

On-Line Transfers:

Sending Site Property Custodian



Powered by CrossPointe Schools OnLine for Brevard Public Schools

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

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

CrossPointe SCHOOLS ONLINE

J000. 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 Human Resources Financial Information Supply Chain Management Asset Management System Administration

Page Go

Please request a menu or panel. System Date 03/08/2011 14:31:15 GARS

Asset Search

Advanced Search...

Asset Number

Item Number

Center

Building

Room

Serial Number

New Asset Find...

Under the All Options menu click on **Asset Transfers** and then **Sending Site Approvals** to approve outgoing pending transfers.

Powered by CrossPointe Schools OnLine for Brevard Public Schools

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

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

CrossPointe SCHOOLS ONLINE

J506. Sending Site Approvals

No additional records.

Selection
Center 4011 Building Room Select

Details

Action	Center	Building	Room	Asset Number	Tag Number	Description	Item	To Center	Reason	Approval	has Notes
Delete	4011			007016122	007016122	LAPTOP COMPUTER	9600	2011	TR	P	
(none)	4011	01	A139	007011465	007011465	COMPUTER TABLE	2900	2011	SN	A	
Change	4011	05	E107	020110732	020110732	COMPUTER SYSTEM	9500	4101	TR	A	
Delete	4011	05	E107	020110948	020110948	COMPUTER SYSTEM	9500	4101	TR	A	
(none)	4011	13	108	020053510	020053510	JACKS, TRANSMIS	5200	9840	SN	A	
(none)	4011	13	108	020107767	020107767	SUN ALIGNER	5200	9840	SN	A	
(none)	4011	14	021	020110736	020110736	COMPUTER SYSTEM	9500	4101	TR	A	
(none)	4011	14	021	020110737	020110737	COMPUTER SYSTEM	9500	4101	TR	A	
(none)	4011	14	021	020110740	020110740	COMPUTER SYSTEM	9500	4101	TR	A	
(none)	4011	14	021	020110742	020110742	COMPUTER SYSTEM	9500	4101	TR	A	
(none)	4011	14	021	020110744	020110744	COMPUTER SYSTEM	9500	4101	TR	A	
(none)											

Page Go Save Notes...

This panel is not accessible for use except by the Property Custodian (Principal/Department Head or above).

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.

For transfers that have not been approved there will be a 'P' in the **Approval** field.

To view details of a transfer click on the **magnifying glass** icon beside the transfer record. Additionally the notes, if any, can also be accessed from this panel by clicking the **notepad** icon.

Under the action column select **Change** from the dropdown box, type an 'A' in the Approval field and press the **Enter** key or the **Save** button to approve outgoing transfers. Multiple actions can be made, but you must save your changes before you page down to the next page.

This completes the transfer on the sending side.

After a transfer has been approved, all of the receiving site's designees will be sent an automatic email notification that the transfer requires action of the designee to acknowledge receipt once the asset is physically received at that site. *It is important to note that if changes are made to a transfer record that has already been approved new emails will be sent to the receiving site's designees.*