

CP009.1A Asset Management: Tagging Existing Assets Workflow

Policy Type: Administrative/Operations
Revision Date: N/A

Training Required: No

Workflow

Step 1

Identify the item you want to tag.

Step 2

Assess the item to ensure that it has not yet been tagged.

Step 3

Does it have a sticker?

- If yes, please disregard. This item has already been tagged.
- If no, please submit a ticket to the [help desk](#) at help@medicine.unlv.edu

Example of an inventory sticker:

