

# Update Building/Room Numbers



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Year 2011 Select Reporting Options... Desktop Applications...

### CrossPointe SCHOOLS ONLINE

## J208. Search for Assets

**No additional records.** System Date 03/08/2011 14:06:44 GARS

Asset Search...

**All Options**

- Asset Management >
  - Search for Assets
  - Maintain Asset Definitions
  - Search Temporary Assets
  - Maintain Temporary Assets
  - Take Asset Inventory
  - Update Asset Building/Room**
  - Search for Vehicles
  - Search for Assemblies
  - Search for Warranty/Lease Agreements
- State Reporting >
- Student Information
- Human Resources
- Financial Information
- Supply Chain Management
- Asset Management
- System Administration

Page  Go

Selection

Path A Asset  Item  Center  Building  Room

Purchase Order 290 Serial Number

Description	Item	Cntr	Bd	Room	Serial Number	PO
SOFTWARE, SMARTSOU	9900	1171	04	123		29025023
SOFTWARE, SMARTSOU	9900	1171	02	104	SEE NOTE FOR ALL S/N	29025023
LICENSE, SERVER EN	9900	9721	MF	712B	10404C2	29000599
SOFTWARE, AUTISM P	9900	9290	01	0001		29001233

Double Click an item in the list to view the details... Export Save Reload

Click on **Asset Management** and then click on **Update Asset Building/Room**.

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## J402. Update Asset Building/Room

System Date 02/07/2011 10:15:43 JACT

Page up or down to display records.

Asset Search...

**All Options**

- Asset Management >
- Asset Transfers >
- Asset Accounting >
- Reports / Mass Updates >
- Settings >
- State Reporting >
- Student Information >
- Human Resources >
- Financial Information >
- Supply Chain Management >
- Asset Management >
- System Administration >

Page  Go

**Selection**

Center  Building  Room  Disposition

Asset Number  Serial Number

Select

**Details**

Action	Center	Building	Room	Asset Number	Tag Number	Description	Serial Number
(none)	4011			007015547	007015547	POOL BLANKET	NONE
(none)	4011			007015548	007015548	WINDER, 3 WHEEL STAINLE	NONE
(none)	4011			007015549	007015549	WINDER, 3 WHEEL STAINLE	NONE
(none)	4011			007015963	007015963	LAPTOP, APPLE MAC PRO 1	W8031KLNATM
(none)	4011			007016122	007016122	LAPTOP COMPUTER, LENOVO	
(none)	4011	01	A139	000009704	000009704	PASSENGER VAN, DODGE CA	2B4GP44G5XR438938
Change	4011	01	A139	007005885	007005885	PORTABLE SOUND SYSTEM,	1601633
Delete	4011	01	A139	007005890	007005890	GOLF CART	2390479
(none)	4011	01	A139	007005891	007005891	PORTABLE BALL MACHINE-S	02017
(none)	4011	01	A139	007011032	007011032	THEFT DETECTION SYSTEM,	737774219D10258003
(none)	4011	01	A139	007011464	007011464	DESK, LIBRARY CIRCULATI	NONE
(none)	4011	01	A139	007011465	007011465	COMPUTER TABLE	NONE

Save Reload

Your center number is automatically populated in the Center field. This panel is sorted by the Building and Room number fields and then by Asset Number within the building/room number.

You can narrow the list by entering search criteria at the top of the panel. Only the first character is needed to search by Serial Number. Nine characters are needed to search by Asset. When searching by asset number, add zeros to the beginning if your tag # is not nine characters long. After the search criteria are entered, press the **Enter** key on your keyboard.

To view all assets in the list press the **Page Down** key on your keyboard until the Information Line says, 'No additional records.' Use the **Page Up** and **Page Down** keys on your keyboard or the green arrows on the panel to scroll through the asset listing.

To update a building number, room number, and/or blank serial number:

- Select **Change** from the dropdown box in the Action field.
- Select the correct building and/or room number from the respective dropdown boxes.
  - If the correct one does not appear, contact the person at your site who manages your facilities information and request that it be added to the A146 panel.
- Enter the correct serial number in the blank Serial Number field. Contact Property Control staff to correct an error in an existing serial number.
- Press the **Enter** key or click **Save**.

Multiple changes can be made, but you must save your changes before you page down to the next page.