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:

- 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.
- 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.