

Asset (Property) Request Status Queries

Overview

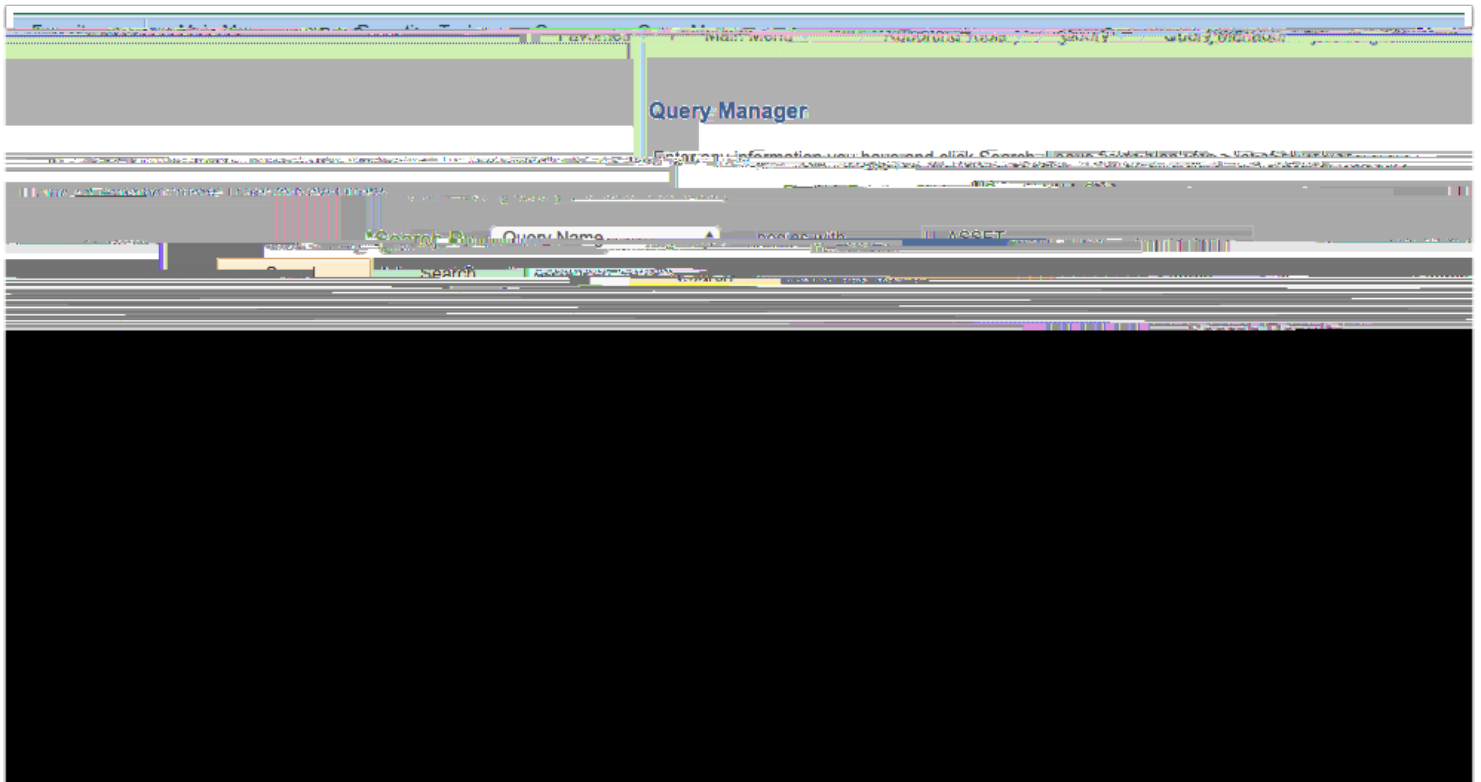
This document details:

1. U_ASSET_TRF_STAT_BY_SUBMITTER - Used to review the status of T

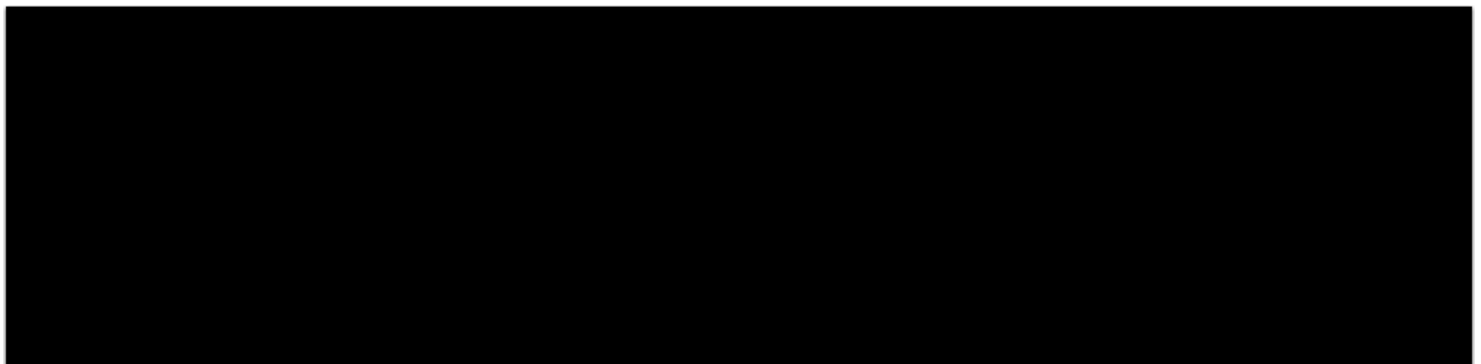
Query Manager

Navigate to: Reporting Tools>Query>Query Manager

You may find all up to date queries provided by the Asset Management Office by searching for U_ASSET in the Query Name search field.



To run a query, click on the HTML link. A New window/tab should open for you to continue. Should a new window/tab not open check to see if a pop up blocker is impeding your progress.



U_ASSET_TRF_STAT_BY_SUBMITTER

In the new window/tab, enter the percent sign to replace the leading zeroes of the Empl ID for the submitter you are inquiring about. Then click View Results



The following details the data provided in each column of the query results.

Form	Form Number	Project Related?	Transfer Type	Form Status	Submitter Name	Submitting Approver Name	Submitting Approver Email	Receiving Approver Name	Receiving Approver Email
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Form Type: For this query this should always be TRF for Transfer

Form Number: This is the unique sequentially assigned numerical identifier for the request (this pool of numbers are shared with the property relief requests)

Project Related?: This denotes whether the asset has a project ID associated with it (Y) or Not (N)

Transfer Type: This is either Transfer to New Location Only or Transfer To New Department

Form Status: This is the status of the request.

Submitter Name: The name of the user who submitted the request.

Submitting Approver Name: The name of the user who is the assigned submitting approver

Submitting Approver Email: The email of the user who is the assigned submitting approver

Receiving Approver Name: The name of the user who is the assigned receiving approver

Receiving Approver Email: The email of the user who is the assigned receiving approver

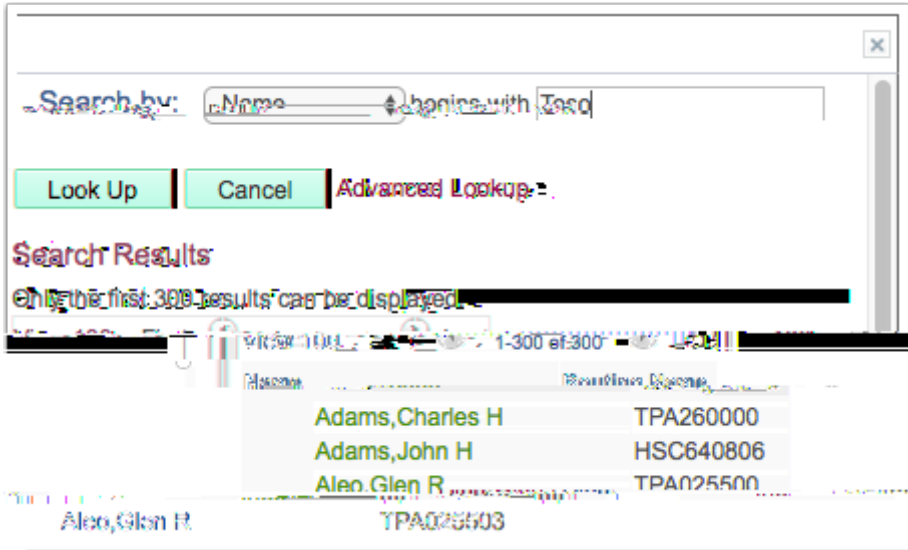
U_ASSET_TRF_STAT_BY_AO_AOD

In the new window/tab, click on the magnifying glass next to the AO/D Name field to do a look up.

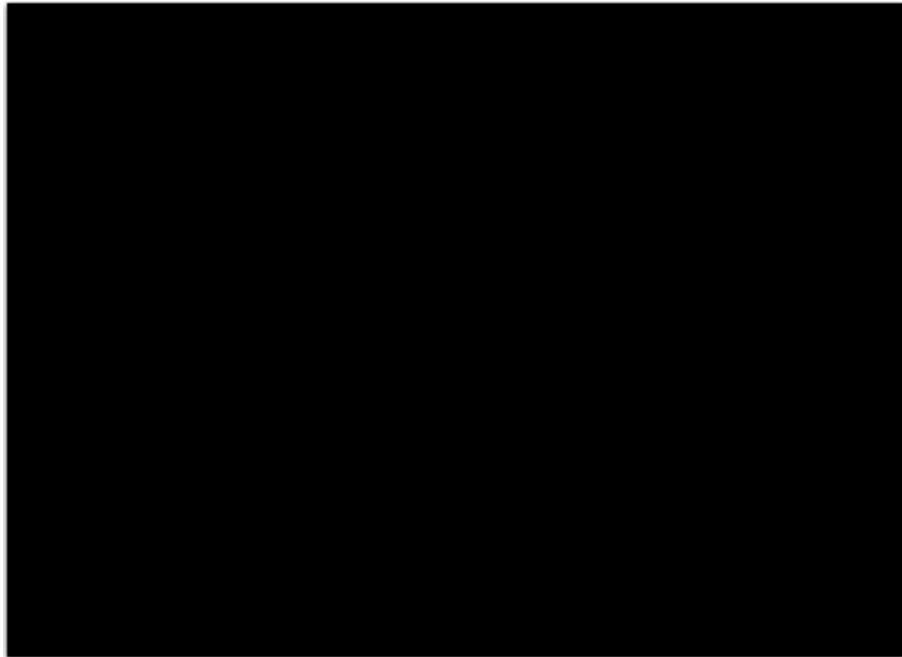
The screenshot shows a web application interface with a title bar that reads "U_ASSET_TRF_STAT_BY_AO_AOD - In Progress Transfer AO/D". Below the title bar is a search field labeled "D Name" with a magnifying glass icon to its right. To the right of the search field are two buttons: "AO" and "View Results".

You should be presented with a pop up with a field to enter a name. Name searches are CASE SENSITIVE. Please ensure to use proper capitalization standards to search for the last name of the AO/D you are looking up. If they have a complex last name you may want to look it up by the first portion of their last name. This is especially true for individuals with multiple or hyphenated last names.





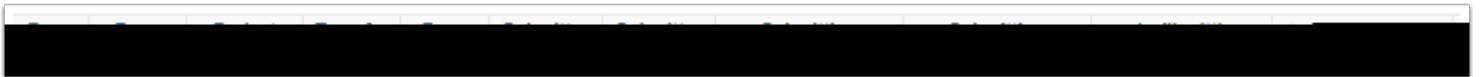
Once you have located the individual click on any of the rows for the person you are looking for.



Then click the View Results button. This will provide you with a listing of those forms not in Pending or Finalized status. The search brings back results whether the individual is the Submitting Approver or the Receiving Approver.



The following details the data provided in each column of the query results.



- Form Type: For this query this should always be TRF for Transfer.
- Form Number: This is the unique sequentially assigned numerical identifier for the request (this pool of numbers are shared with the property relief requests).
- Project Related?: This denotes whether the asset has a project ID associated with it (Y) or Not (N).
- Transfer Type: This is either Transfer to New Location Only or Transfer To New Department.
- Form Status: This is the status of the request.
- Submitter Name: The name of the user who submitted the request.
- Submitter Email: The email of the user who submitted the request.
- Submitting Approver Name: The name of the user who is the assigned submitting approver.
- Submitting Approver Email: The email of the user who is the assigned submitting approver.
- Receiving Approver Name: The name of the user who is the assigned receiving approver.
- Receiving Approver Email: The email of the user who is the assigned receiving approver.



Asset Information: This is a divider to denote the start of the Asset Information.

Tag Number: This is the Tag Number of the Asset

Asset Description: This is the Description of the Asset as contained within Asset Management.

Manufacturer: This is the Manufacturer of the Asset

Model: This is the Model of the Asset

Serial ID: This is the Serial ID of the Asset

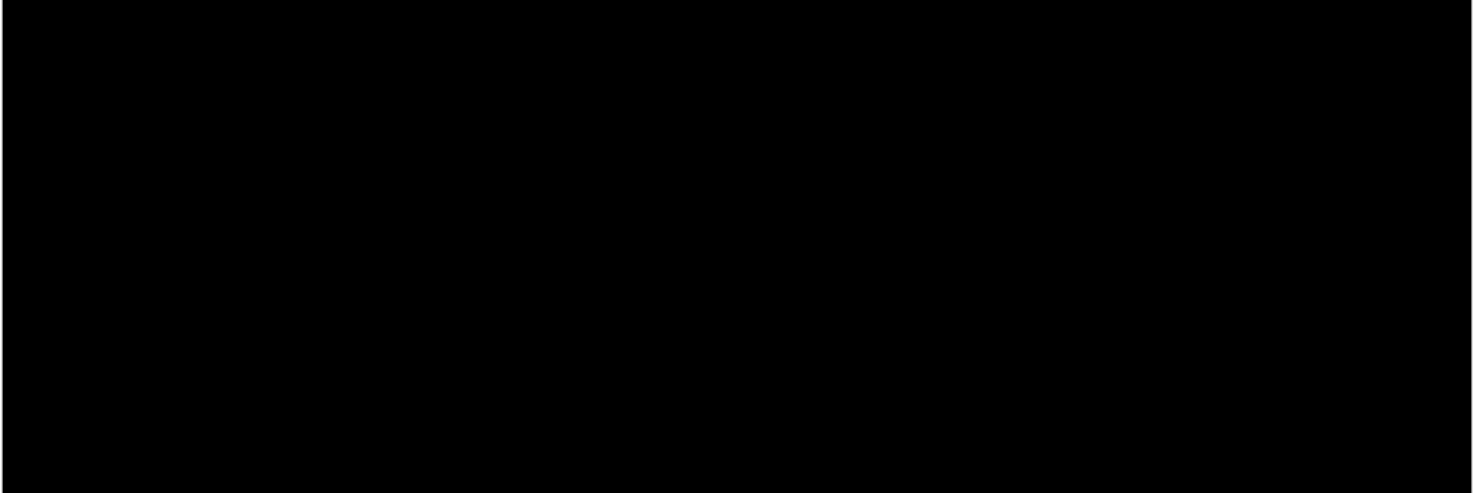
From Location: This is the location where the asset was last known to be located and is the assumed moving from location

To Location: This is the location provided as to where the asset is being transferred to.

Acquisition Date: The acquisition date of the asset

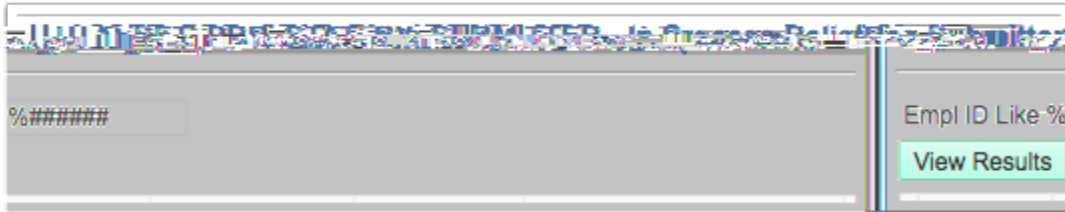
Date & Time Last Updated: The last date and time the request was updated either by submission or approvals/rejections

The query returns a listing of all transfer requests which are in a process and do not have a status of Pending or Final. The listing includes those forms where the AO/D is either the Submitting Approver or the Receiving Approver.



U_ASSET_PRR_STAT_BY_SUBMITTER

In the new window/tab, enter the percent sign to replace the leading zeroes of the Empl ID for the submitter you are inquiring about. Then click View Results



The following details the data provided in each column of the query results.



Form Type: For this query this should always be PRR for Property Relief Request.

Form Number: This is the unique sequentially assigned numerical identifier for the request (this pool of numbers are shared with the transfer requests).

Project Related?: This denotes whether the asset has a project ID associated with it (Y) or Not (N).

Request Type: This is the type of request.

SLAV/SURP/CANN Reason: This is the reason for the type or request when it is a Salvage, Surplus, Or Cannibalization request.

"Other" Request Type Reason: This will be populated for requests which do not fall under one of the other categories and the other option was selected.

Form Status: This is the status of the request.

Submitter Name: The name of the user who submitted the request.

Accountable Officer/Designee: The name of the user who is the assigned to approve the request for relief.

Request ID	Form	Form Status	Request Type	Request Reason	Requester Name	Requester Title	Asset Information	Tag Number	Asset Description	Manufacturer	Model	Serial ID	Location	Date & Time Last Updated
PRR 000000089	N	Submitted - Awaiting Initial Approval	Other	Transfer to USA	Shaw, Noelle	Bolgiano, Christopher	UPRIGHT	495000274468	THERMO	UXF30086A	0132271130712	SMM2005	08/29/2013	10/09/2017 04:46:08AM

Asset Information: This is a divider to denote the start of the Asset Information.

Tag Number: This is the Tag Number of the Asset

Asset Description: This is the Description of the Asset as contained within Asset Management.

Manufacturer: This is the Manufacturer of the Asset

Model: This is the Model of the Asset

Serial ID: This is the Serial ID of the Asset

Location: This is the location where the asset was last known to be located.

Acquisition Date: The acquisition date of the asset

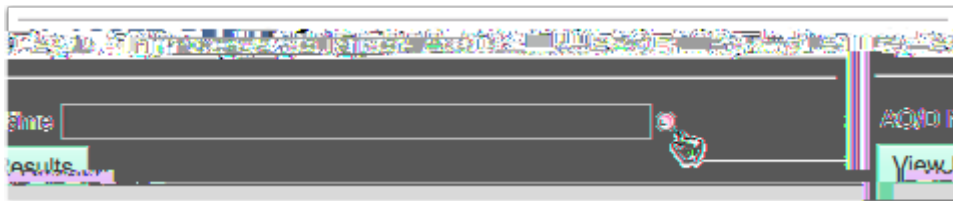
Date & Time Last Updated: The last date and time the request was updated either by submission or approvals/rejections

The following images show results for different types requests. Not the Salvage/Surplus has a reason while the Other request type has an Other Reason.

Request ID	Form	Form Status	Request Type	Request Reason	Requester Name	Requester Title	Asset Information	Tag Number	Asset Description	Manufacturer	Model	Serial ID	Location	Date & Time Last Updated
PRR 000000089	N	Submitted - Awaiting Initial Approval	Other	Transfer to USA	Shaw, Noelle	Bolgiano, Christopher	UPRIGHT	495000274468	THERMO	UXF30086A	0132271130712	SMM2005	08/29/2013	10/09/2017 04:46:08AM

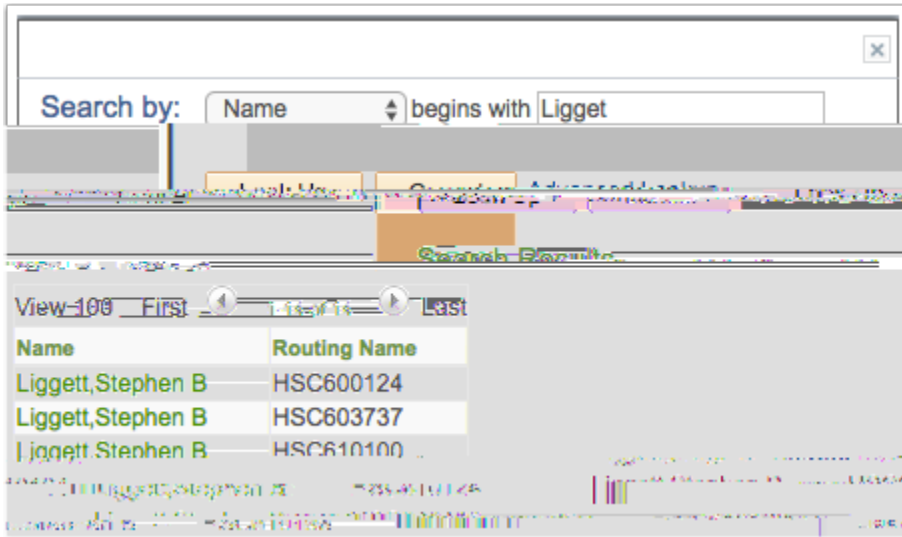
U_ASSET_PRR_STAT_BY_AO_AOD

In the new window/tab, click on the magnifying glass next to the AO/D Name field to do a look up.

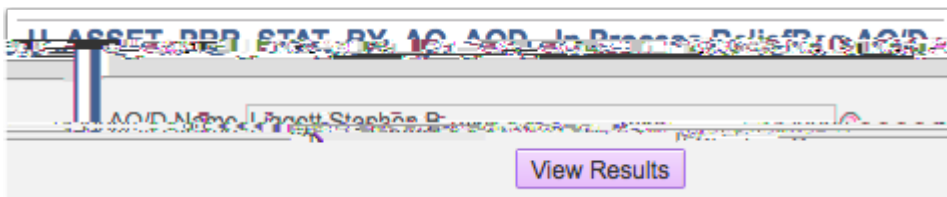


You should be presented with a pop up with a field to enter a name. Name searches are CASE SENSITIVE. Please ensure to use proper capitalization standards to search for the last name of the AO/D you are looking up. If they have a complex last name you may want to look it up by the first portion of their last name. This is especially true for individuals with multiple or hyphenated last names.

Once you have located the individual click on any of the rows for the person you are looking for.



Then click the View Results button. This will provide you with a listing of those forms not in Pending or Finalized status.



The following details the data provided in each column of the query results.

Form Type	Form Number	Project Related?	Request Type	SALV/SURP/CANN Reason	"Other" Request Type Reason	Form Status	Accountable Officer/Designee	Submitter Name
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Form Type: For this query this should always be PRR for Property Relief Request.

Form Number: This is the unique sequentially assigned numerical identifier for the request (this pool of numbers are shared with the transfer requests).

Project Related?: This denotes whether the asset has a project ID associated with it (Y) or Not (N).

Request Type: This is the type of request.

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Serial ID: This is the Serial ID of the Asset

Location: This is the location where the asset was last known to be located.

Acquisition Date: The acquisition date of the asset

Date &Time Last Updated: The last date and time the request was updated either by submission or approvals/rejections

