Use this instruction guide to learn how to keep get a report of all assets in your department by building from myAssets to use in completing inventory. Only Property Custodians, Alternate Custodians, Contacts or Alternate Contacts for your department may use UF’s new online property management system, myAssets, at https://myassets.fa.ufl.edu

This listing lists every building that has your property under your Dept ID. This is a very useful tool for better property accountability. You can view all of these buildings or select specific buildings to view. Some of the new assets may not have an inventory date, which means the decals have not been placed yet and scanned.

- Log on to https://myassets.fa.ufl.edu using your Gator Link username and password
- In the Dept Asset Administration menu, in the Reports section, click the Assets List by Bldg. Report link
  - A dropdown appears displaying buildings in the Dept IDs for which you are responsible
    - Select one or more of the buildings for the report, or select “All Buildings”
    - Click the VIEW link next to it to obtain your report
    - Make sure to Save instead of Open to draw the complete report

The report will list all the assets contained in the selected buildings

- All reports contain the Dept ID, Program, Decal number, Description, Serial Number, Model, Acquisition Date, Cost, Fund, Project, Location and Inventory Date
- For further assistance contact the University Asset Management Office at (352) 392-2556.