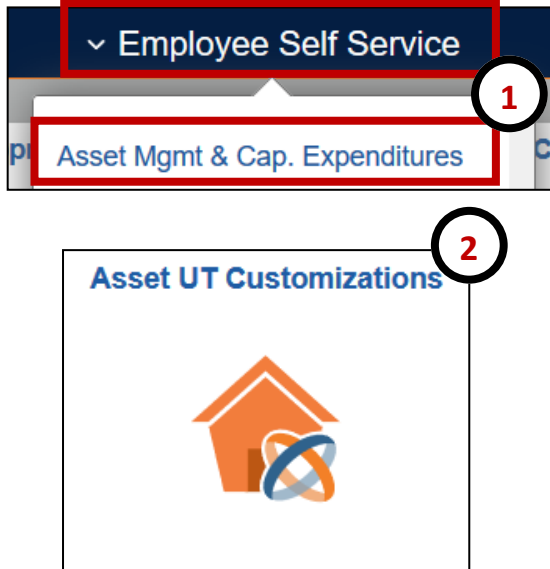


Asset Workflow– Search for Asset or Transaction

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.

The image shows a search form titled 'Asset Change Request'. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' (highlighted with a red box and a red circle with the number '3') and 'Add a New Value'. Underneath is a section titled 'Search Criteria' with a dropdown arrow. It contains several search fields: 'Transaction ID' (dropdown menu set to 'begins with'), 'Business Unit' (dropdown menu set to 'UTEP1', highlighted with a green box and a red circle with the number '4'), 'Asset Identification' (dropdown menu set to 'begins with'), 'Tag Number' (dropdown menu set to 'begins with' and '111111'), 'Approval Status' (dropdown menu set to '='), 'Department' (dropdown menu set to 'begins with'), and 'Activity Type' (dropdown menu set to '='). At the bottom, there are three buttons: 'Search' (highlighted with a red box and a red circle with the number '5'), 'Clear', and 'Basic Search' with a magnifying glass icon. To the right of 'Basic Search' is a link 'Save Search Criteria' with a document icon.