

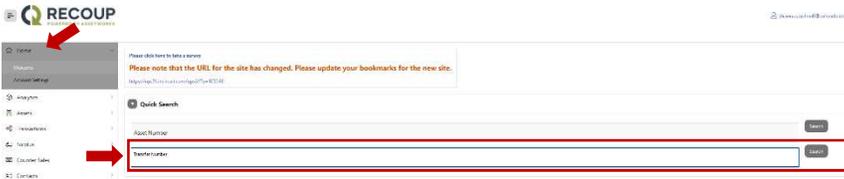
Searching For A Transfer

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.

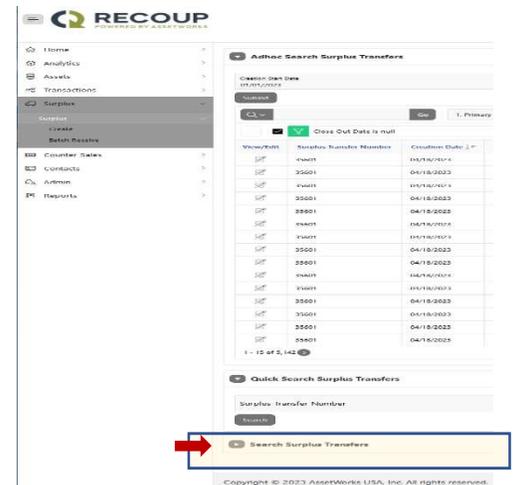
Home Screen



1. Type in the Transfer Number and *Search*
2. AssetWorks will pull the Transfer shell with assets below

Searching for a Transfer

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



3. Look for the *Status* option and use the drop down arrow to change the status to a *blank*
4. Select either the *Department* or the *From Person* who entered the transfer.
5. Click *Search*
6. Scroll to the bottom of the screen to locate transfers on your search results

