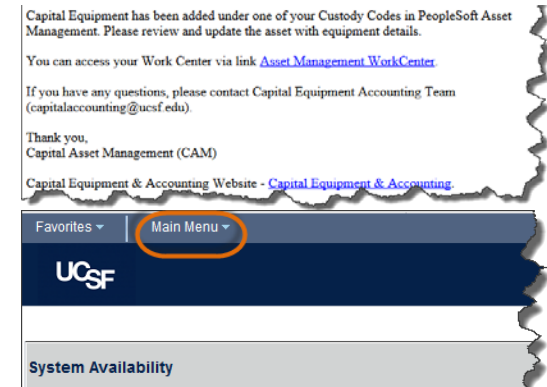


Accessing Your PeopleSoft Asset Management WorkCenter – All Roles

WorkCenters are designed for specific roles and provide a central area to access key activities. They enable access to various pages and daily tasks without leaving the WorkCenter, which reduces the time required to navigate through menus. The **Asset Management WorkCenter** can be accessed in two ways:

- 1 **Notification sent from the PeopleSoft Asset Management System** that requires your attention:
 - a. Click the hyperlink in the email to open your WorkCenter. If you are not signed into **MyAccess**, you will be prompted to sign-in before navigating to your WorkCenter.
- 2 **Manual Navigation:**
 - a. Sign into [MyAccess](#).
 - b. Select **PeopleSoft** from the list of applications. If you have been assigned a role within **PeopleSoft** you will be able to access the application. The **PeopleSoft** landing page displays.
 - c. Navigate to your WorkCenter by clicking on: **Main Menu > Asset Management > Asset Management WorkCenter**



The **Asset Management WorkCenter** is divided into **three primary sections**:

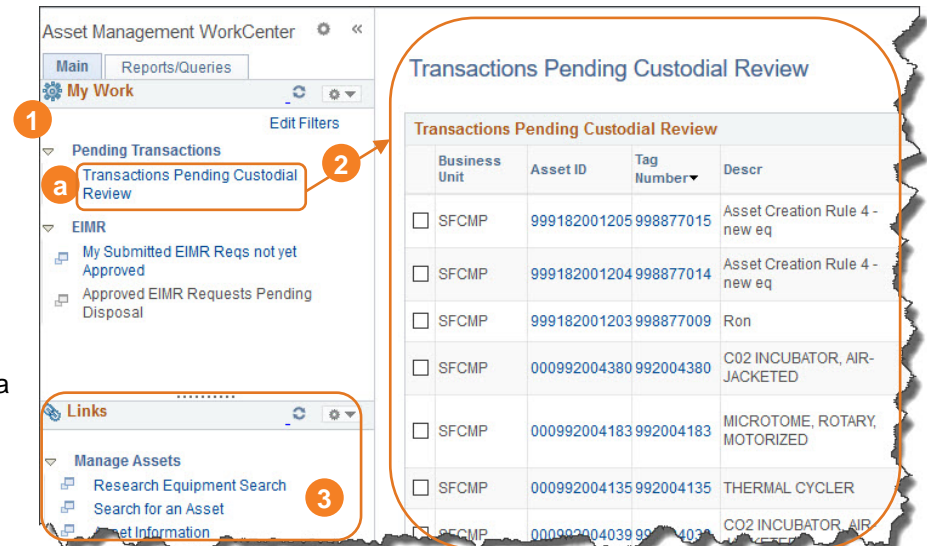
- 1 **My Work** displays **Pending Transactions** for new equipment from BearBuy. Depending on your role you may see one or all of the following:
 - a Transactions Pending Custodial Review
 - b Transactions Pending Curation (not shown)

Users with *Custodian* roles will see any **EIMR** processing initiated, and those with *Maintenance* roles will see notifications of Service Contracts or Warranties expiring.

- 2 Clicking a hyperlink in the **My Work** section opens a detailed list of items. Click a column heading to sort in ascending or descending order. Click a hyperlink to open the item in a pop-up window that enables you to perform actions.
- 3 Clicking a hyperlink in the **Links** section enables you to navigate to other areas, conduct searches for equipment, or initiate other actions.

Other functions of the Work Center include:

- Reports/Queries**: Displays a list of delivered queries. Click the desired report hyperlink.
- : Click on refresh icons located in a section to view the latest data.
- : The gear icon located at the Asset Management WorkCenter level allows you to personalize the order of sections. Other gear icons have similar functions by section.
- Refine Filter Criteria**: Click to open a search window. Enter criteria to narrow the items displayed in the Work Area. Click **OK**. Click **Revert to Saved** to clear previous criteria.



Users with *Custodian* roles who have a Custodian Delegate set up in PeopleSoft can use the **Actions** selection in the WorkCenter to assign equipment to a delegate to update equipment records. An email notification is sent to the delegate with hyperlink.

Users with *Curator* roles can use the **Actions** selection to curate one or more items if there is not a need to update the equipment with additional information.