Searching For A Transfer

Transfers are easiest to find when you have a transfer number however you can also search by name or department number. The transfers you see and will have access to are those linked to your department and your activity in the Asset Management Platform.

Locate Using The Transfer Number

If you have the transfer number you can search from the *Home* screen or the *Surplus* screen. If you have an asset number the second set of digits is the transfer number.

Home Screen

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- 1. Type in the <u>Transfer Number</u> and *Search*
- 2. AssetWorks will pull the Transfer shell with assets below

Searching for a Transfer

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5.

6.

- 1. Select the Surplus tab
- 2. Look towards the bottom of the page and select the *Search Surplus* Transfers arrow to open the options



	Surplus Transfer Number
	Search
	Search Surplus Transfers
	Surplus Transfer Number
	From Department
	Method
	Asset Number
Look for the <i>Status</i> option and use the drop down arrow to change the status	Status WAITING FOR RECEIPT
	CLOSED
to a <i>blank</i>	OPEN
	PENDING PICKUP
	WAITING FOR APPROVAL
	WAITING FOR RECEIPT
	Creation Date To
Select either the Denartment or the From Person who entered the transfer	
select either the Department of the from reson who entered the transfer.	From Person
	Choose -Select- to clear
	Submit For Approval Date From
Click Search	INline Help
	Submit For Approval Date To
	Close Out Date From
	Close Out Date To
Scroll to the bottom of the screen to locate transfers on your search results	Search