Approving a Request in myAssets

Department custodians will receive e-mails notifying them of requests that need their approval. The e-mail will also provide a link within the e-mail to take them to the approval page. Custodians may also navigate directly through myAssets to approve via the My Requests page.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>My Requests</strong> link.</td>
</tr>
</tbody>
</table>

### Pending Requests

- **0 User Requests**
- **0 Decal Requests**
- **2 Transfer Requests**
- **20 Surplus Requests**
- **2 Update Requests**
- **0 New Asset Requests**
- **14 Report of Survey Requests**
- **0 Foreign Travel Requests**
- **3 Off-Site Certifications**
- **0 Inaccessible Inventory**

### Transfer Requests

<table>
<thead>
<tr>
<th>Date</th>
<th>Tag Info</th>
<th>Rec Dept</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-JUN-13</td>
<td>491000406156 MICROSCOPE NIKON</td>
<td>70010100</td>
<td>PENDING AM REVIEW</td>
</tr>
<tr>
<td>03-JUN-13</td>
<td>4910AA106313 REFRIGERATED CENTRIFUGE, MDL J</td>
<td>29010711</td>
<td>NEED TRANSFERRING APPROVAL</td>
</tr>
</tbody>
</table>
## Step 2
In the **Pending Requests** box, custodians may click on any Pending Requests. For this example, click the **Transfer Requests** link.

### Step 3
These pending requests both have green check marks. The approving custodian would click the check to view the request to approve. Check the status as well. The system will alert you if the request is not open for approval or if you are not the approver!

### Step 4
For this example, note the status is "Pending AM Review". Click the **green checkbox** anyway.

### Step 5
The system alerts you it has already been approved. Click the **OK** button.

### Step 6
For this example, note the status says "Need Transferring Approval". Click the **green checkbox** knowing you must be the custodian who is transferring the item to another department to be able to approve.

### Step 7
Note the request has three buttons:
- Edit Transfer
- Approve
- Cancel Transfer

For this example, Click the **APPROVE** button.

### Step 8
The system will alert you that only custodians can approve the button if anyone else tries to approve the request. Click the **OK** button.

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For further assistance, please e-mail [property@ufl.edu](mailto:property@ufl.edu), call Asset Management Services at 352-392-2556, or visit [http://www.fa.ufl.edu/departments/asset-management/](http://www.fa.ufl.edu/departments/asset-management/).