

Main Interface

Front Page

The front page interface contains quick links for common actions and system overview statistics. Available quick links include:

- Find Assets - The Main Search Interface
- Generate Tag - Generate UU branded ZPL RFID Labels (Administrators Only)
- Register New Asset - Web Interface Asset Registration (Administrators Only)

Quick Links



Find Assets



Generate
Tag



Register
New Asset

There are

91 Organizations

1364 Locations

6876 Assets Tracked

6680 Active Assets

196 Assets have been surplusd

\$111,039,355.07 in Tracked Asset Value

This Year

700 Scans

104 Asset Updates

40 New Asset Registrations

Asset Search Interface

Find Assets

Org Code / Org Group

HSC Cores

Search

Results

Result Count: 453

Inventoried: 20

Over 6 Month Warning: 433

Over 12 Month Warning: 7

Surplused: 41

Refresh Results

Download Results

	Asset Tag Number	Asset Name	Last Seen	Owner	Organization Name	Organization Code	Location Code
	1000042	Centrifuge 5424	10/24/2023	Timothy Dahlem	HSC Mutation Generation	01500	L533:7470
	1000043	Centrifuge 5424	10/24/2023	Timothy Dahlem	HSC Mutation Generation	01500	L533:7470
	1000044	Centrifuge 5430	10/24/2023	Timothy Dahlem	HSC Mutation Generation	01500	L533:7470

Most actions in the inventory system start in the asset search interface. The interface is divided into 3 sections.

- **Find Assets** - The search box at the top of the interface allows for the searching by default system fields as well as more focused searches on specific organizational fields. Under the system fields section there are the following options:
 - Tag Number - Search by partial match for an asset by tag number
 - Org Code / Org Group - Search for assets by partial match to the code of their parent organization. This option also allows you to search by partial match for grouped organizations (e.g. if an organization is grouped by tag)

Tags

group:HSC Cores x

- Location Code / Location Group - Search for assets by partial match to the code of their location. This option also allows you to search by partial match for grouped locations (e.g. if an location is grouped by tag)

Tags

group:HSC Cores x

- **Results Header** - The results summary section is 5 colored tags located above the search results list that communicates the status of the inventory process for the loaded search results.

Result Count: 453 Inventoried: 20 Over 6 Month Warning: 433 Over 12 Month Warning: 7 Surplused: 41

- **Result Count** - The number of assets that match the search criteria. This tag is always blue.
- **Inventoried** - The number of assets in the list that have a "Last Seen" date within the last 6 months. If there are no assets that meet this criteria the tag will be gray with white text.
- **Over 6 Month Warning** - The number of assets in the list that have a "Last Seen" date over 6 months ago but less than 12 months. If there are no assets that meet

this criteria the tag will be gray with white text.

- **Over 6 Month Warning** - The number of assets in the list that have a "Last Seen" date over 12 months ago. If there are no assets that meet this criteria the tag will be gray with white text.
 - **Surplused** - The number of assets in the list that have been marked as "Surplused" in the "status" field (if available). This tag is always gray with white text.
- **Results Download Interface** - Allows the user to download a CSV of the search results with the included fields

The screenshot shows a 'Download Results' interface. On the left, a table lists assets with columns for 'Asset Name' and 'Asset Tag Number'. The 'Asset Name' column contains entries like 'Centrifuge 54', 'Biological Sa', 'Freezer (~200', 'Water Bath', 'Heat Block', and 'Heat Block'. The 'Asset Tag Number' column contains '1000042'. A modal titled 'Select Fields to Download' is open, displaying a grid of checkboxes for various fields. The 'Asset Name' and 'Asset Tag Number' fields are checked. A 'Download' button is at the bottom left of the modal, and a 'Select All' button is at the bottom right.

Asset Name	Asset Tag Number
Centrifuge 54	1000042
Centrifuge 54	
Centrifuge 54	
Biological Sa	
Freezer (~200	
Water Bath	
Heat Block	
Heat Block	

Select Fields to Download

<input checked="" type="checkbox"/> Asset Name	<input checked="" type="checkbox"/> Asset Tag Number	<input type="checkbox"/> Asset Type
<input type="checkbox"/> Building	<input type="checkbox"/> Calibration Date	<input type="checkbox"/> Calibration Due Date
<input type="checkbox"/> Calibration Frequency	<input type="checkbox"/> Comments	<input type="checkbox"/> Computer Name
<input type="checkbox"/> Condition	<input type="checkbox"/> Date Lost	<input type="checkbox"/> Date Purchased
<input type="checkbox"/> Date Surplused	<input type="checkbox"/> Department	<input type="checkbox"/> Emergency Power Status
<input type="checkbox"/> Encryption Status	<input type="checkbox"/> Funding Source	<input type="checkbox"/> Has Radiation Source
<input type="checkbox"/> IT Tag Number	<input type="checkbox"/> IT Update Date	<input type="checkbox"/> JAMF URL
<input type="checkbox"/> JSS ID	<input type="checkbox"/> Location Code	<input type="checkbox"/> MAC Address
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Model	<input type="checkbox"/> Model Number
<input type="checkbox"/> Notes	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Permit Number
<input type="checkbox"/> PO Number	<input type="checkbox"/> Power Draw (Amps)	<input type="checkbox"/> Power Voltage
<input type="checkbox"/> Purchase Cost	<input type="checkbox"/> Responsible PI	<input type="checkbox"/> Room Name
<input type="checkbox"/> Serial Number	<input type="checkbox"/> Status	<input type="checkbox"/> Tag Color
<input type="checkbox"/> Unit	<input type="checkbox"/> Year	

Download**Select All**

- **Asset Result List** - List of results that match the search criteria. The results may be sorted by any of the result columns.

	Asset Tag Number	Asset Name	Last Seen	Owner	Organization Name	Organization Code	Location Code
	1000042	Centrifuge 5424	10/24/2023	Timothy Dahlem	HSC Mutation Generation	01500	L533:7470

Result columns include:

- **Open Button** - Open the asset details in a new window. Also occurs when clicking anywhere on the row
- **Asset Tag Number**
- **Date Last Seen** - The tag color for the last seen date matches which category the asset belongs to in the summary / results header section
- **Owner** - Name of the asset owner (if available)
- **Organization Name** - The name of the organization the asset belongs to (if set in organization config)

- **Organization Code**
 - **Location Code**
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