Search for IT Asset Characteristics — Criteria

Overview

The Property Accountability module IT Asset Characteristics process provides the ability to add additional information to property book assets identified as IT assets such as IP address and Device Name. This enables assets on the property book within DPAS to be correctly associated with assets coming in from a automated data collection tool or file upload.

Navigation

Asset Management > IT Management > IT Asset Char Update > IT Asset Characteristics Search Criteria page

Procedures

Search for an IT Device

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.

Search Criteria

| Asset Id | [ ] 🔍 | IT Device Cd | [▾] |
| IT Device Class | [▾] | IT Device Name | [ ] |

[Reset] [Search]

2. Select [Search]. The **IT Asset Characteristics Search Results** page appears.

Search Criteria

Asset Id	IT Device Class	IT Device Cd	IT Device Name
--	LAPTOP	0154	DLMECH%

Search Results

Update	Asset Id	Item Desc	IT Device Class	IT Device Cd	IT Device Name	Serial Nbr
Update	0000012349	COMPUTER SYSTEM	LAPTOP - Laptop	0154 - Laptp CPU 486	DLMECH011014	
Update	0000196258	COMPUTER SYSTEM	LAPTOP - Laptop	0154 - Laptp CPU 486	DLMECH011017	
Update	0000196259	COMPUTER SYSTEM	LAPTOP - Laptop	0154 - Laptp CPU 486	DLMECH011016	

Cancel

Update the IT Asset Characteristics

Navigation

Asset Management > IT Management > IT Device Characteristics > Search Criteria >
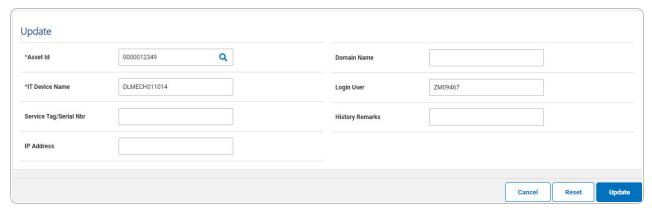
Search > Search Results > Update hyperlink > IT Asset Characteristics Update page

Procedures

Update Characteristics for an IT Asset

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page,*

whereas selecting **Reset** *returns all fields to the default "All" setting.*

1. Select the Update hyperlink. *The* **Update the IT Asset Characteristics** *page appears.*

Update			
*Asset Id	0000012349	Domain Name	
*IT Device Name	DLMECH011014	Login User	ZM09467
Service Tag/Serial Nbr		History Remarks	
IP Address			

Cancel   Reset   Update

   A. Update the ASSET ID, using 🔍 to browse for the revised asset. *This is a 12 alpha-numeric character field.*

   B. Update the IT Device Name, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*

2. Select **Update**. *The* **View the IT Asset Characteristics Transaction Status** *page appears.*