



AssetWorks Training Manual

UNLV
PROPERTY CONTROL

Property@unlv.edu • 702-895-0864

To *Check-Out* Equipment



- Home
- Assets
- Contacts
- Transfers
- Disposals
- Check-In/Out**
- Counter Sales
- Live Auction
- Approvals
- Users
- Admin
- Reports

- Checkout Sidebar
- Check-Out**
 - Check-In

Quick Search Check-Out

Check-Out Number

> Search Check-Out

> **Create Check-Out**

From Supervisory Org*

To Person*

Comments

To *Check-Out* Equipment

The screenshot displays the AMP (Asset Management Platform) interface. At the top left is the AMP logo with the text 'ASSET MANAGEMENT PLATFORM'. A navigation bar contains the following items: Home, Assets, Contacts, Transfers, **Check-In/Out** (circled in red), Counter Sales, Users, and Reports. Below the navigation bar is a 'Checkout Sidebar' with 'Check-Out' (highlighted in blue) and 'Check-In'. To the right is a 'Quick Search Check-Out' section with a 'Check-Out Number' input field and a 'Search' button. Below this is a 'Search Check-Out' section with a dropdown arrow. Underneath is the 'Create Check-Out' section, which is highlighted with a red arrow. This section contains three fields: 'From Supervisory Org*' with the value 'SUP-02448 - MAIL SERVICES', 'To Person*' with the value 'DEPTUSER, TEST - SUP-02448', and 'Comments'. A dropdown menu is open under 'To Person*', showing the selected option 'DEPTUSER, TEST - SUP-02448 - MAIL SERVICES' (highlighted in blue) and the text 'No Open Issues'. A red arrow points to this dropdown menu. At the bottom of the 'Create Check-Out' section is a 'Create' button, which is circled in red. A red arrow points to this button.

Select the staff member you wish to assign the equipment to.

Click **Create**



- Home
- Assets
- Contacts
- Transfers
- Check-In/Out**
- Counter Sales
- Users
- Reports

Checkout Sidebar

- Check-Out**
- Check-In

Check-Out Detail

Check-Out Number: 2961

Creation Date: 01/19/2018 04:00 pm

From Supervisory Org: MAIL SERVICES

From Person: TEST USER

To Supervisory Org: MAIL SERVICES

To Person: TEST DEPTUSER

Comments:

Add Assets

Tag Number*: 2052086 - COMPUTER/LAPTOP APF

Due Date*: 01/19/2019 04:00 pm

Comment: Working from home

Add Asset

Assets

There are no assets on this checkout.

Cancel Remove Asset Check-In

Enter the tag number manually or select from the list by clicking the magnifying glass. Enter any comments you may have.

Click the **Add Asset** button

Set the due date for the asset return. (It will default automatically to one year.)



The asset is now **Checked-Out**

- Home
- Assets
- Contacts
- Transfers
- Check-In/Out**
- Counter Sales
- Users
- Reports

- Checkout Sidebar
- Check-Out**
 - Check-In

Check-Out Detail

Check-Out Number: 2961

Creation Date: 01/19/2018 04:00 pm

From Supervisory Org: MAIL SERVICES

From Person: TEST USER

To Supervisory Org: MAIL SERVICES

To Person: TEST DEPTUSER

Comments:

Add Assets

Tag Number*

Due Date* 01/19/2019 04:06 pm

Comment

Add Asset

Assets

View	Tag Number	Description	Quantity	Due Date	Check-In Person	Check-In Date	Comments
	2052086	COMPUTER/LAPTOP APPLE	1	01/19/2019 04:00 pm	-	-	Working from home

Download

row(s) 1 - 1 of 1

Cancel Remove Asset Check-In

If you added an incorrect asset by mistake, you can click **Remove Asset** and it will reflect its previous location.

To **Check-In** Equipment

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Home

Assets

Transfers

Check-In/Out

Reports

Checkout Sidebar

Check-Out

Check-In

Quick Search Check-In

Check-Out Number 21

Search

Search Check-In

Check-In Asset

Tag Number* 2083108

Condition* 3

Comments

Check-In

Enter the **Check-Out Number**,
Tag Number and **Condition**.

Click **Check-In**

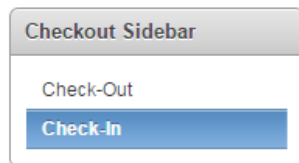
[Skip to main content](#)



The asset has now been **Checked-In**



Successfully checked asset in. ×



Quick Search Check-In

Check-Out Number

➤ Search Check-In

➤ Check-In Asset

****Note****

When equipment is checked back in, it's location will reflect the same as before it was checked out. If the location needs to be updated, you will have to create an internal transfer.

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To search for an existing asset that has been **Checked-In / Out**, you can either type in the number in the search field or click **Search Check-Out** below for a more detailed search.

The screenshot shows the AMP interface with the "Check-In/Out" tab selected in the top navigation bar. On the left, the "Checkout Sidebar" has "Check-Out" selected. The main content area is titled "Quick Search Check-Out" and contains a "Check-Out Number" input field and a "Search" button. A red arrow points to the "Search" button. Below the main content area, there are two menu items: "Search Check-Out" and "Create Check-Out", with a red arrow pointing to the first one.

Home Assets Transfers **Check-In/Out** Reports

Checkout Sidebar

- Check-Out**
- Check-In

Quick Search Check-Out

Check-Out Number

Search

➤ Search Check-Out

➤ Create Check-Out

To search for an existing asset that has been **Checked-In / Out**, you can either type in the number in the search field or click **Search Check-Out** below for a more detailed search.

Home Assets Contacts Transfers **Check-In/Out** Counter Sales Users Reports

Checkout Sidebar

- Check-Out
- Check-In

Quick Search Check-Out

Check-Out Number

Search

Search Check-Out

Check-Out Number

From Supervisory Org

From Person

To Supervisory Org

To Person

Tag Number

Status

Comments

Search

Create Check-Out

By clicking **Search Check-Out**, you can search by a number of options.