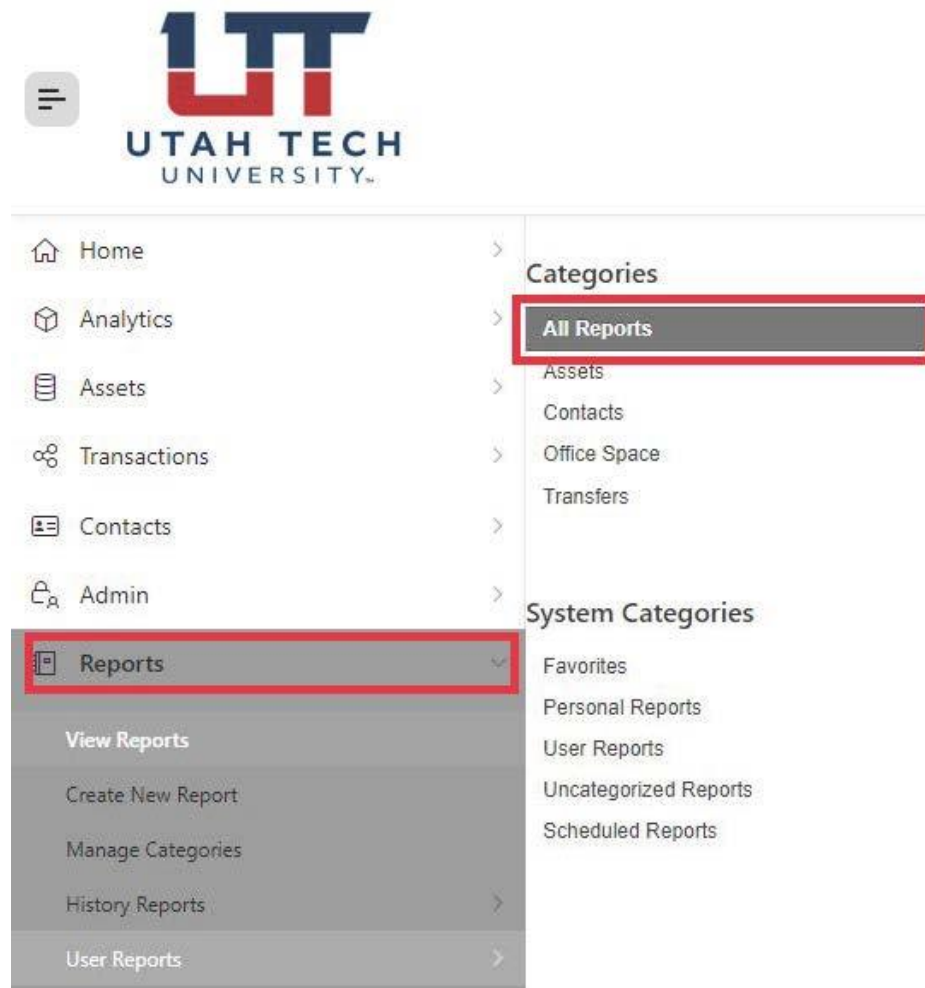


Assetworks How To: Look Up an Asset & Run a Report

Purpose: Find out information about a specific asset or export a list of assets in a .csv format

1. Go to: <https://employees.utahtech.edu/property-control-surplus/>, scroll to the bottom and select *Login to Assetworks*. Select the SSO option. If at any point in this process you have issues, email fixedassets@utahtech.edu to gain access.
2. Once in Assetworks, on the left side of the screen click *Reports* and then specify *All Reports* under the Categories section.



- Several options will appear for reports to run. **Reports are queries of the database to look for specific information, based on the parameters that you establish.** They are helpful for figuring out if an item is in Assetworks, what its Asset ID is, or any other information about the asset. Read the report titles and descriptions and select which report is most relevant for you. To run the report, click the red triangle under *Run* on the left side of the report you are selecting.

Run	Edit	Report Name ↑≡	Report Desc	Report Type
▶		1. List of Assets - Filtered By: Asset ID	List of assets filtered by relevant Asset IDs ("T" #s).	Native
▶		2. List of Assets - Filtered By: UT Tag #	List of assets filtered by relevant UT Tag #s (physical tag # located on device).	Native
▶		3. List of Assets - Filtered By: Custodian's D#	List of assets filtered by custodian's Digital ID (D #).	Native

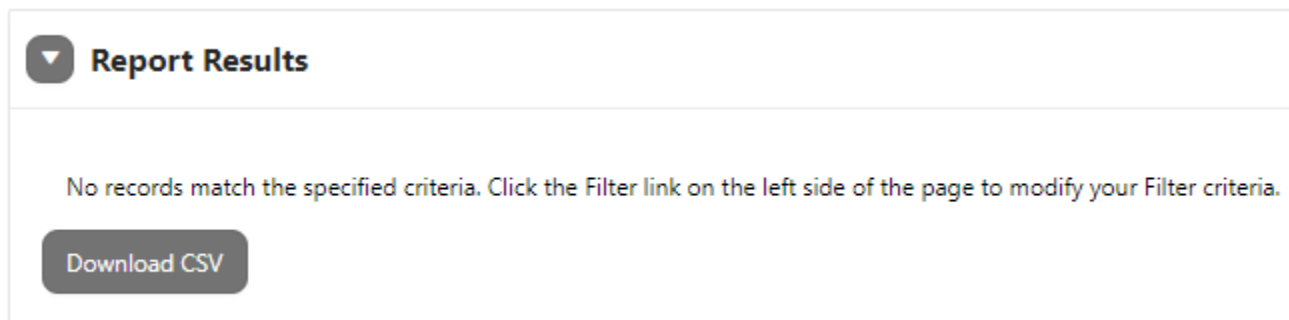
- The next page is where you can specify what criteria you want on your report. The default reports on the previous page are designed so you don't need to enter much information to get the appropriate report; however, these reports are very customizable. If the default reports aren't providing the information you want, [email us](#) and we can show you how to make your own custom report.
- The only thing you need to do to run your report from here is enter either an Asset ID, UT Tag #, or Custodian's D # (do not include the "D") into the *Filter Expression* field. The line that says *Status - Equals - Active,Missing* is to filter only on assets that currently exist on campus. You can delete that line if you are trying to find an item that may already be surplus.

Filter Expression
Active
T0
Total 2

- There will be default text in the Filter Express box - either a "?" or generic value. Erase the value and enter what the line is requesting. If searching for a specific item by UT Tag #, list only 3 or 4 of the last few digits to get better results.
- Once the appropriate value is entered, click *Run Report*.

Run Report

7. If your report populates on the screen and shows a list of assets, you ran it correctly. If you receive the below message, either the criteria you entered for the report was not done correctly or there is no data that matches what you specified.



8. If you are looking for a specific asset, you can click the *View* button to see the asset's profile. If you are attempting to look at a list of assets, select *Download CSV* and then open the file from your computer's downloads folder.



9. As always, if you have trouble finding what you need, contact us and we'll be glad to help!

List of Department #s

<i>Department</i>	<i>Dept. #</i>
OFFICE OF THE PRESIDENT	011000
GENERAL COUNSEL	021000
ATHLETIC ADMINISTRATION	091000
BASEBALL - M	091001
BASKETBALL - M	091002
CROSS COUNTRY - M	091003
FOOTBALL - M	091004
BASKETBALL - W	091008
TRACK & FIELD - W	091010
GOLF - W	091011
SOCCER - W	091012
SOFTBALL - W	091013
VOLLEYBALL - W	091015
SWIMMING - W	091016
MARKETING & COMMUNICATIONS ADMINISTRATION	101100
ACADEMIC ADMINISTRATION	201100
STUDENT SUCCESS & CO-CURRICULAR ASSESSMENT	202100
UPWARD BOUND & EDUCATIONAL TALENT SEARCH	202300
CAREER SERVICES & STUDENT SUCCESS	202500

TRIO STUDENT SUPPORT SERVICES	202600
STUDENT OUTREACH SERVICES	202700
ACADEMIC ADVISEMENT	203100
COMMUNITY & GLOBAL ENGAGEMENT ADMINISTRATION	204100
UTAH TECH ONLINE	204800
FACULTY AFFAIRS	205100
ENROLLMENT MANAGEMENT	206100
ADMISSIONS RECRUITMENT	206200
REGISTRATION	206300
FINANCIAL AID	206400
INTERNATIONAL STUDENT SERVICES	206500
NEW STUDENT & FAMILY PROGRAMS	206600
ADMISSIONS OPERATIONS	206700
ADMISSIONS ENROLLMENT MARKETING	206800
INSTITUTIONAL EFFECTIVENESS	207100
HUMANITIES & SOCIAL SCIENCES ADMINISTRATION	210100
APPLIED SOCIOLOGY & CRIMINAL JUSTICE/DIGITAL FORENSICS (CCI)	211300

PSYCHOLOGY	212000
ENGLISH	213000
COMMUNICATION	214000
RADIO	215200
COMMUNITY EDUCATION CHANNEL (CEC)	215400
HISTORY, HUMANITIES & MODERN LANGUAGES	216000
COLLEGE OF BUSINESS ADMINISTRATION	220100
ATWOOD INNOVATION PLAZA	227000
LIBRARY & LEARNING SERVICES ADMINISTRATION	230100
COLLEGE OF SCIENCE, ENGINEERING & TECHNOLOGY ADMINISTRATION	250100
BIOLOGICAL SCIENCE	251000
MATH	252000
CHEMISTRY	253000
COMPUTING DEPARTMENT	254000
ENGINEERING & PHYSICS	255000
GEOLOGY	256000
PALEONTOLOGY	257000
DESIGN DEPARTMENT	258000

COLLEGE OF EDUCATION ADMINISTRATION	260100
EDUCATION	261000
INTERDISCIPLINARY ARTS & SCIENCES	262000
FAMILY STUDIES & HUMAN DEVELOPMENT	263000
COLLEGE OF HEALTH SCIENCES ADMINISTRATION	270100
HEALTH & HUMAN PERFORMANCE	271000
NURSING	272000
HEALTHCARE DIAGNOSTICS & THERAPEUTICS	273000
OCCUPATIONAL THERAPY PROGRAM	273700
DENTAL HYGIENE	274000
COLLEGE OF THE ARTS ADMINISTRATION	290100
THEATRE, DANCE & DIGITAL FILM	291000
THEATRE ARTS	291200
DIGITAL FILM	291300
PROFESSIONAL ARTS	292000
MUSIC	293000
ART	294000
CULTURAL ARTS	295000
SEARS ART GALLERY	296000

STUDENT AFFAIRS OFFICE OF THE VP	301100
STUDENT INVOLVEMENT & LEADERSHIP	311000
HEALTH & COUNSELING	312000
CAMPUS RECREATION	314000
DISABILITY RESOURCE CENTER	315000
TESTING CENTER	316000
CENTER FOR INCLUSION & BELONGING	321000
ADMINISTRATIVE AFFAIRS OFFICE OF THE VP	401100
BUSINESS SERVICES	410100
GENERAL SURPLUS	413300
REVENUE & CASHIERING	414000
FACILITY MANAGEMENT	420100
FACILITIES MAINTENANCE	421000
HVAC	421100
GROUNDS	421500
CUSTODIAL	421600
FACILITY MANAGEMENT SERVICES	422000
FLEET	422200
INFORMATION TECHNOLOGY	430100

ADMINISTRATIVE COMPUTING	432000
IT SURPLUS	432910
NETWORK SERVICES	433000
INSTRUCTIONAL SERVICES	434000
SYSTEM ADMINISTRATOR	435000
WEB SERVICES	439000
CAMPUS STORE	441000
DINING SERVICES	443000
HOUSING & RESIDENT LIFE	444000
ROAD SCHOLAR	445000
HUMAN RESOURCES	450100
BUDGET & PLANNING	460100
EVENT SERVICES & RISK MANAGEMENT	470100
GARDNER CENTER GUEST SERVICES	475000
TICKET OFFICE	476000
HUMAN PERFORMANCE CENTER MARKETING & OPERATIONS MANAGEMENT	478000
INTERNAL AUDIT	480100
PUBLIC SAFETY	490100
ADVANCEMENT & DEVELOPMENT	610100
ALUMNI RELATIONS	611000

