are still the responsibility of the custodian/department.
- Missing computer type assets may be locked by IT remotely.
- If updated, the Annual Inventory process is a breeze!

*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.)

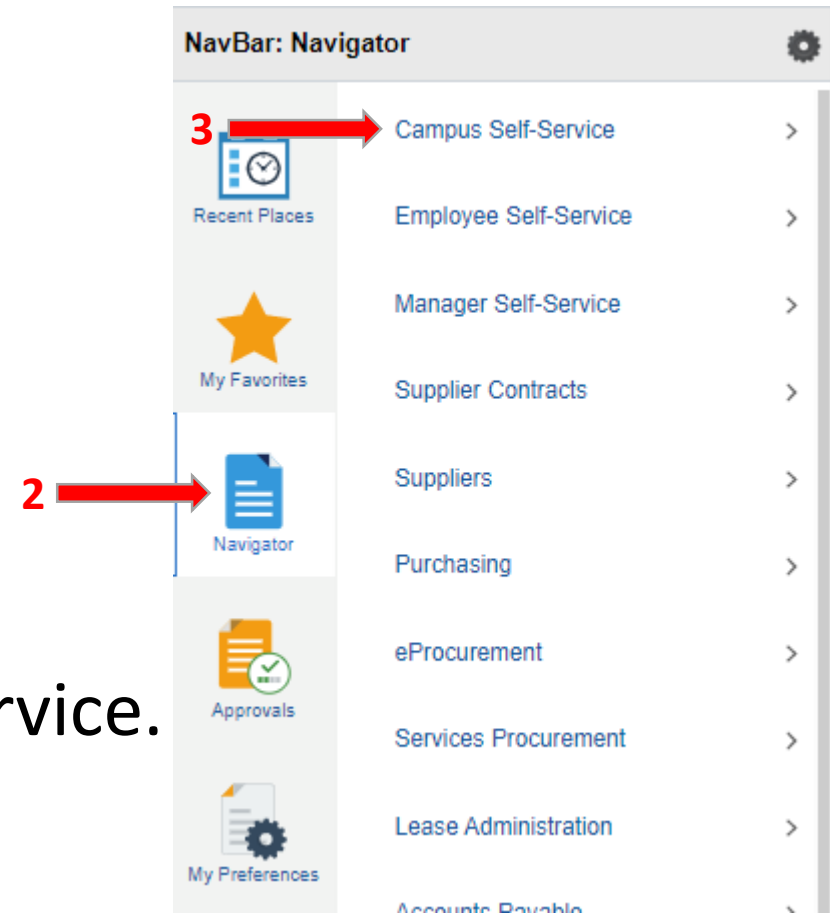


★ Login at: <https://myfs.unt.edu>

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.

The first screenshot shows the NavBar: Navigator with 'Campus Self-Service' selected. A red '1' is placed over the 'Asset Management' link in the main content area. The second screenshot shows the NavBar: Navigator with 'Asset Management' selected. A red '2' is placed over the 'View Asset' link in the main content area. Both screenshots show a sidebar with 'Recent Places' and 'My Favorites' icons.

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 10048XXX

Custodian begins with

Custodian EUID begins with

4

5

This Asset is Offsite

Include History Case Sensitive

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”.

The screenshot displays the 'Asset Information' tab for a Dell OptiPlex 7060 computer. The interface includes a top navigation bar with tabs for 'General Information', 'Asset Property', 'Location/Comments/Attributes', and 'Manufacture/License/Custodian'. The 'Asset Information' section is divided into two columns of fields. The left column includes fields for Description, CAP #, Asset Class, Asset Type, Asset Subtype, Asset Status, Acquisition Date, Placement Date, Collateral Asset, Acquisition Code, FERC Code, Financing Code, Fair Value, Replacement Cost, Index Name, SubIndex Name, Group Asset Flag, Parent/Child, Profile ID, and Threshold ID. The right column includes fields for Short Desc, Seq #, Tag Number, Auction Status, Lease Asset ID, Appraisal Date, Last Update, Move to Inventory, Parent ID, Region Code, Reporting Life, Composite Asset ID, and ARO Identification. A 'Book Page' section is also visible. At the bottom, there is a 'Return to Search' button, an 'Update/Display' button, and an 'Include History' button. Red arrows point to the 'Asset ID' field, the 'Description' field, the 'Acquisition Date' field, and the 'Return to Search' button.

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

Asset Information

Description	Computer Dell OptiPlex 7060	Short Desc	Computer D
CAP #		Seq #	
<input checked="" type="checkbox"/> Taggable Asset		Tag Number	00040208
Asset Class	204 Computer, Desktop	Auction Status	Not allowed to be Auctioned
Asset Type	4.Furniture and Equipment	<input type="checkbox"/> Capitalized Asset	
Asset Subtype		<input checked="" type="checkbox"/> New Asset	
Asset Status	In Service	<input type="checkbox"/> Available For Use	
Acquisition Date	08/31/2018	<input type="checkbox"/> In Physical Use	
Placement Date	08/31/2018	<input type="checkbox"/> IoT Asset	
Collateral Asset		Lease Asset ID	Asset ID
Acquisition Code	Purchased	Asset ID	
FERC Code		Appraisal Date	
Financing Code		Last Update	
Fair Value	0.00 USD		
Replacement Cost			
Index Name			
SubIndex Name			
Group Asset Flag	None		
Parent/Child	None		
Profile ID	204		
Threshold ID	5000		
<input type="checkbox"/> Composite Asset			
<input type="checkbox"/> Asset Retirement Obligations			
Book Page	Set R and D Info...		
Fair Value Details	Attachments		
Local Tax Information	External Funding Source...		
	Audit Logs		

Australian Requirements

Schedule Type Code
Calculate Last Date of Review
Last Review DT

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



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”.

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

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

Location Find | View All First 1 of 19 Last

Effective Date 09/23/2021 Effective Sequence Map It

Location GSB 144A General Service Building

Area ID

Address 3420 Darcy St.

City Fort Worth

County Jurisdiction

State TX Texas Sector

Country USA United States Postal 76107

Geocode

Document

Building GSB Latitude

Floor # Longitude

Room#

Authorization

Status Date

Name

Comments Find | View All First 1 of 1 Last

Date/Time 10/08/2020 12:02:42PM Source

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”.

Unit HS763 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 Production Date

Plant Contact

VIN SKU

Physical Life Information

In Service Date 08/31/2018

Life Expectancy Yrs Life Expectancy Note

End of Support End of Support Note

End of Life End of Life Reason

Replacement

Life Expectancy % 0.00

License Information

Custodian Information Find | View All First 1 of 5 Last

Effective Date 11/18/2020 Effective Sequence 1

Custodian Conway, Julene A This Asset is Offsite

Empl ID 1004i Software Device Group

Authorization

Status	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		

[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.

The first screenshot shows the NavBar: Navigator with 'Campus Self-Service' selected. A red '1' is placed over the 'Asset Management' link. The second screenshot shows the NavBar: Navigator with 'Asset Management' selected. A red '2' is placed over the 'Update an Asset' link.

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

Search Clear Basic Search Save Search Criteria



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

Update an Asset

Pending Approvals

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

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 Clinical Trials

*Custodian (example: Last Name, First Name)

This Asset is Offsite Authorized By

Comments

Update this Asset

Return to Search Update/Display Include History

Message

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

OK



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	00001015011	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

8



Finish Updating an Asset

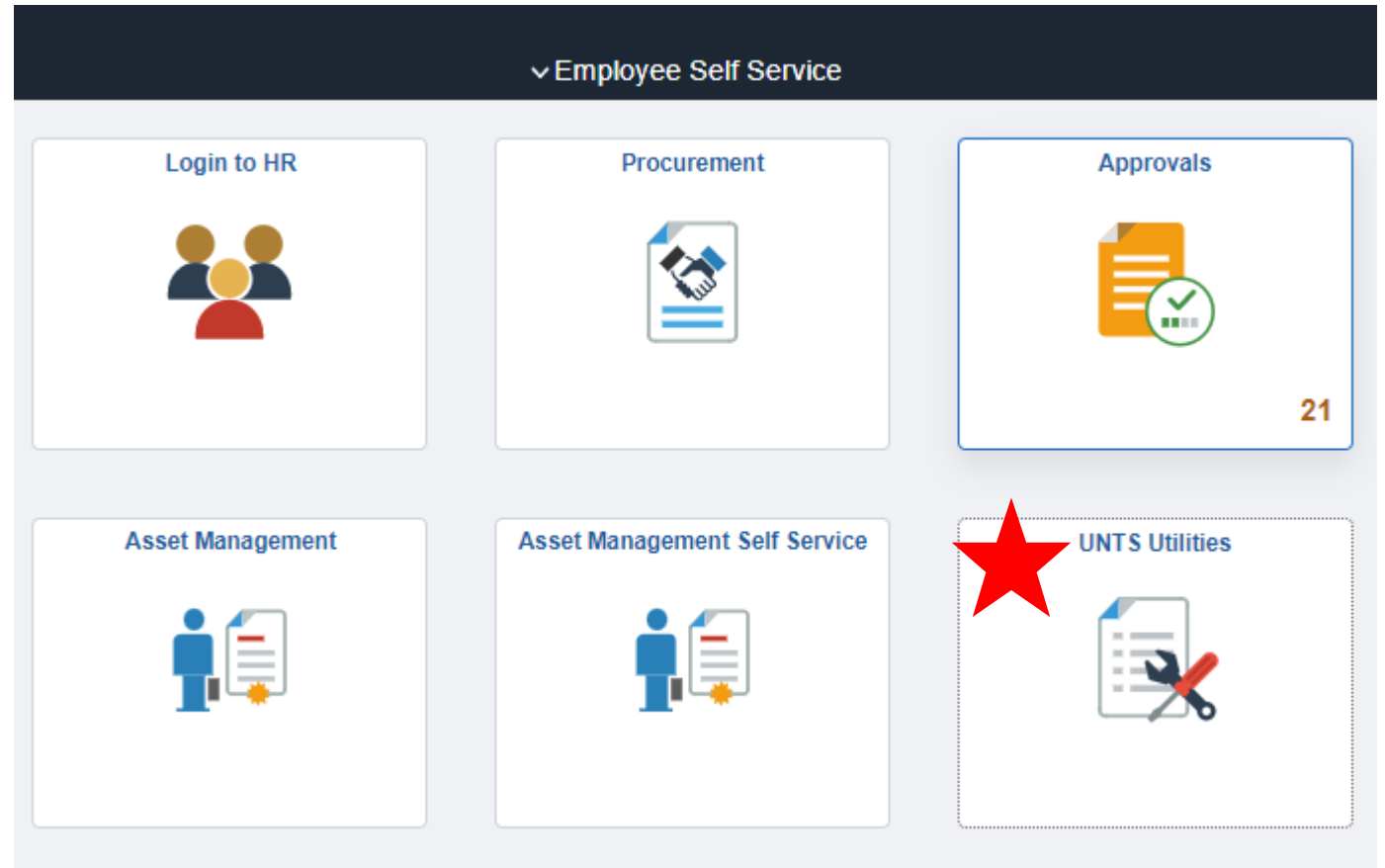
- After updating the asset, use the instructions to “View an Asset” to confirm changes have been saved.
- If you need to change the Department, please contact Property Control via email: property@unthsc.edu. Be sure to copy the Department receiving the asset. Property Control will update the Department 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 navigation menu includes 'Process Monitor', 'Query', 'Query Viewer', 'Schedule Query', and 'Report Manager'. Red arrows point to 'Query' and 'Query Viewer'. The main content area has tabs for 'Process List' and 'Server List'. Below the tabs, there are search filters for 'View Process Request For' including 'User ID' (jac0078), 'Type', 'Last', 'Server', 'Name', 'Instance From', 'Run Status', and 'Distribution Status'. A table titled 'Process List' contains one row of data. At the bottom, there are 'Save' and 'Notify' buttons, and a footer with 'Process List | Server List'.

Select	Instance	Seq.	Process Type	Process Name	User
<input type="checkbox"/>	2778286		Application Engine	FS_BP	jac007



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 begins with
[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 begins with

[Advanced Search](#)

Search Results

*Folder View

Query

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

Status

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

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