



# 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 ELMS to be correctly associated with assets coming in from a automated data collection tool or file upload.

## Navigation

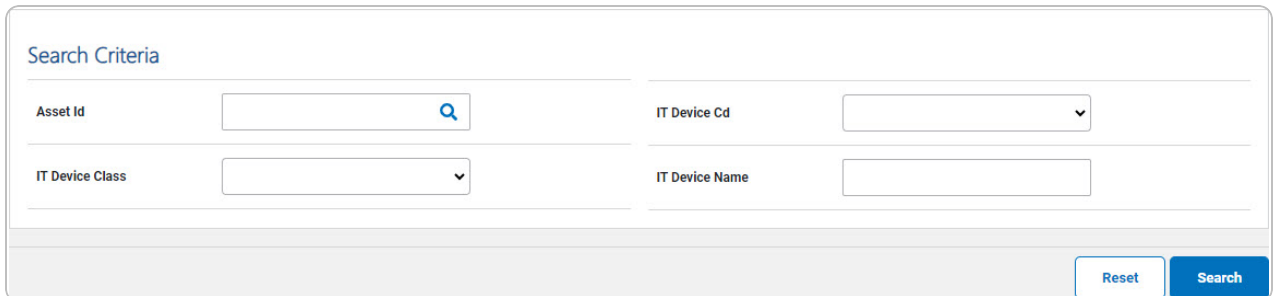
Asset Management > IT Management > IT Asset Char Update > IT Asset Characteristics Search Criteria page

## 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  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	<input type="text"/>	IT Device Cd	<input type="text"/>
IT Device Class	<input type="text"/>	IT Device Name	<input type="text"/>

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





## Help Reference Guide

### Search Criteria

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

### Search Results

Update	Asset Id	Item Desc	IT Device Class	IT Device Cd	IT Device Name	Serial Nbr
<a href="#">Update</a>	0000012349	COMPUTER SYSTEM	LAPTOP - Laptop	0154 - Lapt CPU 486	DLMECH011014	
<a href="#">Update</a>	0000196258	COMPUTER SYSTEM	LAPTOP - Laptop	0154 - Lapt CPU 486	DLMECH011017	
<a href="#">Update</a>	0000196259	COMPUTER SYSTEM	LAPTOP - Laptop	0154 - Lapt CPU 486	DLMECH011016	

[Cancel](#)



# Update the IT Asset Characteristics

## Navigation

Asset Management > IT Management > IT Device Characteristics > Search Criteria >

[Search](#)

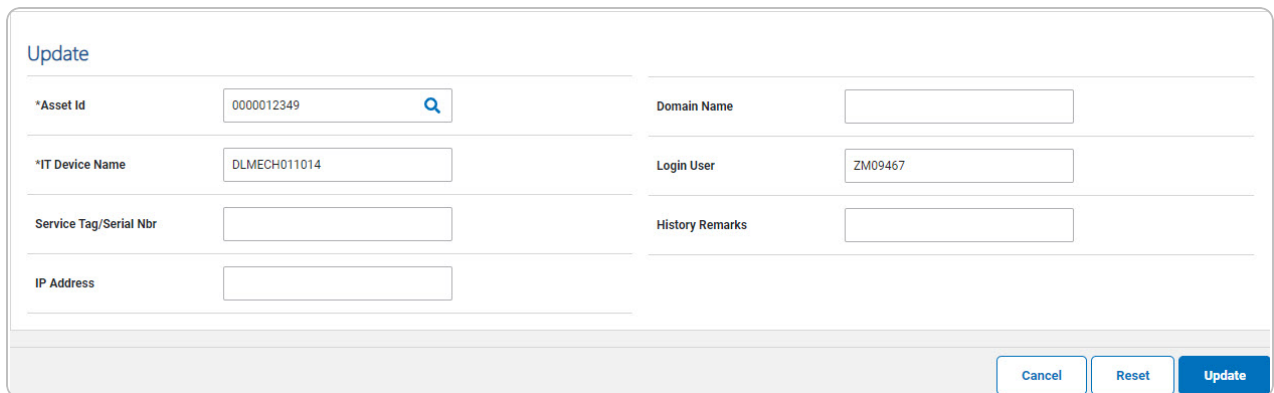
> Search Results > Update hyperlink > IT Asset Characteristics Update page


## 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. **Bold** numbered steps are required.

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



- 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.

