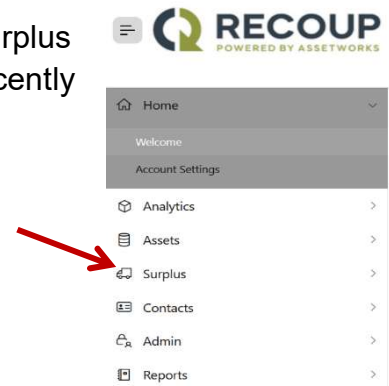


Step 2: Adding Assets to Your Transfer Shell

Access Your Transfer Shell

If you do not have the transfer shell open, locate it by selecting the Surplus Truck in the left margin. It'll take you to a list of transfers you have recently started or submitted.



Scroll down, or if it's an older transfer or one someone else in the department submitted a while ago change the *Creation End Date* or use the *Search Surplus Transfers* option towards the bottom of the page, add the department or name of the person and search. Details on locating a transfer are here.

Click the paper/pencil to open the transfer.

▼ Adhoc Search Surplus Transfers

Creation Start Date
10/01/2022

Creation End Date
01/31/2023

Submit

Q

Go

1. Primary Report

Actions

☐

☒

Close Out Date is null

☒

Received Date is null

View/Edit	Surplus Transfer Number	Creation Date	From Department	From Person	Method	Remarks	Asset Number	Serial Number	Description
	33602	01/20/2023	10533 - TRANSPORTATION SERVICES	SHAWNA STUSHNOFF	State Surplus	12820411	-	-	-
	33601	01/20/2023	10533 - TRANSPORTATION SERVICES	SHAWNA STUSHNOFF	State Surplus	12820411	-	-	-

1 - 2 of 2

▼ Quick Search Surplus Transfers

Surplus Transfer Number

Search

▶ Search Surplus Transfers

Add Assets

Once you are in your transfer shell, add the assets you wish to dispose of.

Surplus Detail

Surplus Number: 33602
Creation Date: 01/20/2023
Submit Approval Date:
Submit Approval User:
Close Out Date:
Close Out User:
From Department: 10533 - TRANSPORTATION SERVICES - 3205 MARINE ST, BOULDER CO 80309
From Person: STUSHNOFF, SHAWNA
Method: State Surplus
Notes:
Asset Label Creation Date:
Tags Affixed Date:
Pickup Date:

-- Contact Information --
Sales Type:
Debit Speed Type: 12820411
Building: 571 - TRANSPORTATION CENTER AND ANNEX
Room: 191A
Contact Name: SHAWNA STUSHNOFF
Contact Phone: (303) 492-6324
Contact Email: shawna.stushnoff@colorado.edu
Campus Box: 39
Location Notes: the 2nd cubicle on the right as you enter the room.

Add Assets
Create New Asset

Import Assets
File Upload

- Click on the Create New Asset link from the Surplus Detail
- This opens a pop-up where you will add the asset information


Insert Surplus Asset

Number of Copies * 1

NON-TAGGED ASSET INSERT
Asset Number * [AUTO-ASSIGN]
CUID Tag Number:
Item *
Description *
Department * 10533 - TRANSPORTATION SERVICES
Room Number * 191A
Building *
Credit Speed Type *
-- Summary --
Condition *
Serial Num/VIN:
Make/Manufacturer:
Model:
Model Year:

-- Acquisition --
Accounting Date * 01/21/2023
Accounting Method * STATE SURPLUS
Accounting Cost * \$0.00
Accounting Description:

Back Save & Same Save & New Save & Done Save & Add Images

- * denotes a required field
-  or a drop down arrow indicates that you need to pick a value from a list of options
- Number of copies = number of labels you need
- Serial Numbers required for Hard Drives, Computers, & Server
- Don't forget to add the CU Tag ID if the asset has one
- Credit speed type for **cash back** to dept if items sells for \$100 + net value

Save

Once all assets are entered click *Save and Done* or *Back*

Back Save & Same Save & New Save & Done Save & Add Images

- **Save & Same** to duplicate the record and update # labels, color, serial numbers, etc.
- **Save & New** brings up blank pop-up to repopulate from scratch
- **Save & Done** returns the users to the Transfer shell
- **Save & Add Images** is a great place to add pictures for large or unusual items as well as items being sold for pick up at their current, on campus location.

If you scroll down you'll see the list of assets you've entered for this transfer.

Surplus Detail

Surplus Number33602

Creation Date01/20/2023

Submit Approval Date

Submit Approval User

Close Out Date

Close Out User

From Department10533 - TRANSPORTATION SERVICES - 3205 MARINE ST, BOULDER CO 80309

From PersonSTUSHNOFF, SHAWNA

MethodState Surplus

Notes

Asset Label Creation Date

Tags Affixed Date

Pickup Date

Edit

Submit For Approval

Close Out

Pickup Labels

-- Contact Information --

Sales Type

Debit Speed Type12820411

Building571 - TRANSPORTATION CENTER AND ANNEX

Room191A

Contact NameSHAWNA STUSHNOFF

Contact Phone(303) 492-6324

Contact Emailshawna.stushnoff@colorado.edu

Campus Box39

Location Notesthe 2nd cubicle on the right as you enter the room.

Add Assets

Create New Asset

Import Assets

File Upload

Drag and Drop
Select a file or drop one here.
Choose File

Import Run Log

Q

Go

Actions

☐ ☒ ☐ End Date is in the last 1 days

No data found.

Import Assets

AssetsDocuments & ImagesHistory

View	Asset Number	Description	Serial Num/VIN	Qty Sent	Qty Rcvd	Sales Price	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images	Notes
	10533-33602-001	Herman Miller, rolling blue office chair	-	1	-	\$0.00	-	In Transfer	-	-	-	0	-
	10533-33602-002	Macbook Pro 2012	12345677777777..	1	-	\$0.00	-	In Transfer	-	-	-	0	-
	10533-33602-003	iPhone 6S	-	1	-	\$0.00	-	In Transfer	-	-	-	0	-
	10533-33602-004	Samsung breakroom kitchen fridge	-	1	-	\$0.00	-	In Transfer	-	-	-	0	-
	10533-33602-005	5 drawer locking metal filing cabinet	-	1	-	\$0.00	-	In Transfer	-	-	-	0	-
	10533-33602-006	5 drawer locking metal filing cabinet	-	1	-	\$0.00	-	In Transfer	-	-	-	0	-
	10533-33602-007	5 drawer locking metal filing cabinet	-	1	-	\$0.00	-	In Transfer	-	-	-	0	-

Download

rows 1 - 7 of 7

CancelPrint LabelsPrint Detail

- Documents:
 - Add photos of the **entire transfer** to the Documents option at the bottom of the **transfer shell**



You are ready to add any additional information needed to individual assets before you submit your transfer.


Adding Notes


- Open the asset record using the paper/pencil icon
- Use Notes 1 for passwords, lock codes for *Apple products such a iPhones, iPads, Mac's etc.*
- Add photos of an asset to the bottom of the **asset record!**
- Add EH&S form to the bottom of the **asset record!**


Asset Detail


[Back](#) [Edit Asset](#)


Asset Number * 10221-35503-001  Status * In Transfer 


CUBS Tag Number 


Item * COMPUTER/DESKTOP CPU 


Description * large macbook desktop 


Department * 10221 - INTERNATIONAL AFFAIRS PROGRAM 


Campus 121 UCB 


Building * 202 - UNIVERSITY CLUB 

Room Number * ASB 


Coord Spent Type * 102/21 177/8996 RPS/00 CKR/D1 


Contact Person 


Contact Phone 


Contact Email 


-- Summary --

Condition * 2 - Good 


Serial Num/VIN 02550KGGTF 


Make/Manufacturer APPLE 


Model A1418 

Model Year 


-- Acquisition --


Original Acc Cost \$0.00 


Original Acc Date 04/18/2023 

Original Acc Method State Surplus 


-- Notes --


Notes 1 


Notes 2 


Notes 3 


-- Surplus Use Only --


Original Department 10221-INTERNATIONAL AFFAIRS PROGRAM 


Quantity * 1 


Unit * EA 

Sales Price 

Location 

Reference Number 





Accounting Addresses Documents & Images History Validation Transfers

Transfer Number	Transfer Type	Transfer Creation Date	Status	Sent Qty	Rcv Qty	Approver	Approval Date	Receiver	Receive Date	Original Asset Number
256/3	SLR9818	04/18/2023	In Transfer	1						10221-35503-001

[Download](#)

rows() 1 / 1 of 1