



Miami-Dade County

INFORMS: Asset Management – Update the Tag Number and Police Report

Version 1.0

TABLE OF CONTENTS

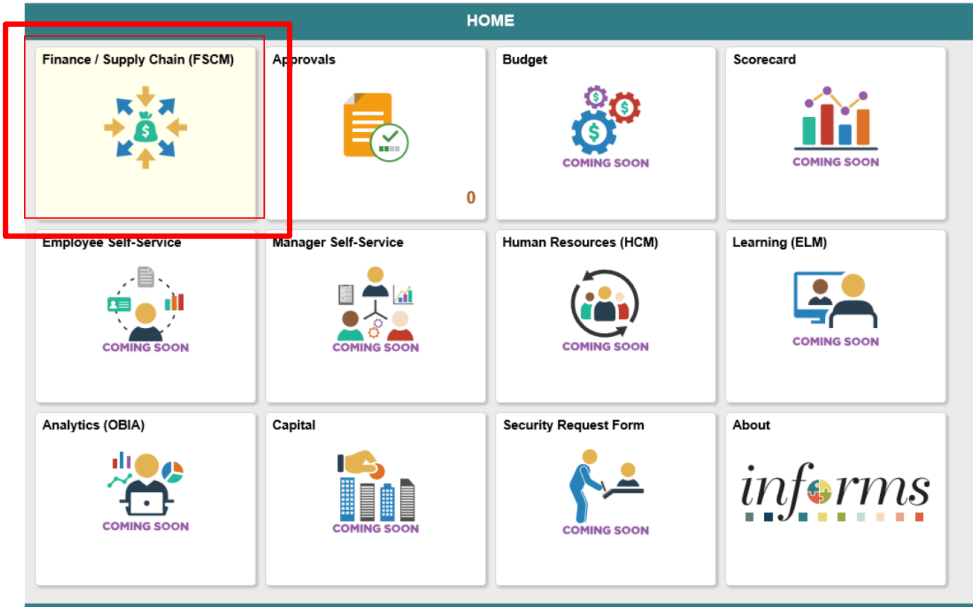

TABLE OF CONTENTS.....	1
PURPOSE AND DESCRIPTION	1
Purpose.....	1
Description	1
ACTIVITY 1: UPDATE THE TAG NUMER AND POLICE REPORT	2
Update the Tag Number and Police Report.....	2

PURPOSE AND DESCRIPTION

Purpose

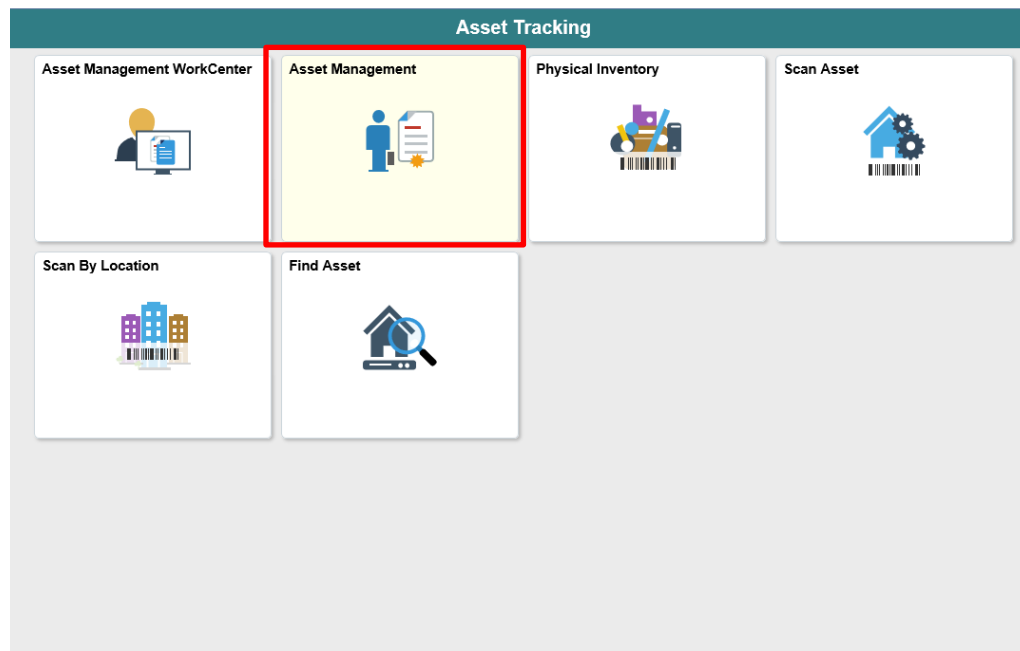
This document explains the process involved in creating an asset via the Express Add functionality.

ACTIVITY 1: UPDATE THE TAG NUMBER AND POLICE REPORT

Step	Action
1.	<p>Select the Finance / Supply Chain (FSCM) button.</p> 
2.	<p>Select the Asset Tracking button.</p> 

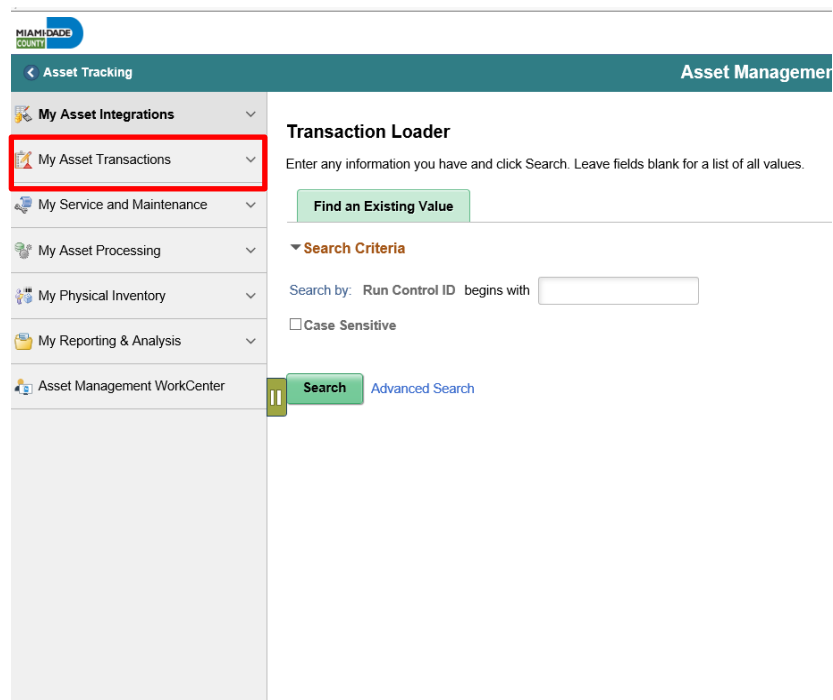
3.

Select the **Asset Management** button.



4.

Select **My Asset Transactions**.



5.

Select **Define Asset Operational Info**.

The screenshot shows the 'Asset Management' application window. On the left sidebar, under 'My Asset Transactions', the option 'Define Asset Operational Info' is highlighted with a red rectangle. The main panel displays the 'Define Asset Operational Info' form, which includes search criteria for Business Unit, Asset Identification, Tag Number, Serial ID, VIN, Manufacturer ID, Model, Asset Type, Asset Subtype, and Description. The 'Find an Existing Value' button is also visible.

6.

Confirm the **Business Unit**.

The screenshot shows the 'Define Asset Operational Info' form. The 'Business Unit' field in the 'Search Criteria' section is highlighted with a red rectangle. The field contains the value 'JUT'. The 'Search' button is visible at the bottom of the form.

7.

Select **Search**.

The screenshot shows the 'Define Asset Operational Info' form in the Asset Management system. The form includes a search bar at the top with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are buttons for 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. The 'Search Criteria' section contains various input fields for Business Unit, Asset Identification, Tag Number, Serial ID, VIN, Manufacturer ID, Model, Asset Type, Asset Subtype, and Description. At the bottom of the form, the 'Search' button is highlighted with a red box, along with 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

8.

Select the applicable **Asset**.

The screenshot shows the search results table in the Asset Management system. The table has columns for Business Unit, Asset Identification, Tag Number, Serial ID, VIN, Manufacturer ID, Model, Asset Type, Asset Subtype, and Description. The row for Asset Identification '1AT-00014090' is highlighted with a red box.

Business Unit	Asset Identification	Tag Number	Serial ID	VIN	Manufacturer ID	Model	Asset Type	Asset Subtype	Description
AT	1AT-00000203	829289	HMQKGT1	HMQKGT1	(blank)	LATITUDE E6226	Hardware	(blank)	COMPUTER EQUIPM
AT	1AT-00000204	821404	GPZQVM1	GPZQVM1	(blank)	LATITUDE E4000	Hardware	(blank)	COMPUTER EQUIPM
AT	1AT-00000205	829290	CMQKGT1	CMQKGT1	(blank)	LATITUDE E6226	Hardware	(blank)	COMPUTER EQUIPM
AT	1AT-00000206	824270	B1BP5Q1	B1BP5Q1	(blank)	LATITUDE E4000	Hardware	(blank)	COMPUTER EQUIPM
AT	1AT-00000207	869741	85CFX01	85CFX01	(blank)	INSPIRON 1300	Hardware	(blank)	COMPUTER EQUIPM
AT	1AT-00000209	829292	DMQKGT1	DMQKGT1	(blank)	LATITUDE E6226	Hardware	(blank)	COMPUTER EQUIPM
AT	1AT-00000210	829287	3NQKGT1	3NQKGT1	(blank)	LATITUDE E6226	Hardware	(blank)	COMPUTER EQUIPM
AT	1AT-00000211	829288	4NQKGT1	4NQKGT1	(blank)	LATITUDE E6226	Hardware	(blank)	COMPUTER EQUIPM
AT	1AT-00000212	673273	008954	008954	(blank)	F1-5750C	Hardware	(blank)	COMPUTER EQUIPM
AT	1AT-00000214	829286	1NQKGT1	1NQKGT1	(blank)	LATITUDE E6226	Hardware	(blank)	COMPUTER EQUIPM
AT	1AT-00000216	807029	889H49F1	889H49F1	(blank)	M1330	Hardware	(blank)	COMPUTER EQUIPM
AT	1AT-00014090	822297	U61638FG173083	U61638FG173083	(blank)	FAX4100E	Machinery	(blank)	COPY MACHINE
AT	1AT-00043738	651368	30388001	30388001	(blank)	LIFEPAK 500	Equipment	(blank)	HOSPITAL EQUIP
AT	1AT-00046701	814491	N/A	N/A	(blank)	CBD-Y	Furniture	(blank)	BNCHS,TBLS,CABS
AT	1AT-00046743	814490	N/A	N/A	(blank)	CBD-Y	Furniture	(blank)	BNCHS,TBLS,CABS

9.

Enter the desired information into the **Tag Number** field.

The screenshot shows the 'Asset Management' interface with the 'Define Asset Operational Information' tab selected. The 'Tag Number' field is highlighted with a red box and contains the value '92229'. Other fields include 'Business Unit' (AT), 'Asset ID' (1AT-00014289), 'Asset Status' (In Service), 'Profile ID' (165MEMCH07), 'Short Desc' (TELECOPIER), 'Description' (COPY MACHINE), and 'Detailed Description' (TELECOPIER(FAX)). The 'Asset Structure' section shows 'Asset Type' (Machinery) and 'Asset Subtype'. The 'Manufacturer Information' section shows 'Serial ID' (U61639F0J173083), 'Manufacturer ID', 'Manufacturer Name', and 'Model' (FAX4100E).

10.

Select the **MDC Asset Property** tab.

The screenshot shows the 'Asset Management' interface with the 'MDC Asset Property' tab selected. The 'Tag Number' field is highlighted with a red box and contains the value '92229'. Other fields include 'Business Unit' (AT), 'Asset ID' (1AT-00014289), 'Asset Status' (In Service), 'Profile ID' (165MEMCH07), 'Short Desc' (TELECOPIER), 'Description' (COPY MACHINE), and 'Detailed Description' (TELECOPIER(FAX)). The 'Asset Structure' section shows 'Asset Type' (Machinery) and 'Asset Subtype'. The 'Manufacturer Information' section shows 'Serial ID' (U61639F0J173083), 'Manufacturer ID', 'Manufacturer Name', and 'Model' (FAX4100E).

11.

Enter the desired information into the **Police Report Number** and the **Police Report Date** field.

The screenshot shows the 'Asset Management' interface. On the left is a sidebar with navigation options: 'My Asset Management Design', 'My Asset Integrations', 'My Asset Transactions', 'Asset Express Add', 'Asset Basic Information', 'Asset Leases', 'Asset Transfers', 'Asset Book Change', 'Review Cost', 'Asset Disposal Worksheet', 'Approve Asset Disposals', 'Copy Existing Asset', 'Define Asset Operational Info' (highlighted in green), 'Retire/Reinstate Asset', and 'My Service and Maintenance'. The main content area is titled 'Asset Management' and contains several sections. The 'Missing Asset Information' section is highlighted with a red rectangle and contains two input fields: 'Police Report Number' and 'Police Report Date'. Below these fields is an 'Attachment (or) Image' section with an 'Add' button. The 'Other Information' section contains various fields for 'Disposition Supply (1)', 'Disposition Supply (2)', 'Asset Usage', 'Sensitive Asset', 'Automated Signature Capability', 'Disposition Supply (1) Preference', 'Disposition Supply (2) Preference', and 'Asset Condition'.

12.

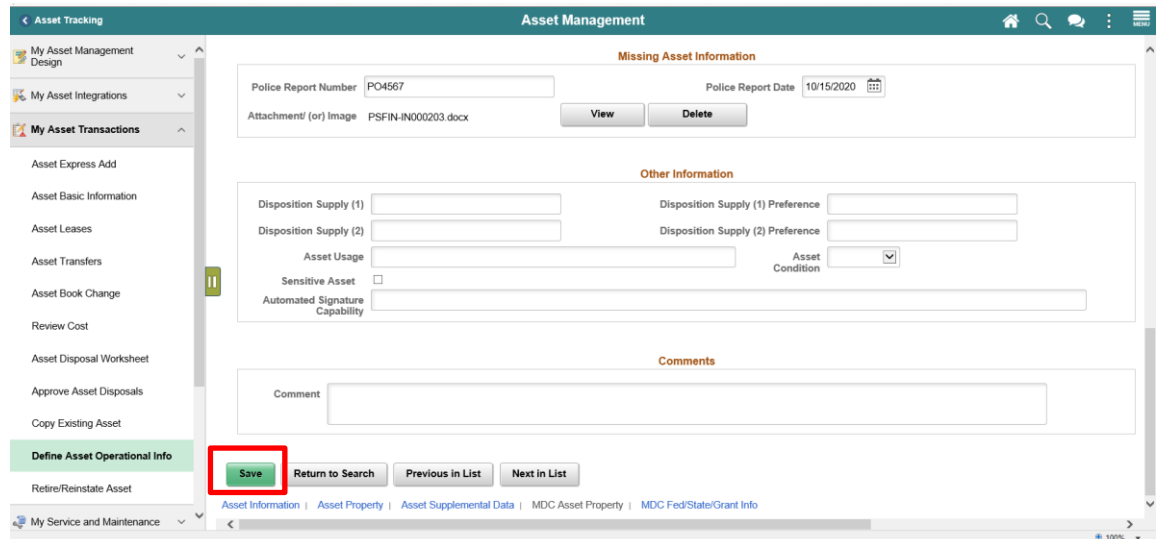
Select the **Add** button to attach the police report.

This screenshot is identical to the one above, showing the 'Asset Management' interface. The 'Missing Asset Information' section is highlighted with a red rectangle, and the 'Add' button is also highlighted with a red rectangle. The 'Add' button is located below the 'Attachment (or) Image' section.

13.

Select the **Save** button.

Note: The user should notify the **Department Asset Manager** for updating the Asset Status from In Service to **Suspended** of the date of the Police Case Number Date.



The screenshot displays the 'Asset Management' interface. On the left is a sidebar menu with categories like 'My Asset Management Design', 'My Asset Integrations', 'My Asset Transactions', and 'Define Asset Operational Info'. The 'Define Asset Operational Info' section is currently active. The main content area is titled 'Asset Management' and contains several sections: 'Missing Asset Information' with fields for 'Police Report Number' (PO4567) and 'Police Report Date' (10/15/2020); 'Other Information' with fields for 'Disposition Supply (1)', 'Disposition Supply (2)', 'Asset Usage', 'Sensitive Asset', and 'Automated Signature Capability'; and a 'Comments' section with a text area. At the bottom of the main content area, there are four buttons: 'Save', 'Return to Search', 'Previous in List', and 'Next in List'. The 'Save' button is highlighted with a red rectangular box. Below the buttons is a breadcrumb trail: 'Asset Information | Asset Property | Asset Supplemental Data | MDC Asset Property | MDC Fed/State/Grant Info'.