Equipment Loan Agreement (ELA)

Move Training

Inventory Control 702-895-0859
Contacts: Glenn.Pugh@unlv.edu
Daniel.Murry@unlv.edu
Property@unlv.edu

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Introduction

• Introduction — Equipment Loan Agreement (ELA) Move

Presenter(s) — Glenn Pugh
(Inventory Control Supervisor)
Daniel Murry
(Supply Technician)

Inventory Control Section is presenting this training. This training will allow you to use the Move Management - Equipment Loan Agreement (ELA) in the Archibus system.
Equipment Loan Agreement (ELA) Move

- Request an Equipment Loan Agreement (ELA) Move – Requesting and completing an ELA move will authorize the individual to remove the equipment from campus. The ELA is valid for one year from the start of the loan date.

- Examine ELA Moves - Capable of viewing all ELA moves created.
General Information

• Equipment information (asset number, description, price, etc - same information found in Datawarehouse) will be downloaded from Advantage into Archibus every night.

• ELA Move Requests (asset number, building and room number) will be exported from Archibus into Advantage every evening.

• Each Division will only have access to the equipment belonging to their departments. They will be allowed to view the equipment and make ELA moves.

• Each Department will only have access to the equipment belonging to their department. They will be allowed to view the equipment and make ELA moves.
Log-in to Web Central

Username is your ACE ID.

Password is your ACE ID password.

Information about the Data in Web Central.

Information about Space Management Data

Space Management categorizes space based on the Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition published by the National Center for Education Statistics. When using this data, please note:

- Room use is based on the current primary use of the space and not necessarily the 'designed architectural use' of a space. (ex: space designed as a lab, but currently used as an office will be coded as an office).
- This database is "live" and constantly changing. For historical data, we take snapshots of the database every fall (beginning Fall 2008). Please contact Jennifer McCarthy at Jennifer.mccarthy@unlv.edu for this information.
- Assignable/Nonassignable/Usable/Room area is based on the measurements between interiors of walls.
- Gross building square footage is based on the measurement between exterior walls and totaled for all floors.
- Station count is only used for classrooms, class labs, and open labs and is based on the number of people the room can accommodate. (ex: A lab may have 12 student stations, but can accommodate 2 students per station for a station count of 24).
- Employee Headcount

- In buildings and Rooms is based on the number of employees assigned to spaces. It does not include employees who are part of the department, but do not have a space they work out of. (ex: ushers, grounds crew, custodial staff).
Move Management

1. Taking equipment off campus, create an Equipment Loan Agreement (ELA) Move
Request a Move

Select Request Move
ELA Moves

1. Request an ELA Move - request this move to create an Equipment Loan Agreement (ELA).
2. Examine My ELA Moves – view all ELA(s) created.
Request an Equipment Loan Agreement (ELA) Move

1. Enter Project Description
2. Enter Building Code
3. Enter Approved By
4. Enter Requested Start Date
5. Click Go to Next Step
1. Click *Add Move* – to add asset
1a - Add Borrowers Information

1. Enter all required information.
2. Click Save.
1b - Add Additional Asset or Request Move

1. Click **Request**, to submit the move.
2. Click **Cancel**, to cancel the move.

Click **Add Move** – to add asset
2 – Print an ELA Report

Click **Report** – to print ELA report. (Optional for departments)
2a- Print an ELA Move

Click Link – to print ELA report.
2b- ELA Move Report

HINT: Report is optional. Department may use as needed.

HINT: ELA is valid for 1 year.

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<table>
<thead>
<tr>
<th>Project Name</th>
<th>ELA-20141226-0002</th>
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<tbody>
<tr>
<td>Approved By</td>
<td>LAWRENCE, MICHAEL - 000048111</td>
</tr>
<tr>
<td>Department Code</td>
<td>F1</td>
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<tr>
<td>Department Name</td>
<td>VP FINANCE AND BUSINESS</td>
</tr>
<tr>
<td>Requested Start Date</td>
<td>12/26/2014</td>
</tr>
<tr>
<td>Project Description Comments</td>
<td>Laptop to be used at home for work purposes</td>
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</tbody>
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| Eq/Asset | 2.082464 |
| Desc      | APPLE MINI |
| Serial #  | C07J314DDY7F009000 |
| Dept Code | DELIVERY SERVICES |
| Dept      | LUM, BENJAMIN - LAWRENCE, MICHAEL - 00001998 |
| Borrower  | LUM, BENJAMIN - LAWRENCE, MICHAEL - 000048111 |
| Approved By | LAWRENCE, MICHAEL - 000048111 |
| ELA Start Date | 12/26/2014 |
| ELA End Date | 12/26/2015 |
| Home Address | 123 White Rd, Las Vegas, NV 89154 |
| Home Phone | 123-456-7890 |

The period of the loan is from 12-26-2014 to 12-26-2015. I understand that any extension over the approved loan period without consent may cause my privilege to borrow equipment to be suspended. I understand that I can be held personally liable in the case of theft or vandalism for all loaned university equipment.

Note: This ELA is no longer valid after 1 year from the start of the loan date.
3 – Email to Requestor

1. Email is sent to the requestor, once the ELA has been completed by Inventory Control.
Examine an ELA Move

1. Click on any field to view the applicable ELA record.
1. View equipment on the ELA Move

2. Click on Report - to print ELA report.
Summary

• **Equipment Loan Agreement (ELA) Move:**
  
  – Request an ELA Move
  – Examine ELA Moves.

• **General Information:**
  
  – Equipment information is imported from Advantage to Archibus nightly and Bldg/Room locations information is exported from Archibus to Advantage in the evening.