



# Fixed Asset Inventory Verification System

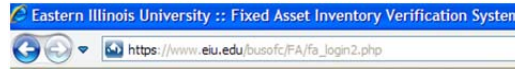
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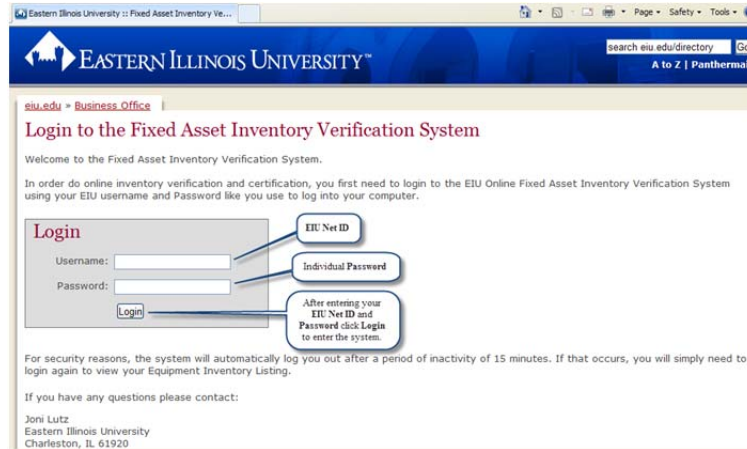
\* Web pages displayed by the system may vary slightly depending on the browser you are using.

## Annual Fixed Asset Inventory Verification System — Link / Login / Logout

- In a browser (Internet Explorer) type in: [https://www.eiu.edu/busofc/FA/fa\\_login2.php](https://www.eiu.edu/busofc/FA/fa_login2.php)



- Use your **EIU Net ID** and **Password** to Login to the system.



- After successfully logging in you will arrive at the Annual Fixed Asset Inventory Verification System home page.

## Annual Fixed Asset Inventory Verification System — Home Page

Home | Logout | Sort by: Tag # | Missing Tags List | Found (Red TAGs Only): Add View

**Welcome to Annual Fixed Asset Inventory Verification**

*Gary D. Reed's Asset summary as Custodian*

Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags Not Found	Proxy	Export To
Gary D Reed	--	1884	0	1884	0	<a href="#">Add Proxy</a>	<a href="#">XL</a>

*Gary D. Reed's Asset summary as Custodian by Equipment Manager*

Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags Not Found	Proxy	Export To
Gary D Reed	Justin R Perry	91	0	91	0	<a href="#">Add Proxy</a>	<a href="#">XL</a>
Gary D Reed	Ryan W Siegel	2	0	2	0	<a href="#">Add Proxy</a>	<a href="#">XL</a>
Gary D Reed	Allan L Rathe	14	0	14	0	<a href="#">Add Proxy</a>	<a href="#">XL</a>
Gary D Reed	John Sigler	45	0	45	0	<a href="#">Add Proxy</a>	<a href="#">XL</a>
Gary D Reed	Cathy L Kimball	4	0	4	0	<a href="#">Add Proxy</a>	<a href="#">XL</a>
Gary D Reed	Jo Anne Thill	42	0	42	0	<a href="#">Add Proxy</a>	<a href="#">XL</a>
Gary D Reed	Thomas W Rennels	38	0	38	0	<a href="#">Add Proxy</a>	<a href="#">XL</a>
Gary D Reed	Patty S Murphy	166	0	166	0	<a href="#">Add Proxy</a>	<a href="#">XL</a>
Gary D Reed	John E Bailey	41	0	41	0	<a href="#">Add Proxy</a>	<a href="#">XL</a>
Gary D Reed	Steven E Pearcy	61	0	61	0	<a href="#">Add Proxy</a>	<a href="#">XL</a>

- When you are finished working in the system please use the **Logout** link found throughout the system and the following screen will be displayed showing you have properly exited the system.

**Logout**

**You have been logged out.**

Click here to [Login](#)



## Annual Fixed Asset Inventory Verification System Home Page – Breakdown by Levels

Home | Logout | Sort by: Location | Missing Tags List | Found (Red TAGs Only): Add View

Welcome to Annual Fixed Asset Inventory Verification

Rondal K. Mathenia's Asset summary as Custodian [Certify Assets](#)

Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags Not Found	Proxy	Export To
Rondal K. Mathenia	--	8	8	0	8		XL

Rondal K. Mathenia's Asset summary as Custodian by Equipment Manager

Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags Not Found	Proxy	Export To
Rondal K. Mathenia	John F. Krzajfiska	1	1	0	1		XL
Rondal K. Mathenia	Rondal K. Mathenia	7	7	0	7		XL

Rondal K. Mathenia's Asset summary as Equipment Manager under Other's Custodianship

Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags Not Found	Proxy	Export To
Gary D. Reed	Rondal K. Mathenia	888	2	881	2	Christina Chidress	XL

Rondal K. Mathenia's Asset summary as Proxy

Custodian	Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags Not Found	Proxy	Export To
Gary D. Reed	Cathy L. Kimball	4	2	2	1		XL
Rondal K. Mathenia	John F. Krzajfiska	1	1	0	1		XL
Rondal K. Mathenia	Rondal K. Mathenia	2	2	0	2		XL

- as Custodian Level - shows all of the Fixed Assets a custodian is in charge of and their status in the system.
- as Custodian by Equipment Manager Level - shows the Fixed Assets a custodian is in charge of and their status in the system broken down into the totals of individual Equipment Managers.
- as Equipment Manager under Other Custodianship Level - shows the Fixed Assets an Equipment Manager is in charge of under another Custodians' directive and their status in the system.
- as Proxy - shows the Fixed Assets an Equipment Manager is in charge of which have been delegated to the proxy's directive and their status in the system.

\* This screen may appear differently (i.e. fewer levels) depending on the users access role.



## Annual Fixed Asset Inventory Verification System Home Page – Breakdown by Columns

Home | Logout | Sort by: Location | Missing Tags List | Found (Red TAGs Only): Add View

Welcome to Annual Fixed Asset Inventory Verification

Rondal K. Mathenia's Asset summary as Custodian [Certify Assets](#)

Equipment Manager	Total Assets	Inventory Done	Inventory Not Done	Tags Not Found	Proxy	Export To
Rondal K. Mathenia	8	8	0	8		XL

- Total Assets Column** - when clicked shows a listing of all of the Fixed Assets a person is in charge of dependent upon their role in the system.
- Inventory Done Column** - when clicked shows a listing of all of the Fixed Assets that are completed for reporting purposes. This link also contains a sub link that opens a form which allows changes to be made to an individual Fixed Asset.
- Inventory Not Done Column** - when clicked shows a listing of all of the Fixed Assets that are not completed for reporting purposes. This link also contains sub links that allow the Equipment Manager and the Location to be edited for an individual Fixed Asset. When a zero is displayed the link is no longer clickable.
- Tags Not Found Column** - when clicked shows the Fixed Assets list with a link to add a date of when the asset was in a known location.
- Proxy Column** - when clicked opens a form that allows the Custodian or Equipment Manager to assign a Proxy in charge of reporting the Fixed Asset.
- Certify Assets Link** - when clicked will open an electronic certification page where the Custodian can sign off for their Fixed Asset Inventory. This link is only displayed after all Fixed Assets for a Custodian are displayed in the Inventory Done Column.
- Export To Column** - when clicked an Excel spreadsheet opens listing of all of the Fixed Assets a person is in charge of dependent upon their role in the system. This spreadsheet is a pre-inventory listing of Fixed Assets.

- Each column number on this page shows the total number of Fixed Assets pertaining to that columns' heading. (i.e. **Total Assets** are the total number of assets per each user's role. **Inventory Done** shows the total number of assets that are accounted for in the system per each user's role. **Inventory Not Done** shows the total number of assets left to be accounted for per each user's role. **Tags Not Found** shows the number of lost, stolen, or missing assets per each users role)
- 'Add Proxy' will be displayed in the 'Proxy' column before 'Total Assets' equal 'Inventory Done'. The 'Add Proxy' link will open a form to allow a Proxy to be assigned. If an assigned proxy name is already present clicking the 'Proxy's Name' will open the form allowing changes to be made to the proxy assignment.
- When the 'Total Assets' column equals the 'Inventory Done' column the 'Certify Assets' link is displayed for the Custodian to electronically certify their inventory.



## Annual Fixed Asset Inventory Verification System Home Page – Main Menu Links

(Red Tags are inventory items valued greater than \$500.00, or items between \$100.00 and \$500.00 that are high theft items)

The screenshot shows the top navigation bar with links: [Home](#), [Logout](#), [Sort by: Tag #](#), [Missing Tags List](#), and Found (Red TAGs Only): [Add](#) [View](#). Below the navigation bar is a large blue banner with the text "Welcome to Annual Fixed Asset Inventory Verification".

Callout boxes provide the following descriptions:

- Home** - when clicked is used to return to the main system page. (Page will not change if clicked while on Home Page.)
- Logout** - when clicked will log the user out of the system.
- Sort by:** - when clicked gives the option to sort by inventory location or by inventory tag number.
- Missing Tags List** - when clicked will open a list of missing fixed assets
- Found Red Tags: Add** - when clicked will display a form to add found Fixed Assets.
- Found Red Tags: View** - when clicked will show a list of found Fixed Assets that have been added to the system.



## Annual Fixed Asset Inventory Verification System – Sort by Page

The screenshot shows a form titled "Choose your Choice for Sort by Option for Inventory Listing". It has two radio button options:  Sort by Location (Building & Room #) and  Sort by Tag #. A "Submit" button is located below the options.

Callout boxes provide the following descriptions:

- Sort by Location** - when chosen Fixed Asset List is sorted by Building & Room number.
- Sort by Tag #** - when chosen Fixed Asset List is sorted by Tag #'s.
- Submit** - When clicked Fixed Asset List is sorted and the user is returned to the Home Page.

### Sort by Page Options

- When 'Submit' is clicked all pages throughout the system are sorted by the option of choice. (**Tag #** or **Location**)



# Annual Fixed Asset Inventory Verification System – Main Missing Tags List Page

Home Logout

## Missing Fixed Asset List

Tag #	Description	Custodian	Equi	Serial #	Last Seen Date	Police Report	Notes
135561	Computer Gateway E-420	Gary D Reed	Rondal K Mathenia	14191656	<a href="#">Add Date</a>		
136492	Computer Gate		Rondal K Mathenia	18405299	03/13/2012		missing date
149267	Computer Gate		Rondal K Mathenia	0035773176	<a href="#">Add Date</a>		
149269	Computer Gate		Rondal K Mathenia	0035773178	<a href="#">Add Date</a>		
029086	Microscope Ad		Rondal K Mathenia	530959	<a href="#">Add Date</a>		
057590	Tank Oil Quenc Mcenglevan 001		Rondal K Mathenia		<a href="#">Add Date</a>		
064438	Projector Opaque	Gary D Reed	Rondal K Mathenia	H28520	<a href="#">Add Date</a>		
131257	Camera Image Jvc	Rondal K Mathenia	John F K	063K1477	02/01/2012	Filed	still not found
147152	Computer Gateway E-6100-C	Rondal K Mathenia	Rondal K Mathenia		02/01/2012	Filed	not found
122552	Record Storage Mobile Media	Rondal K Mathenia	Rondal K Mathenia		<a href="#">Add Date</a>		change
122553	Record Storage Mobile Media	Rondal K Mathenia	Rondal K Mathenia		<a href="#">Add Date</a>		
123324	Aluminum Dock Board 6 0" X 60" 6' Height	Rondal K Mathenia	Rondal K Mathenia		<a href="#">Add Date</a>		

[Missing/Stolen/Lost Inventory Report](#)

**Missing/Stolen/Lost Inventory Report**  
- when clicked will open a form that will provide a means of electronically certifying and sending a police report to the EIU Campus Police Department. This link is only displayed after a Last Seen Date has been added to a Fixed Asset and a Police report has not been filed for that Asset.

**Missing Fixed Asset List** - this page shows a listing of Fixed Assets that are not accounted for in the Fixed Asset Inventory System

**Last Seen Date** - when clicked will reopen the form that will allow modification of the date of last known sighting of the Fixed Asset. The Last Seen Date is displayed after the initial form is opened but before a Police report has filed for that Asset.

**Add Date** - when clicked will open a form that will allow the addition of date of last known sighting of the Fixed Asset. Add Date is displayed before the initial form is opened.

**Police Report Filed** - after the Police Report is filed the link becomes non-editable and displays the Last Seen Date that was reported and an indicator shows the report has been Filed.

## Missing/Stolen/Lost Inventory Item Report

- To Include a Fixed Asset into **Missing/Stolen/Lost Inventory Item Report**, the User has to assign a **Last Seen Date** to a Missing Tag number.
- The User can assign **Last Seen Date** either from 'Missing Fixed Asset List' (Missing Tags List Link from Home page) or 'Fixed Asset List – Not Found' (Tags Not Found link from Home Page)
- On the 'Missing Fixed Asset List' page, the **Missing/Stolen/Lost Inventory Report** link will only be seen when the **Last Seen Date** has been assigned to at least one Fixed Asset tag, and a Police report has not already filed for that Fixed Asset tag number.



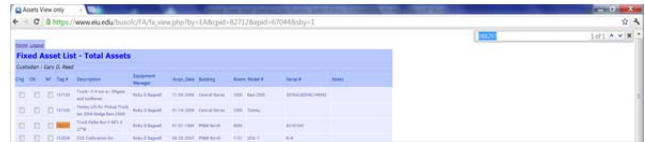


## Inventory Not Done Report – Find Function

- Pressing the 'Ctrl + F' keys on the keyboard will show the **Find** function toolbar. The user can enter the Tag # to search for in the Find input box and press Enter. The tag # will be searched for within the displayed list and if the tag # is found it will be highlighted and displayed for the user. (Some browsers may not support this function).



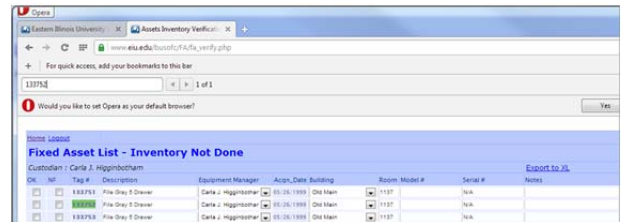
(Internet Explorer version 9.0.8112.1624)



(Google Chrome version 33.0.1750.154m)



(Firefox version 28.0)



(Opera version 20.0.1387.82)



## Annual Fixed Asset Inventory Verification System – Found Red Tags Add Page

(Red Tags are inventory items valued **greater than \$500.00**, or items **between \$100.00 and \$500.00** that are **high theft items**)

Fixed Assets – Add Found Red Tag (Only \$500 or More)

PTag :

Description :

Custodian :

Equipment Manager :

Building :

Room :

[Home](#) | [Logout](#)

**PTag** - allows input of a found Fixed Asset tag number.

**Verify PTag** - verifies if a found Fixed Asset tag number is already in the system.

**Dropdown Menus** - when clicked each displays a menu allowing changes to be made to the assignment of the Custodian, Equipment Manager, or the Building location for the Fixed

**Add Found Red Tag** - is an input form allowing Fixed Asset information to be added into the tracking system.

**Add PTag** - when clicked adds the found Fixed Asset into the tracking system.

## Found Red Tags Add Page

- A found Fixed Asset tag can be typed into the input box and the User can click 'Verify PTag' to see if the item has been accounted for in another location or by another Custodian. If the tag is already in the system a screen similar to the one below will be displayed.
- If the Fixed Asset is not already in the system the user can fill in all information for the asset and click 'Add Ptag'. The information is then submitted to the **Found Red Tags View Page**.

Fixed Assets - This Tag Already Exists in Inventory- Please contact	
PTag :	112816
Description :	Car 93 Dodge Spirit #146
Custodian :	Gary D Reed
Equipment Manager :	Jo Anne Thill
Building :	Central Stores
Room :	1000
Model # :	Safety Program
Serial # :	1B3XA46K6PF563574
<a href="#">Home</a>   <a href="#">Logout</a>	<a href="#">Back</a>



## Annual Fixed Asset Inventory Verification System – Found Red Tags View Page

[Home](#) [Logout](#)

### Found Fixed Asset List

Tag #	Description	Custodian	Equipment Manager	Building	Room	Model #	Serial #	Notes
977777	rteteret	Aaron B Allison	Aaron B Allison	Alexander Barn	1212			
977778	FAFAFADFCFAFD	Aaron B Allison	Billy M Waddell	Brainard House	2121			
912188	dfdfdfh	Adam J Due	Adam J Due	Alexander Barn	1111			
9989898	dfgdfdfg	Adam J Due	Allan Sathe	Alexander Barn	1111			
922222	rtreterer	Adam J Due	Chad P Ellis	FP&M North	2121			

**Found Fixed Asset List** - is a view only listing of all Found Red Tags that have been added in to the system.



## Annual Fixed Asset Inventory Verification System – Add Last Seen Date Page

[Home](#) [Logout](#)

### Fixed Assets Missing Tag Change – Add Last Seen Date and Notes

Custodian : Rondal K Mathenia

Ptag : 131257

Description : Camera Image Jvc

Equipment Manager : John F Krajefska

Location : Property Warehouse – 1000

Model # : Aa-P700u

Serial # : 063K1477

Last Seen Date :  MM/DD/YYYY

Note :

**Last Seen Date** - allows editing of the date of the last accounting of the Fixed Asset. Please be sure to use the format MM/DD/YYYY to enter the date.

**Notes** - allows editing of notes pertaining to the Fixed Asset.

**Update** - submits all changes input with this form to the system and then returns to the Main Missing Fixed Asset List. After returning to the list a link on that page will be available for submitting a Police report.

### Last Seen Date and Notes Form

- Changes made with this form are sent to the 'Missing Fixed Asset List' which is accessible from the Home page.
- Existing **Last Seen Date's** and **Notes** can be edited from this form.
- Changes made on this page must be committed by clicking the 'Update' button.





## Annual Fixed Asset Inventory Verification System – Tag Change Post Inventory Page

Fixed Assets Tag Change - Post Inventory

Custodian : Rondal K Mathenia

Ptag : 131257  Found  Not Found

Description : Camera Image Jvc

Equipment Manager : John F Krajewska

Building : Property Warehouse

Room : 1000

Model # : Aa-P700u

Serial # : 063K1477

Note :

[Home](#) | [Logout](#)

**Fixed Assets Tag Change** - is an input form allowing Fixed Asset information to be changed in the tracking system after being added to the inventory.

**Found / Not Found checkboxes** - allows editing of Fixed Asset status.

**Dropdown Menus** - when clicked each displays a menu allowing changes to be made to the assignment of the Equipment Manager, or the Building location for the Fixed Asset.

**Update** - submits all changes input with this form and returns to the Fixed Asset List Inventory Done page.

### Tag Change Post Inventory Page

- This page is accessed from the 'Inventory Done' column link.
- Changes made on this page are made **after an Asset is added** into the system but **before being certified** by the Custodian.
- Information can be **changed on this form** to all input boxes, checkboxes, and dropdown lists.



## Annual Fixed Asset Inventory Verification System – Inventory Certification Page

[Home](#) | [Logout](#) | [Sort by:](#) Location | [Missing Tags List](#) | Found (Red TAGs Only): [Add](#) [View](#)

Welcome to Annual Fixed Asset Inventory Verification

[Certify Assets Link - found on Home Page](#) [Certify Assets](#)

Custodian	Inventory Not Done	Tags Not Found	Proxy	Export To
Rondal K Mathenia	--	8	0	<a href="#">Add Proxy</a> <a href="#">XL</a>

(Home Page)

[Home](#) | [Logout](#)

2012 Inventory Certification

Physical examination of the records and property under my control and supervision has been completed. The results of that examination are as indicated.

8 Number of my Inventory Items located.

0 Number of my Inventory Items not located.

1 Number of my Inventory Items Reported as Missing/Stolen/Lost Items.

0 Number of assets found but not on my Inventory list.

I hereby certify that above listing is correct and by submitting this form I, (Rondal K Mathenia), am electronically certifying the inventory under my control and supervision.

**Certification Report** - gives a summary of Fixed Assets under the Custodians control.

**Submit** - when clicked sends the Custodians Fixed Assets certification.

**Custodians Name** - auto-filled.

**Certification Checkbox** - when checked serves as the Custodians electronic signature.

(Inventory Certification Page)

## How to Certify Inventory

- On the system Home Page, when the ‘**Total Assets column**’ equals the ‘**Inventory Done column**’ the ‘**Certify Assets**’ link is displayed for the Custodian to electronically certify their inventory. After clicking the ‘**Certify Assets**’ link the ‘**Inventory Certification page**’ will be displayed (as shown above).
- The Custodian is given a **summary of their Fixed Assets** available for certification and their **status** in the system. Displayed are the number of **Assets located**, the number of **Assets not located**, the number of **Assets reported as missing**, and the number of **Assets found but not on the Custodians’ inventory list**. Also automatically displayed is the **name of the Custodian** who is certifying the inventory.
- Check the ‘**Certification**’ **Check box** and click the ‘**Submit**’ button at lower left side of the report. The following actions will take place when the Custodian clicks the ‘**Submit**’ button.
  - All **Assets will be finalized** in Fixed Asset database for the respective Custodian and they will be **presented with a message** similar to the one below.
  - After the message is displayed the Custodian can **return** to the system Home page but **no further changes** to their inventory can be made. The Custodian can return to the system Home page and **still be able to file a Police report** within the system.

**Rondal K Mathenia,**

**Thank you, You successfully certified your Fiscal Year 2012 Fixed Asset Inventory Certification.**

[Home](#)

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## Annual Fixed Asset Inventory Verification System – Missing/Stolen/Lost Inventory Page

Home Logout

### Missing/Stolen/Lost Inventory Item Report

Reporting Person : Rondal K. Mathenia Date Reported : 09-Mar-2012 Signature : rkmathenia@139.67.18.149@03092012135513

Tag #	Description	Serial #	Value	Date Last Seen	Location Last Seen
131257	Camera Image Jvc	063K1477	7850.00	02/01/2012	Property Warehouse - 1000
147152	Computer Gateway E-6100-C		1503.00	02/01/2012	Property Warehouse - 1000
123350	Pallet Truck Bischma N 48" X 27"		500.00	03/07/2012	Property Warehouse - 7642

I hereby certify that the above listing is correct and by submitting this form I, (Rondal K. Mathenia), am electronically filing a Missing/Stolen/Lost Inventory Item Report with Eastern Illinois University POLICE DEPARTMENT.

Submit

Submit - when clicked submits the Missing / Stolen / Lost Inventory Item Report directly to the EIU Campus Police Department.

Current Logged-in Users Name - auto-filled.

Certification Checkbox - when checked serves as the Custodians electronic signature.

Missing / Stolen / Lost Inventory Item Report - gives a listing of Fixed Assets that are being reported to the EIU Campus Police Department.

## Missing/Stolen/Lost Inventory Item Report

- To Include a Fixed Asset into **Missing/Stolen/Lost Inventory Item Report**, the User has to assign a **Last Seen Date** to a Missing Tag number.
- The User can assign **Last Seen Date** either from ‘**Missing Fixed Asset List**’ (Missing Tags List Link from Home page) or ‘**Fixed Asset List – Not Found**’ (Tags NotFound link from Home Page)
- On the ‘Missing Fixed Asset List’ page, the **Missing/Stolen/Lost Inventory Report** link will only be seen when the **Last Seen Date** has been assigned to at least one Fixed Asset tag, and a Police report has not already filed for that Fixed Asset tag number.

## How to file Missing/Stolen/Lost Inventory Item Report Electronically

- Assign **Last seen Dates** to **all** the Fixed Asset Tags which need to be filed on the Police report.
- Click the **Missing/Stolen/Lost Inventory Report** link on op left hand corner of **Missing Fixed Asset List Page**.
- The link will open a **Missing/Stolen/Lost Inventory Item Report** page and provide a **list of all Tags** that could be included with police report.
- Check the **Check box** and click the **Submit** button at lower left side of the report. The following actions will take place when user clicks the **Submit** button.
  - **Report** will be **E-mailed** to Police as a PDF attachment with **CC to User** and **Fixed Asset Accountant** in Business office.
  - **All Tags** in the report are **flagged** to indicate Police report has been filed.
  - The User will then be presented a **message page** which should say the following: “Your Missing/Stolen/Lost Inventory Item Report submitted electronically to EIU Police Department. Copy of the report is E-Mailed to you for your records”, Please check your email.”

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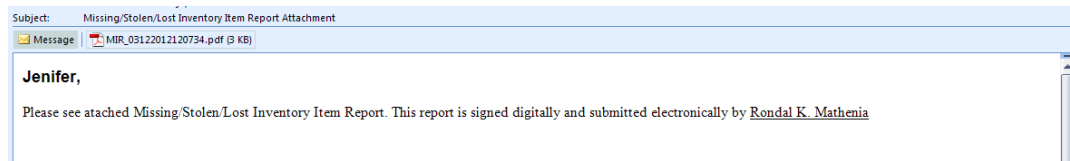
**Rondal K. Mathenia,**

Your Missing/Stolen/Lost Inventory Item Report submitted electronically to EIU Police Department.  
Copy of the report is E-Mailed to you for your records, Please check your email.

[Home](#)

The user only sees the above message if all the actions are successful. The User can click the Home link to return to the system Home page.

### Attachment sent to Fixed Asset Accountant





# Annual Fixed Asset Inventory – Excel Inventory Completion Spreadsheet

- You have the option to print out your **completed** inventory in Excel format – if you need a copy of your inventory with all the changes you have made and your notes upon completion or certification you can export your inventory to an Excel spreadsheet. To do this you can click on either the ‘Total Assets’ or the ‘Inventory done’ links on Fixed Asset Verification System Home page.

- You will then be able to click ‘Export to XL’ and you will be asked to open an Excel spreadsheet (click ‘Open’) then a spreadsheet will show your post-inventory Fixed Asset information.

