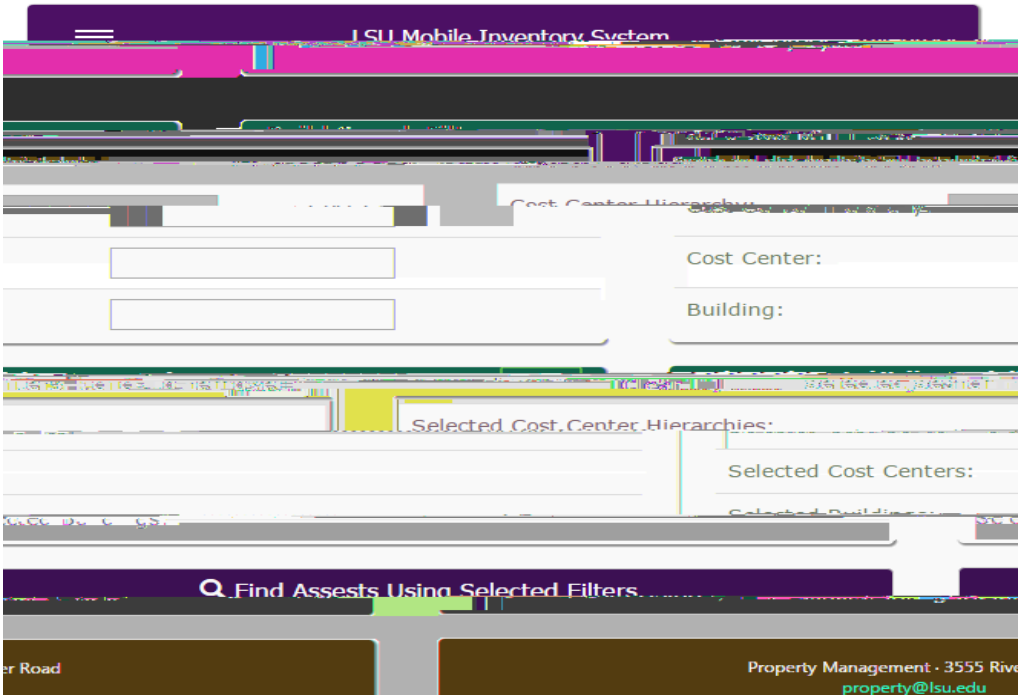
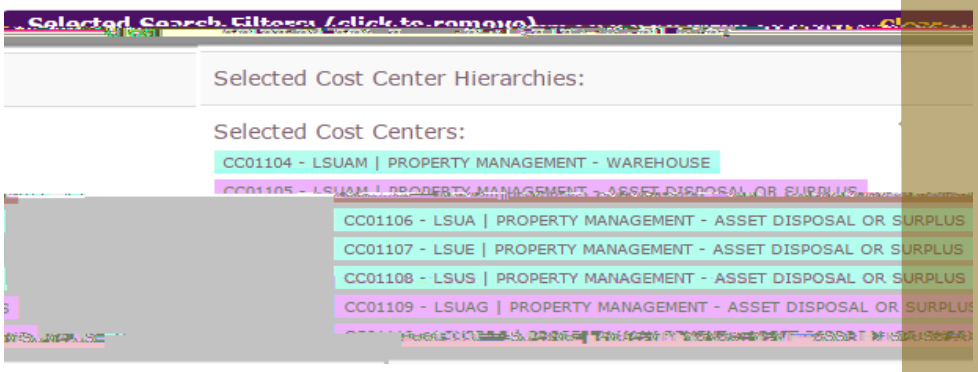
LOUISIANA STATE UNIVERSITY
OFFICE OF PROPERTY MANAGEMENT
3555 River Road Annex Building
(225) 578-6921

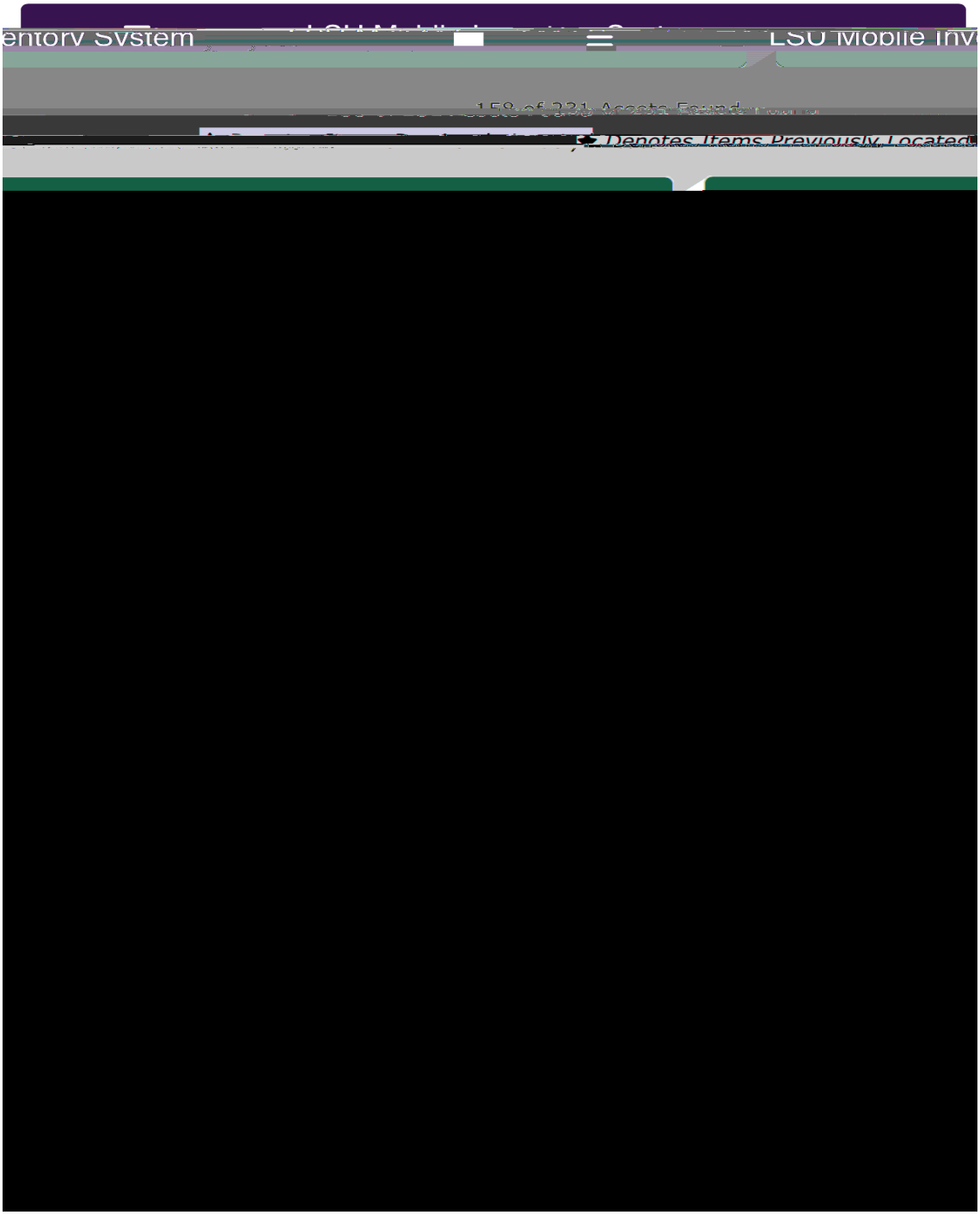


The home screen (shown above), once you are logged in, will have your assigned cost center(s) displayed in the section titled “Selected Search Filters”:



Review this area carefully, as you have the ability to re-filter the search criteria using the

The screen will display a comprehensive list of assets, sortable by Tag Number, Asset Description, Location, and Asset Cost:



Assets that have been previously scanned, or manually entered, will be highlighted in green and a star icon will be visible beside the Tag Number

To beginning scanning Property Tags, tap on the three lines on the banner at the top of the page:

The box will display a drop down menu with four choices:

Setup Search = Return to the homepage and search filters

Scan Items = Allows you to scan assets

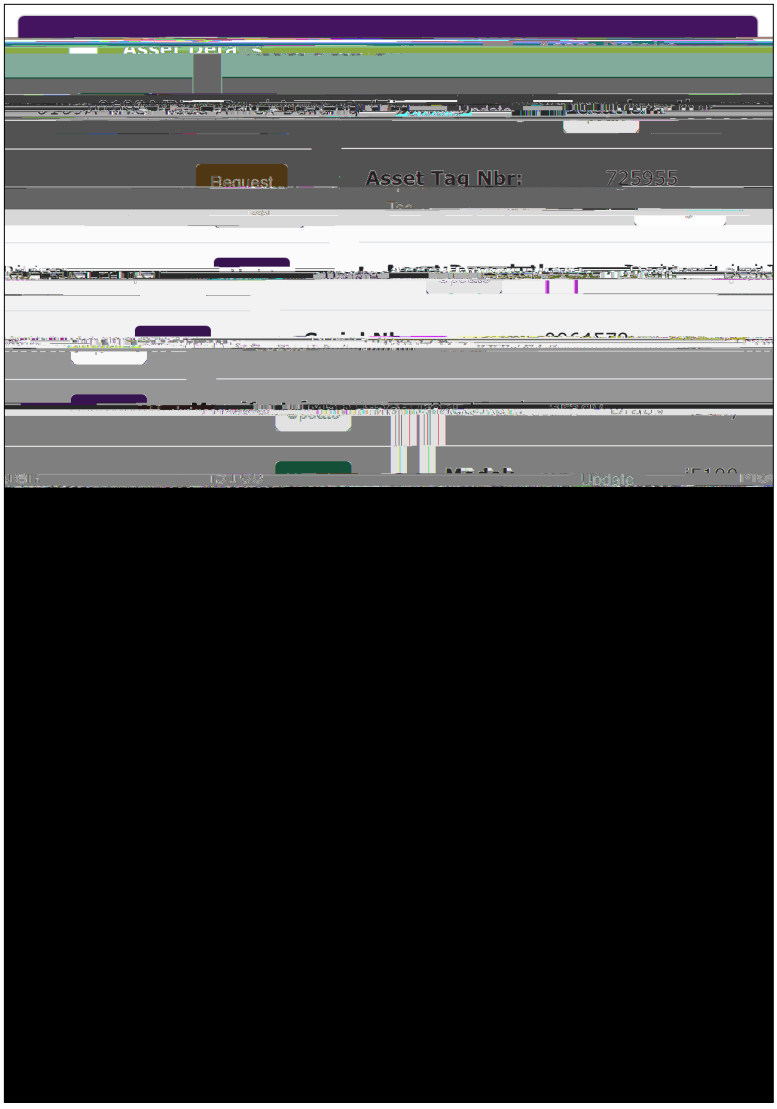
Tap on “Scan Items”. This will display the options for you to select your input method:

Scanner – Select if [illegible]

As always, asset locations should be kept current and updated throughout the year. ***Asset Custodians should notify Property Management when a location (room/building combination) is not available in Workday as we are actively working with Facility Services to update locations.***

Effort should be made to update any missing serial numbers and/or to correct inaccurate serial numbers as they are identified by the Asset Custodian throughout the inventory cycle.

If no photo is attached to an asset, you must use the mobile device to take a picture of the asset and upload it into the app. Photos can assist identifying and locating assets during the inventory cycles.



At the bottom of the page displaying an asset's information, there is a bar titled "Take Photo of Asset". Making this selection will utilize the device's camera to allow you to take a photo of the asset.