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.*