

The School District of Greenville County

Asset Management Manual

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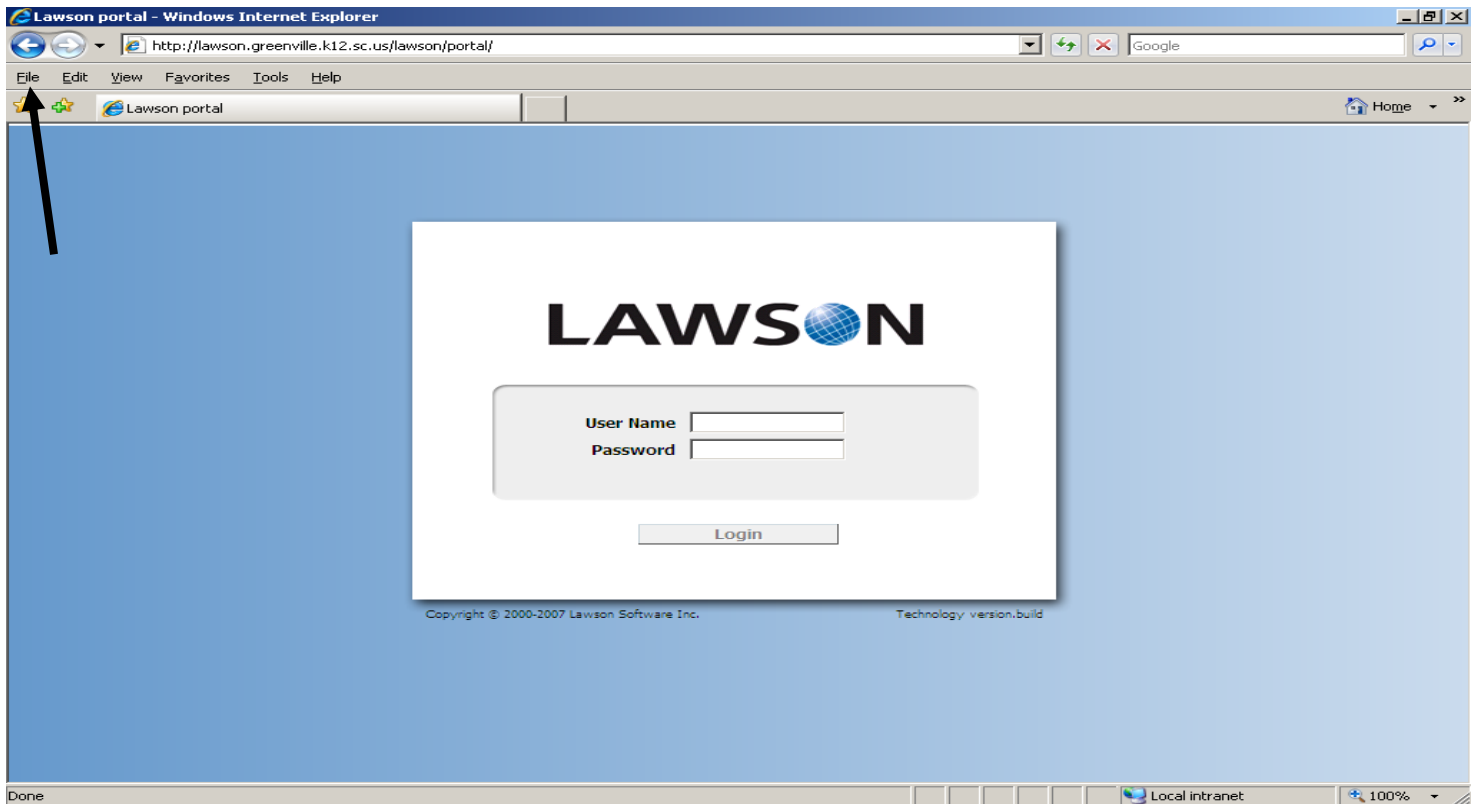
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Installing the Lawson icon on your Desktop (one time set up instructions)

1. Open Internet Explorer copy and paste this link into the URL address:
<http://lawson.greenville.k12.sc.us/lawson/portal/>
Press enter
2. On Menu bar Click on File
Click Drop Down menu click Send to
On next drop down menu click on Shortcut to Desktop



3. Key in your user name and password. (Use same User Name and Password to log into the your network for the Lawson log in)

To change your icon on your Desk Top

1. Right click on the Icon
2. Go to Rename click
3. Type the new name in the box under the icon.

Fixed Asset Dashboard

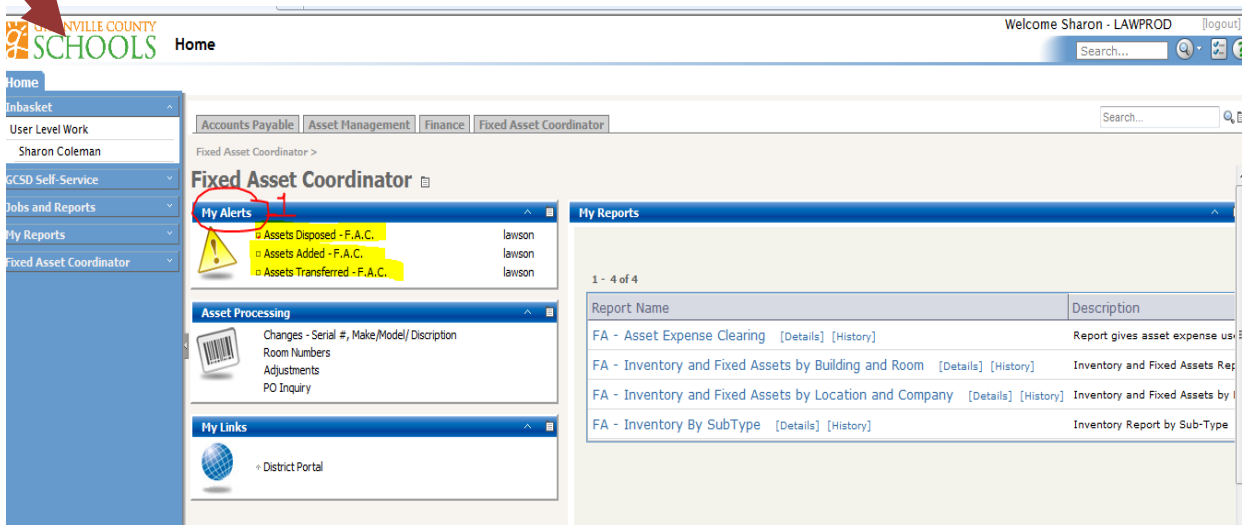
Tips:

1. To get back to dash board screen- click on the Greenville County Schools Logo
2. To work with two screens (Press Ctrl N) to open second screen.

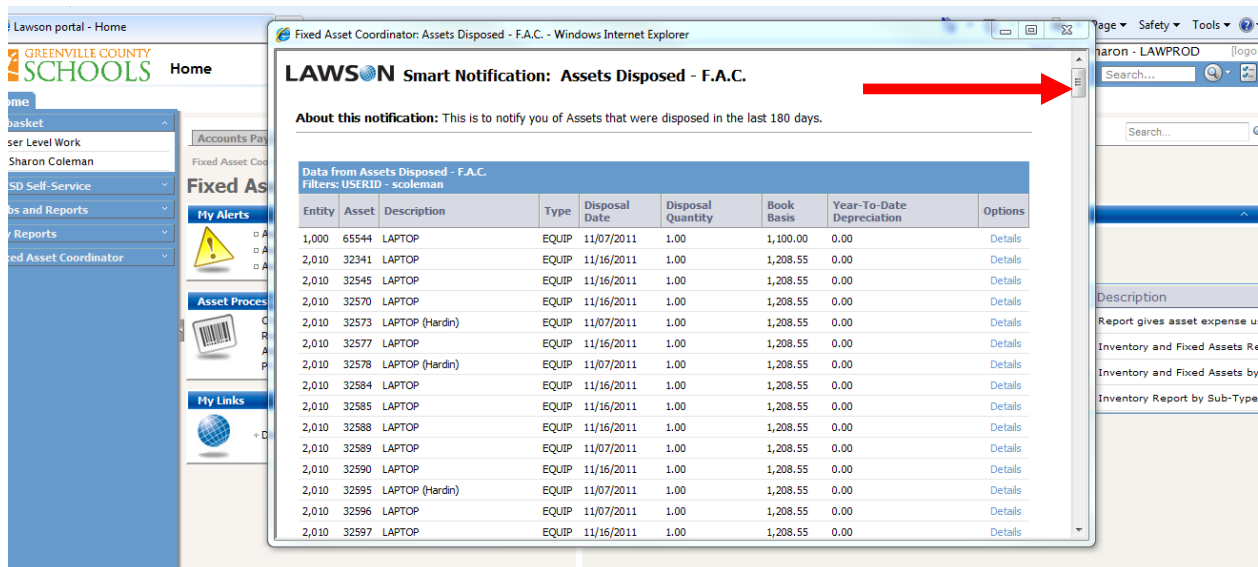


Reports for Assets Disposed, Assets Added, or Assets Transferred in the last 180 days.

1. My Alerts box- click the report you need.



2. The designated report will open in a window.
3. Use scroll bar on right to scroll to the bottom of the page



4. At the bottom of the report “Related Links and Options” click on Options

Asset ID	Description	Category	Date	Quantity	Value	Cost	Details
2,020 38431	31-22 LAPTOP (TITLE I)	EQUIP	11/16/2011	1.00	1,288.00	0.00	Details
2,020 38447	16-11 LAPTOP (TITLE I)	EQUIP	11/16/2011	1.00	1,288.00	0.00	Details
2,020 38459	16-23 LAPTOP (TITLE I)	EQUIP	11/16/2011	1.00	1,288.00	0.00	Details
2,020 38472	28-15 LAPTOP (TITLE I)	EQUIP	11/16/2011	1.00	1,288.00	0.00	Details
2,020 38488	LAPTOP (TITLE I)	EQUIP	11/16/2011	1.00	1,288.00	0.00	Details
2,020 38512	12-16 LAPTOP (TITLE I)	EQUIP	11/16/2011	1.00	1,288.00	0.00	Details
2,020 38537	33-11 LAPTOP (TITLE I)	EQUIP	11/16/2011	1.00	1,288.00	0.00	Details
2,020 38561	20-18 LAPTOP (TITLE I)	EQUIP	11/16/2011	1.00	1,288.00	0.00	Details
2,020 38578	37-24 LAPTOP (TITLE I)	EQUIP	11/16/2011	1.00	1,288.00	0.00	Details
2,020 38581	37-27 LAPTOP (TITLE I)	EQUIP	11/16/2011	1.00	1,288.00	0.00	Details
7,000 63856	LAPTOP	EQUIP	11/07/2011	1.00	982.00	0.00	Details
7,000 63857	LAPTOP	EQUIP	11/07/2011	1.00	982.00	0.00	Details
7,000 63858	LAPTOP	EQUIP	11/07/2011	1.00	982.00	0.00	Details
7,000 63859	LAPTOP	EQUIP	11/07/2011	1.00	982.00	0.00	Details
7,000 63863	LAPTOP	EQUIP	11/07/2011	1.00	982.00	0.00	Details

Related Links and Options

[Options](#)

General Information

System GCSO Smart Notification Server (000dbi01)
Group Fixed Asset Coordinator
Data Source Assets Disposed - F.A.C. as of 2/28/12 9:45 AM
Generated February 28, 2012 10:57:34 AM EST
Content Id 107968

5. Content Options screen will pop up. You have two options Click
- a. View as an Excel spreadsheet. This report will have headers and titles. It will be more difficult to sort.
 - b. View as Microsoft Excel spreadsheet with no formatting. There will be no headers or report titles.

See example below

Content Options
[Refresh this alert](#)
[Recommend this to a friend.](#)
[Review all of your alerts, watch list items, and reminders](#)
[View as an Excel Spreadsheet](#) ← 1. Report will have Report title and column headers
[View as a Microsoft Excel spreadsheet with no formatting](#) ← 2. Report will have no title and column headers

See Examples below

(Example 1 Report) View as an Excel Spreadsheet

Fixed Asset Coordinator: Assets Disposed - F.A.C. - Windows Internet Explorer

LAWSON Smart Notification: **Assets Disposed - F.A.C.**

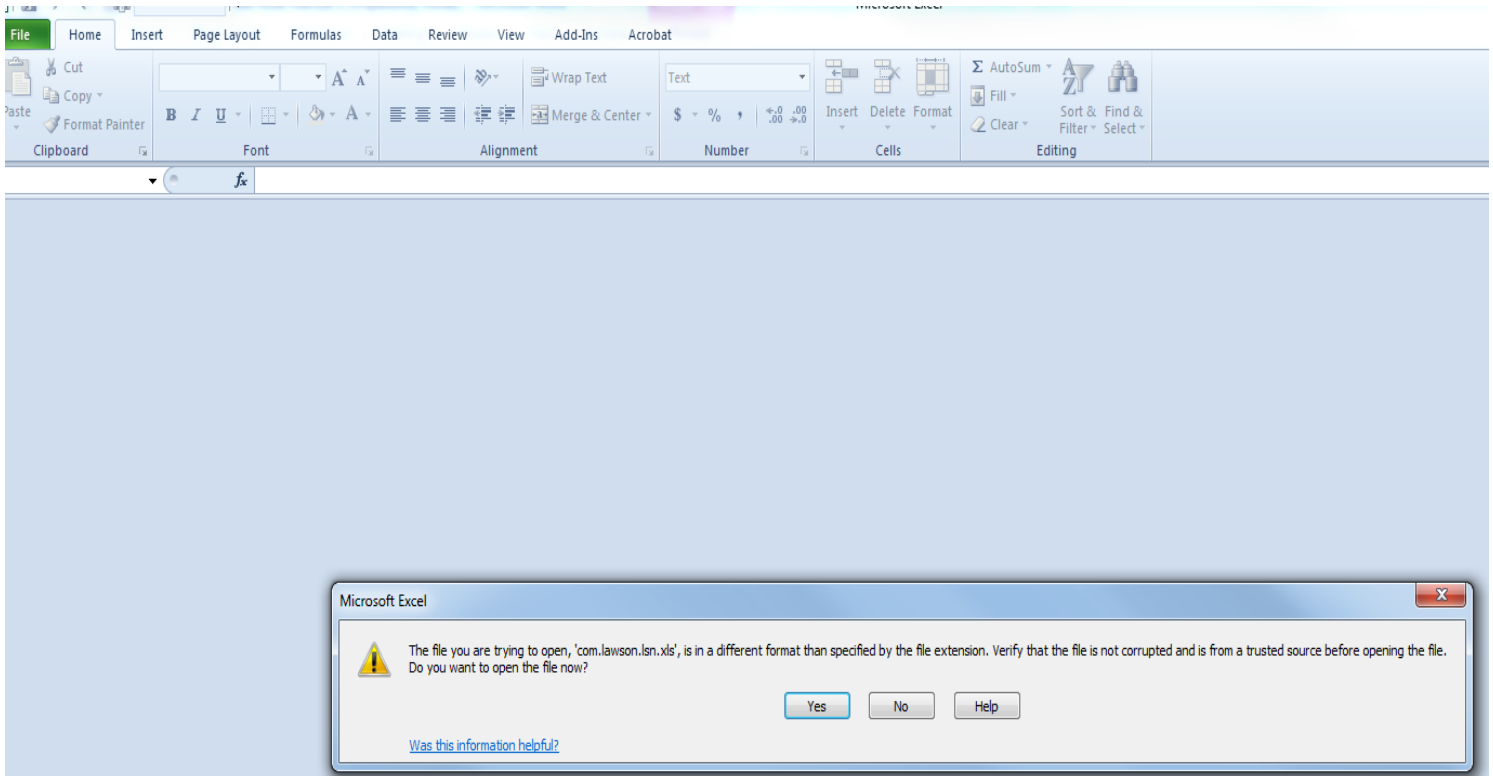
About this notification: This is to notify you of Assets that were disposed in the last 180 days.

Data from Assets Disposed - F.A.C. Filters: USERID - scoleman								
Entity	Asset	Description	Type	Disposal Date	Disposal Quantity	Book Basis	Year-To-Date Depreciation	Options
1,000	65544	LAPTOP	EQUIP	11/07/2011	1.00	1,100.00	0.00	Details
2,010	32341	LAPTOP	EQUIP	11/16/2011	1.00	1,208.55	0.00	Details
2,010	32545	LAPTOP	EQUIP	11/16/2011	1.00	1,208.55	0.00	Details
2,010	32570	LAPTOP	EQUIP	11/16/2011	1.00	1,208.55	0.00	Details
2,010	32573	LAPTOP (Hardin)	EQUIP	11/07/2011	1.00	1,208.55	0.00	Details
2,010	32577	LAPTOP	EQUIP	11/16/2011	1.00	1,208.55	0.00	Details
2,010	32578	LAPTOP (Hardin)	EQUIP	11/07/2011	1.00	1,208.55	0.00	Details
2,010	32584	LAPTOP	EQUIP	11/16/2011	1.00	1,208.55	0.00	Details
2,010	32585	LAPTOP	EOUIP	11/16/2011	1.00	1,208.55	0.00	Details

(Example 2 Report) View as a Microsoft Excel spreadsheet with no formatting

	A	B	C	D	E	F	G	H	I	J
1							scoleman			
2										
3	1000	70191	16 Ch DVR W/ 17" MONITOR	1,478.70	8/1/2011	9/28/2011				
4	1000	70192	16 Ch DVR W/ 17" MONITOR	1,478.70	8/1/2011	9/28/2011				
5	1000	70196	PROJECTOR	666.74	8/31/2011	9/28/2011				
6	1000	75693	IPAD 2 WIFI (ADMIN)	878.74	6/1/2011	2/13/2012				
7	1000	75694	IPAD 2 WIFI (ADMIN)	878.74	6/1/2011	2/13/2012				
8	1000	75695	IPAD 2 WIFI (ADMIN)	878.74	6/1/2011	2/13/2012				
9	1000	75696	IPAD 2 (PRINCIPALS) W/WIFI	878.74	6/1/2011	2/13/2012				
10	2010	74906	LAPTOP	1,054.31	11/9/2011	1/5/2012				
11	2010	74907	LAPTOP	1,054.31	11/9/2011	1/5/2012				
12	2010	75281	HAND HELD REPSONSE SYS (32)	2,031.49	1/1/2012	1/27/2012				
13	2010	75286	ACTIVESLATE 60	301.04	1/1/2012	1/27/2012				
14	2010	75287	ACTIVESLATE 60	301.04	1/1/2012	1/27/2012				
15	2010	75288	ACTIVESLATE 60	301.04	1/1/2012	1/27/2012				
16	2010	75289	ACTIVESLATE 60	301.04	1/1/2012	1/27/2012				

- Excel should open - Click yes to verify that the file is not corrupted and is from a trusted source.



7. Your report is ready to be saved if you need it.

Asset Processing

GREENVILLE COUNTY SCHOOLS Home

Home

Fixed Asset Coordinator

My Alerts

- Assets Disposed - F.A.C. lawson
- Assets Added - F.A.C. lawson
- Assets Transferred - F.A.C. lawson

Asset Processing

- Changes - Serial #, Make/Model/ Description
- Room Numbers
- Adjustments
- PO Inquiry

My Links

- District Portal

My Reports

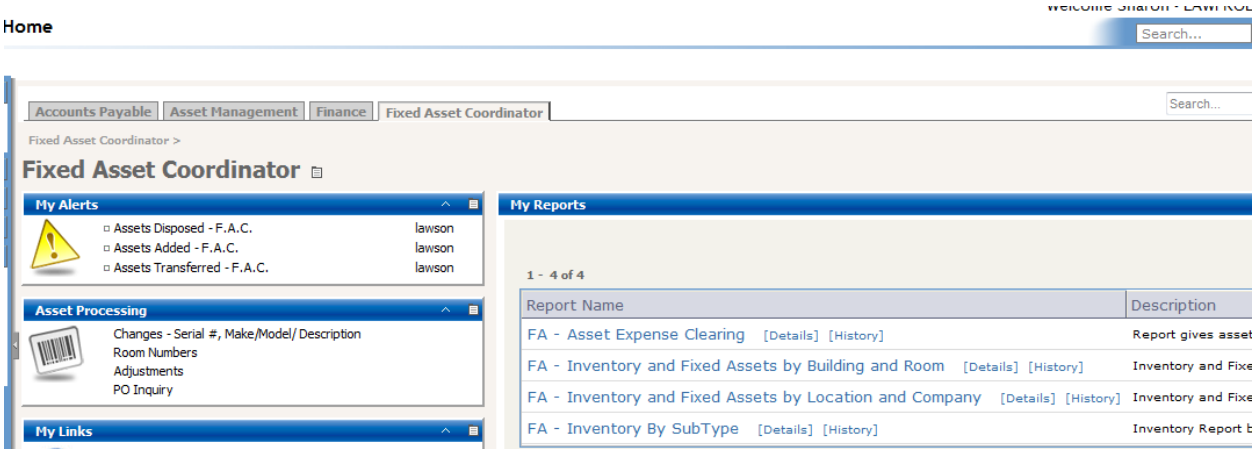
1 - 4 of 4

Report Name

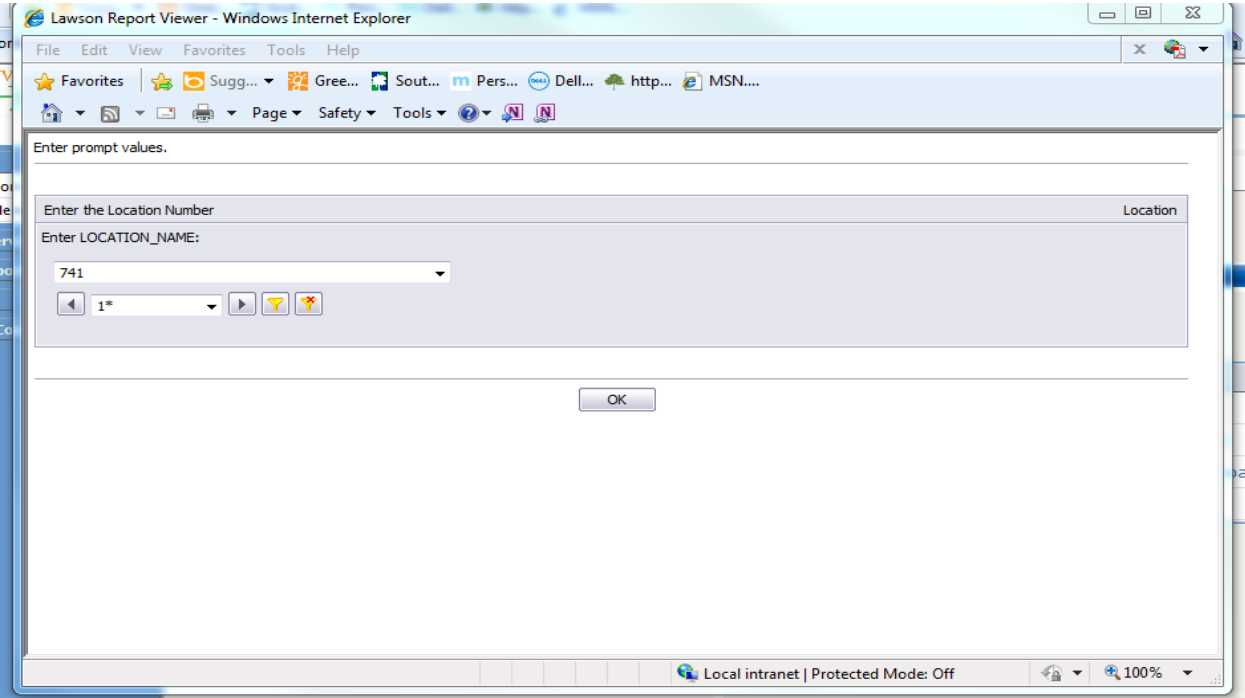
- FA - Asset E
- FA - Invento
- FA - Invento
- FA - Invento

How to Print a Report and save to an Excel File

- 1. There are three reports available
 - a. Inventory and Fixed Asset by Building and Room- use to do physical inventory
 - b. Inventory and Fixed Asset by Location and Company – Run reports to find equipment bought by specific funds i.e. Title 1 or Voc Ed.
 - c. Inventory by Sub Type – To group Equipment types - computers, machinery & tools, Technology etc.

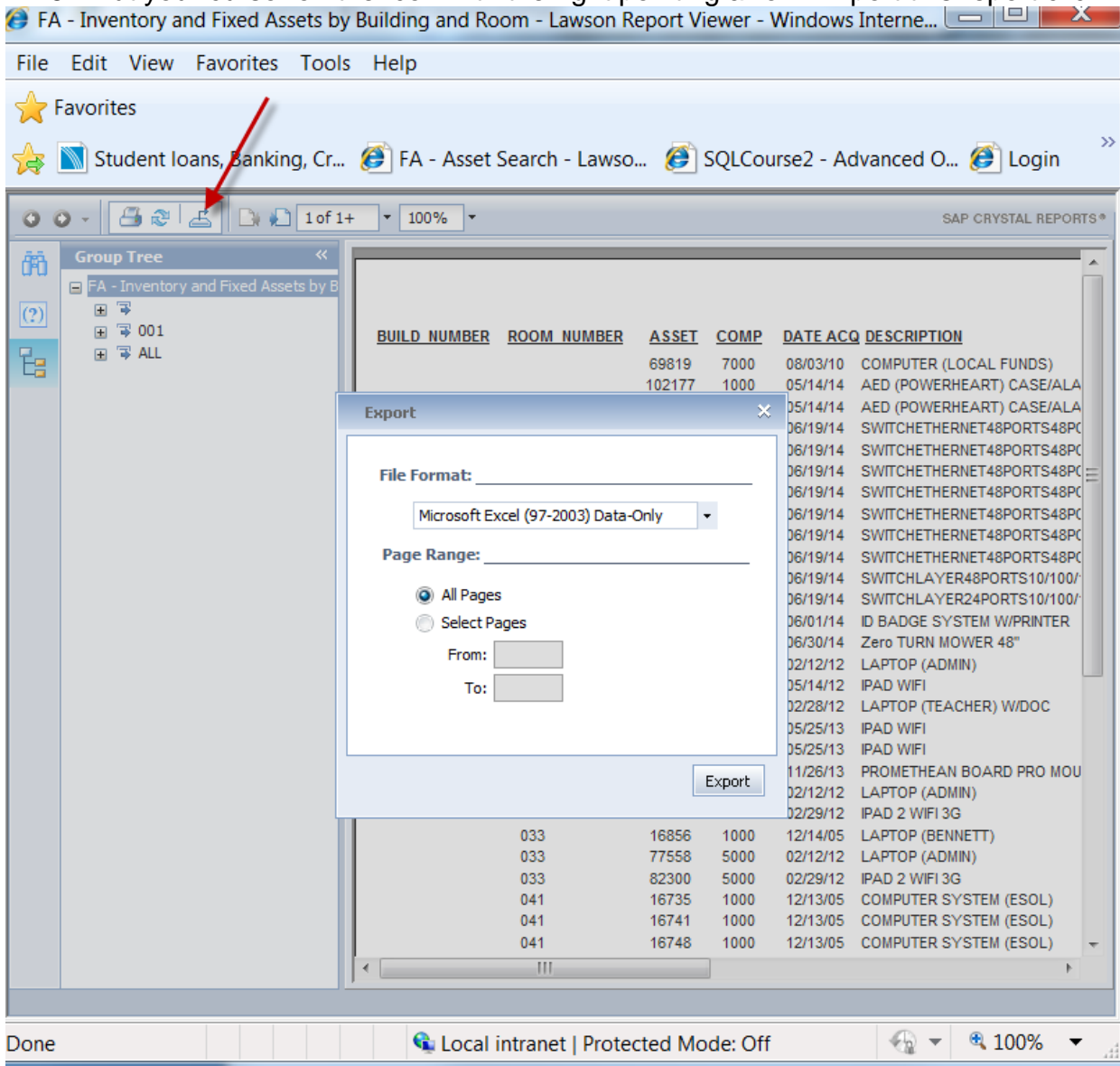


- 2. Choose the report you want to run put your cursor over the title (the blue type) and double click.

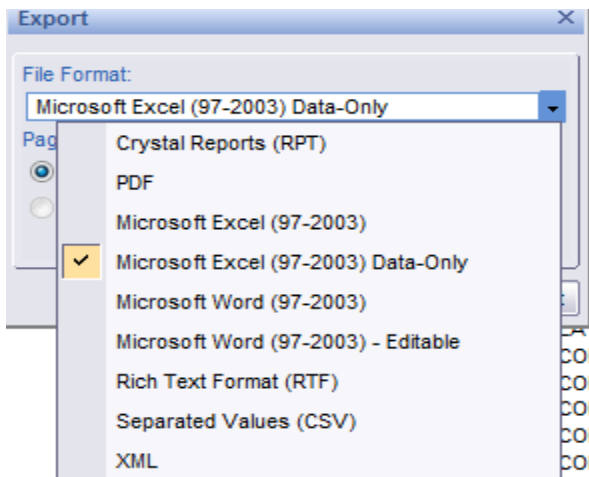


- 3. Key in you location number (NOT YOUR BEDS #) or use the drop-down menu to select your location number.

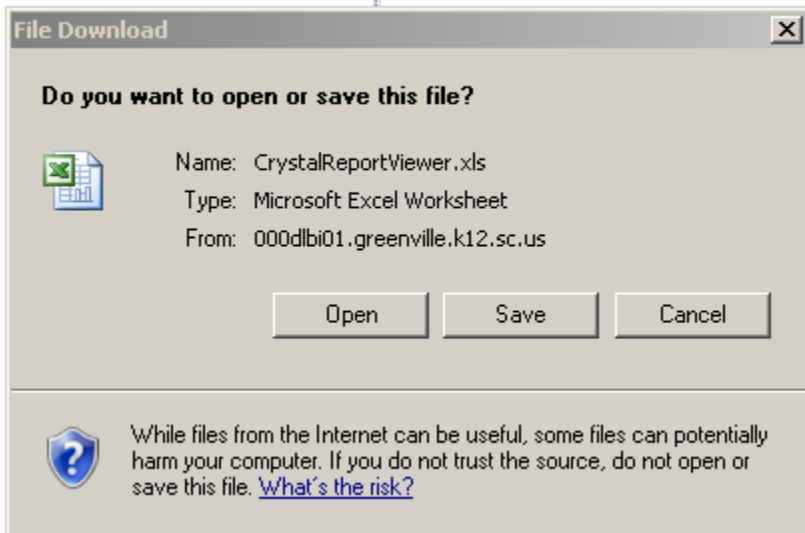
4. Click on OK.
5. A Crystal report will pop up. You can print from here if you do not want to do any sorting. If you need to sort (don't print this one you want an excel file)
6. Put your cursor on the Icon with the right pointing arrow Export this report click.



8. A box will pop up. Click on the drop down menu
9. Select the fourth line "Microsoft Excel 97-2000 Data Only (XLS) Click Export



10. Click ok open

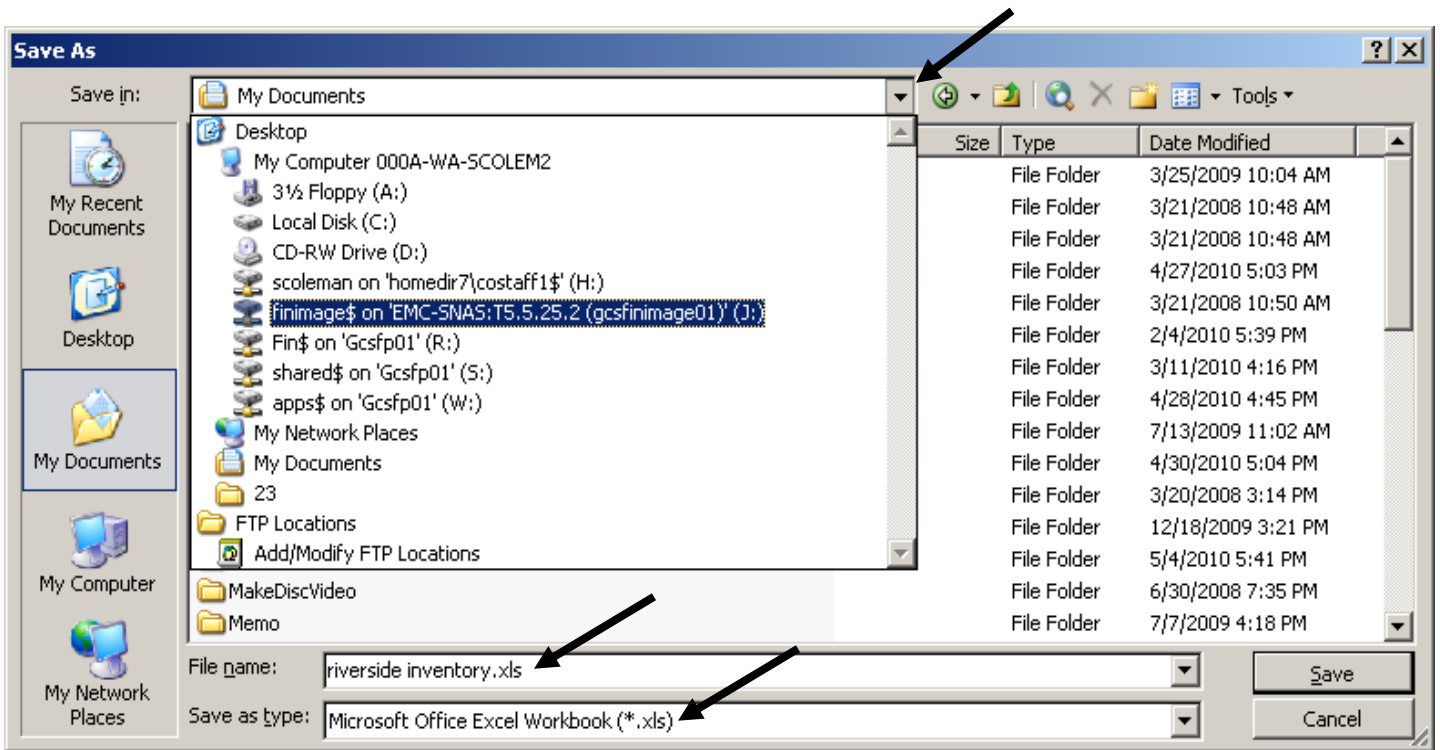


11. You now have your report in an excel spread sheet. Click Enable Editing (If you are in Office 2010)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	BUILD_	ROOM_	ASSET	COMP	DATE A	DESCR	MAKE/I	SERIAL	COST	PO_NBR				
2			64015	1000	#####	RIDING	JOHN DEERE X	#####	35681					
3			66109	7000	#####	AIRLES	BRITE STRIPER	#####						
4			66110	7000	#####	LAPTOP	DELL L 3DSWL	#####						
5			68256	5000	#####	6x8	TUFF SPORT SCOF	#####	78740					
6			70058	5000	#####	TRACT	(JOHN D M04X2S	#####	81959					
7			70068	7000	#####	TIME CI	112306 1089	#####	LOCAL FUND					

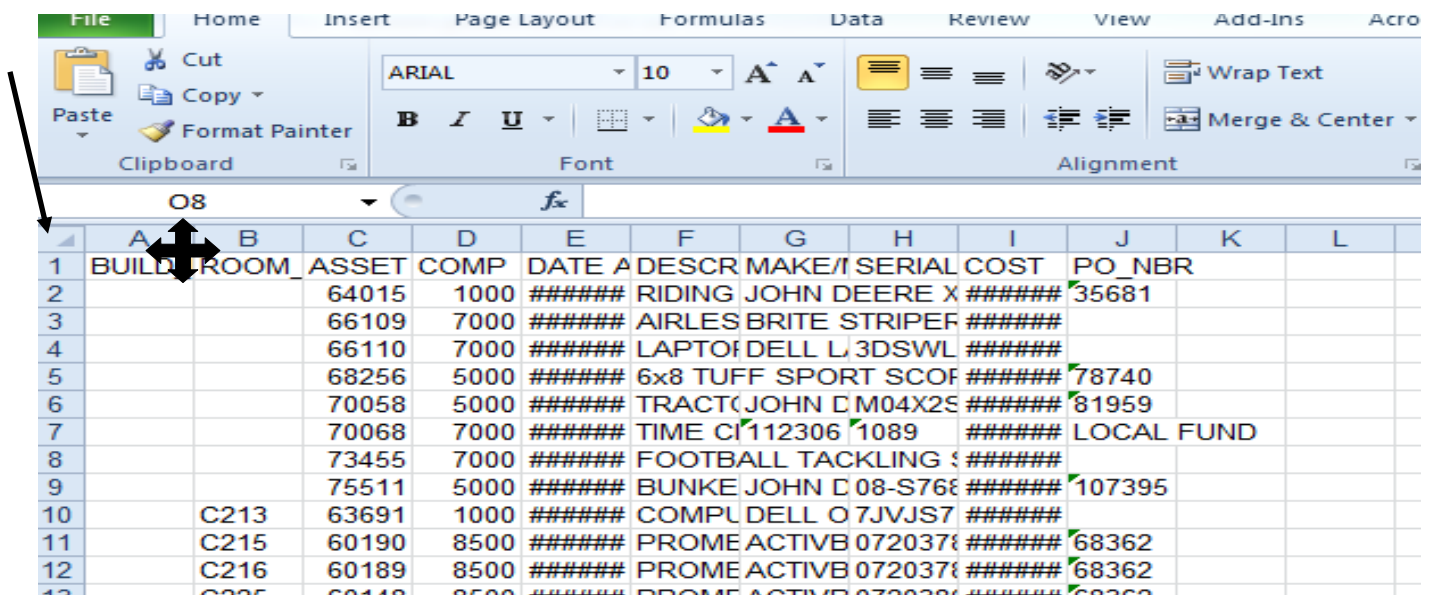
To save your file

12. Click "File" on Menu bar
13. Click Save As
14. To change Save in destination Click the drop down menu and Change your Save in target to where you want the file saved.
15. Rename your file to your location
16. Make sure it is a Microsoft Office Excel Workbook Save as type and click save



To Auto format all Columns

17. Select the whole spread sheet- click in far left corner between A and 1.
18. Place cursor on line separator for the columns, when double line comes up; double click to format all the column widths.



You can delete any columns and sort as needed. Please always use the Asset # when sending in forms

	A	B	C	D	E	F	G	H	I	J
	BUILD_NUMBER	ROOM_NUMBER	ASSET	COMP	DATE ACQ	DESCRIPTION	MAKE/MODEL	SERIAL NUMBER	COST	PO_NBR
2			64015	1000	05/27/10	RIDING LAWNMOWER	JOHN DEERE X500/54X		\$4,832.54	35681
3			66109	7000	10/14/09	AIRLESS PAINT MACHINE	BRITE STRIPER #3000		\$1,484.00	
4			66110	7000	01/22/10	LAPTOP	DELL LATITUE E5500	3DSWLL1	\$1,061.15	
5			68256	5000	06/08/11	6x8 TUFF SPORT SCOREBOARD			\$4,649.16	78740
6			70058	5000	06/30/11	TRACTOR	JOHN DEERE TS GATOR	M04X2SD052686	\$5,490.80	81959
7			70068	7000	06/30/11	TIME CLOCK (FOOTBALL)	112306	1089	\$5,490.00	LOCAL FUND
8			73455	7000	10/08/11	FOOTBALL TACKLING SLED			\$2,195.00	
9			75511	5000	01/31/12	BUNKER AND FIELD RAKE W ATTCH	JOHN DEERE 1200A 4308M	08-S7683-A13740	\$11,201.14	107395
10		C213	63691	1000	06/01/07	COMPUTER SYSTEM	DELL OPTIPLEX	7JVJS71	\$982.00	
11		C215	60190	8500	09/11/07	PROMETHEAN BOARD /PROJECTOR	ACTIVBOARD+2 ADJUSTABLE:	0720378-110 G7421764	\$3,785.00	68362
12		C216	60189	8500	09/11/07	PROMETHEAN BOARD /PROJECTOR	ACTIVBOARD+2 ADJUSTABLE:	0720378109 G7421764	\$3,785.00	68362
13		C225	60148	8500	09/11/07	PROMETHEAN BOARD /PROJECTOR	ACTIVBOARD+2 ADJUSTABLE:	0720380003 67605523	\$3,785.00	68362
14		C231	60181	8500	09/11/07	PROMETHEAN BOARD /PROJECTOR	ACTIVBOARD+2 ADJUSTABLE:	0720380014 G7421975	\$3,785.00	68362
15		C232	63692	1000	06/01/07	COMPUTER SYSTEM	DELL OPTIPLEX	J45C291	\$982.00	
16		FA102	60197	8500	09/11/07	BOARD MISSING PROJECTOR	ACTIVBOARD+2 ADJUSTABLE:	G7319461	\$3,785.00	68362
17		PRINCIPALS OFFICE	70226	7000	08/03/11	LATERAL FILE CABINET	HON 795LP		\$1,195.68	LF

How to search by Serial Number

1. In the Asset Processing box Click on Change-Serial#, Make/Model/Description

2. Click on the Drop down on the Serial Number - see below

GREENVILLE COUNTY SCHOOLS Items (AM20.3) Welcome train26 - TEST [logout]

Home >> + Add Change < Previous ? Inquire > Next Inquire Related Forms

GCSD Self-Service
Employee
Fixed Asset Coordinator
Items
Asset Attributes
Additions and Adjustments
Purchase Order Entry
My Reports

Asset
Tag

Items Control Totals

Total Position To 0

FC	Item	Description	Date	Quantity	Cost
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Detail Location Detail Invoice or Activity

Bar Code Tax
 Serial Condition
 Model Last Inventory

3. Click on the Search button

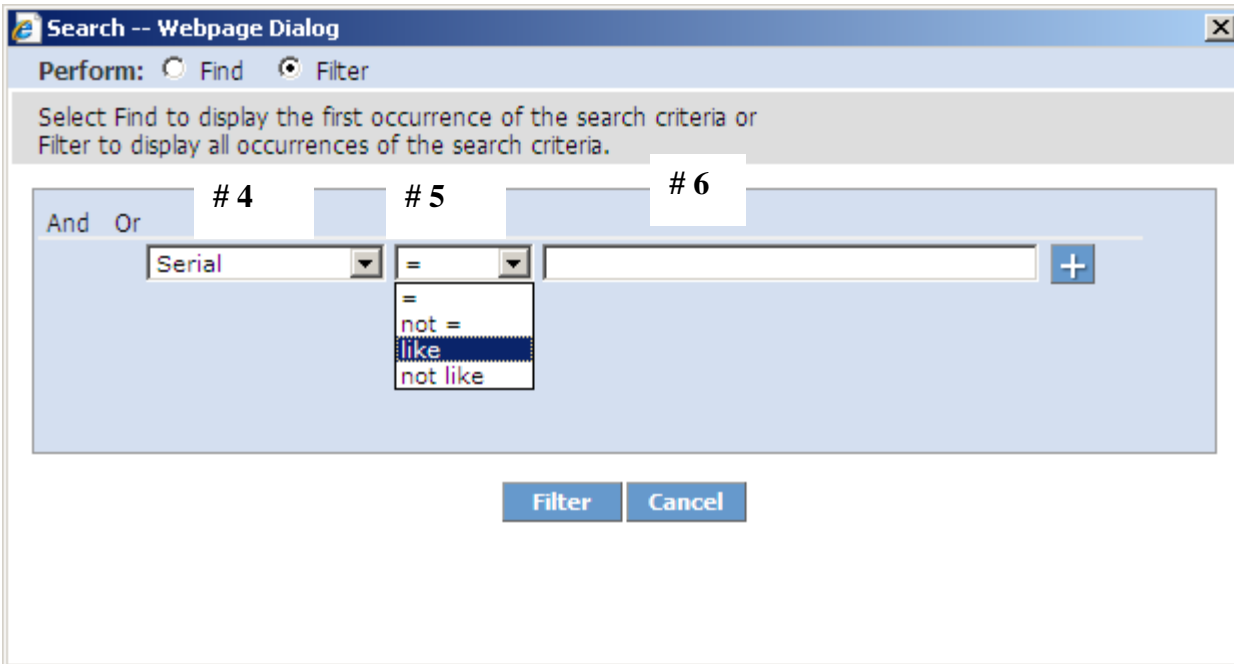
Drill Around@ -- Webpage Dialog

Close Search Find Next Reset Printable View

SERIAL NUMBERS	Item	Asset	Tag	Group
Serial	1	1	1119	
	1	51	64668	
	1	391	29194	
	1	402	29195	
	1	458	29458	
	1	502	29658	
	1	538	65908	
	1	694	66649	
	1	701	66658	
	1	746	1120	
	1	1068	10535	
	1	1449	64095	
	1	1634	87	
	1	1635	91	
	1	1636	92	
	1	1637	93	
	1	1638	94	
	1	1639	95	
	1	1793	2709	
	1	1830	3184	
	1	1842	3253	
	1	2511	55641	
	1	2791	64458	
	1	2798	64465	
	1	2827	64494	

View 25 Records Previous 25 Next 25 Records 1 - 25

4. Click Filter
5. On first drop down menu, select Serial
6. On Second drop down menu select LIKE
7. In the last blank key in the serial number
8. Click filter



9. Get the Asset number (write it down you will have to key in the asset #)

Serial	Item	Asset	Tag	Group
	1	1	1119	
	1	51	64668	
	1	391	29194	
4005310727	1	402	29195	
1706799708	1	458	29458	
9706619811 970821080	1	502	29658	
85-1058-486	1	538	65908	
902100200370 902100200164	1	694	66649	
E09BA00367475	1	701	66658	
81876507M	1	746	1120	
48-1105764	1	1068	10535	
481330459	1	1449	64095	
	1	1634	87	
7202397 97050252	1	1635	91	
	1	1636	92	
	1	1637	93	
7210378	1	1638	94	
7210378-1	1	1639	95	
1009928	1	1793	2709	
4024960	1	1830	3184	
10909CF	1	1842	3253	
	1	2511	55641	
KJG-J7077A-AJH J7091A	1	2791	64458	
	1	2798	64465	
	1	2827	64494	

10. Close search

11. Key in the Asset number, click Inquire

Make Changes for Serial #, Model, and Description

1. Put a c (change) on the FC line beside the asset
2. Key in changes click "Change"

>> + Add Change Previous ? Inquire Next | Inquire Related Forms

Asset 1449 DUAL INDUCTION COOK TOP USD
Tag 64095 Released

Items Control Totals

Total Position To 1 6500.00

FC	Item	Description	Date	Quantity	Cost
C	1	DUAL INDUCTION COOK TOP	06/01/2001	1	6500.00

Detail Location Detail Invoice or Activity

Bar Code
Serial 481330459
Model VULCAN V123

Tax
Condition G Good
Last Inventory

3. Adjustment date should be the current date. click "OK"

Adjustment Date (AM20.9)

OK Cancel Detach

Date 03/15/2011

4. Click change ***again*** to update form to save. VERY IMPORTANT!!! Change will not be made without this step. See message in bottom left corner of screen below. It is waiting for the second change to be clicked.
5. Message Change Complete Continue.

GREENVILLE COUNTY SCHOOLS Items (AM20.3) Welcome Sharon Coleman

Asset: 66274 DOCUMENT CAMERA USD
Tag: Released

Items Control Totals

Total Position To 1 567.45

FC	Item	Description	Date	Quantity	Cost
C		DOCUMENT CAMERA	04/11/2011	1	567.45

Detail Location Detail Invoice or Activity

Bar Code: [] Tax: []
 Serial: [] Condition: G Good
 Model: SAMSUNG SDP-860 SXGA Last Inventory

4

Window Changed - Update Form To Save Local intranet Protected Mode: Off

Lawson portal - Items (AM20.3)

GREENVILLE COUNTY SCHOOLS Items (AM20.3)

Home Inbasket User Level Work Sharon Coleman GCSD Self-Service Jobs and Reports My Reports My Reports Fixed Asset Coordinator Items Asset Attributes Additions and Adjustments Purchase Order Entry My Reports

Asset: 66274 DOCUMENT CAMERA USD
Tag: Adjustment in Progress

Items Control Totals

Total Position To 1 567.45

FC	Item	Description	Date	Quantity	Cost
		DOCUMENT CAMERA	04/11/2011	1	567.45

Detail Location Detail Invoice or Activity

Bar Code: [] Tax: []
 Serial: C1M167HB202393Z Condition: G Good
 Model: SAMSUNG SDP-860 SXGA Last Inventory

5

Change Complete - Continue Local in

How to Change a Room Number

1. Click on "Asset Attributes" in the Fixed Asset Coordinator Bookmark.

The screenshot shows the Greenville County Schools Fixed Asset Coordinator interface. The left sidebar has the 'Fixed Asset Coordinator' menu expanded, with 'Asset Attributes' selected. The main dashboard has a 'Fixed Asset Coordinator' title and several sections: 'My Alerts' (Assets Disposed, Added, Transferred - F.A.C.), 'Asset Processing' (Changes - Serial #, Make Model/Discription, Room Numbers, Adjustments, PO Inquiry), and 'My Links'. An arrow points from the 'Asset Attributes' menu item to the 'Room Numbers' link in the 'Asset Processing' section.

2. Key in the Asset number click Inquire
3. Make change to Room_Nbr or Build_Nbr
4. Click change
5. Check to see if the message in bottom left corner tells you change complete.

The screenshot shows the 'Asset Attributes (AM23.1)' interface. The 'Asset' field contains '11289' and 'LCD PROJECTOR 7-1'. The 'Tag' is '56323'. The 'From Attribute Template' field is empty. The 'Position To' field is empty. The table below shows the attributes and their values. The 'ROOM_NBR' attribute is highlighted with a box labeled '3'. The 'Value' field for 'ROOM_NBR' contains '607'. The 'By Attribute' button is highlighted with a box labeled '4'.

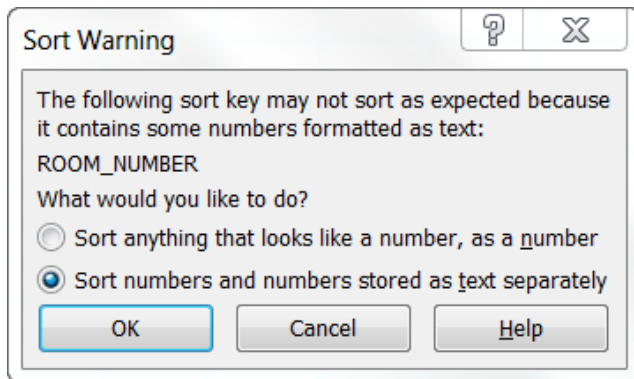
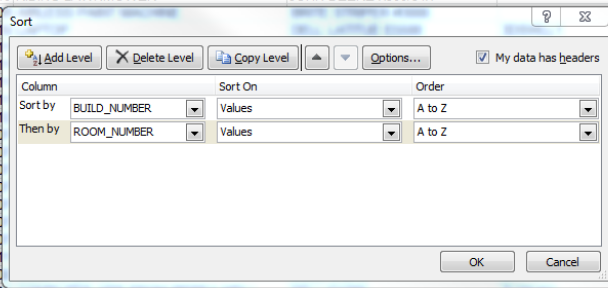
Attribute	Type	Size	Required	Value
BUILD_NBR	Alpha	32	No	
DESC_2	Alpha	32	No	
DESC_3	Alpha	32	No	
FUND_1	Alpha	32	No	
FUND_2	Alpha	32	No	
MODEL_2	Alpha	32	No	
MODEL_3	Alpha	32	No	
ROOM_NBR	Alpha	32	No	607

PLEASE DO NOT REMOVE ANY NOTES THAT ARE IN THE FUND_2 ROW.

Tips for Physical Inventory Using Hand Scanner From Check Out

1. Using a Laptop - Run report "Inventory and Fixed Assets by Building and Room"
2. Sort the report by two levels Building (if you use that) and Room. Use Room only if you do not utilize the Building Column.
3. Click ok on Sort numbers and numbers stored as text separately.

UIDL_NUMBER	ROOM_NUMBER	ASSET	COMP	DATE ACQ	DESCRIPTION	MAKE/MODEL	SERIAL NUMBER	COST	PO
		64015	1000	05/27/10	RIDING LAWNMOWER	JOHN DEERE X500/54X		\$4,832.54	356
		66109	7000	10/14/0				\$1,484.00	
		66110	7000	01/22/1				\$1,061.15	
		68256	5000	06/08/1				\$4,649.16	787
		70058	5000	06/30/1				\$5,490.80	819
		70068	7000	06/30/1				\$5,490.00	LOC
		73455	7000	10/08/1				\$2,195.00	
		75511	5000	01/31/1				\$11,201.14	107
	C213	63691	1000	06/01/0				\$982.00	
	C215	60190	8500	09/11/0				\$3,785.00	683
	C216	60189	8500	09/11/0				\$3,785.00	683
	C225	60148	8500	09/11/0				\$3,785.00	683
	C231	60181	8500	09/11/0				\$3,785.00	683
	C232	63692	1000	06/01/0				\$982.00	
	FA102	60197	8500	09/11/0				\$3,785.00	683
	PRINCIPALS OFFICE	70226	7000	08/03/1				\$1,195.68	LF
11	202A	60645	9000	02/01/0				\$1,014.18	316
11	210C	47192	3000	12/21/0	COMPUTER (XPR FROM BRFA MI)	HP11/GX280	7V3S461	\$949.20	525



4. Insert a column in the spread sheet for Change Room # s
5. Take your laptop on a cart with the Hand scanner plugged into the USB Port.
6. Start going down your halls sequentially.
7. Press Ctrl F and the Find and Replace box will pop up.
8. Make sure your cursor is blinking in the Find What Box.
9. Use your scanner to scan the barcode on the computer to pop the service tag number in the box.
10. Click on the column with the serial Number to make is selected to search in.

A	B	C	D	E	F	G	H	I
Change Room #	BUILD_NUMBER	ROOM_NUMBER	ASSET	COMP	DATE ACQ	DESCRIPTION	MAKE/MODEL	SERIAL NUMBER
001	001	202A	60645	9000	02/01/02	COMPUTER 15	DELL/GX240	20TF611
001	001	210C	47192	3000	12/21/04	COMPUTER (XFR FROM BEREA MDL)	DELL/GX280	7V3S461
001	001	A102	49791	3880	06/12/07	COMPUTER SYSTEM	DELL/OPTIPEX GX620	DW4TZC1
001	001	A103	8454	1000	02/19/03	COMPUTER	DELL/GX260T	398QM01
001	001	A103	49772	3880	06/12/07	COMPUTER SYSTEM	DELL/OPTIPEX GX620	1V4TZC1
001	001	A105	56983	5000	09/26/07	LAPTOP	DELL/LATITUDE D531	G5YWFD1
001	001	A105	57640	5000	01/11/08	PRINTER	KYOCERA FS-2000D	XP7825263
001	001	A105	57641	5000	01/11/08	PRINTER	KYOCERA FS-2000D	XP7825263
001	001	A107	57158	5000	10/03/07	COMPUTER SYSTEM	DELL/OPTIPEX 740	BPXLGD1
001	001	A110	56974	5000	09/19/07	Desk CRT 36x66	LANCASTER TRADITIONAL SER	
001	001	A110	57156	5000	10/03/07	COMPUTER SYSTEM	DELL/OPTIPEX 740	5PXLGD1
001	001	A111	56982	5000	09/26/07	LAPTOP	DELL/LATITUDE D531	55YWFD1
001	001	AUD	5236	1000	01/01/76	BABY GRAND PIANO		R197681
001	001	AUD	58835	7000	06/01/09	2 SPEAKERS (LOCAL FUNDS)		

Find and Replace

Find what: 5PXLGD1

Find All Find Next Close

11. As you find an item and the room is correct you need to highlight that row to help you from backtracking.
12. Put new room numbers to be changed in the Change room # column. And delete the old incorrect number
13. If it is to be disposed put it in that column too. I will sort these and do the changes and disposals.
14. If you come up on an item that needs to be added, add that information either at the end of the report or insert another sheet for additions. (Just make sure you note the additions, so we will add these.)

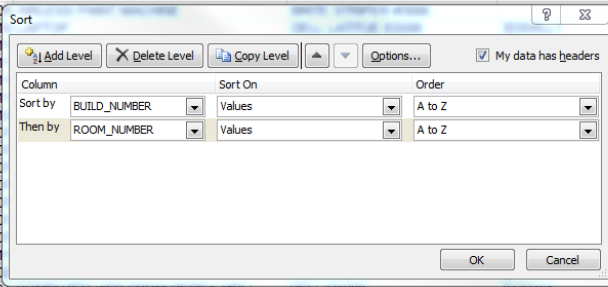
A	B	C	D	E	F	G	H	I
Change Room #	BUILD_NUMBER	ROOM_NUMBER	ASSET	COMP	DATE ACQ	DESCRIPTION	MAKE/MODEL	SERIAL NUMBER
	001	202A	60645	9000	02/01/02	COMPUTER 15	DELL/GX240	20TF611
	001	210C	47192	3000	12/21/04	COMPUTER (XFR FROM BEREA MDL)	DELL/GX280	7V3S461
202	1		49791	3880	06/12/07	COMPUTER SYSTEM	DELL/OPTIPEX GX620	DW4TZC1
dispose	101	A103	8454	1000	02/19/03	COMPUTER	DELL/GX260T	398QM01
	001	A103	49772	3880	06/12/07	COMPUTER SYSTEM	DELL/OPTIPEX GX620	1V4TZC1
dispose	001	A105	56983	5000	09/26/07	LAPTOP	DELL/LATITUDE D531	G5YWFD1
	001	A105	57640	5000	01/11/08	PRINTER	KYOCERA FS-2000D	XP7825263
111	001	A105	57641	5000	01/11/08	PRINTER	KYOCERA FS-2000D	XP7825263
	001	A107	57158	5000	10/03/07	COMPUTER SYSTEM	DELL/OPTIPEX 740	BPXLGD1
111	001		56974	5000	09/19/07	Desk CRT 36x66	LANCASTER TRADITIONAL SER	
	001	A110	57156	5000	10/03/07	COMPUTER SYSTEM	DELL/OPTIPEX 740	5PXLGD1
	001	A111	56982	5000	09/26/07	LAPTOP	DELL/LATITUDE D531	55YWFD1
	001	AUD	5236	1000	01/01/76	BABY GRAND PIANO		R197681
	001	AUD	58835	7000	06/01/09	2 SPEAKERS (LOCAL FUNDS)		
111	001		26915	1000	10/29/08	PLUS EXTRACTOR	POWER EAGLE 1016	100256-10392770
112	001		58318	5000	09/30/08	Deluxe Multi-Full Rack w/UHMW		
	001	AUXILIARY GYM	58319	5000	09/30/08	Deluxe Multi-Full Rack w/UHMW		
	001	AUXILIARY GYM	58320	5000	09/30/08	Deluxe Multi-Full Rack w/UHMW		
	001	AUXILIARY GYM	58321	5000	09/30/08	Deluxe Multi-Full Rack w/UHMW		
	001	AUXILIARY GYM	58322	5000	09/30/08	Deluxe Multi-Full Rack w/UHMW		
	001	AUXILIARY GYM	58323	5000	09/30/08	Deluxe Multi-Full Rack w/UHMW		
	001	BAND	10964	1000	03/14/05	SPEAKER		240912587
	001	BAND	10965	1000	03/14/05	SPEAKER		240912588
	001	BAND	12738	1000	12/06/06	ACCENT MELLOPHONE	ACCENT MM7605	785735
	001	BAND	12739	1000	03/06/07	ACCENT MELLOPHONE	ACCENT MM7605	787132
	001	BAND	25276	1000	10/03/07	LAPTOP	DELL/LATITUDE D531	9D88FD1
	001	BAND	25605	1000	11/14/07	MELLOPHONE		38524
	001	BAND	28025	1000	05/01/85	SILVER TUBA		007325
	001	BAND	28376	1000	01/01/82	MARCHING XYLOPHONE		22880
	001	BAND	28377	1000	01/01/82	BASS AMPLIFIER		3982
	001	BAND	28378	1000	01/01/82	TRIO		3041819

Inventory Additions

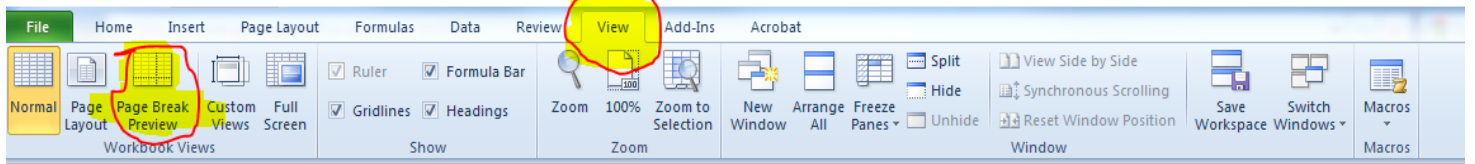
How to Run a Report with page Breaks for Each Room Number

1. Follow steps in How to Print a Report and save to an Excel File on pages 7-10
2. Select the whole spread sheet and sort by Building and Room #. Remember you do not have to sort by building if you do not use this field.

UILD_NUMBER	ROOM_NUMBER	ASSET	COMP	DATE ACQ	DESCRIPTION	MAKE/MODEL	SERIAL NUMBER	COST	PO
		64015	1000	05/27/10	RIDING LAWNMOWER	JOHN DEERE X500/54X		\$4,832.54	356
		66109	7000	10/14/0				\$1,484.00	
		66110	7000	01/22/1				\$1,061.15	
		68256	5000	06/08/1				\$4,649.16	787
		70058	5000	06/30/1				\$5,490.80	519
		70068	7000	06/30/1				\$5,490.00	LOC
		73455	7000	10/08/1				\$2,195.00	
		75511	5000	01/31/1				\$11,201.14	107
	C213	63691	1000	06/01/0				\$982.00	
	C215	60190	8500	09/11/0			1764	\$3,785.00	683
	C216	60189	8500	09/11/0			764	\$3,785.00	683
	C225	60148	8500	09/11/0			23	\$3,785.00	683
	C231	60181	8500	09/11/0			975	\$3,785.00	683
	C232	63692	1000	06/01/0				\$982.00	
	FA102	60197	8500	09/11/0			19461	\$3,785.00	683
	PRINCIPALS OFFICE	70226	7000	08/03/1				\$1,195.68	LF
	202A	60645	9000	02/01/0				\$1,014.18	316
	210C	47192	3000	12/21/04	COMPUTER (XFR FROM BEREA MDL)	DELL/GX280	7V3S461	\$949.20	525

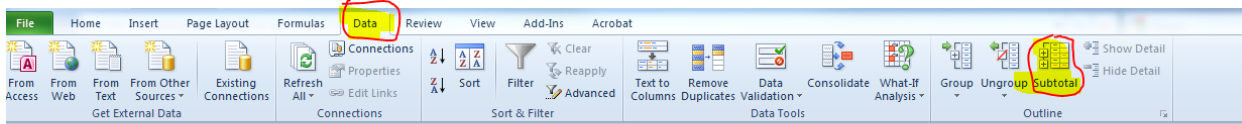


3. On Menu bar click on View
4. Click on Page Break view



BUILD_NUMBER	ROOM_NUMBER	ASSET	COMP	DATE ACQ	DESCRIPTION	MAKE/MODEL	SERIAL NUMBER	COST
002	001	29152	1000	12/01/93	FAX		00500271	\$50
003	001	5380	1000	12/01/97	GATOR UTILITY VEHICLE ,SN=WOOT		WOOTURF003999	\$5,200
002	002	6705	5000	06/30/04	CAMERA SYSTEM (ATHLETIC)	SKYHAWK CAMERA SYSTEM	SKH0953	\$9,600
001	202A	60645	9000	02/01/02	COMPUTER 15	DELL/GX240	20TF611	\$1,010
001	210C	47192	3000	12/21/04	COMPUTER (XFR FROM BEREA MDL)	DELL/GX280	7V3S461	\$949.20
001	A102	49791	3880	06/12/07	COMPUTER SYSTEM	DELL/OPTIPLEX GX620	DW4TZC1	\$780
001	A103	8454	1000	02/19/03	COMPUTER	DELL/GX260T	398QM01	\$1,080
001	A103	49772	3880	06/12/07	COMPUTER SYSTEM	DELL/OPTIPLEX GX620	1V4TZC1	\$780
001	A105	56983	5000	09/26/07	LAPTOP	DELL/LATITUDE D531	G5YWFD1	\$1,180
001	A105	57640	5000	01/11/08	PRINTER	KYOCERA FS-2000D	XPH7825263	\$740
001	A105	57641	5000	01/11/08	PRINTER	KYOCERA FS-2000D	XPH7115511	\$740
001	A107	57158	5000	10/03/07	COMPUTER SYSTEM	DELL/OPTIPLEX 740	BPXLGD1	\$840
001	A110	56974	5000	09/19/07	Desk CRT 36x66	LANCASTER TRADITIONAL SER		\$1,040

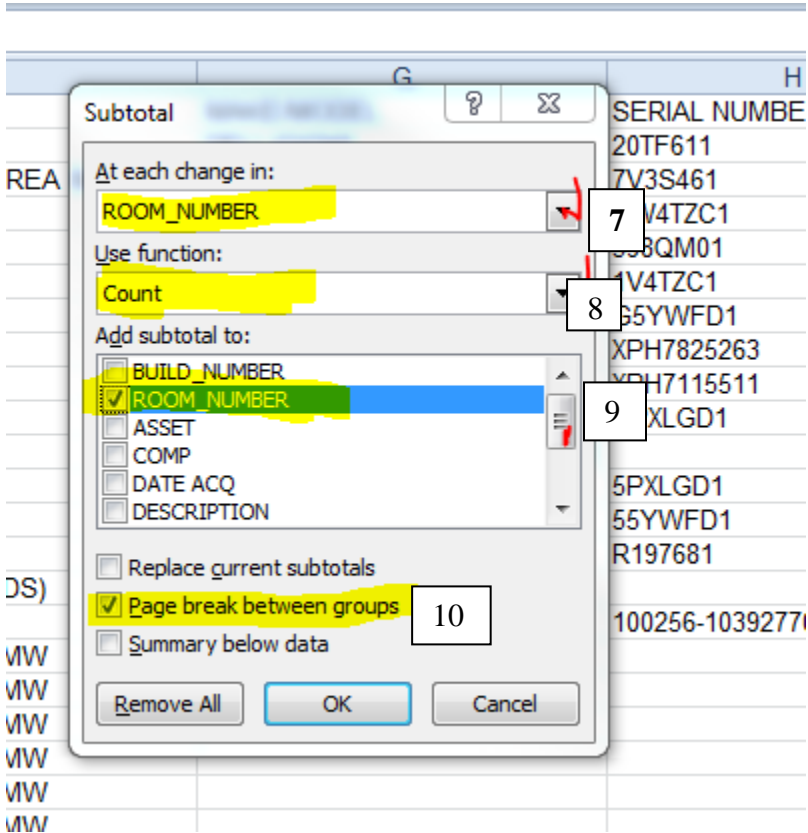
5. On Menu bar click on Data
6. Click on Subtotal



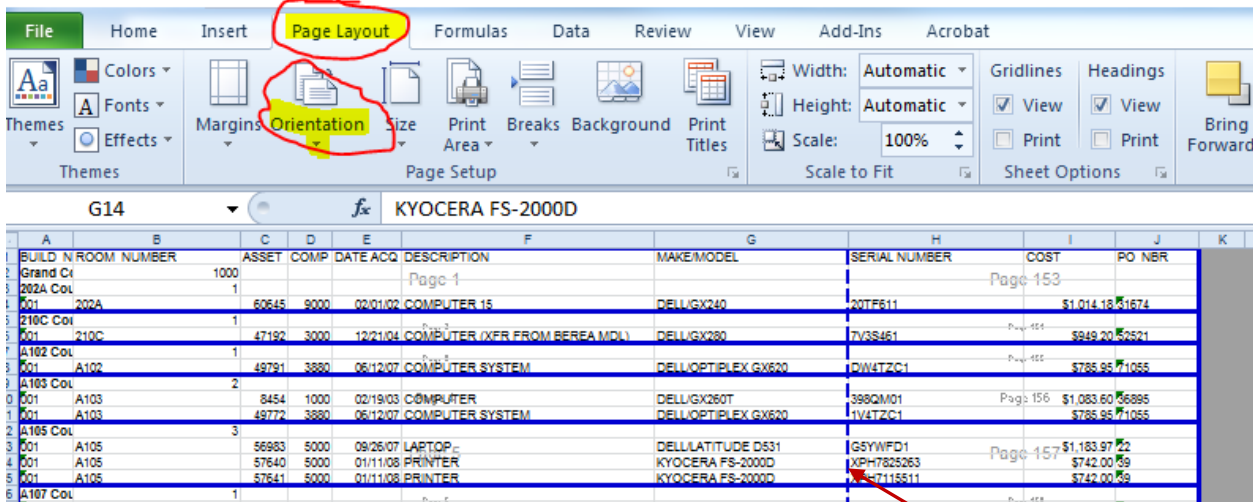
	A	B	C	D	E	F	G	H	I	J
95	001	C134	63500	2070	11/01/09	COMPUTER SYSTEM	DELL OPTIPLEX 740	CV7B6L1	\$829.00	13829
96	001	C134	63501	2070	11/01/09	COMPUTER SYSTEM	DELL OPTIPLEX 740	2V7B6L1	\$829.00	13829
97	001	C134	63502	2070	11/01/09	COMPUTER SYSTEM	DELL OPTIPLEX 740	BT7B6L1	\$829.00	13829
98	001	C134	63503	2070	11/01/09	COMPUTER SYSTEM	DELL OPTIPLEX 740	BV7B6L1	\$829.00	13829
99	001	C134	63504	2070	11/01/09	COMPUTER SYSTEM	DELL OPTIPLEX 740	JV7B6L1	\$829.00	13829
00	001	C134	63505	2070	11/01/09	COMPUTER SYSTEM	DELL OPTIPLEX 740	8V7B6L1	\$829.00	13829
01	001	C134	63506	2070	11/01/09	COMPUTER SYSTEM	DELL OPTIPLEX 740	7T7B6L1	\$829.00	13829

7. Click the drop down menu and choose Room_Number

8. Click drop down mneu and choose Count
9. Click drop down menu and choose Room_Number make sure on other field is checked. Some times there are some checked by default. Unselect them.
10. Click on Page break between groups



11. Click Ok.
12. On menu bar click Page Layout
13. Click Orientation Click Landscape



Soft page break

14. The first column had the count for that room number listed there. This column can be hid or even deleted if you do not need the building number.

15. You will have to adjust column widths or even hide columns that you do not need to make sure the soft page break gone . The PO_NBR is not need so we excluded that column by draggin the Hard Page break over to the cost column .

A	B	D	E	F	G	H	I
ROOM_NUMBER	ASSET	DATE ACQ	DESCRIPTION	MAKE/MODEL	SERIAL NUMBER	COST	PO_NBR
202A	60645	02/01/02	COMPUTER 15	DELL/GX240	20TF611	\$1,014.18	31674
210C	47192	12/21/04	COMPUTER (XFR FROM BEREA MDL)	DELL/GX280	7V3S461	\$949.20	52521
A102	49791	06/12/07	COMPUTER SYSTEM	DELL/OPTIPLEX GX620	DW4TZC1	\$785.95	71055
A103	8454	02/19/03	COMPUTER	DELL/GX260T	398QM01	\$1,083.60	36895
A103	49772	06/12/07	COMPUTER SYSTEM	DELL/OPTIPLEX GX620	1V4TZC1	\$785.95	71055

16. Select Row 1

17. Click the Bold format

18. Click the Unerline drop down menu and select the Thick underline.

19. Click the Center in Column Format

The screenshot shows the Microsoft Excel ribbon with the following options highlighted:

- 17**: Bold (B) button in the Font group.
- 18**: Underline (U) button in the Font group, with the 'Thick' underline style selected in the dropdown menu.
- 19**: Center button in the Alignment group.

The spreadsheet below shows the result of these actions: Row 1 is bolded, underlined with a thick line, and centered. The column headers are also bolded and underlined.

ROOM_NUMBER	ASSET	DATE ACQ	DESCRIPTION	MAKE/MODEL	SERIAL NUMBER	COST	PO_NBR
202A	60645	02/01/02	COMPUTER 15	DELL/GX240	20TF611	\$1,014.18	31674
210C	47192	12/21/04	COMPUTER (XFR FROM BEREA MDL)	DELL/GX280	7V3S461	\$949.20	52521
A102	49791	06/12/07	COMPUTER SYSTEM	DELL/OPTIPLEX GX620	DW4TZC1	\$785.95	71055
A103	8454	02/19/03	COMPUTER	DELL/GX260T	398QM01	\$1,083.60	36895
A103	49772	06/12/07	COMPUTER SYSTEM	DELL/OPTIPLEX GX620	1V4TZC1	\$785.95	71055
A105	56983	09/26/07	LAPTOP	DELL/LATITUDE D531	G5YWFD1	\$1,183.97	22
A105	57640	01/11/08	PRINTER	KYOCERA FS-2000D	XPH7825263	\$742.00	39
A105	57641	01/11/08	PRINTER	KYOCERA FS-2000D	XPH7115511	\$742.00	39

20. To make the Column headers repeat on each Page. On Menu bar click Page Layout.

21. Click Print Titles. (See Example below)

22. Page Set up box will pop up See below.

23. Put your cursor in the Box at Rows to repeat at top

24. Click the Row # 1 and it will populate the field with row 1

25. Click Ok.

Microsoft Excel interface showing the Page Layout ribbon and a Print Setup dialog box. The ribbon includes options for Margins, Orientation, Size, Print Area, Breaks, Background, Scale, and Sheet Options. The Print Setup dialog box is open, showing settings for Print area (A1:H1150), Print titles, Rows to repeat at top (\$1:\$1), Columns to repeat at left, Print options (Gridlines, Black and white, Draft quality, Row and column headings), and Page order (Down, then over).

Annotations: A red arrow points to the 'Page Layout' ribbon tab (labeled 24). Another red arrow points to the 'Print Titles' button in the ribbon (labeled 23). A third red arrow points to the 'Print Titles' button in the Print Setup dialog box.

ROOM NUMBER	ASSET	DATE ACQ	DESCRIPTION	MAKE/MODEL	SERIAL NUMBER	COST
202A	60645	02/01/02	COMPUTER 15	DELL/GX240	20TE611	\$1,014.18
210C	47192	12/21/04				\$949.20
A102	49791	06/12/07				\$785.95
A103	8454	02/19/03				\$1,083.60
A103	49772	06/12/07				\$785.95
A105	56983	09/26/07				\$1,183.97
A105	57640	01/11/08				\$742.00
A105	57641	01/11/08				\$742.00
A107	57158	10/03/07				\$841.59
A110	56974	09/19/07				\$1,045.00
A110	57156	10/03/07				\$841.59
A111	56982	09/26/07				\$1,183.97
AUD	5236	01/01/76				\$6,190.00
AUD	58835	06/01/09				\$2,117.88
AUXILIARY GYM	26915	10/29/08			2770	\$2,016.47
AUXILIARY GYM	58318	09/30/08				\$4,173.51
AUXILIARY GYM	58319	09/30/08				\$4,173.51
AUXILIARY GYM	58320	09/30/08				\$4,173.51
AUXILIARY GYM	58321	09/30/08				\$4,173.51

How to find a service tag number on a computer with no sticker

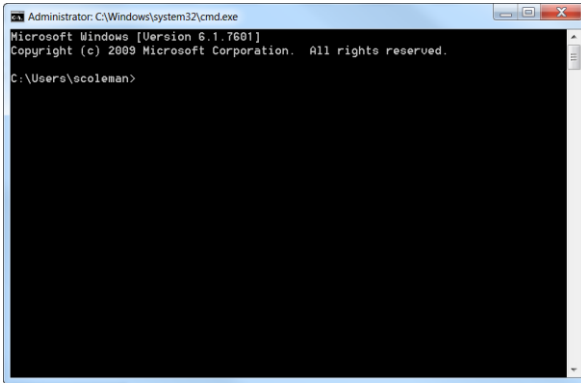
Option 1



1. On Desk Top double CLICK It will display information about your computer.

Option 2

1. Press your Window button on left side of your keyboard between Ctrl and Alt
2. Type cmd in the search box (Search Programs and Files) press enter
3. This screen will pop up



4. Type wmic csproduct beside the users\scoleman>wmic csproduct
5. Press enter it will be on the third line.

