Tagged Asset/Non-Tagged Asset Move Training

Inventory Control 702-895-0859
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Introduction

• Introduction – Tagged Asset/Non-Tagged Asset Move

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

Inventory Control Section is presenting this training. This training will allow you to use the Move Management – Tagged Asset/Non-Tagged Asset (building & room changes) Move, in the Archibus system.
Tagged Asset/Non-Tagged Asset Move

– Request a Tagged Asset/Non-Tagged Asset Move – This is required when changing the location (building & room number) of a piece of equipment.

– Edit a Tagged Asset/Non-Tagged Asset Move - Capable of making changes to tagged/non-tagged asset move, prior to requesting the move. Once a move is requested, no changes will be allowed.

– Examine Tagged Asset/Non-Tagged Asset Moves - Capable of viewing all tagged/non-tagged asset 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.

- Tagged Asset/Non-Tagged Asset 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, assign an employee to equipment, and make Tagged Asset/Non-Tagged Asset location moves.
  
  - Division is allowed to change the custody of an equipment to a department (within their division). Create a Tagged Asset/Non-Tagged Asset Move Request and enter the transfer information in the Description field. Inventory Control will verify with the gaining department.

- If a Division wants to transfer equipment to a department not in their division, send an email to Inventory Control with the transfer information (asset number, gaining department and point of contact). Inventory Control will verify with the gaining department and manually change the department code for the equipment. If gaining department refuses custody, Inventory Control will not make the department change and will notify the originating requestor.

- Each Department will only have access to the equipment belonging to their department. They will be allowed to view the equipment and make Tagged/Non-Tagged Asset location moves.
  
  - If a Department wants to transfer equipment to a another department (within their division), notify their Division and they will create the Tagged Asset/Non-Tagged Asset Move Request. If the department is not in their Division, send an email to Inventory Control with the transfer information (asset number, gaining department and point of contact). Inventory Control will verify with the gaining department and manually change the department code for the equipment. If gaining department refuses custody, Inventory Control will not make the department change and will notify the originating requestor.
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 (FIOM): 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

Move equipment to a different location
Request a Move

Select Request Move
Tagged Asset/Non-Tagged Asset Move

1. Request a Tagged/Non-Tagged Asset Move – request this move to relocate tagged/non-tagged asset to a different location (bldg and room).

2. Edit My Tagged/Non-Tagged Asset Move – edit an existing tagged/non-tagged move, that has not been requested.

3. Examine My Tagged/Non-Tagged Asset Move - view all tagged/non-tagged Asset Moves created.
Request a Tagged Asset/Non-Tagged Asset Move

1. Enter Project Description
2. Enter Building Code
3. Enter Approved By
4. Enter Start Date
5. Click Go to Next Step

*Request a Tagged/Non-Tagged Asset Move*

*A Tagged/Non-Tagged Asset Move is for official inventory record purposes. Any equipment that is changing building/room location requires a Tagged/Non-Tagged Asset Move. Use only one unique asset number (ex. 200xxxx, 201xxxx, etc), disregard any old asset numbers (ex. 07-0xxxxx, 02-0xxxxx, 29-0xxxxx, 35-0xxxxx, etc). All departments are responsible for coordinating the transportation of equipment changing locations.*

*Capitol North American is the company that the University currently has contracted for moving services and the departments should contact them to coordinate the transportation of equipment. Capitol North American can be contacted at: 1-800-343-3333.*
Tagged Asset/Non-Tagged Asset Move

5. Non-Tagged Asset – non-barcoded items (tables, chairs, etc.) selected.

1. Save – saves the move.
2. Request – request a move.
3. Cancel – cancel a move

6. Add Move – add equipment or asset
7. Edit Multiple – the items selected
8. Delete – the item selected
1 – Add a Tagged Asset

Click Add Move – to add asset
2- Enter Equipment Information

1. Enter all required information.
2. Click Save.
3 – Add a Non-Tagged Asset

1. Click **Non-Tagged Assets tab** - to change from Tagged Asset.

2. Click **Add Move** – to add Non-Tagged Asset.
4 – Enter Non-Tagged Asset Information

1. Enter all required information.
2. Click Save.
5 – Request a Tagged Asset/Non-Tagged Asset Move

1. Click **Save**, to make future changes.
2. Click **Request**, to submit the move.
3. Click **Cancel**, to cancel the move.

**Hint**: Click **Add Move** – to add additional assets.
6 – Edit a Tagged Asset

1. Check box(s) on asset that needs to be edited.
2. Click *Edit*.
7 – Edit Applicable Information

Make changes, click **Save**, then click **Close**.

**Hint:** For Division Roles Only – change department codes within their division.
8 – Delete a Tagged Asset or Non-Tagged Asset

1. Select the applicable tab – Tagged Asset or Non-Tagged Asset.

2. Check box on asset that needs to be deleted.
3. Click Delete.
9 – Request a Tagged Asset / Non-Tagged Asset Move

Click Request to submit the Tagged Asset/Non-Tagged Asset move.
10 – Print a Tagged Asset/Non-Tagged Asset Move

Click **Report** – to print Tagged/Non-Tagged Move report.
10a – Print a Tagged Asset/Non-Tagged Asset Move

Click Link, to print report
## Tagged/Non-Tagged Asset Move Report

### Project Details
- **Project Name:** TAGGED/NON-TAGGED-20141126-0001
- **Approved By:** LAWRENCE, MICHAEL - 000048111
- **Division Code:** FL
- **Department Code:** F1009000
- **Requested Start Date:** 11/26/2014
- **Project Manager:**
- **Project Description/Comments:** Transfer computer and desk to the Receiving section.
- **Dept. Contact Phone:** 702-895-1180
- **Account Code:**
- **Department Name:** DELIVERY SERVICES
- **Requested End Date:** 11/26/2014
- **Project Status:** Issued-In Process

### Equipment/Asset Move Details

<table>
<thead>
<tr>
<th>Eq/Asset</th>
<th>Move Type</th>
<th>Desc</th>
<th>Qty</th>
<th>From Bldg</th>
<th>From Room</th>
<th>To Bldg</th>
<th>To Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.083759</td>
<td>Equipment</td>
<td>DELL OPTIPLEX 9020</td>
<td>1</td>
<td>CSB</td>
<td>241</td>
<td>CSB</td>
<td>201P</td>
</tr>
<tr>
<td>DESK</td>
<td>Asset</td>
<td></td>
<td>1</td>
<td>CSB</td>
<td>241</td>
<td>CSB</td>
<td>201P</td>
</tr>
</tbody>
</table>

**HINT:**
Report is optional for department.
12 – Email sent to Requestor

Email is sent to the requestor, once the Tagged/Non-tagged move has been requested.
Edit Tagged Asset/Non-Tagged Asset Moves

Click on any field to view the applicable Tagged/Non-Tagged Asset Move.

HINT: Only moves that have been created will be shown.
1 - Edit Tagged Asset/Non-Tagged Asset Moves

Check box for the applicable item, then click **Edit**.
2 - Edit Applicable Information

Make applicable changes, click **Save**, then **Close**.
3 - Request Tagged Asset/Non-Tagged Asset Moves

1. Click Save, to make future changes.
2. Click Request, to submit the move.
3. Click Cancel, to cancel the move.
Examine Tagged Asset/Non-Tagged Asset Moves

Click on any field to view the applicable Tagged/Non-Tagged Asset Move.
1 - View Tagged Asset/Non-Tagged Asset Moves

Click Report to export Tagged/Non-Tagged Asset move to Word. (optional for department)
## 2 – Print Tagged Asset/Non-Tagged Asset Move

Click **Link** to print Tagged/Non-Tagged Asset move.

### Paginated Report View

<table>
<thead>
<tr>
<th>Report or Job Name</th>
<th>Result View or File Link will be enabled when Job finishes.</th>
<th>Percent Complete</th>
<th>Elapsed Time</th>
<th>Estimated Time Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment/Asset Move</td>
<td>brg-eq-mo-move-project-rpt2013-02-19154042 351</td>
<td>100%</td>
<td>00:00:02</td>
<td>00:00:00</td>
</tr>
</tbody>
</table>

If you leave this window, your report will continue generating. You can access it later from Web Central’s **My Jobs** view.

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*April 2015*
3 – Tagged Asset/Non-Tagged Asset Move Report

<table>
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<tr>
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<th>Date Created</th>
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<th>Dept. Contact Phone</th>
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<tr>
<td>TAGGED/NON-TAGGED-20141126-0001</td>
<td>11/26/2014</td>
<td>LAWRENCE, MICHAEL - 0000481111</td>
<td>702-895-1180</td>
</tr>
<tr>
<td>Division Code</td>
<td>Department Code</td>
<td>Department Name</td>
<td>Requested End Date</td>
</tr>
<tr>
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<td>F1009000</td>
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<td>201P</td>
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HINT: Report is optional for department.
Asset Management – Examine Tagged Asset/Non-Tagged Asset Moves (Division Role)

To check all Tagged Asset/Non-Tagged Asset moves for the division.
Examine all Tagged Asset/Non-Tagged Asset moves requested by division.
Summary

• **Tagged Asset/Non-Tagged Asset Move:**
  – Request a Tagged Asset/Non-Tagged Asset Move.
  – Edit a Tagged Asset/Non-Tagged Asset Move.
  – Examine a Tagged Asset/Non-Tagged Asset Move.
  – Examine Tagged Asset/Non-Tagged Asset Moves (Division Role)

• **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.