Archibus Updates – April 2015

Move Management:
• Surplus Equipment Move
  - Request the Surplus section to pickup surplus items
  - OIT Notification – to schedule surplus computer pickups
• Equipment/Assets tab – renamed
• Equipment Loan Agreement Move
  - Add multiple equipment to the ELA move

Asset Management:
• Examine Tagged/Non-Tagged Asset and Surplus Equipment Moves
  - View all moves requested - for individuals assigned division role.
1. Surplus section may be able to pick-up your surplus items. Select ‘Yes’ for UNLV Surplus to pick up.

2. All computers, servers, laptops, tablets, IPads (equipment with a hard drive) will be processed through OIT.
OIT Notification – To Surplus Computers

Website Link: http://delivery.unlv.edu/surplusequipmentmove

Click on link
Renamed Equipment (Bar-Coded) to Tagged Assets
Assets to Non-Tagged Assets
An Individual may add multiple items to an ELA move.
Examine Tagged Asset/Non-Tagged Assets and Surplus Equipment Moves
(Individuals assigned Division Role)

1. To check all Tagged Asset/Non-Tagged Asset moves for the division.

2. To check all Surplus Equipment moves for the division.
Tagged Asset/Non-Tagged Asset Moves (Division Role)

Examine all Tagged Asset/Non-Tagged Asset moves requested by division.
Examine all Surplus Equipment moves requested by division.