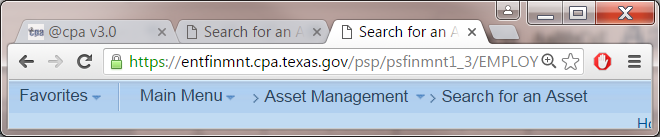
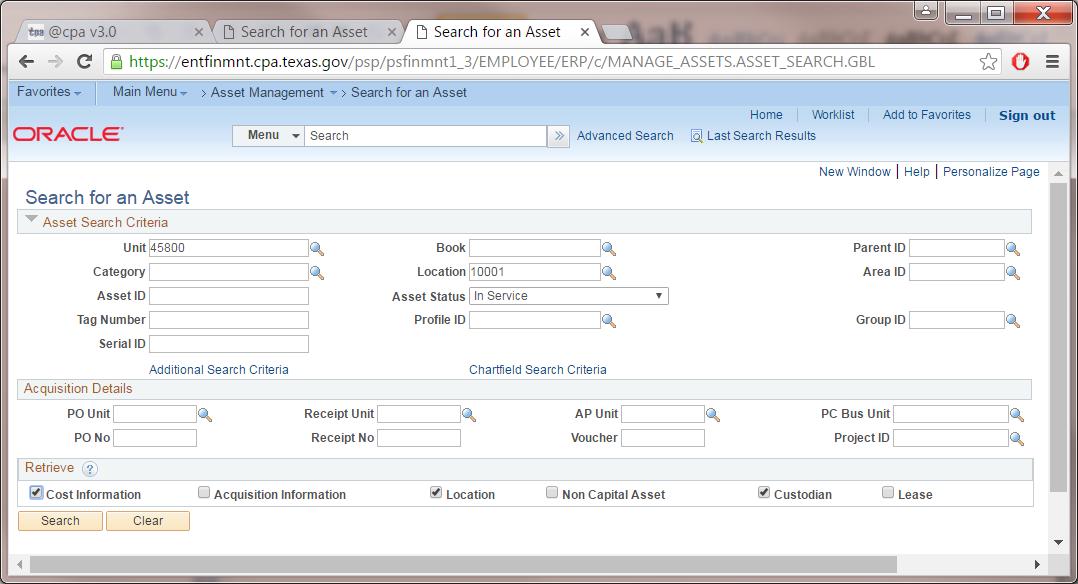
# CAPPS AM Reviewer User Training Guide

### **Search for an Asset:** Use this page to search an asset based on specified criteria.

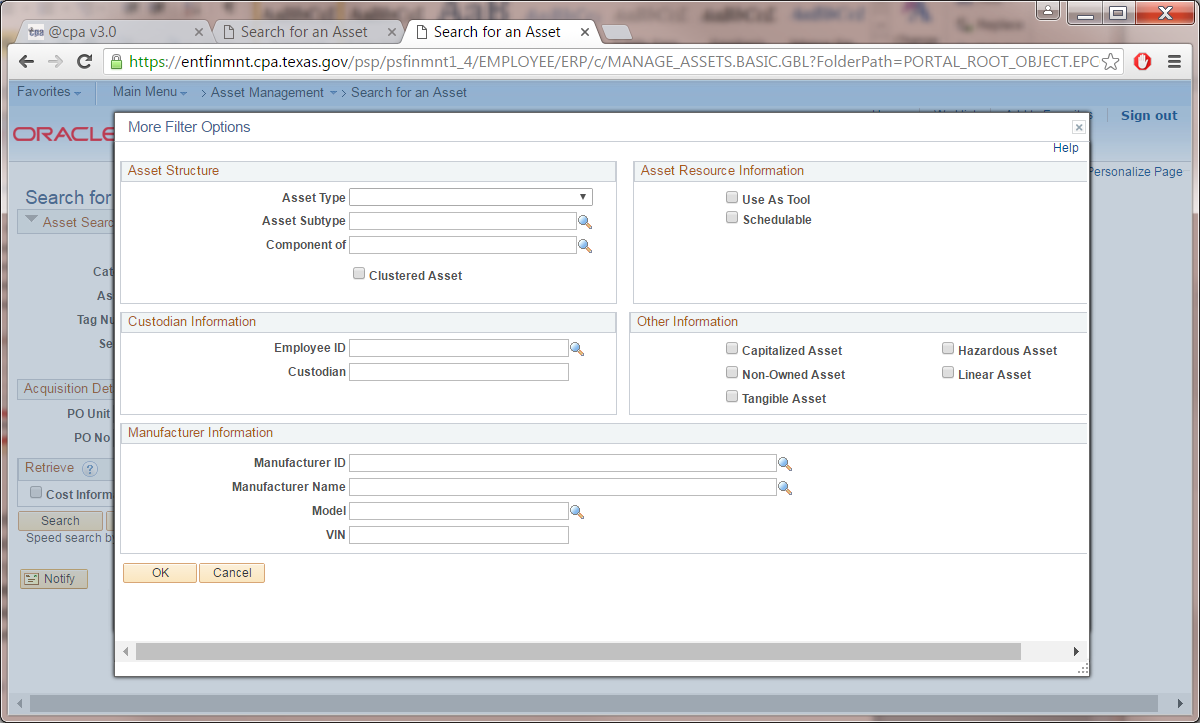
1. Navigate to: Main Menu > Asset Management > Search for an Asset



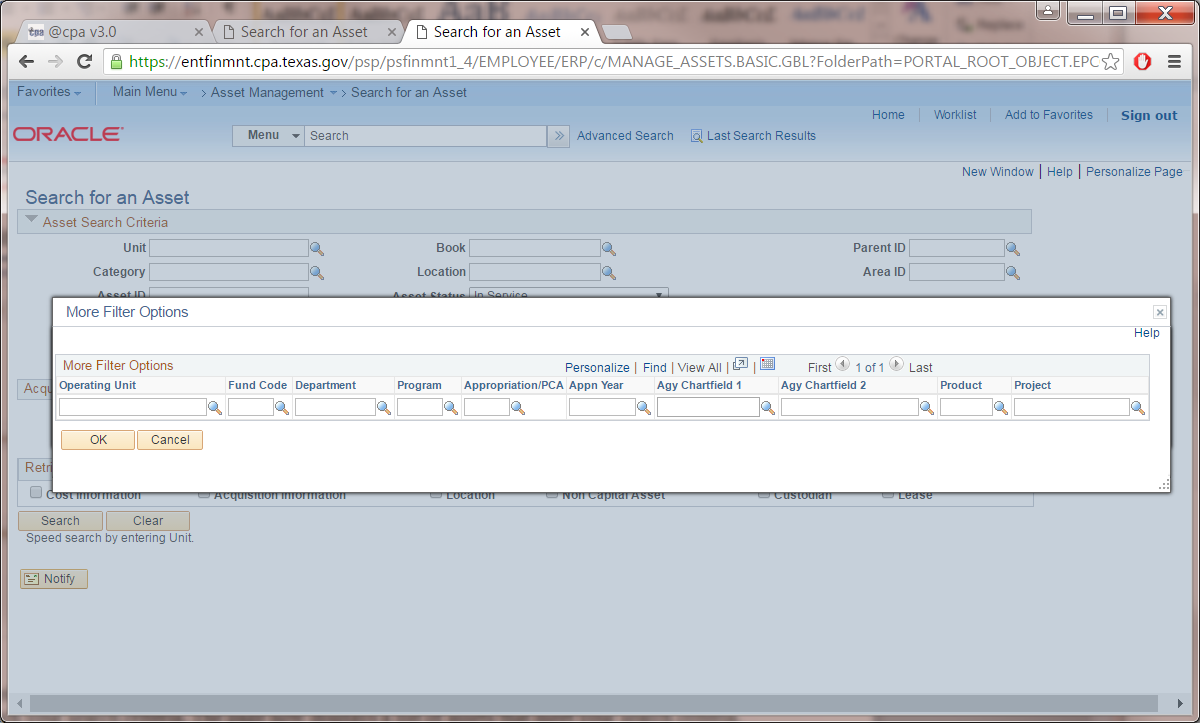
1. Enter: Business Unit: 45800. To nail down your search, enter other search criteria such as Location. Check Cost Information, Acquisition Information or any other boxes so the information can be populated. Click Search



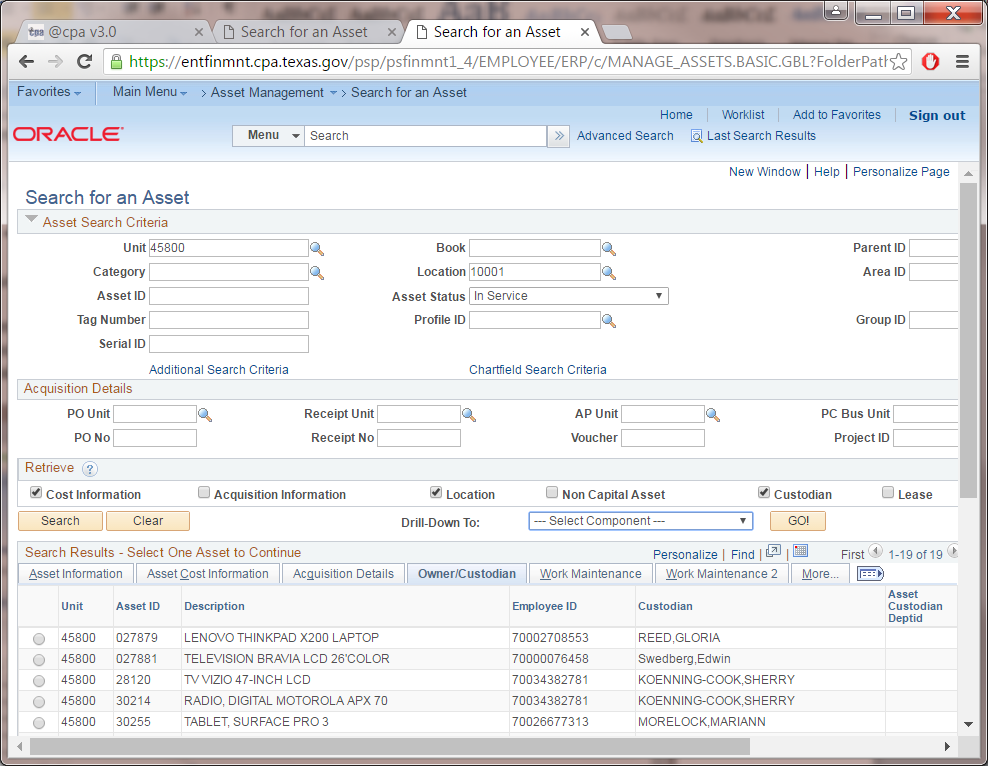
1. Click Additional Search Criteria for additional search criteria



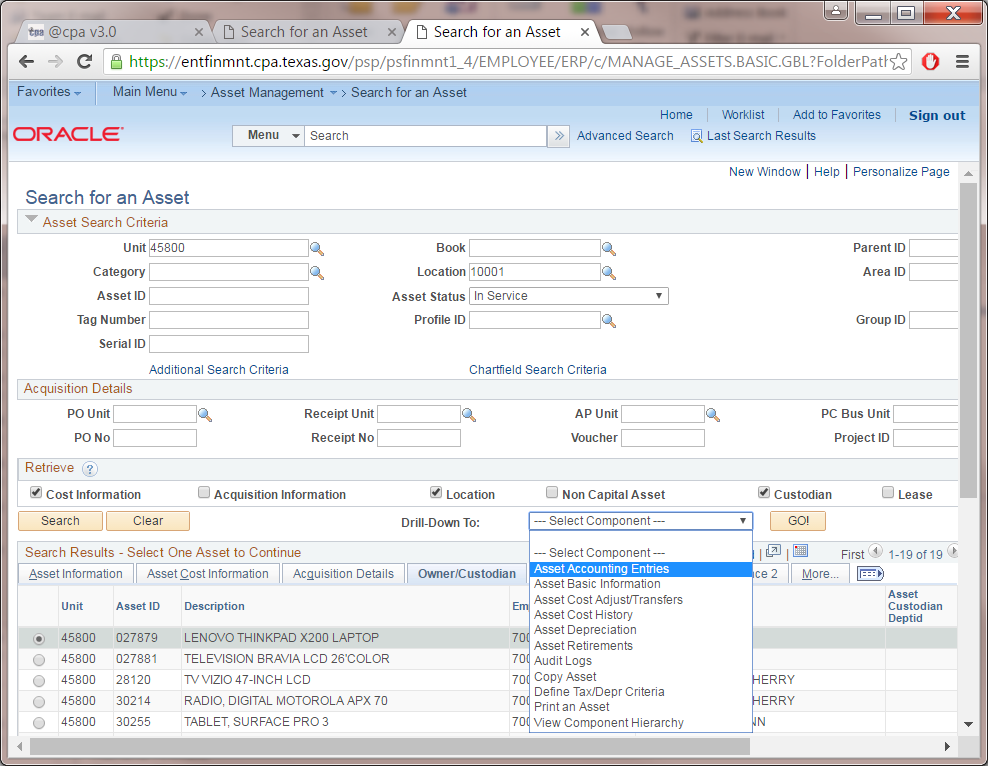
1. Click Chartfield Search Criteria for additional search criteria

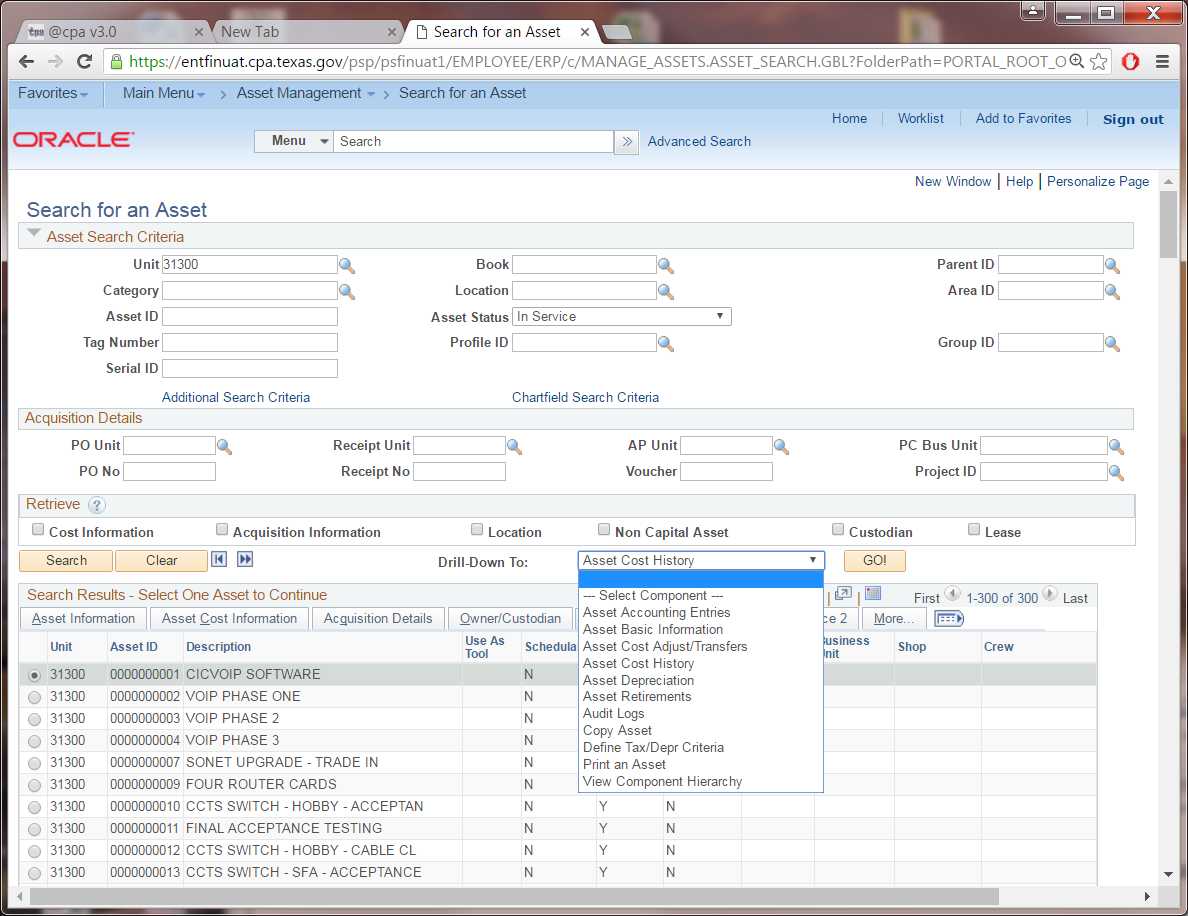


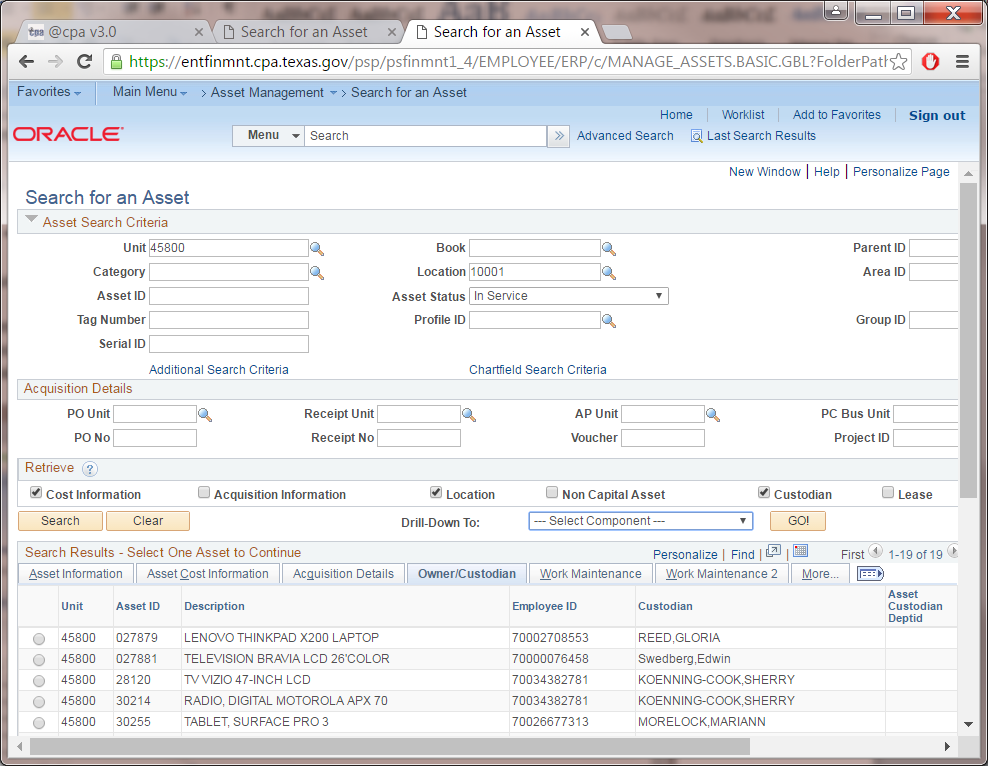
1. Switch to other tabs such as Owner/Custodian to display Employee ID and Custodian.



1. The 'Drill-Down To' field enables you to review detailed information about a selected asset for different Asset Management components, such as Asset Accounting Entries.



1. By clicking on , the search results can be downloaded to an Excel spreadsheet.

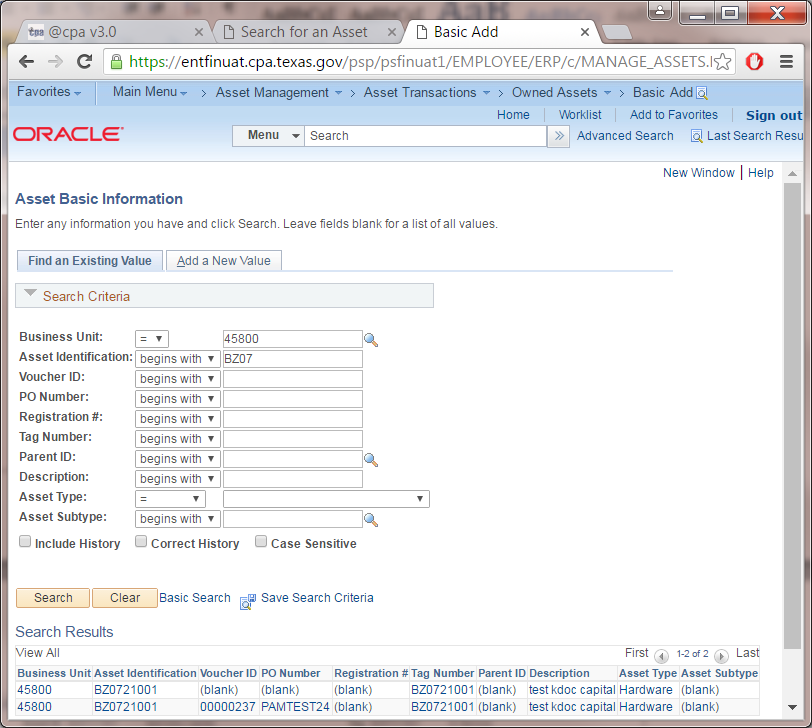


### **Asset Basic Information:** Use this page to search for an asset financial and physical information such as an asset cost, class, PO/voucher details, location, custodian and serial number.

### **Navigate to**: Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add

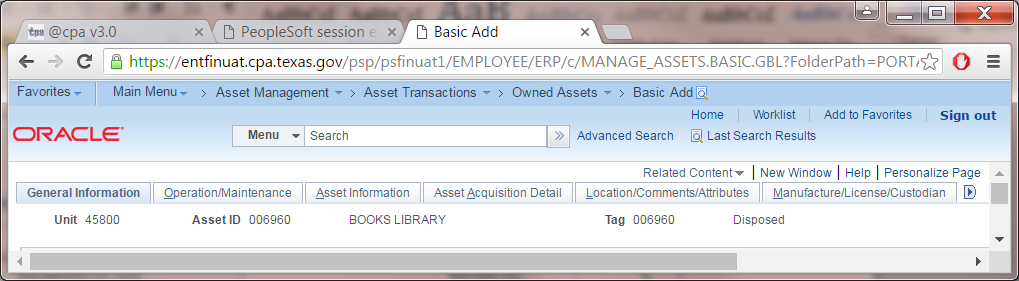
### 

1. **Enter:** Business Unit, asset ID or any other search criteria, then Search. You can enter a partial value to display a group of assets.

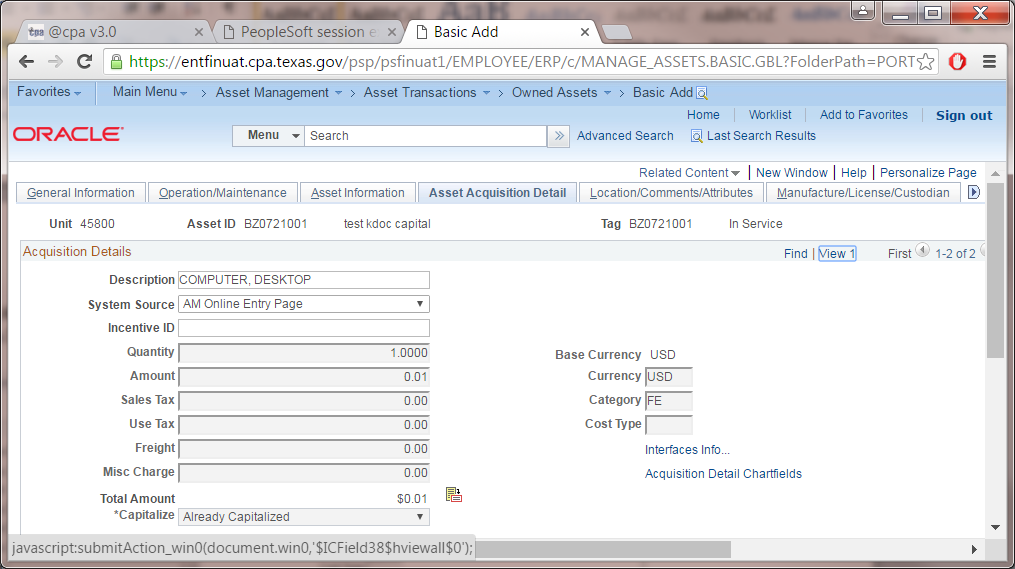


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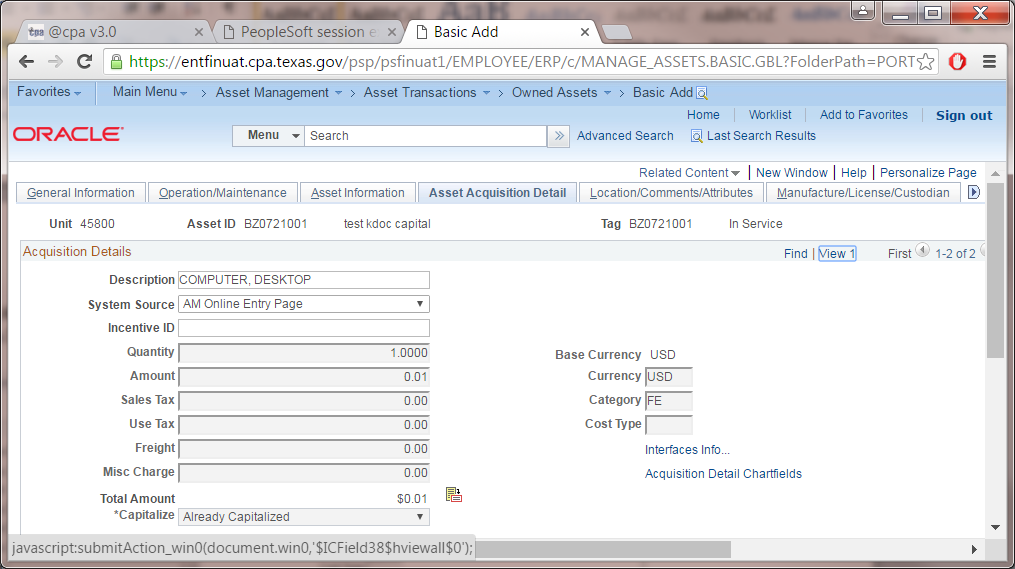
1. Navigate to different tabs.

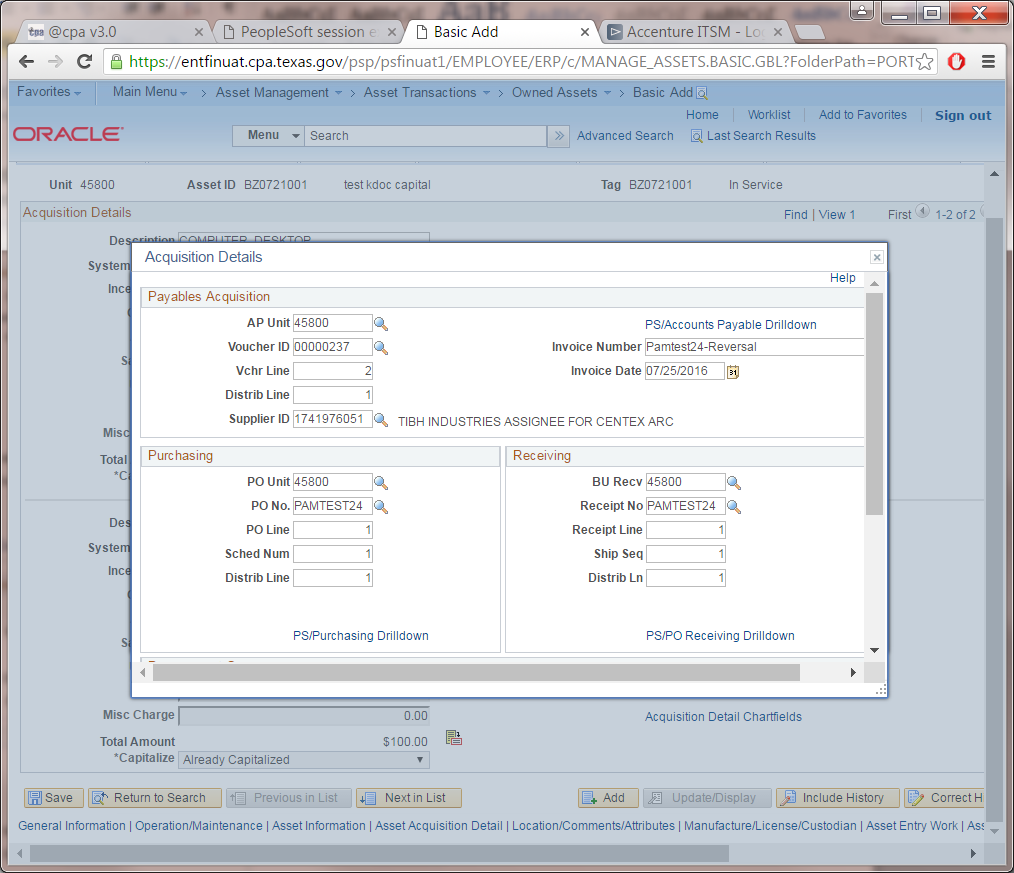


1. Click on Asset Acquisition Detail tab, the System Source field shows if an asset is added online or added via PO/AP interface.

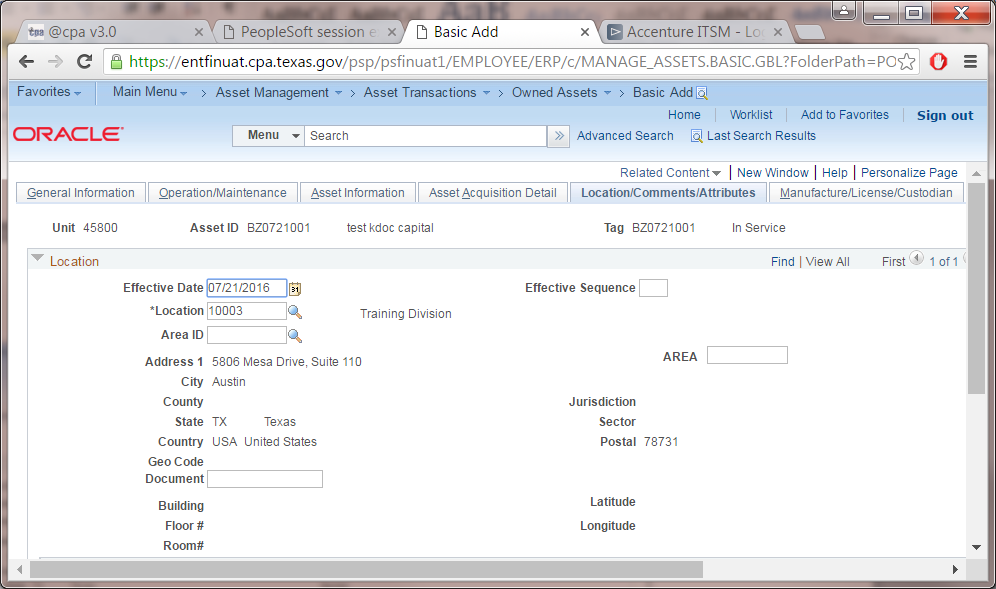


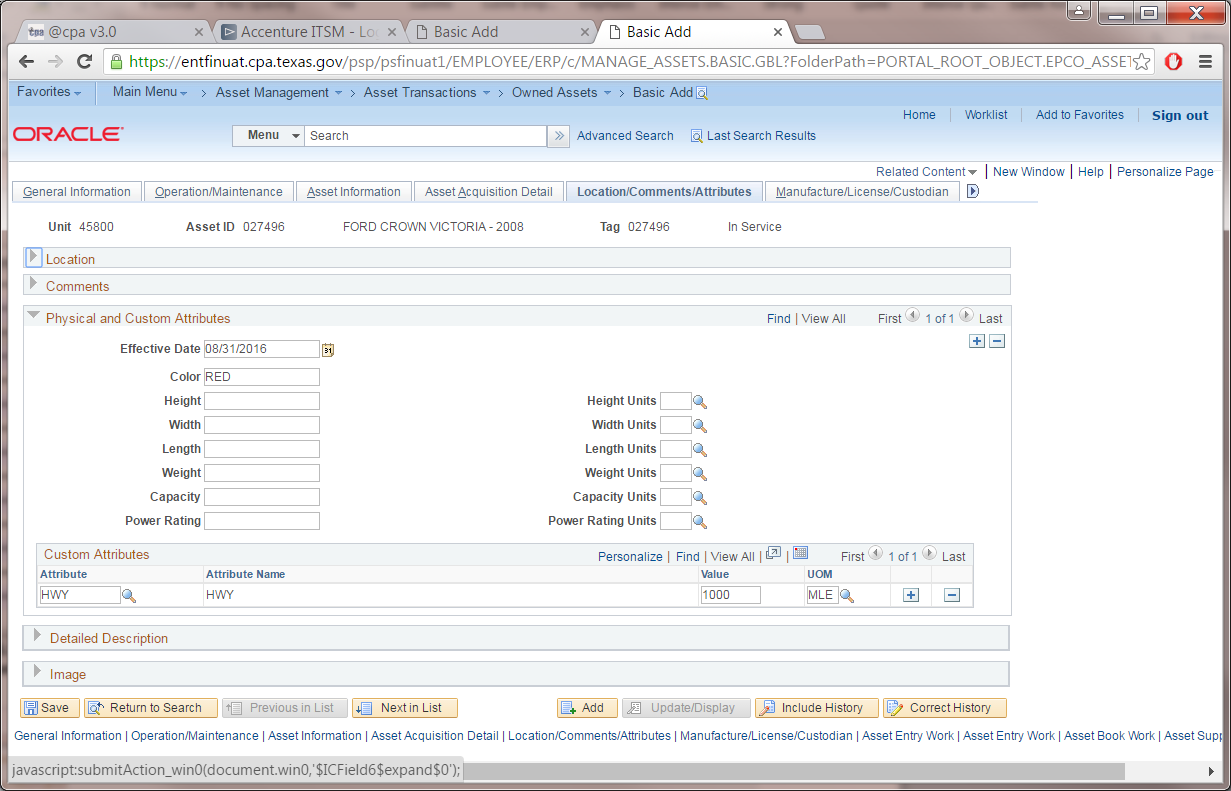
1. Click on the Interface Info link, the Acquisition Details page should be displayed. It has voucher and PO information.

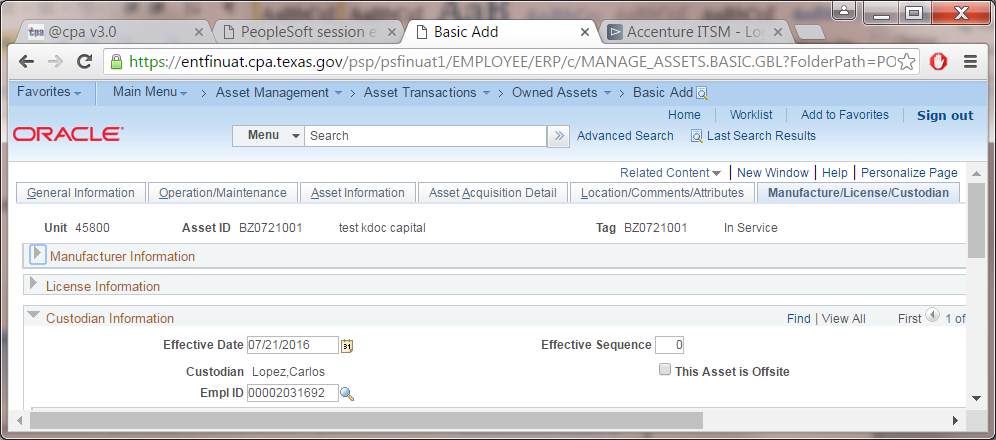




1. Click on the Location/Comments/Attributes tab to see the asset location and other asset attributes.

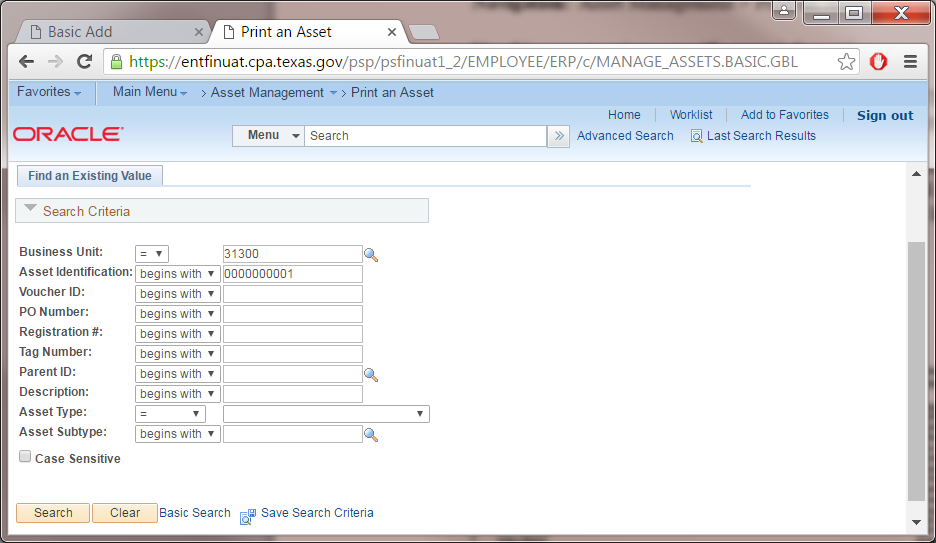




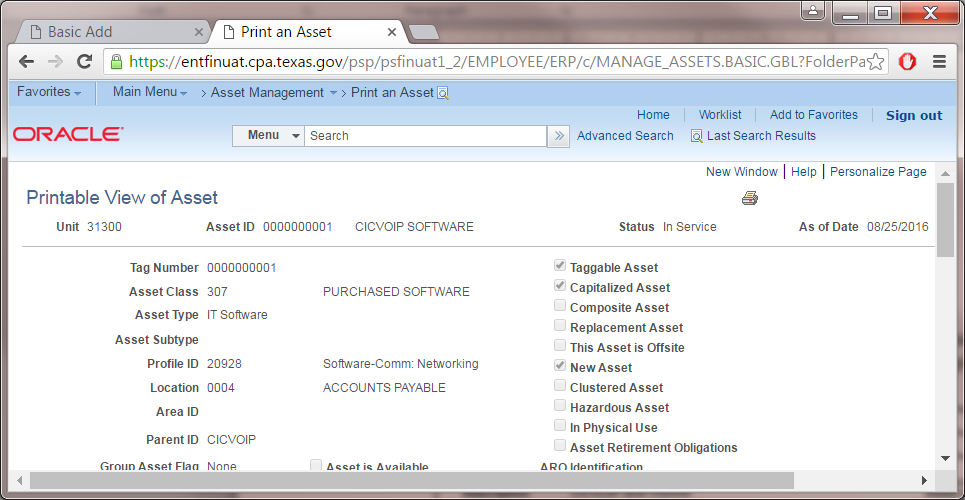
1. Manufacture/License/ Custodian tab has asset custodian information. 

### **Print an Asset:** Use this page to print a specific asset information.

1. **Navigate to**: Main Menu > Asset Management > Print an Asset
2. **Enter**: Business Unit and Asset ID, click Search button.



1. The printable view of the asset page is displayed.



1. Click on the print icon, an Asset\_Print.pdf page is displayed.

