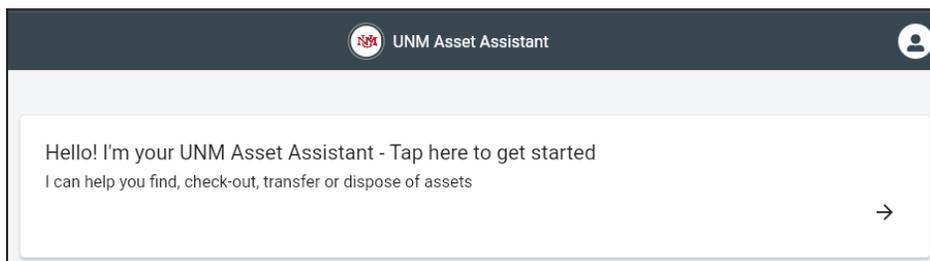


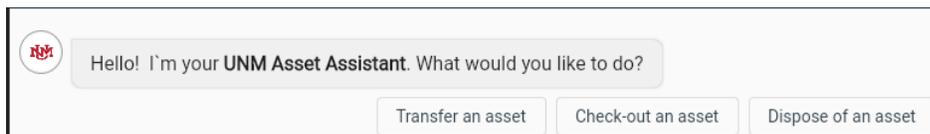
The Property Accounting department has introduced a new inventory management system called the UNM Inventory Assistant. Please use the new system to checkout your laptop or any other tagged equipment that you're using off campus. You only need to checkout equipment that: **a)** has a UNM asset tag and **b)** is being used off campus. [UNM Policy 7730](#) requires equipment checkouts to be renewed annually if not checked back in after a one-year period.

Once you're logged in to the Inventory Assistant, follow this process to manage your equipment checkout. The process is the same on the mobile app and the web client except the mobile app allows you to scan the asset tag barcode. A [Getting Started Guide](#) is available on our website if you haven't logged in to the Inventory Assistant before.

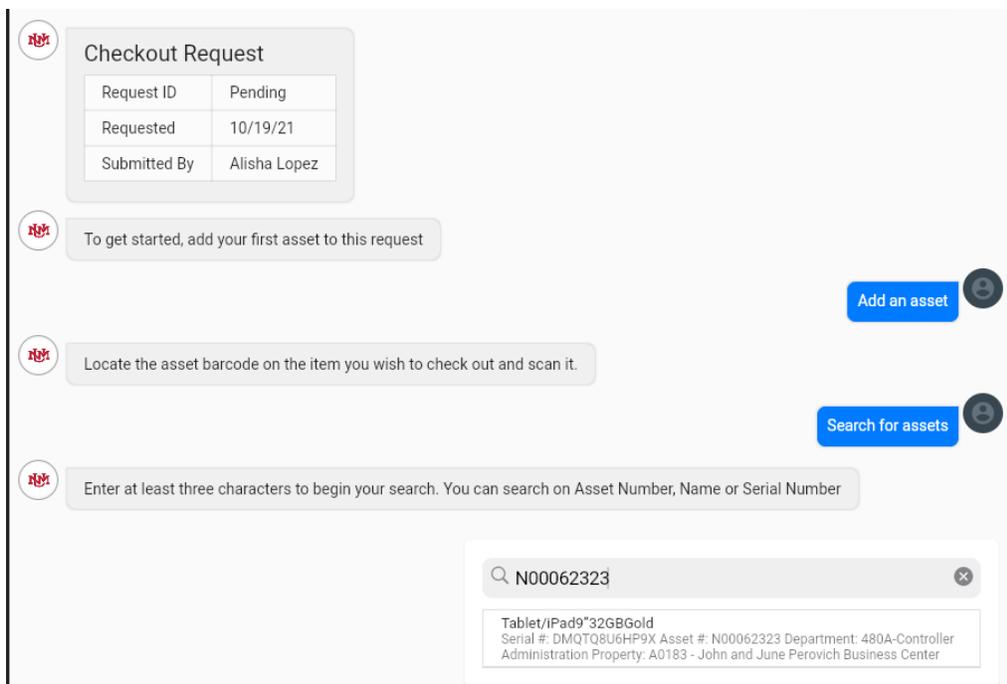
- Click "Tap Here to get Started"



- Choose "Check-out an asset"



- Choose Add an asset then enter the UNM Asset tag number. This can be found on a sticker on the bottom of your laptop. If using mobile, you can scan it.



- Select the asset from the search by clicking/tapping the correct asset

- Choose the date of return. The default will be the maximum checkout time of one year.

Tablet/iPad9"32GBGold

What date do you expect to return this asset?

The maximum amount of time you can check out an asset is 365 days. At the end of this period, you will need to return the asset or extend your check-out. The UNM Asset Assistant will notify you when it's time to renew or return

10/18/2022

➤

- You will now be presented with the asset record:

Asset #	N00062323
Department	480A - Controller Administration
Status	Active
Description	Tablet/iPad9"32GBGold
Memo	Alisha Lopez
Mfg	Apple
Model	iPad 9" 32GB Gold
Serial	DMQTQ8U6HP9X
Purchase No	S2288773;Karyn Kitts
Bldg/Room	A0183 - John and June Perovich Business Center/2626
Acquisition Method	PU - Purchased
Acquisition Date	07/05/2017
Titled To	IN - UNM
Adj Cost	\$0.00
NBV	\$0.00
Condition	1N - Good-New/Unused
Checkout Status	Checked Out
Check-Out To	[100011518] Alisha Lopez grazer@unm.edu
IC Name	Jennie Wong jwong@unm.edu
DDC Name	Narendra N Tarikere naren@unm.edu
Due Date	11/17/2021
Asset Record	FAMIS 360 Asset ID 31820
Inventory Wave	Annual Inventory Wave 20 is ACTIVE
Inventory Started	10/06/2021

- Enter the location and contact information. **IMPORTANT: you must enter the address of the location where the equipment is being used off campus.** This will usually be your home address. As you can see from the above asset record, the address will not be visible to other users.

What would you like to do next with your request?

Add another asset

Enter location and contact information

If you are submitting this for someone else, enter the person's Name or Banner ID

Modify Request

View & edit attachments

Submit this check out request

Enter location and contact information

Enter the address or site description where the asset will be kept

123 Main St. ABQ 87108

Provide the best phone number to use to contact the person responsible for this asset

5055555555

Provide the best email address to use to contact the person responsible for this asset

me@gmail.com

- Now you have the following options. If everything looks good, submit the request. It will be routed to the Inventory Contact of your department for approval. If you are checking the asset out for someone else, choose that option and it will route to that person first.

What would you like to do next with your request?

Add another asset If you are submitting this for someone else, enter the person's Name or Banner ID

Modify Request View & edit attachments **Submit this check out request**

- Once all of the approvals are complete, the asset will now show as an option when you start a new conversation. Select it and you will have the option to Check-in or extend the Checkout (renew).

Hello! I'm your **UNM Asset Assistant**. What would you like to do?

Transfer an asset Check-out an asset Dispose of an asset Find an asset

Asset N00062323 - Tablet/iPad9"32GBGold expected return on 06/08/22

You are responsible for the asset N00062323 - Tablet/iPad9"32GBGold with an expected return of 06/08/2022

I want to extend the check-out period and keep the asset

I want to return this asset to the Inventory Contact and end the check-out period

← Go Back

- You are encouraged to review the Approval flowchart in the Inventory Assistant Guides section of our website. When checking in an asset, you will need to physically return the equipment to your Inventory Contact before they will approve the check in request.