

Tag and Issue Asset

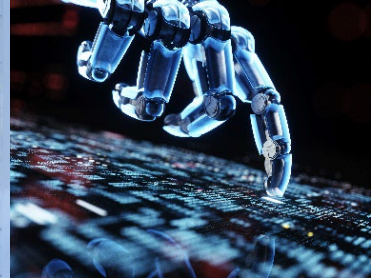
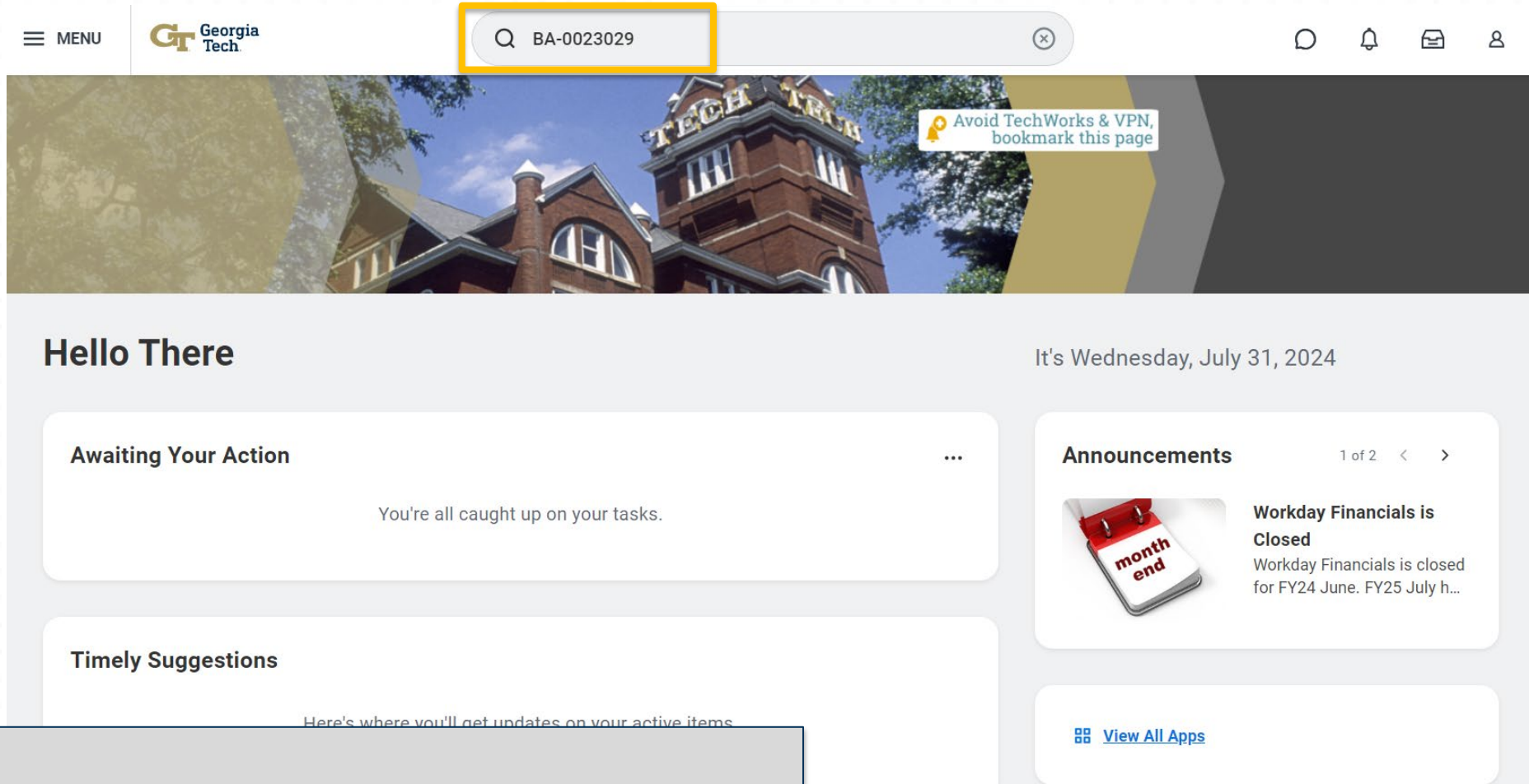


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Log into Workday to find Assets



The screenshot shows the Georgia Tech Workday dashboard. At the top left is a 'MENU' icon. Next to it is the Georgia Tech logo. A search bar is highlighted with a yellow box, containing the text 'BA-0023029'. To the right of the search bar are icons for notifications, a calendar, and a user profile. Below the search bar is a banner image of a Georgia Tech building with a 'TECH TREE' sign. A notification bubble says 'Avoid TechWorks & VPN, bookmark this page'. The main content area has a 'Hello There' greeting and the date 'It's Wednesday, July 31, 2024'. There are three main sections: 'Awaiting Your Action' with the message 'You're all caught up on your tasks.', 'Timely Suggestions' with the message 'Here's where you'll get updates on your active items', and 'Announcements' with a '1 of 2' indicator and a calendar icon labeled 'month end'. The announcement text reads 'Workday Financials is Closed' and 'Workday Financials is closed for FY24 June. FY25 July h...'. At the bottom right of the dashboard is a 'View All Apps' link.

1. Login to Workday
2. Enter an Asset Number into the search field.
3. Click Enter.

Configure Workday Search *optional*

If a BA number does not appear, you may need to Configure your search.

- Click Configure Search, lower left.
- Grab Assets and move to the top.
- Click Save at the bottom

The screenshot shows the 'Configure Your Search' dialog box in the Workday interface. The dialog has a close button (X) in the top right corner. Below the title, there is a instruction: 'Drag and drop to reorder both lists.' The dialog is divided into two sections: 'Saved Categories' and 'More Categories'. The 'Saved Categories' section asks 'What are the categories you would like to search first? (Minimum of 1)' and lists 'People', 'Tasks and Reports', and 'Assets'. The 'Assets' category is highlighted with a hand icon, indicating it is being moved. The 'More Categories' section asks 'What are the categories you do not want to show?' and lists various categories including Projects, Staffing, Banking and Settlement, Expenses, Financial Accounting, Grants, Procurement, Revenue, Endowments, Inventory, Budgets, Organizations, Recruiting, Student, Integrations, Reporting, and Processes. In the background, the main interface shows a 'MENU' button, the Georgia Tech logo, and a 'Saved Categories' dropdown menu with 'People' and 'Tasks and Reports' listed. At the bottom left of the main interface, the 'Configure Search' button is highlighted with a yellow box, and the 'View Search Tips' button is visible below it.

Select Asset

The screenshot shows the Georgia Tech Assets management interface. At the top, there is a search bar with the query "BA-0023029". Below the search bar, the interface is divided into a left sidebar and a main content area. The sidebar contains a "Saved Categories" dropdown menu with the following items: "Assets" (with a blue circle containing the number 1), "Tools and Reports", "Procurement" (with a blue circle containing the number 0), and "More Categories" (with a right-pointing arrow). The main content area displays the search results for "BA-0023029 (Benchtop Centrifuge)", which is a "Business Asset". A yellow rectangular box highlights this search result. Below the search results, there is a message: "Didn't find what you were looking for? Try searching under More Categories." with a link to "More Categories" and a magnifying glass icon.

- Click selected asset from center pane.
- Standard format BA-#####

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Select Asset to Edit

- Hover Asset ID in the upper left, twinkie will appear.
- Click twinkie to open Actions panel.

MENU Georgia Tech Q BA-0023029

View Business Asset

Asset ID [BA-0023029 \(Benchtop Centrifuge\)](#) Status In Service

General Information

Company C0503 Georgia Institute of Technology

Book Currency USD

Spend Category SC843101 - Equipment Purchase GT Holds Title (per item cost greater than \$4,999)

- Hover Business Asset to show Edit option.
- Click Edit.

View Business Asset

Asset ID [BA-0023029 \(Benchtop Centrifuge\)](#)

General Information

Company C0503 Georgia Institute of Techn

Book Currency USD

Spend Category SC843101 - Equipment Purchase

Worktags Budget Reference: BR20
Class: CL11800 Tuition
Cost Center: CC000265 IBB - Insti
Designated: DE00005695 IBB Op
Function: FN12110 Research (Co
Fund: FD10500 Tuition - Educatio

Location (empty)

Actions

- Business Asset
- Additional Data >
- Favorite >
- Integration IDs >

Business Asset

- Edit
- Copy Asset
- Issue to a Worker
- Transfer

Asset ID [BA-0023029 \(Benchtop Centrifuge\)](#)

Company C0503 Georgia Institute of Techn

Description Benchtop Centrifuge

Asset Status In Service

Spend Category SC843101 - Equipment Purchase

Asset Class Other

Tag Asset

Cost Center: CC000265 IBB - Institute for Bioengineering and Bioscience
Designated: DE00005695 IBB Operations
Function: FN12110 Research (Cost Sharing)
Fund: FD10500 Tuition - Education and General

Location: (empty)

Description:

Memo:

General Attachments

General Information

Asset Name *

Date Registered: 08/22/2019

Date Placed in Service: 10/23/2018

Total Asset Cost: 7,313.77

Total Quantity:

Quantity Available: 1

Asset Identifier:

Serial Number:

Manufacturer:

Asset Class: Other

Asset Type: Equipment

Business Use % * 100

Coordinating Cost Center:

Asset Coordinator:

Relate Business Assets:

Acquisition Information

Acquisition Method: Purchased

Acquisition Date: 10/23/2018

Asset Source: Manual Registration

PO Number: 1240501463

Supplier Invoice Number: 1002959

- Populate these fields in the General Information:
 - Asset Identifier (CAE tag#)
 - Serial Number
 - Manufacturer
 - Asset Coordinator
- Scroll down page for all fields
- Click "OK"


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Issue to a Worker

- Hover the Asset ID in the upper left, twinkie will appear.
- Click twinkie to open Actions panel.

MENU **GT Georgia Tech** BA-0023029

View Business Asset

Asset ID [BA-0023029 \(Benchtop Centrifuge\)](#)  Status In Service

General Information


Company C0503 Georgia Institute of Technology

Book Currency USD

Spend Category SC843101 - Equipment Purchase GT Holds Title (per item cost greater than \$4,999)

- Hover Business Asset to show Issue to a Worker option.
- Click Issue to a Worker.

View Business Asset

Asset ID [BA-0023029 \(Benchtop Centrifuge\)](#) 

General Information

Company C0503 Georgia Institute of Techn

Book Currency USD

Spend Category SC843101 - Equipment Purchase

Worktags Budget Reference: BR20
Class: CL11800 Tuition
Cost Center: CC000265 IBB - Inst
Designated: DE00005695 IBB Op
Function: FN12110 Research (Co
Fund: FD10500 Tuition - Educatio
(empty)

Actions

- Business Asset
- Additional Data >
- Favorite >
- Integration IDs >

Business Asset

- Edit
- Copy Asset
- Issue to a Worker
- Transfer

Business Asset Information

Asset ID BA-0023029 (Benchtop Centrifuge)

Company C0503 Georgia Institute of Techn

Description Benchtop Centrifuge

Asset Status In Service

Spend Category SC843101 - Equipment Purchase

Asset Class Other

Issue to a Worker

Issue Asset to a Worker

Asset Information

Company C0503 Georgia Institute of Technology

Asset ID BA-0023029 (Benchtop Centrifuge)

Asset Details 1 item

Item and Category	Requisition	Acquisition Date	Issue Details	Location / Worktags
Spend Category SC843101 - Equipment Purchase GT Holds Title (per item cost greater than \$4,999)	Requisition ID Requester	10/23/2018	Transaction Effective Date * 08/06/2024 Issue To *	Use Worker Organization Worktags <input type="checkbox"/> Location Project Grant Gift Designated x DE00005695 IBB Operations ... GTRI Charge Code

Issue Details	Location / Worktags
Transaction Effective Date * 08/06/2024	Use Worker Organization Worktags <input type="checkbox"/>
Issue To *	Location
	Project
	Grant
	Gift
	Designated x DE00005695 IBB Operations ...
	GTRI Charge Code

- Complete these fields on Asset Information Page:
 - Issue To: Enter Custodian's Name
 - Location: Enter Location of the Asset
- Click Submit when complete.

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Issue to a Worker

Issue Asset Asset Issue: BA-0023029 (Benchtop Centrifuge) issued to Rebecca Jo Keith at Biltmore - 521 - Office on 08/09/2024

Process Successfully Completed

Do Another
Issue Assets

Details and Process

For BA-0023029 (Benchtop Centrifuge)

Overall Process Asset Issue: BA-0023029 (Benchtop Centrifuge) issued to Rebecca Jo Keith at Biltmore - 521 - Office on 08/09/2024

Overall Status Successfully Completed

Due Date 08/12/2024

Details Process

Asset Information

Asset Description	Benchtop Centrifuge
Asset Name	Benchtop Centrifuge
Item	(empty)

Company C0503 Georgia Institute of Technology


Done USD

Options:

- Done- Finished with Asset settings
- Do Another- Modify a different asset

Issue to a Worker

Issue Asset Asset Issue: BA-0023029 (Benchtop Centrifuge) issued to Rebecca Jo Keith at Biltmore - 521 - Office on 08/09/2024

 Process Successfully Completed

[Do Another Issue Assets](#)

[Details and Process](#)

Done

- Click Done to finalize all changes.

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Select the related actions menu next to the Asset ID, then select **Additional Data**, then **View All**.

Complete To Do
Add Tag #, Custodian, Location, and Additional Info (Actions)

8 hour(s) ago - Due 10/09/2019

For [BA-0033372 \(IE4010 16x1G SFP\)](#)

Overall Process [Asset Registration: BA-0033372 SC8431](#)

Overall Status Successfully Completed

Due Date 10/05/2019

Instructions [Please add the the following](#)
Once ALL Information is a

Actions

- Business Asset >
- Additional Data >
- Favorite >
- Integration IDs >

Business BA-0033372

View All

Edit

Asset ID

View All Additional Data
BA-0033372 (IE4010 16x1G SFP) (Actions)

View As Of 10/10/2019

Asset Additional Information

Model No.	(empty)
Legacy Asset ID	(empty)
Taggable?	(empty)
Retired Tag No.	(empty)
Sub-location Detail	(empty)
Off-site	(empty)
Inventory Status	(empty)
Transferred/Donated	(empty)
Property Control Notes	(empty)
Property Coordinator Notes	(empty)
Surplus Control No.	(empty)
Requires Special Disposal	(empty)
RFTTrack Updated Date	(empty)
RFTTrack Updated by User	(empty)
RFTTrack Last Audit Date	(empty)
RFTTrack Audited by User	(empty)

Edit

Select Edit.

- **Model No.** – Enter the asset model number
- **Taggable** – Select Yes or No.
- **Sub-Location Detail** – Enter additional information if applicable.
- **Off-site** – Select Yes or No.
- **Transferred/ Donated** – Select if the asset was transferred or donated.
- **Property Coordinator** – Enter additional information if applicable.
- **Requires Special Disposal** – Select Yes or No.

Edit Additional Data

BA-0033372 (IE4010 16x1G SFP) Actions

Custom Object Asset Additional Information

Asset Additional Information

Model No.	<input type="text" value="ABC123"/>
Legacy Asset ID	<input type="text"/>
Taggable?	<input checked="" type="button" value="x Yes"/> ⋮
Retired Tag No.	<input type="text"/>
Sub-location Detail	<input type="text" value="cabinet on back wall"/>
Off-site	<input checked="" type="button" value="x No"/> ⋮
Inventory Status	<input type="text"/> ⋮
Transferred/Donated	<input checked="" type="button" value="x Donated"/> ⋮
Property Control Notes	<input type="text"/>
Property Coordinator Notes	<input type="text"/>
Surplus Control No.	<input type="text"/>
Requires Special Disposal	<input checked="" type="button" value="x No"/> ⋮
RFTTrack Updated Date	<input type="text" value="MM / DD / YYYY"/> 📅
RFTTrack Updated by User	<input type="text"/>
RFTTrack Last Audit Date	<input type="text" value="MM / DD / YYYY"/> 📅
RFTTrack Audited by User	<input type="text"/>

Select **OK**.

After the To Do steps are completed, return to the inbox, locate the business asset, and select **Submit**.

Complete To Do

[Add Tag #, Custodian, Location, and Additional Info](#) (Actions)

8 hour(s) ago - Due 10/09/2019

For [BA-0033372 \(IE4010 16x1G SFP\)](#)

Overall Process [Asset Registration: BA-0033372 SC843101 - Equipment Purchase GT Holds Title \(per item cost greater than \\$4,999\) on 04/30/2019](#)

Overall Status Successfully Completed

Due Date 10/05/2019

Instructions Please add the the following information on the asset listed above.

Once ALL Information is added, click the SUBMIT button on the To Do. Do Not click SUBMIT before all information is added.

From the related actions menu of the Asset ID, select **Business Asset > Edit** to enter the following data:


- Asset Name (replace the Workday Asset ID with a short asset title)
- Tag # in the Asset Identifier field
- Serial Number
- Manufacturer

From the related actions menu of the Asset ID, select **Business Asset > Issue to Worker** to assign a custodian.

- Search for and select the custodian for the newly acquired asset.
- Change the location to the correct physical location (building/room) of the asset.

From the related actions menu of the Asset ID, select **Additional Data > View All > Edit** to enter the following data:

- Model No. (if applicable)
- Taggable (y/n) (required)
- Sub-location Detail (if applicable)
- Off-site (y/n) (required)
- Property Coordinator Notes (if applicable)



Submit **Save for Later** **Close**

After this step, the process is in a Successfully Completed status.