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. Select **Find an Existing Value**.
4. Define your search by entering the Transaction ID, Asset Identification* or Tag Number*.
   Enter **UTEP1** on **Business Unit***, this field is required.
5. Select **Search**.

*Use magnifying glass if needed for more search options.