Using the Worklists - Unscanned Inventory

Get a report of your departmental unscanned assets in myAssets to use in completing inventory. It is each department’s Property Contact’s responsibility to locate these unscanned items and make arrangements with Asset Management to have these items scanned and decaled if needed. Exceptions to this are IFAS and STAR departments who scan their own property. The report will list all the items left to scan in the selected buildings. If the report displays no items, then there are none left to scan for the selected Dept IDs.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In the Worklists box, you can see that there are 43 items in the Unscanned Inventory report. Click the <strong>43 Unscanned Inventory</strong> link to get a listing.</td>
</tr>
</tbody>
</table>
| 2.   | The Unscanned Inventory report contains for each item:  
  - Tag Number  
  - Description  
  - Model  
  - Location  
  - Type  
  - Whether or not it is offsite |
Step | Action
--- | ---
3. | Use the column headers to sort by that column. For this example, click the LOCATION header to sort by building and room.

4. | Click the TYPE header to sort by Capital Asset or Attractive items.

5. | See how it groups all the Attractive items at the top. Click the OFFSITE header to sort by those items that are off-campus.

6. | To review details for an item, click its row. For this example, click the row for the CODEC CISCO C40 TELEPRESENCE.

7. | Here is the record for this item. If it needs updating, you may make a change here to submit a Property Update Request.

For this example, enter "205" in the Room Number box.
<table>
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<tr>
<td>8.</td>
<td>Click the <strong>Submit</strong> link.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>
### Step 10
To return to the Unscanned Inventory report, click the **Worklist** menu item at the top.

![Worklist menu item](image)

### Step 11
Click on **Unscanned Inventory**.

### Step 12
To check on your property update request, you may point with your mouse on **Requests** at the top.

### Step 13
Click the **My Pending Requests** link.

### Step 14
Click the **2 Update Requests** link.

### Step 15
The request displays here with a status of Pending.

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/).