myInventory - View List and Filter Results

Use the myInventory feature of myAssets to quickly view a listing of your department inventory of assets and attractive items.

### WORKLISTS
- **0 New Assets**
- **11 Invalid Locations**
- **3 Off-Site Certifications**
- **32 Missing Serial Numbers**
- **1 Inaccessible Inventory**
- **563 Unscanned Inventory**

### QUICK LINKS
- My Inventory
- Contact List
- My Requests
- F & A Website
- Reports
- Submit a Question

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## Step 1

**On the Home page, under Quick Links, click the My Inventory link.**

![Image of myInventory interface](image-url)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2.   | This displays the listing of your department's assets and attractive items along with:  
   • Tag Number  
   • Description  
   • Serial Number  
   • Model (model number or person using it)  
   • Acquisition Date  
   • Acquisition Cost  
   • Whether or not it has been inventoried (scanned and decaled)  
   • Type (Capital Asset or Attractive Item) |
| 3.   | You may sort the list by clicking any of the column headers. Click the **TYPE** header to group rows by Capital Asset or Attractive Item. |
| 4.   | Now all of the Attractive items display together grouped at the top. |
| 5.   | Click the **Filter Results** link to narrow the listing per your selections. |
| 6.   | If you would just like to see Attractive items, uncheck the **Capital** option by clicking on it. |
| 7.   | You may enter part of the description, for example, enter "camera" to view the cameras in your department. |
| 8.   | Click the **GO** button. |
| 9.   | All the cameras display.  
   Click the **Filter Results** link for another search. |
| 10.  | For example, you may search for inventory by building. Click the **Building** list. |
| 11.  | Select a building. Click the **3314 MERIDIEN CENTER** list item. |
| 12.  | Click the **GO** button. |
| 13.  | Here is the result of the assets in the Meridien building. |
### Step 14
To return to your original myInventory listing, click **Manage Assets** at the top.

```
Manage Assets ▼
```

### Step 15
Click the **My Inventory** link.

```
My Inventory
```
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>To view details on an item, click its row to open the record. For this example, click the <strong>MICROSCOPE NIKON 79000 F/VIDEO</strong> row.</td>
</tr>
</tbody>
</table>
| 17. | myAssets displays the record for this item, including:  
• Asset Information  
  - Tag Number  
  - Purchase Order (PO) and Voucher Number  
  - ECCN and ITAR numbers  
  - Cost and Date of acquisition  
  - Serial number  
  - Type  
• Custodian Information  
  - Department and Program for the item  
  - Custodians, IT and Contacts  
• Inventory Information  
  - Location  
  - Inventory Date  
  - Inventoried by |
| 18. | Click the space under the scrollbar to scroll down and see Inventory Information. |
| 19. | At the bottom you may view Inventory Information, such as location.  
Notice the green buttons on the page; these are actions you may take to initiate changes to this item, such as:  
• Property Update through the Edit Asset Info button  
• Request a Decal  
• Initiate a Transfer  
• Request a Surplus Pickup for this item  
• Initiate a Report of Survey (disposition) for this item |
| 20. | Click the space above the scrollbar to scroll back up. |
| 21. | To return to myInventory, click the **Manage Assets** menu link at the top. |
| 22. | Click the **My Inventory** link. |
| 23. | Click the **Home** link. |

For further assistance, please e-mail **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/).