Campus Self-Service

The Campus Self-Service Module is used to update Asset Records:
The Location of the Asset
The Custodian
Plus you can add comments to the records i.e. (this has been sent to IT for repair MM/DD/YYYY)

To Navigate to Campus Self Service area see below
Here you can View Asset
Update Assets

If you wish to view an asset click here. This will allow you to look at the asset record

If you wish to update asset information, This is where the Location, Custodian, and add any needed notes can be added to the records here.

Update an Asset will look like
Choose your Business Unit here.
Enter whatever information you have: Tag number, Asset Identification, misc.
When finished entering information click Search.

When you click Search you may receive this message just click OK.
If you are only changing only the Custodian you will still need to set the date and Location here.

Here you can change:
- Date of Transfer
- Location
- Custodian

Comment section is infinite, you can put as much information in here as needed.

Click Update this Asset button when you have finished with your update.

If you are only changing only the Custodian you will still need to set the date and Location.