

Fixed Asset Information – Helpful Hints

Looking Up Assets by Series

You can look up 10 assets at a time by typing in the Asset ID box the first five digits with a star in place of the sixth digit (31002*), then press the Enter key. This will pull up all the assets that start with those numbers. Should be 10 records showing (310020, 310021, 310022, 310023, 310024, etc).

You can go to each record by clicking the edit pencil next to each barcode. Make any changes needed and press the Enter key to accept the record change.

To get back to the list, click on the three lines at the top left of the page.

Looking Up a Room at a Time

Put a star (*) in the Asset ID box, click the AC in the Status box, go to the Location tab and put in your Location Number and Room Number, press the Enter key. This will bring up a list of all the active assets in that room at your location.

You can click the edit pencil next to each barcode to go to the record for that asset. Make any changes needed and press the Enter key to accept the record change.

To get back to the list, click on the three lines at the top left of the page.

Changing Numerous Records All at Once

Pull up your list of records, like an entire room of assets (see above).

Click the edit pen on the first asset, make the needed change to the record, press the Enter key to save the record change.

After the green record accepted box is gone, click Tools (wrench) in the far left menu list, click Repeat Last Changes. This will bring up a box that shows the records and the change that will be made to them. If this is what you want done, click the Confirm Changes button.

The system will make the change to all the records on your list.

You can double check the change by going back to the list, click on the three lines at the top left of the page. You can double-check each record by clicking the edit pencil, looking at the record and then going back to the full list.

Inventory Report to Excel Spreadsheet

Under Fixed Assets Inventory, click WCSS FA8008_FA_BY_LOCATION_ROOM Report.

In the box that opens, change the top box from an 'N' to a 'Y', put in your location and room number and click Submit.

When the report opens, it looks empty but if you hover over the highlighted paperclip in the top left corner and then click the Excel Output box that comes up, it will drop the report at the bottom of your page. Click on that and it will open the Excel Spreadsheet. Now you can Enable Editing and then save it or manipulate it as needed.

You can do your entire school/department's inventory by leaving the *star* in the Room Box and Room Description Box or do it room by room by putting room numbers in the Room Box.

Search for Assets (Barcodes)

Fixed Asset Information page, put in barcode, hit Enter key.

You can also search by other fields such as the Serial Number box or the Description box or Room Number box.

Make sure you have the AC status chosen so you are only searching active assets.

Search for Specific Asset Type – like Chromebooks

Use the Description box, type in a star (*), then the asset type you are looking for (chromebook), then another star (*). This says to the system, show me everything with the word 'Chromebook' in it. The stars mean 'and anything else', before or after the star. Click the AC in the Status box so you only get the active assets.

Press the Enter key.