

Controllable Property System

Admin Permission

The Controllable Property System provides a list of Controllable Property assigned to you as the Custodian.

When you login the display will provide you with your User Information. As an Admin you will have the ability to look up and update another person's Controllable Property by clicking on the "Is this for someone else" box and entering their netid.

User Information	
Is this for someone else? <input type="checkbox"/>	
NetID daf06010	Title Administrative Program Manager 2
Name Ferreira, David	Department Number 1549
Email david.ferreira@uconn.edu	Department Name Accounting Office

There is an Add Device option which allows you to enter Controllable Property that does not appear on your property list. To do this, click the "Add a new device" box. All boxes do have to be completed, if unknown, enter N/A.

Add a Device	
Add a new device ? <input checked="" type="checkbox"/>	
Netid daf06010 Ferreira, David	Tag D123456
Description Laptop	Manufacturer Dell
Model Latitude	Serial 12345678
Building budds BUDDS BUILDING (ADMINISTRATION) ▼	Room 217 ▼
Purchase Date (best guess) 10/13/2020 <input type="text"/>	
Comments (PO # if known) PO# 456789	
<input type="button" value="Add Row"/> <input type="button" value="Reset"/>	

NETID – **No** Affiliates, Special Payroll, Student Employees, etc. will be accepted. The Netid field is only for full-time Storrs UConn employees in CoreCT. If the user is not the Custodian, then you will need to enter the user's name in Comments. This also goes for if the device is a Dept Spare, Lab Computer, Loaner, etc.

You will need to complete the required fields and when you click **Add Row** the data entered will be included in your property list. You will have the option to delete the record added from your Property List by clicking the trash can.

Property

Alternate Department Load

-- Select an option --

Filter

Still Have	Don't Have	Netid ▲ ▼	Notes	Tag	Description	Manufacturer	Model	Serial	Building	Room	Purcl Date
<input type="checkbox"/>	<input type="checkbox"/>	daf06010	Inventory Control- Spare Device for AP	C11631	Cell Phone	Apple	iPhone 6, 16GB, Black	FFMRHBLF G5MC	BUDDS BUILDING (ADMINISTRATION)	217	2019-
<input type="checkbox"/>	<input type="checkbox"/>	daf06010	David Ferreira	D09772	Laptop	Dell	Latitude 7400	5WD7N13	BUDDS BUILDING (ADMINISTRATION)	217	2020-
<input type="checkbox"/>	<input type="checkbox"/>	daf06010	PO# 456789	D123456	Laptop	Dell	Latitude	12345678	BUDDS BUILDING (ADMINISTRATION)	217	2020-

The Property section will provide you with a list of Controllable Property assigned to your netid when you initially log into the system. The list will be sorted by Netid in ascending order. You also have the option to sort by Date Last Found.

You will have the ability to choose Controllable Property for a specific department. You can enter the 4-digit Organization Code or enter the Department's name in the Alternative Department Load textbox or search by Department Name from the drop-down list. You also have the ability to search by NetID, Tag, Description, Manufacturer, Model, SN, Purchase Date, and Date Last Found in the Filter textbox.

Property

Alternate Department Load

Financial Oper and Controller (1546)

Sign in Controllable Property System

https://test.eaforms.uconn.edu/controllableProperty

User Information

Is this for someone else? ☐

NetID: daf06010 Title: Administrative Program Manager 2

Name: Ferreira, David Department Number: 1549

Email: david.ferreira@uconn.edu Department Name: Accounting Office

Add a new device? ☐

Alternate Department Load: Search... (Academic Affairs (1591))

Apply Revert

You will have the ability to edit the following fields in the Property section. They are shaded in blue.

1. Netid – **No** affiliates, special payroll, student employees, etc. will be accepted.
2. Notes – User's Name or specific description to help track the device (Dept Spare, Loaner, etc).
3. Building – Dropdown list to search by UPDC naming of building.
4. Room – Dropdown list of rooms associated with building chosen.

Property

Alternate Department Load

1546 Financial Oper and Controller (1546) Apply Revert

Still Have	Don't Have	Netid ▲▼	Notes	Tag	Description	Manufacturer	Model	Serial	Building	Room
<input type="checkbox"/>	<input type="checkbox"/>	Wildner, Adam acw05001	Adam Wildner	D12920	Laptop	Dell	Latitude 7420	GQYFZH3	BUDDS BUILDING (ADMINISTRATION) BUDDS BUILDING (ADM▼	318 -- Si▼
<input type="checkbox"/>	<input type="checkbox"/>	chc03008	Christopher Cipriani	D10725	Laptop	Dell	Latitude 7400	5JGK063	BUDDS BUILDING (ADMINISTRATION) BUDDS BUILDING (ADM▼	346 ▼
<input type="checkbox"/>	<input type="checkbox"/>	clg12006	Clarissa Girasoli	D16857	Laptop	Dell	Precision 5470 CTO	FK0YDK	BUDDS BUILDING (ADMINISTRATION) BUDDS BUILDING (ADM▼	202 ▼

When you scroll to the right you will see additional information for the Controllable Property. A “Y” in the PC LifeCycle field indicates the device was purchased as part of the PC Refresh Program.

Property

Alternate Department Load

Financial Oper and Controller (1546) ▼

Apply
Revert

	Tag	Description	Manufacturer	Model	Serial	Building	Room	Purchase Date	Date Last Found ▲ ▼	Cell Tag	PC LifeCycle
or	D12920	Laptop	Dell	Latitude 7420	GQYFZH3	BUDDS BUILDING (ADMINISTRATION) BUDDS BUILDING (ADM▼	318 -- Si▼	2021-11-09	2022-11-28	448992	Y
Cipriani	D10725	Laptop	Dell	Latitude 7400	5JGK063	BUDDS BUILDING (ADMINISTRATION) BUDDS BUILDING (ADM▼	346 ▼	2020-08-17	2023-02-10	405787	
asoli	D16857	Laptop	Dell	Precision 5470 CTO	FK0YDK	BUDDS BUILDING (ADMINISTRATION) BUDDS BUILDING (ADM▼	202 ▼	2023-07-05	2023-07-05	514292	

You will identify if you are or are not still the custodian of the Controllable Property. If the department still has the devices then you have the option to choose individually or choose the checkbox in the “Still Have” field to have all the devices checked on the list.

Property

Alternate Department Load

-- Select an option -- ▼

Apply
Revert

Still Have	Don't Have	NetId ▲ ▼	Notes	Tag	Description	Manufacturer	Model	Serial	Building	Room
<input type="checkbox"/>	<input type="checkbox"/>	daf06010	Inventory Control- Spare Device for AP	C10990	Tablet	Apple	iPad 32GB- silver		BUDDS BUILDING (ADMINISTRATION) BUDDS BUILDING (ADM▼	217 ▼
<input type="checkbox"/>	<input type="checkbox"/>	daf06010	David Ferreira	D09772	Laptop	Dell	Latitude 7400	5WD7N13	BUDDS BUILDING (ADMINISTRATION) BUDDS BUILDING (ADM▼	217 ▼
<input type="checkbox"/>	<input type="checkbox"/>	daf06010	Inventory Control- Spare Device for AP	C11631	Cell Phone	Apple	iPhone 6, 16GB, Black	FFMRHBLF G5MC	BUDDS BUILDING (ADMINISTRATION) BUDDS BUILDING (ADM▼	217 ▼

If you choose Don't Have a popup textbox will appear requiring, you to indicate what happened to the device.

Property

Alternate Department Load

Search...

-- Select an option --

Please add a note why the asset is no longer in your possession.

Ok

Cancel

Still Have	Don't Have	Netid ▲ ▼	Notes	Tag	Serial	Building	Room	Purch Date
<input type="checkbox"/>	<input checked="" type="checkbox"/>	daf06010	Inventory Control- Spare Device for AP	C1091	silver	BUDDS BUILDING (ADMINISTRATION)	217	2019-0
<input type="checkbox"/>	<input type="checkbox"/>	daf06010	David Ferreira	D09772	Laptop	Dell	Latitude 7400	2020-4
<input type="checkbox"/>	<input type="checkbox"/>	daf06010	Inventory Control- Spare Device for AP	C11631	Cell Phone	Apple	iPhone 6, 16GB, Black	2019-0

When you click “Submit” a file is created and will be included in the nightly batch processing for Asset Panda, and KFS updating the assets the following business day.