

On-Line Transfers: Receiving Site Property Designee



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School Administrator < > Solutions & Services Created Specifically For The Education Community

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

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1000. Asset Management

< Exit System
< Main Menu
< Previous

Asset Search...

All Options

- Asset Management >
- Asset Transfers >
 - Search for Asset Tags
 - Initiate Asset Transfer
 - View Pending Asset Transfer List**
 - View Asset Transfer History
 - Asset Transfer by Location
 - Sending Site Approvals
 - Receiving Site Approvals

State Reporting >
Student Information

Asset Management
System Administration

Page Go

Asset Search

Advanced Search...

Asset Number
Item Number
Center
Building
Room
Serial Number

New Asset Find...

Please request a menu or panel. System Date 03/08/2011 14:35:34 STEPPH

Under the All Options menu select **Asset Transfers** and then **View Pending Asset Transfer List** to view all incoming transfers.

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

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J503. View Pending Asset Transfer List

System Date 03/08/2011 14:36:13 STEPPH

No additional records.

Selection

From Center [] Building [] Room [] Date []

To Center 2011 Approval []

Select

Details

Cntr	Bldg/Rm	Date	Cntr	Tag No	Asset No	Description	Status
4811	01 A139	03072011	2011	007011465	007011465	COMPUTER TABLE	A
9280		03072011	2011	007014253	007014253	VANTAGE LITE, BLACK-PCS WORD	A
9280		03072011	2011	007014545	007014545	COMMUNICATION DEVICE, DYNAVOX	A
4811		03082011	2011	007016122	007016122	LAPTOP COMPUTER, LENOVO THINKP	A

Page [] Go

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

Your center number will automatically populate the To Center field. To view all pending transfers:

Press the **Enter** key or the **Select** button.

Press the **Page Down** key 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 screen to scroll through all of the pending transfers.

Highlight the record you want to view and **double-click** it or press **F11**.

By clicking **Export**, you can export this list into an Excel format. To assure all data has been loaded into Excel, you must wait for the Excel Interface box to appear. It will say 'Excel Interface Finished Successfully.' Page 37 shows an example of data exported to Excel.

Transfers with a **Status** of 'P' have not been approved by the sending site's property custodian (Principal/Department Director or above) yet. If your site has received a transfer with a 'P' status, please contact the sending site and request that their property custodian (Principal/Department Director or above) complete their approval. You will not be able to complete all of the receiving site designee actions until this approval is made.

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

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J502. Initiate Asset Transfer

Record displayed (update). 02/07/2011 10:15:43 JACT

Asset Search...

All Options

- Asset Management >
- Asset Transfers >
- Asset Accounting >
- Reports / Mass Updates >
- Settings >

Selection

Tag Number 007016122 Asset Number 007016122 Date 03:08:2011

Select

Description LAPTOP COMPUTER, LENOVO THINKP Serial #

Transfer Reason TR Site to site wi Transfer Date

Current Location		Receiving Location	
Center	4011 Merritt Island	Center	2011 Melbourne High
Building	Room Unknown	Building	Room
Department		Department	
Condition	G Good	Condition	G Good
Disposition	10 Active	Disposition	10 Active
Ownership	D District Owned	Ownership	D District Owned
Assigned To		Assigned To	

Sending Designee First Name Last Name 03-08-2011

Receiving Designee

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Back to list... Save Notes... Delete

The following fields require an entry:

1. Transfer Date
Enter the date your site received the asset
2. Building Number
Enter the asset's building # or choose it from the dropdown box
3. Room Number
Enter the asset's room # or choose it from the dropdown box
4. Condition
Enter the asset's condition when it was received
5. Receiving Designee & Date
Enter your first and last name and today's date

Additional information can be added in the Assigned To box. This data will only appear in the Asset Transfer History Query (refer to pages 42-44).

When all required data has been entered click **Save**.

After the action of the receiving site designee, the receiving site's property custodian (Principal/Department Director or above) will be sent an automatic email notification that the transfer needs to be approved. *It is important to note that if changes are made to a transfer record that has already been received on, a new email will be sent to the receiving site's property custodian (Principal/Department Director or above).*