The Inventory Control 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.

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**: DMTQG546HP9X
- **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
- **NIB**: $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.
• 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.

• 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).

• 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.