



Navigating Assets

About navigating the Assets menu of the Asset Management System (AMS) found at assets.tw.umd.edu

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All Assets

Custom ExportCreate New

Edit

Go

Search

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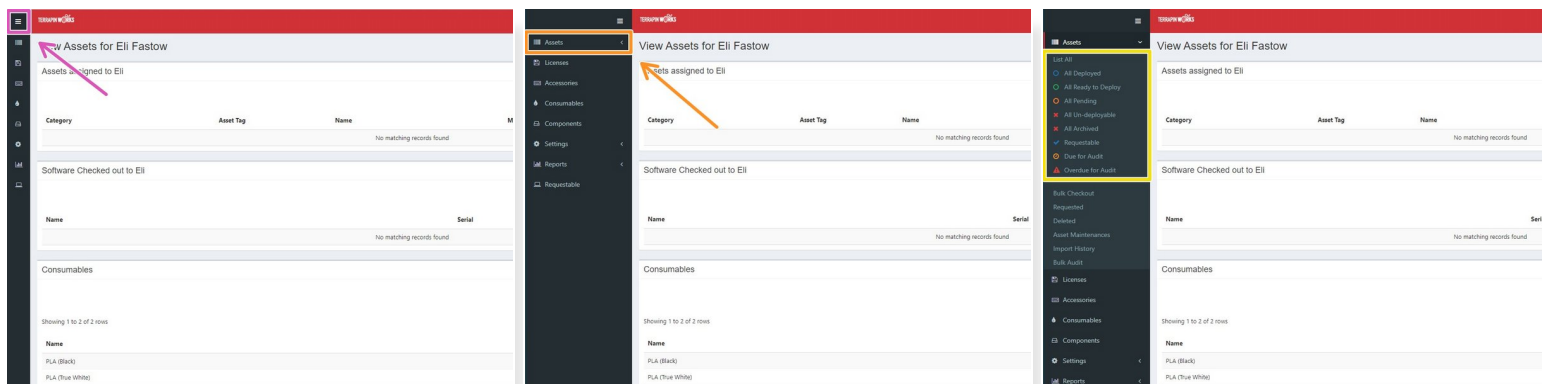
...

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Next

	Asset Name	Asset Tag	Serial	Status	Checked Out To	Updated at	Checkin/Checkout	Actions
<input type="checkbox"/>	TW0305	TW-0305	SA069004	Ready to Deploy		01/13/2020 1:18PM	Checkout	<div></div> <div></div> <div></div>
<input type="checkbox"/>	SE114	TW-0325	SA024435	Ready to Deploy Deployed	B1 (TW-0223)	01/13/2020 1:13PM	Checkin	<div></div> <div></div> <div></div>
<input type="checkbox"/>	SE97	TW-0201	SA043008	Ready to Deploy		01/10/2020 12:53PM	Checkout	<div></div> <div></div> <div></div>
<input type="checkbox"/>	SE116	TW-0167	SA024247	Broken - Pending Repair / RMA		01/10/2020 11:12AM	Checkout	<div></div> <div></div> <div></div>
<input type="checkbox"/>	TW0294	TW-0294	SA033340	Broken - Pending Repair / RMA		01/10/2020 11:12AM	Checkout	<div></div> <div></div> <div></div>
<input type="checkbox"/>	TW0312	TW-0312	SA033307	Broken - Pending Repair / RMA		01/10/2020 11:05AM	Checkout	<div></div> <div></div> <div></div>
<input type="checkbox"/>	TW0295	TW-0295	SA033233	Broken - Pending Repair / RMA		01/10/2020 11:03AM	Checkout	<div></div> <div></div> <div></div>
<input type="checkbox"/>	TW0330	TW-0330	SA068890	Ready to Deploy		01/08/2020 4:42PM	Checkout	<div></div> <div></div> <div></div>
<input type="checkbox"/>	SE102	TW-0285	SA043011	Ready to Deploy Deployed	Ziggy2 (TW-0245)	01/08/2020 4:06PM	Checkin	<div></div> <div></div> <div></div>
<input type="checkbox"/>	TW0299	TW-0299	SA033222	Ready to Deploy Deployed	G1 (TW-0232)	01/08/2020 3:54PM	Checkin	<div></div> <div></div> <div></div>
<input type="checkbox"/>	SE16	TW-0327	S0338584	Ready to Deploy Deployed	G4 (TW-0234)	01/07/2020 1:58PM	Checkin	<div></div> <div></div> <div></div>
<input type="checkbox"/>	TW0300	TW-0300	SA055674	Broken - Pending Repair / RMA		01/03/2020 11:24AM	Checkout	<div></div> <div></div> <div></div>
<input type="checkbox"/>		KEY-003	SA038015	Ready to Deploy Deployed	B3 (TW-0225)	01/02/2020 6:21PM	Checkin	<div></div> <div></div> <div></div>
<input type="checkbox"/>	TW0310	TW-0310	SA033286	Ready to Deploy Deployed	J1 (TW-0247)	12/12/2019 5:52PM	Checkin	<div></div> <div></div> <div></div>
<input type="checkbox"/>	SE106	TW-0344	SA042968	Ready to Deploy Deployed	G3 (TW-0233)	12/12/2019 5:51PM	Checkin	<div></div> <div></div> <div></div>
<input type="checkbox"/>	SE135	TW-0289	SA057285	Broken - Pending Repair / RMA		12/12/2019 1:23PM	Checkout	<div></div> <div></div> <div></div>
<input type="checkbox"/>	SE112	TW-0326	SA042977	Ready to Deploy Deployed	B2 (TW-0224)	12/06/2019 12:45PM	Checkin	<div></div> <div></div> <div></div>
<input type="checkbox"/>	E195	TW-0343	SA030906	Broken - Pending Repair / RMA		12/06/2019 12:44PM	Checkout	<div></div> <div></div> <div></div>
<input type="checkbox"/>	SE202	TW-0195	SA026290	Ready to Deploy Deployed	J3 (TW-0248)	12/06/2019 12:43PM	Checkin	<div></div> <div></div> <div></div>

Step 1 — Viewing Assets



- Go to assets.tw.umd.edu and expand the menu on the left side of the screen
- Expand the Assets menu
- Select appropriate list
 - List All: All assets but Archived assets
 - All Deployed: All Checked Out assets
 - All Ready to Deploy: All assets that are in working order but not currently in use/deployed
 - All Un-deployable: All Broken - Pending Repair / RMA assets
- ❗ It is recommended to use List All unless you are looking for a specific asset or an archived asset

Step 2 — Organizing the Assets list

All Assets

Custom Export Create New

Edit Go Search

Showing 1 to 20 of 302 rows 20 rows per page

Asset Name	Asset Tag	Serial	Status	Checked Out To	Updated at	Checkin/Checkout	Actions
TW0305	TW-0305	SA069004	Ready to Deploy		01/13/2020 1:58PM	Checkin	Checkin/Checkout
SE114	TW-0325	SA034433	Ready to Deploy	IB B1 (TW-0223)	01/13/2020 1:53PM	Checkin	Checkin/Checkout
SE97	TW-0201	SA043006	Ready to Deploy		01/10/2020 12:33PM	Checkin	Checkin/Checkout
SE116	TW-0167	SA024247	Broken - Pending Repair / RMA		01/10/2020 11:12AM	Checkin	Checkin/Checkout
TW0204	TW-0204	SA033340	Broken - Pending Repair / RMA		01/10/2020 11:12AM	Checkin	Checkin/Checkout
TW0312	TW-0312	SA033307	Broken - Pending Repair / RMA		01/10/2020 11:05AM	Checkin	Checkin/Checkout
TW0295	TW-0295	SA033233	Broken - Pending Repair / RMA		01/10/2020 11:03AM	Checkin	Checkin/Checkout
TW0330	TW-0330	SA068860	Ready to Deploy		01/08/2020 4:42PM	Checkin	Checkin/Checkout
SE102	TW-0285	SA043011	Ready to Deploy	IB Ziggz (TW-0240)	01/08/2020 4:06PM	Checkin	Checkin/Checkout
TW0299	TW-0299	SA033222	Ready to Deploy	IB G1 (TW-0232)	01/08/2020 3:54PM	Checkin	Checkin/Checkout
SE16	TW-0327	SO338584	Ready to Deploy	IB G4 (TW-0234)	01/07/2020 1:58PM	Checkin	Checkin/Checkout
TW0300	TW-0300	SA055674	Broken - Pending Repair / RMA		01/03/2020 11:24AM	Checkin	Checkin/Checkout
KEY-003	KEY-003	SA036015	Ready to Deploy	IB B3 (TW-0225)	01/02/2020 6:21PM	Checkin	Checkin/Checkout
TW0310	TW-0310	SA033266	Ready to Deploy	IB J1 (TW-0247)	12/12/2019 5:52PM	Checkin	Checkin/Checkout
SE106	TW-0344	SA047968	Ready to Deploy	IB G3 (TW-0233)	12/12/2019 5:53PM	Checkin	Checkin/Checkout
SE135	TW-0289	SA057285	Broken - Pending Repair / RMA		12/12/2019 1:23PM	Checkin	Checkin/Checkout
SE112	TW-0326	SA042977	Ready to Deploy	IB B2 (TW-0224)	12/06/2019 12:45PM	Checkin	Checkin/Checkout
E195	TW-0343	SA030906	Broken - Pending Repair / RMA		12/06/2019 12:44PM	Checkin	Checkin/Checkout
SE202	TW-0195	SA026290	Ready to Deploy	IB J3 (TW-0248)	12/06/2019 12:43PM	Checkin	Checkin/Checkout

All Assets

Custom Export Create New

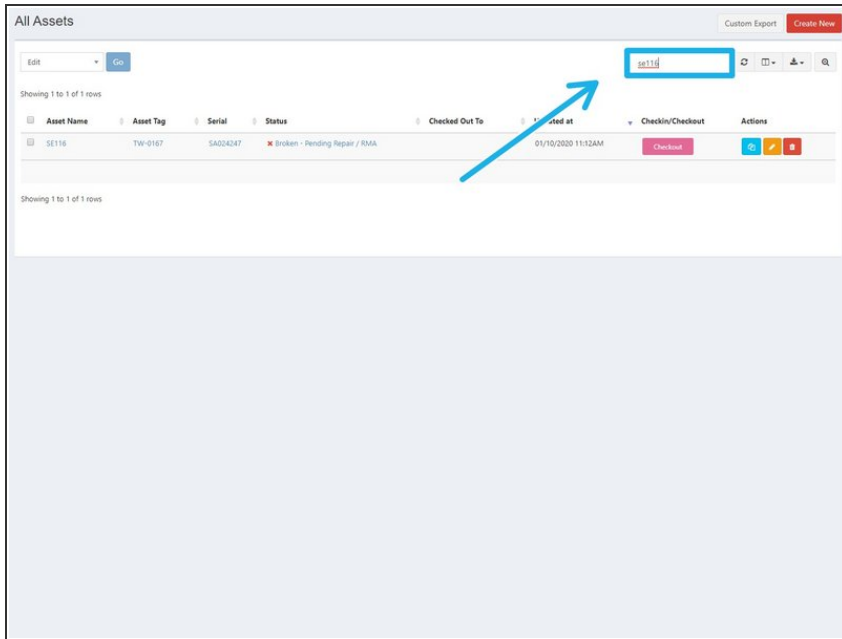
Edit Go Search

Showing 1 to 20 of 302 rows 20 rows per page

Asset Name	Asset Tag	Serial	Status	Checked Out To	Updated at	Checkin/Checkout	Actions
TW0305	TW-0305	SA069004	Ready to Deploy		01/13/2020 1:58PM	Checkin	Checkin/Checkout
SE114	TW-0325	SA034433	Ready to Deploy	IB B1 (TW-0223)	01/13/2020 1:53PM	Checkin	Checkin/Checkout
SE97	TW-0201	SA043006	Ready to Deploy		01/10/2020 12:33PM	Checkin	Checkin/Checkout
SE116	TW-0167	SA024247	Broken - Pending Repair / RMA		01/10/2020 11:12AM	Checkin	Checkin/Checkout
TW0204	TW-0204	SA033340	Broken - Pending Repair / RMA		01/10/2020 11:12AM	Checkin	Checkin/Checkout
TW0312	TW-0312	SA033307	Broken - Pending Repair / RMA		01/10/2020 11:05AM	Checkin	Checkin/Checkout
TW0295	TW-0295	SA033233	Broken - Pending Repair / RMA		01/10/2020 11:03AM	Checkin	Checkin/Checkout
TW0330	TW-0330	SA068860	Ready to Deploy		01/08/2020 4:42PM	Checkin	Checkin/Checkout
SE102	TW-0285	SA043011	Ready to Deploy	IB Ziggz (TW-0240)	01/08/2020 4:06PM	Checkin	Checkin/Checkout
TW0299	TW-0299	SA033222	Ready to Deploy	IB G1 (TW-0232)	01/08/2020 3:54PM	Checkin	Checkin/Checkout
SE16	TW-0327	SO338584	Ready to Deploy	IB G4 (TW-0234)	01/07/2020 1:58PM	Checkin	Checkin/Checkout
TW0300	TW-0300	SA055674	Broken - Pending Repair / RMA		01/03/2020 11:24AM	Checkin	Checkin/Checkout
KEY-003	KEY-003	SA036015	Ready to Deploy	IB B3 (TW-0225)	01/02/2020 6:21PM	Checkin	Checkin/Checkout
TW0310	TW-0310	SA033266	Ready to Deploy	IB J1 (TW-0247)	12/12/2019 5:52PM	Checkin	Checkin/Checkout
SE106	TW-0344	SA047968	Ready to Deploy	IB G3 (TW-0233)	12/12/2019 5:53PM	Checkin	Checkin/Checkout
SE135	TW-0289	SA057285	Broken - Pending Repair / RMA		12/12/2019 1:23PM	Checkin	Checkin/Checkout
SE112	TW-0326	SA042977	Ready to Deploy	IB B2 (TW-0224)	12/06/2019 12:45PM	Checkin	Checkin/Checkout
E195	TW-0343	SA030906	Broken - Pending Repair / RMA		12/06/2019 12:44PM	Checkin	Checkin/Checkout
SE202	TW-0195	SA026290	Ready to Deploy	IB J3 (TW-0248)	12/06/2019 12:43PM	Checkin	Checkin/Checkout

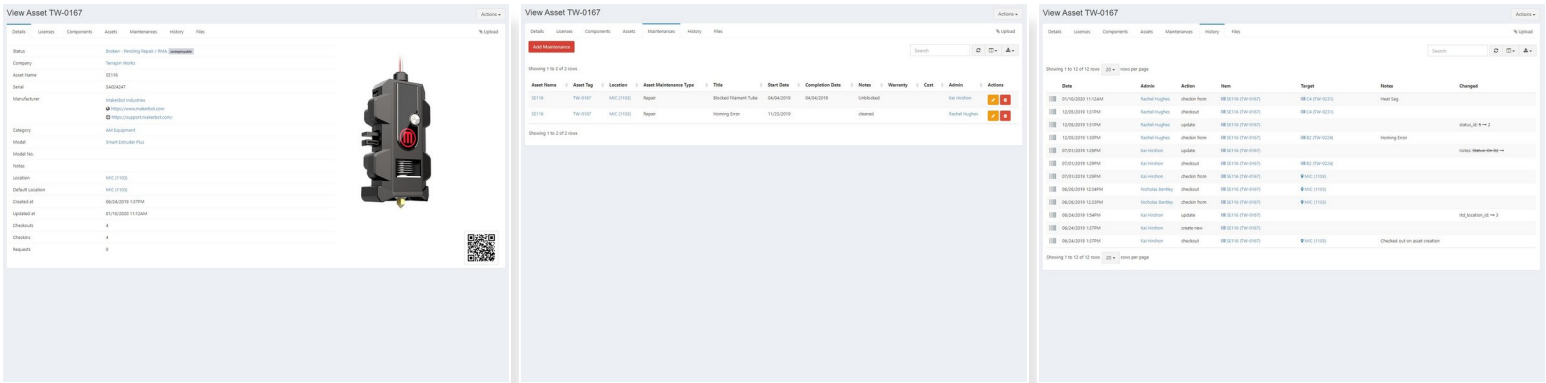
- Select the columns icon to the right above the pagination
- Recommended columns
 - Asset Name
 - Asset Tag
 - Serial
 - Status
 - Checked Out To
 - Checkin/Checkout

Step 3 — Searching Asset



- Use the search bar to the top right of the assets page
- Best fields to search for
 - Asset Name
 - Asset Tag
 - Model
 - Checked Out To
- ☑ You do not need to hit enter; it will automatically update as you type each letter

Step 4 — Viewing a Specific Asset



- Select the Asset Name or Asset Tag to view the asset
- Details
 - Shows all of the information about the asset, including status, serial, notes, and more
- Maintenances
 - Shows all of the information about any maintenance added to the asset
- History
 - Shows all of the actions that have been performed on the asset, including checkins, checkouts, and updates

Step 6 — Checkout Asset

All Assets

Custom Export Create New

Search

Showing 1 to 20 of 302 rows 20 rows per page

Asset Name	Asset Tag	Serial	Status	Checked Out To	Updated at	Checkin/Checkout	Actions
TW0305	TW-0305	SA069004	Ready to Deploy		01/13/2020 1:18PM	Checkout	
SE114	TW-0325	SA024435	Ready to Deploy	IB 81 (TW-0223)	01/13/2020 1:18PM	Checkout	
SE87	TW-0201	SA043008	Ready to Deploy		01/13/2020 12:53PM	Checkout	
SE116	TW-0167	SA024247	Broken - Pending Repair / RMA		01/10/2020 11:12AM	Checkout	
TW0204	TW-0204	SA033340	Broken - Pending Repair / RMA		01/10/2020 11:12AM	Checkout	
TW0312	TW-0312	SA033307	Broken - Pending Repair / RMA		01/10/2020 11:05AM	Checkout	
TW0295	TW-0295	SA033233	Broken - Pending Repair / RMA		01/10/2020 11:03AM	Checkout	
TW0330	TW-0330	SA068890	Ready to Deploy		01/08/2020 4:42PM	Checkout	
SE102	TW-0289	SA043011	Ready to Deploy	IB Ziggz (TW-0245)	01/06/2020 4:06PM	Checkout	
TW0299	TW-0299	SA033222	Ready to Deploy	IB G1 (TW-0232)	01/06/2020 3:54PM	Checkout	
SE16	TW-0327	SA033504	Ready to Deploy	IB G4 (TW-0234)	01/07/2020 1:58PM	Checkout	
TW0300	TW-0300	SA055674	Broken - Pending Repair / RMA		01/03/2020 11:24AM	Checkout	
KEY-003	SA030015	SA030015	Ready to Deploy	IB B3 (TW-0225)	01/02/2020 6:21PM	Checkout	
TW0310	TW-0310	SA033266	Ready to Deploy	IB J1 (TW-0247)	12/12/2019 5:52PM	Checkout	
SE106	TW-0344	SA042668	Ready to Deploy	IB G3 (TW-0233)	12/12/2019 5:51PM	Checkout	
SE135	TW-0289	SA057285	Broken - Pending Repair / RMA		12/12/2019 1:23PM	Checkout	
SE112	TW-0326	SA042977	Ready to Deploy	IB B2 (TW-0224)	12/06/2019 12:45PM	Checkout	
E195	TW-0343	SA030906	Broken - Pending Repair / RMA		12/06/2019 12:44PM	Checkout	
SE202	TW-0195	SA026290	Ready to Deploy	IB J3 (TW-0248)	12/06/2019 12:43PM	Checkout	

Checkout Asset

Asset Tag TW-0341

Model Smart Extruder Plus

Asset Name

Checkout to ☐ User ☒ Asset ☐ Location

Asset

Checkout Date

Expected Checkin Date

Notes

Cancel

- Scroll to the right and select Checkout
 - Use the search bar to find the correct asset as needed
- Checkout to
 - Asset; mainly used for makerbot extruders
 - Location; mainly used for printers and other assets
- Select the correct date as Checkout Date
- Save
- You cannot checkout items that are already checked out. If you need to change checkout details, checkin the asset and then checkout again

Step 7 — Checkin Asset

All Assets

Custom Export Create New

Search

Showing 1 to 20 of 302 rows 20 rows per page

Asset Name	Asset Tag	Serial	Status	Checked Out To	Updated at	Checkin/Checkout	Actions
TW0305	TW-0305	SA069004	Ready to Deploy		01/13/2020 1:18PM	Checkout	
SE114	TW-0325	SA024435	Ready to Deploy	IB 01 (TW-0223)	01/13/2020 1:13PM	Checkin	
SE87	TW-0201	SA043008	Ready to Deploy		01/10/2020 12:20PM	Checkout	
SE116	TW-0167	SA024247	Broken - Pending Repair / RMA		01/10/2020 11:12AM	Checkin	
TW0294	TW-0294	SA033340	Broken - Pending Repair / RMA		01/10/2020 11:12AM	Checkin	
TW0312	TW-0312	SA033307	Broken - Pending Repair / RMA		01/10/2020 11:05AM	Checkin	
TW0295	TW-0295	SA033233	Broken - Pending Repair / RMA		01/10/2020 11:03AM	Checkin	
TW0330	TW-0330	SA068890	Ready to Deploy		01/08/2020 4:42PM	Checkout	
SE102	TW-0289	SA043011	Ready to Deploy	IB Ziggz (TW-0245)	01/06/2020 4:06PM	Checkin	
TW0299	TW-0299	SA033222	Ready to Deploy	IB 01 (TW-0232)	01/06/2020 3:54PM	Checkin	
SE16	TW-0327	SA033504	Ready to Deploy	IB 04 (TW-0234)	01/07/2020 1:58PM	Checkin	
TW0300	TW-0300	SA055674	Broken - Pending Repair / RMA		01/03/2020 11:24AM	Checkin	
KEY-003		SA033015	Ready to Deploy	IB 03 (TW-0225)	01/02/2020 6:21PM	Checkin	
TW0310	TW-0310	SA033266	Ready to Deploy	IB 11 (TW-0247)	12/12/2019 5:52PM	Checkin	
SE106	TW-0344	SA042968	Ready to Deploy	IB 03 (TW-0233)	12/12/2019 5:51PM	Checkin	
SE135	TW-0289	SA057285	Broken - Pending Repair / RMA		12/12/2019 1:23PM	Checkin	
SE112	TW-0326	SA042977	Ready to Deploy	IB 02 (TW-0224)	12/06/2019 12:45PM	Checkin	
E195	TW-0343	SA030906	Broken - Pending Repair / RMA		12/06/2019 12:44PM	Checkin	
SE202	TW-0195	SA026230	Ready to Deploy	IB 13 (TW-0248)	12/06/2019 12:43PM	Checkin	

Checkin Asset

Asset Tag TW-0310

Model Smart Extruder Plus

Asset Name TW0310

Status Select Status

Location Select a Location New

Checkin Date 2020-01-03

Notes

Cancel ✓ Checkin

- Scroll to the right and select Checkin
 - Use the search bar to find the correct asset as needed
- Select Status
 - Select Broken - Pending Repair / RMA if checking in for maintenance or repair
 - Select Ready to Deploy if checking in for storage
 - Select Archived if the asset cannot be repaired and/or is being retired
- ❗ Unlike with Checkout Asset, the current date will autofill the Checkin Date
- Save

