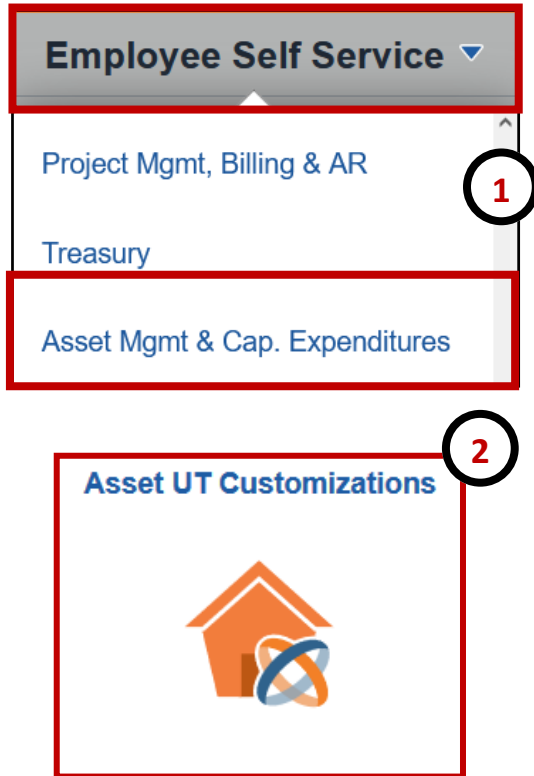


Asset Workflow- Search for Asset or Transaction

Follow the steps to search for a transaction ID or for a specific asset.



1. From the Employee Self-Service dropdown menu, select **Asset Mgmt & Cap Expenditures**.
2. Select the **Asset UT Customizations** tile.
3. Business Unit = **UTEP1**. Define your search by entering **Transaction ID, Asset Identification OR Tag Number**.
4. Select **Search**.

*Use magnifying glass if needed for more search options.

The image shows a search form titled "Find an Existing Value" with a red box around the title. In the top right corner, there is a button labeled "Add a New Value". Below the title, there is a section for "Search Criteria" with a downward arrow. Below this, there is a instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below the instruction, there are two dropdown menus: "Recent Searches" and "Saved Searches", both with "Choose from recent searches" and "Choose from saved searches" respectively. Below these, there is a search criteria form with a red box around it. The form has the following fields: "Transaction ID" (dropdown: "begins with", text input), "Business Unit" (dropdown: "begins with", text input: "UTEP1"), "Asset Identification" (dropdown: "begins with", text input), "Tag Number" (dropdown: "begins with", text input: "123456"), "Approval Status" (dropdown: "=", text input), "Department" (dropdown: "begins with", text input), and "Activity Type" (dropdown: "=", text input). Each of the four text input fields has a magnifying glass icon to its right. A circled "3" is next to the magnifying glass icons. Below the search criteria form, there is a "Search" button and a "Clear" button. A circled "4" is next to the "Search" button. Below the search criteria form, there is a link: "Show fewer options".