Controllable Property System

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.

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.

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

Search... | -- Select an option -- ▾ | Apply | Revert

Filter

Search for text... | Reset

Still Have ☐	Don't Have	NetId ▲▼	Notes	Tag	Description	Manufacturer	Model	Serial	Building	Room	Purcl Date
☐	☐	daf06010	Inventory Control- Spare Device for AP	C11631	Cell Phone	Apple	iPhone 6, 16GB, Black	FFMRHBLF G5MC	BUDDS BUILDING (ADMINISTRATION) BUDDS BUILDING (ADI ▾	217 ▾	2019-
☐	☐	daf06010	David Ferreira	D09772	Laptop	Dell	Latitude 7400	5WD7N13	BUDDS BUILDING (ADMINISTRATION) BUDDS BUILDING (ADI ▾	217 ▾	2020-
🗑	☐	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 log into the system.

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

1. Notes – User's Name or specific description to help track the device (Dept Spare, Loaner, etc).
2. Building – Dropdown list to search by UPDC naming of building.
3. 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
☐	☐	Wilder, Adam acw05001	Adam Wilder	D12920	Laptop	Dell	Latitude 7420	GQYFZH3	BUDDS BUILDING (ADMINISTRATION) BUDDS BUILDING (ADN ▾	318 -- Si ▾
☐	☐	chc03008	Christopher Cipriani	D10725	Laptop	Dell	Latitude 7400	5JGK063	BUDDS BUILDING (ADMINISTRATION) BUDDS BUILDING (ADN ▾	346 ▾
☐	☐	clg12006	Clarissa Girasoli	D16857	Laptop	Dell	Precision 5470 CTO	FK0YDK	BUDDS BUILDING (ADMINISTRATION) BUDDS BUILDING (ADN ▾	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

1546	Financial Oper and Controller (1546) ⌄	Apply	Revert

	Tag	Description	Manufacturer	Model	Serial	Building	Room	Purchase Date	Date Last Found ▲▼	Cell Tag	PC LifeCycle
er	D12920	Laptop	Dell	Latitude 7420	GQYFZH3	BUDDS BUILDING (ADMINISTRATION) [BUDDS BUILDING (ADM ⌄]	318 [-- S ⌄]	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

Search...	-- Select an option -- ⌄	Apply	Revert

Still Have ☐	Don't Have	NetId ▲▼	Notes	Tag	Description	Manufacturer	Model	Serial	Building	Room
			Inventory Control- Spare							217
☐	☐	daf06010	Inventory Control- Spare Device for AP	C10990	Tablet	Apple	iPad 32GB- silver		BUDDS BUILDING (ADMINISTRATION) [BUDDS BUILDING (ADM ⌄]	217 [⌄]
☐	☐	daf06010	David Ferreira	D09772	Laptop	Dell	Latitude 7400	5WD7N13	BUDDS BUILDING (ADMINISTRATION) [BUDDS BUILDING (ADM ⌄]	217 [⌄]
☐	☐	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.

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.