



ADDY NOTE



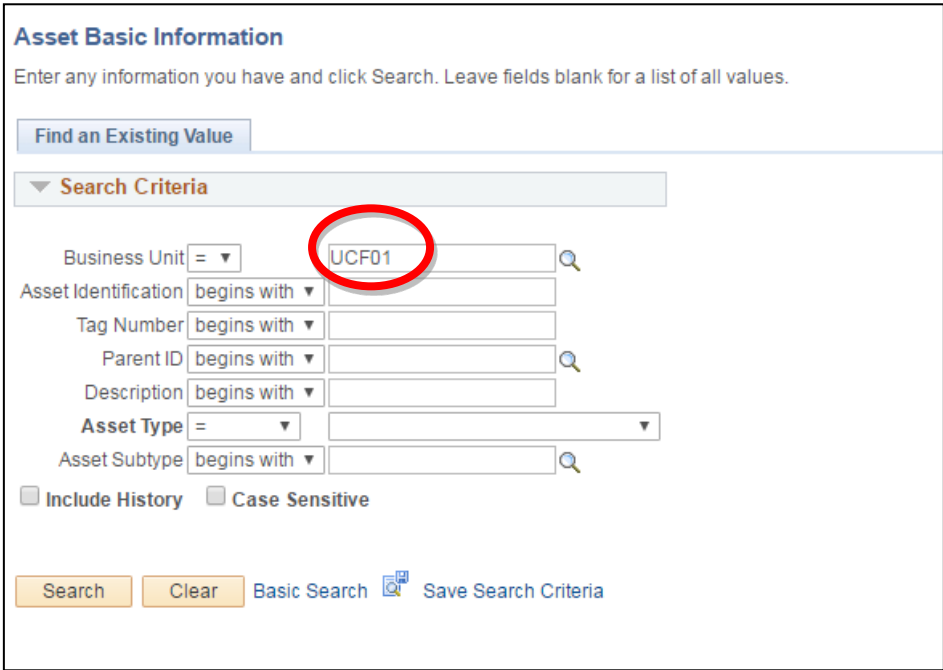
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ATTENTION:

This Addy Note is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

Viewing Attachments on an Asset

All users with Inquiry Access to Asset Management will now be able to view attachments on an Asset.

Step	Action
1.	Navigate to: Main Menu > Asset Management > Asset Transactions > Owned Assets > Basic Add.
2.	Enter UCF01 or RFD01 in the Business Unit field, then click Search . 



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3.	<p>Click the Asset Identification Number of the file you need.</p> <div data-bbox="310 525 1396 940"><p>Search Results</p><p>Only the first 300 results can be displayed.</p><p>View All First 1-100 of 300 Last</p><table border="1"><thead><tr><th>Business Unit</th><th>Asset Identification</th><th>Tag Number</th><th>Parent ID</th><th>Description</th><th>Asset Type</th><th>Asset Subtype</th></tr></thead><tbody><tr><td>UCF01</td><td>0000000 2157</td><td>4940CF116898</td><td>(blank)</td><td>DELL OPTIPLEX SX260 P4-2.</td><td>Hardware</td><td>(blank)</td></tr><tr><td>UCF01</td><td>0000000 2243</td><td>4940CF116897</td><td>(blank)</td><td>DELL OPTIPLEX SX260 P4-2.</td><td>Hardware</td><td>(blank)</td></tr><tr><td>UCF01</td><td>0000000 2315</td><td>4940CF116899</td><td>(blank)</td><td>DELL OPTIPLEX SX260 P4-2.</td><td>Hardware</td><td>(blank)</td></tr><tr><td>UCF01</td><td>000000000002</td><td>4940DB066085</td><td>(blank)</td><td>FURNITURE</td><td>Equipment</td><td>(blank)</td></tr><tr><td>UCF01</td><td>000000000003</td><td>4940CF113552</td><td>(blank)</td><td>EDU SUPPLIES</td><td>Equipment</td><td>(blank)</td></tr><tr><td>UCF01</td><td>000000000004</td><td>4940CF201111</td><td>(blank)</td><td>MICRO SYRINGE SIPPER(D00661)</td><td>Equipment</td><td>(blank)</td></tr><tr><td>UCF01</td><td>000000000006</td><td>4940CF113585</td><td>(blank)</td><td>food service equip</td><td>Equipment</td><td>(blank)</td></tr><tr><td>UCF01</td><td>000000000007</td><td>4940DB066090</td><td>(blank)</td><td>DESK, COMPUTER LAB</td><td>Equipment</td><td>(blank)</td></tr><tr><td>UCF01</td><td>000000000008</td><td>4940DB066057</td><td>(blank)</td><td>Chrome Conf Table Racetrack</td><td>Equipment</td><td>(blank)</td></tr><tr><td>UCF01</td><td>000000000009</td><td>4940CF113614</td><td>(blank)</td><td>TRANSILLUMINATOR</td><td>Equipment</td><td>(blank)</td></tr></tbody></table></div>	Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Type	Asset Subtype	UCF01	0000000 2157	4940CF116898	(blank)	DELL OPTIPLEX SX260 P4-2.	Hardware	(blank)	UCF01	0000000 2243	4940CF116897	(blank)	DELL OPTIPLEX SX260 P4-2.	Hardware	(blank)	UCF01	0000000 2315	4940CF116899	(blank)	DELL OPTIPLEX SX260 P4-2.	Hardware	(blank)	UCF01	000000000002	4940DB066085	(blank)	FURNITURE	Equipment	(blank)	UCF01	000000000003	4940CF113552	(blank)	EDU SUPPLIES	Equipment	(blank)	UCF01	000000000004	4940CF201111	(blank)	MICRO SYRINGE SIPPER(D00661)	Equipment	(blank)	UCF01	000000000006	4940CF113585	(blank)	food service equip	Equipment	(blank)	UCF01	000000000007	4940DB066090	(blank)	DESK, COMPUTER LAB	Equipment	(blank)	UCF01	000000000008	4940DB066057	(blank)	Chrome Conf Table Racetrack	Equipment	(blank)	UCF01	000000000009	4940CF113614	(blank)	TRANSILLUMINATOR	Equipment	(blank)
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Step	Action
4.	<p>On the General Information tab, Attachments appear towards the bottom of the page.</p> <div data-bbox="306 560 1317 1283"><p>The screenshot displays the 'General Information' tab for an asset with the following details:</p><ul style="list-style-type: none">Unit: UCF01Asset ID: 0000000 2157Description: DELL OPTIPLEX SX260 P4-2.Tag: 4940CF116898Status: Disposed<p>The 'Asset Information' section includes:</p><ul style="list-style-type: none">Description: DELL OPTIPLEX SX260 P4-2.Short Desc: DELL OPTIPTag Number: 4940CF116898Asset Class: IT HardwareAsset Type: IT HardwareAsset Subtype: Capitalized Asset, New AssetAsset Status: DisposedAcquisition Date: 11/06/2003Placement Date: 11/06/2003Acquisition Code: PurchasedFair Value: 0.000Replacement Cost: 0.000Profile ID: PC5Attachments (1) - circled in red<p>Navigation buttons at the bottom include: Save, Return to Search, Previous in List, Next in List, Update/Display, and Include History.</p></div>

Note: A number in parenthesis, such as Attachments (1), indicates how many attachments are available to view. Attachments (0) means the asset has no associated attachments.



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5.	<p>Click on the Attachments link. A dialog box will display, listing the File Names, the person who uploaded the attachments, and the date and time of the upload.</p> <div data-bbox="306 560 1390 945" data-label="Image"> </div> <p>Note: Click the File Name if you would like the documents to display.</p>