



Caltech

Institute Business
Systems | IMSS

Equipment Tracking System

User Guide



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Overview

The Equipment Tracking System (ETS) enables campus users to:

- View details about equipment held in the Oracle Fixed Assets module; and
- Request that Property Services record a disposition of equipment in Oracle.

ETS enforces rules so that users will only have access to equipment they are authorized to see.

For more information, go to the section [*Who Gets to See What?*](#)

The User Guide is organized into four major sections:

- ETS User Roles
- What all users can do in ETS
- What ETS Administrators can do
- Who gets to see what in ETS

Questions relating to equipment data (e.g., why am I the assignee, equipment in the wrong room, etc.) or requests for additional help may be directed to PropertyServices@caltech.edu.



ETS User Roles

Assignees and Delegates

- **Assignee:** The primary owner of equipment, typically a Principal Investigator of a grant funded Research project or a Manager of a general budget funded project through which equipment was purchased.
- **Delegate:** An individual who has been delegated with responsibility for an item of equipment.
- **Equipment Level Access:** Both Assignees and Delegates are roles associated with specific items of equipment.

Administrators

- **Organization Administrators (Org Admins):** Individuals that are delegated with responsibility for all equipment for their Organization.
- **Property Services Administrators (PS Admins):** Individuals that are delegated with responsibility for all equipment for the Institute.
- **View Only Users:** Administrators who have view only access to all equipment for the Institute.
- **Organization Level Access:** Org Admin, PS Admin and View Only User roles are associated with organizations responsible for items of equipment.




What All Users Can Do in ETS

1. View and Export a list of equipment to which they have access;
2. Request disposition of equipment;
3. Add a comment about a piece of equipment; and/or
4. Assign a delegate to the equipment.

Search for Equipment

The *Equipment Search* is the ETS Home.

1. Enter your search criteria into the search field(s); and
2. Click the *Next* button.





Please Note: The *Search* icon  is extremely useful for assuring that the criteria that you have entered is in the proper format. Clicking on the icon will open the Search Dialog window. Try clicking on the *Search* button BEFORE entering any search criteria to see the format of the data.



View and Export Equipment Report

The results for the Equipment Search appear on the Equipment Report.

The screenshot shows the CALTECH Equipment Tracking System interface. The page title is "CALTECH Equipment Tracking System IMAGE_UPLOAD". The user is logged in as "Larry Watanabe". The page displays an "Equipment Report" table with the following data:

Image	Asset #	Tag #	Description	Status	Ownership	Div	Org Name	Assignee	In Service Dt	Inventory Dt	Retired Dt	Life-Mth
	18765	000059863	SWITCH, NETWORK	ACTIVE	CALTECH	IMSS	Caltech	Watanabe, Larry Y	04-FEB-2003	16-MAR-2011		
	18768	000059857	SWITCH, NETWORK	ACTIVE	CALTECH	IMSS	Caltech	Watanabe, Larry Y	04-FEB-2003	16-MAR-2011		
	18770	000059860	SWITCH, NETWORK	ACTIVE	CALTECH	IMSS	Caltech	Watanabe, Larry Y	04-FEB-2003	16-MAR-2011		
	18772	000059832	SWITCH, NETWORK	ACTIVE	CALTECH	IMSS	Caltech	Watanabe, Larry Y	04-FEB-2003	16-MAR-2011		

Buttons

Refine Search: Takes you back to the *Equipment Search* page, keeping your search criteria.

New Search: Takes you back to the *Equipment Search* page with all search criteria removed.

Equipment Request: Takes you to the *Request List* from which you can generate a request for equipment disposition. This functionality will be covered in the next section.

Action: Presents a list of different options for modifying the Equipment Report including:

- Downloading/Exporting to Excel (photos will NOT export);
- Modifying the report format including removing or reordering columns, additional filtering, determining number of rows showing, etc.; and
- Saving the modified report.

TIP: To get a printable report that includes photos, create a custom report. Please see *Modifying Equipment Reports* for more details.



Request Disposition of Equipment and Other Requests

1. Choose the Request Type *Retired, Donated, Sold, Traded-in, Internally Transferred, or Externally Transferred*
2. Select the check box(es) for the Equipment for your request
3. Click the *Take Action* button

Home > Request List

Select Equipment

Request Type: Retired Donated Sold Traded-In Internally Transferred Externally Transferred Add Note Assign Delegate

<input type="checkbox"/>	Asset #	Tag #	Description	Assignee	Division	Site	Building	Room	In Service Date	Image
<input checked="" type="checkbox"/>	10251	000058072	SYSTEM, AKTAFPLC/ HIGH PERFORMANCE LIQUID CHROMATOGRAPHY	Barton, Jacqueline K	CCE	Campus	Beckman Institute/Beckman Institute Auditorium	233	09-MAY-00	
<input checked="" type="checkbox"/>	10263	000058515	GLOVEBOX, LABMASTER	Stoltz, Brian Mark	CCE	Campus	Schlinger Laboratory for CCE	302	09-MAY-01	
<input type="checkbox"/>	18772	000059832	SWITCH, NETWORK	Watanabe, Larry Y	IMSS	Campus	Keck Laboratories Env. Engrng. Sci and Materials Sci	115	04-FEB-03	
<input type="checkbox"/>	18773	000059835	SWITCH, NETWORK	Watanabe, Larry Y	IMSS	Campus	Robinson Laboratory Astrophysics and Astronomy	15	04-FEB-03	

Back to Search Take Action

Instructions: Select Equipment: You may request action on up to 10 items on any SINGLE page. Clicking on the <Previous or Next> link will clear any selections you have made. Please contact Property Services if you require action on a large number of items.

4. Enter the information into the fields
 - a. Fields with an asterisk (*) preceding are required fields for data entry
5. Click the *Submit* button

Home > Request List > Sale

Request Sale of Equipment: 10251, 10263

Equip #	* Sale Date	* Sale Amount	Comment
10251	02-Feb-2012	123	
10263	02-Feb-2012	434	

Back Submit

Instructions: For Comment fields: Allowable characters: Letters, numbers, the "at" sign (@), the "pound" sign (#), period, underscore and hyphen.

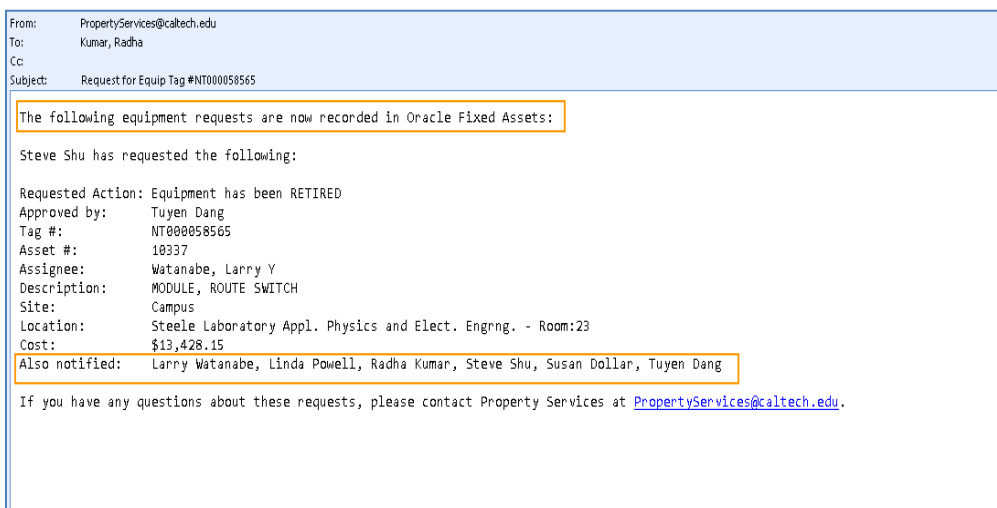


E-mail Notifications for Requests

Equipment Disposition Request: When an equipment disposition request is submitted, ALL parties authorized access to the equipment will receive an e-mail notification similar to the one below. Any recipient of the e-mail may question the request by contacting Property Services at PropertyServices@caltech.edu.



Approval of Disposition Request and Confirmation of Recording in Oracle: When an equipment disposition request is approved and the disposition has been recorded in the Oracle Fixed Asset and Financial modules, ALL parties authorized access to the equipment will receive another e-mail notification.





Add a Note to an Equipment Record

1. Choose Request Type *Add Note*
2. Select the check box(es) for the Equipment
3. Click *Take Action* button

Home > Request List

Select Equipment

Request Type: Retired Donated Sold Traded-In Internally Transferred Externally Transferred **Add Note** Assign Delegate

1 - 4

<input type="checkbox"/>	Asset #	Taq #	Description	Assignee	Division	Site	Building	Room	In Service Date	Image
<input type="checkbox"/>	10251	000058072	SYSTEM, AKTAPPLC/ HIGH PERFORMANCE LIQUID CHROMATOGRAPHY	Barton, Jacqueline K	CCE	Campus	Beckman Institute/Beckman Institute Auditorium	233	09-MAY-00	
<input type="checkbox"/>	10263	000058515	GLOVEBOX, LABMASTER	Stoltz, Brian Mark	CCE	Campus	Schlinger Laboratory for CCE	302	09-MAY-01	
<input checked="" type="checkbox"/>	18772	000059832	SWITCH, NETWORK	Watanabe, Larry Y	IMSS	Campus	Keck Laboratories Env. Engrng, Sci and Materials Sci	115	04-FEB-03	
<input checked="" type="checkbox"/>	18773	000059835	SWITCH, NETWORK	Watanabe, Larry Y	IMSS	Campus	Robinson Laboratory Astrophysics and Astronomy	15	04-FEB-03	

1 - 4

Back to Search Take Action

Instructions

Select Equipment:
You may request action on up to 10 items on any SINGLE page. Clicking on the <Previous or Next> link will clear any selections you have made. Please contact Property Services if you require action on a large number of items.

4. Add your note
5. Click *Submit/Resubmit*

Home > Request List > Add Note

Add Note to Equipment: 18772, 18773

Asset #	Note
18772	<input type="text" value="Adding comment to Equipment #18772"/>
18773	<input type="text" value="Adding comment to Equipment #18773"/>

1 - 2

Back Submit/Resubmit

Instructions

For Note field:
Allowable characters: Letters, numbers, the "at" sign (@), the "pound" sign (#), period, underscore and hyphen.

Notes added will appear on the Equipment Record in the last column to the right.

Funding Source Type	Delegate	Note
CIT	Dollar, Susan D; Powell, Linda	Adding comment to Equipment # 18772



Add Delegate(s) to Equipment

1. Choose Request Type *Assign Delegate*
2. Select the check box(es) for the Equipment
3. Click *Take Action* button

Home > Request List

Select Equipment

Request Type: Retired Donated Sold Traded-In Internally Transferred Externally Transferred Add Note Assign Delegate

1 - 4

<input type="checkbox"/>	Asset #	Tag #	Description	Assignee	Division	Site	Building	Room	In Service Date	Image
<input checked="" type="checkbox"/>	10251	000058072	SYSTEM, AKTAFPLC/ HIGH PERFORMANCE LIQUID CHROMATOGRAPHY	Barton, Jacqueline K	CCE	Campus	Beckman Institute/Beckman Institute Auditorium	233	09-MAY-00	
<input checked="" type="checkbox"/>	10263	000058515	GLOVEBOX, LABMASTER	Stoltz, Brian Mark	CCE	Campus	Schlinger Laboratory for CCE	302	09-MAY-01	
<input type="checkbox"/>	18772	000059832	SWITCH, NETWORK	Watanabe, Larry Y	IMSS	Campus	Keck Laboratories Env. Enging. Sci and Materials Sci	115	04-FEB-03	
<input type="checkbox"/>	18773	000059835	SWITCH, NETWORK	Watanabe, Larry Y	IMSS	Campus	Robinson Laboratory Astrophysics and Astronomy	15	04-FEB-03	

1 - 4

Back to Search Take Action

Instructions

Select Equipment:
You may request action on up to 10 items on any SINGLE page. Clicking on the <Previous or Next> link will clear any selections you have made. Please contact Property Services if you require action on a large number of items.

4. Choose the preferred option from *For All Assets Listed Below*
5. Search for the delegate you want to assign
6. Click *Apply* button

Home > Request List > Assign Delegates

Manage Equipment Delegates

Instruction: You have the right to assign delegate to the following equipment:

For All Assets Listed Below:

Assign New Delegate

Remove Current Delegate

Replace Current Delegate with New

New Delegate:

Tag Number	Description	Assignee	Division Name	Delegates
000058515	GLOVEBOX, LABMASTER	Stoltz, Brian Mark	CCE	Cai, Long
000058072	SYSTEM, AKTAFPLC/ HIGH PERFORMANCE LIQUID CHROMATOGRAPHY	Barton, Jacqueline K	CCE	Cai, Long

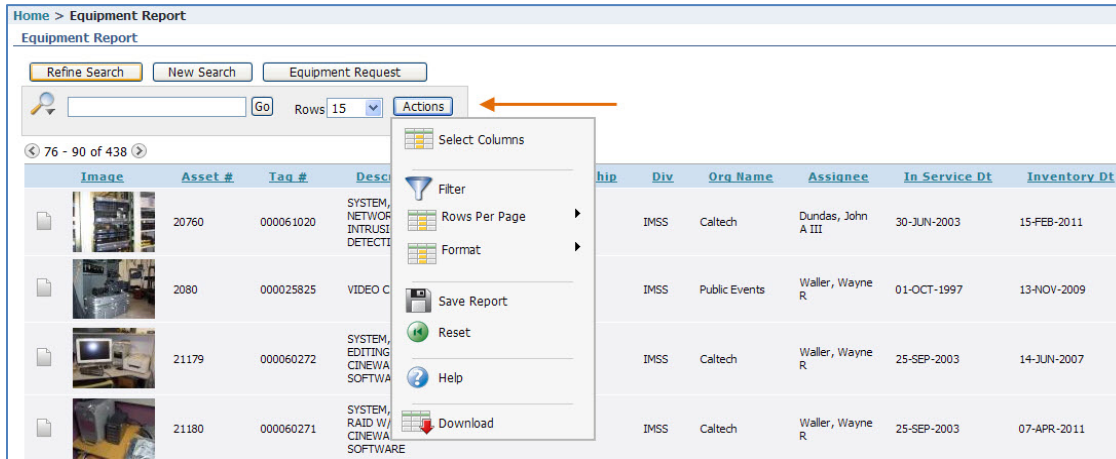
1 - 2

PLEASE NOTE: If the delegate is already a user of ETS, access to the item of equipment will be immediate. Otherwise, the delegate must wait overnight for the ETS link to appear in access.caltech.



Modify Equipment Reports

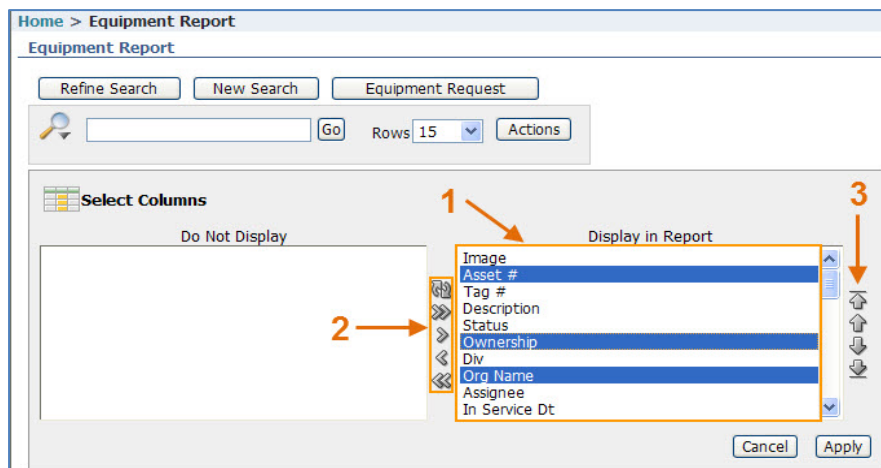
The search results in the Equipment Report may be modified in many different ways by utilizing the options available with the *Actions* button.



Select Columns: Removing and Reordering Columns

The *Select Columns* option enables you to choose and reorder the columns that you want to display in your report. *Select Columns* opens a window in which you can:

1. Select the column(s) you would like to display or not display
 - a. Use the *Ctrl* key to select more than one column at a time
2. Use the side arrows to move the columns from *Display* to *Do Not Display* and back
3. Use the up and down arrows to change the order of the columns





Filter on Columns

The *Filter* option enables you to further fine-tune your search on the specific found set. *Filter* opens a window that enables you to select the column on which you want to filter, the *Operator* for that search, and enter or select the details for which you want to search.

The screenshot shows the 'Filter' dialog box. At the top, there are buttons for 'Refine Search', 'New Search', and 'Equipment Request'. Below these is a search bar with a magnifying glass icon, a 'Go' button, a 'Rows' dropdown set to '15', and an 'Actions' button. The main section is titled 'Filter' and has two radio buttons: 'Column' (selected) and 'Row'. Below this are three fields: 'Column' with a dropdown menu showing 'Tag #', 'Operator' with a dropdown menu showing '=', and 'Expression' with a dropdown menu. At the bottom right are 'Cancel' and 'Apply' buttons.

You can also filter on a specific column by simply clicking on the column, which will open up a drop-down that allows you to:

1. Sort on the column
2. Delete the column
3. Enter a search phrase
4. Select the filter item from a list of values

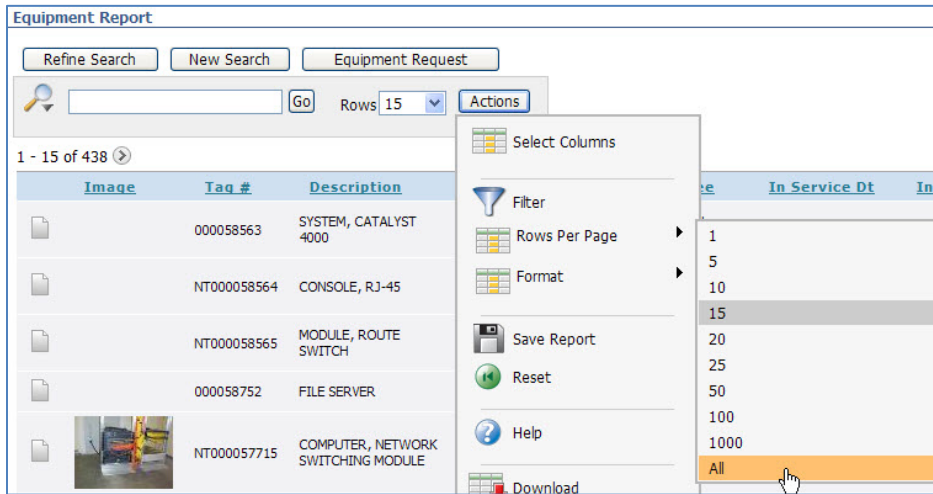
The screenshot shows the 'Equipment Report' table. The table has columns: Image, Tag #, Description, Status, Div, and Assign. The first row is highlighted. A dropdown menu is open over the 'Status' column, showing a list of status options: ACTIVE, PENDING DONATED, PENDING RETIRED, PENDING SOLD, PENDING TRADED-IN, and RETIRED. Four orange arrows point to specific elements: arrow 1 points to the 'Status' column header, arrow 2 points to the dropdown arrow icon, arrow 3 points to the search input field above the dropdown, and arrow 4 points to the list of status options.

Image	Tag #	Description	Status	Div	Assign
	000058563	SYSTEM, CATALYST 4000			
	NT000058564	CONSOLE, RJ-45			
	NT000058565	MODULE, ROUTE SWITCH			
	000058752	FILE SERVER			



Rows Per Page

The *Rows Per Page* option enables you to determine how many rows are displayed on a page. This is a great option for creating a report that will be printed out.

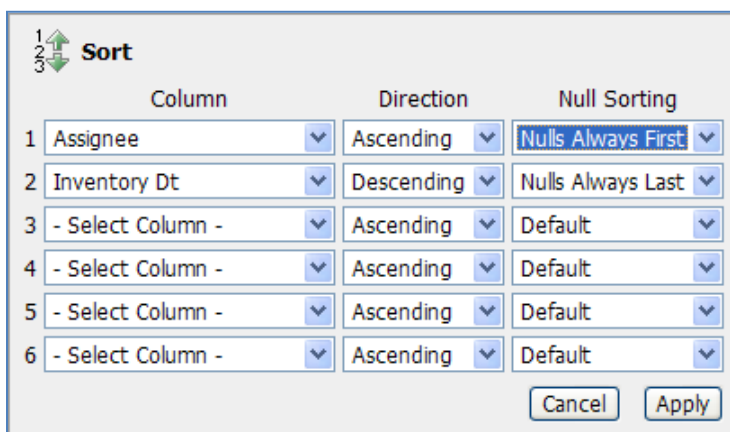


Format

The *Format* option enables you to format the report in a variety of ways.

Sort

Sort opens a window that enables you to select the columns on which you want to sort, and the order in which the sorts occur.





Highlight

Highlight opens a window that enables you to highlight both by row or column and for specific data, as dictated by you.

The screenshot shows the 'Highlight' configuration window. The 'Name' field is set to 'Pending Traded-In', 'Sequence' is 10, and 'Enabled' is Yes. The 'Highlight Type' is set to 'Row'. The 'Background Color' is #10D8E6 and the 'Text Color' is #000000. The 'Highlight Condition' is set to 'Status = PENDING TRADED-IN'. Below the window, a table shows the first three rows of equipment data, with the first two rows highlighted in light blue.

Image	Tag #	Description	Status	Div	Assignee	In Service Dt	Inventory Dt
	000058563	SYSTEM, CATALYST 4000	PENDING TRADED-IN	IMSS	Watanabe, Larry Y	06-JUN-2001	14-APR-2011
	NT000058564	CONSOLE, RJ-45	PENDING TRADED-IN	IMSS	Watanabe, Larry Y	06-JUN-2001	30-MAR-2011
	NT000058565	MODULE, ROUTE SWITCH	ACTIVE	IMSS	Watanabe, Larry Y	06-JUN-2001	30-MAR-2011

Save Report

Save Report opens a window that enables you to save all of the formatting that you have just completed for reuse in the future.

The screenshot shows the 'Rename Report' window. The 'Name' field is 'Asset Report' and the 'Description' field is 'Formatted for printing hardcopy including photos'. There are 'Cancel' and 'Apply' buttons at the bottom.

Upon saving a list of reports will now be available each time you run an equipment search.

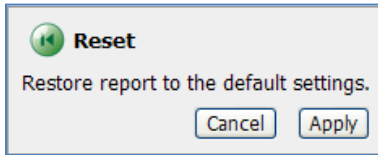
The screenshot shows the 'Equipment Report' search interface. A dropdown menu is open for 'Reports', showing options: '1. Primary Report', 'Default', '1. Primary Report', and '1. Asset Report'. An orange arrow points to the dropdown menu. Below the menu, a table shows the first row of equipment data.

Image	Tag #	Description	Status	Div	Assignee	In Service Dt
	000058563	SYSTEM, CATALYST 4000	PENDING TRADED-IN	IMSS	Watanabe, Larry Y	06-



Reset

Reset opens a window to validate that you would like to restore the report to the default settings.

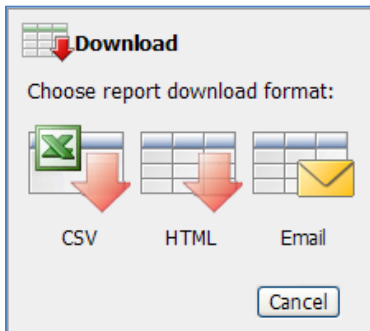


Help

Help opens a new window with very detailed help on the available actions.

Download

Download opens a window that prompts you to choose the report download format.



PLEASE NOTE: Downloads, regardless of the format, DO NOT include the images that are in the Equipment Report.

TIP: To get a printable report that includes photos, create a custom report. Set *Rows Per Page* to All, and limit the number of columns to 7 (including the photo column) for portrait or 9 columns in landscape.

If you absolutely need more columns, then use the *Shrink to Fit* option in the *Print Preview*. Don't forget to save your custom report so you can reuse it in the future!



What Administrators Can Do in ETS

Organization Administrators (Org Admins)

Org Admins are able to maintain their organization’s Org Admin roster by:

- Adding a new Org Admin;
- Removing an Org Admin; *and*
- Replacing an existing Org Admin with a new Org Admin.



PLEASE NOTE: If the person added as Org Admin is already a user of ETS, access to the organization’s equipment will be immediate. Otherwise, the Org Admin must wait overnight for the ETS link to appear in access.caltech.



Property Services Administrators (PS Admins)

PS Administrators are able to:

- Approve disposition requests
- Maintain equipment and tag images
- Maintain the roster of Org Administrators
- Maintain the roster of PS Administrators
- Maintain the roster of View Only Users

Approve Disposition Requests

Use the *PS Admin Actions* tab to Approve/Reject disposition requests.


The screenshot shows the 'Approve/Reject Requests' interface. The table contains the following data:

Approve	Equip #	Tag #	Requested By	Request Action	Approve By	Transaction Date	Transaction Amount	Donate To	New Assignee	New
<input type="checkbox"/>	100665	000066400	Kumar, Radha	Retired	<input type="text"/>	08-FEB-2012				
<input type="checkbox"/>	100667	000066232	Kumar, Radha	Donated	<input type="text"/>	08-FEB-2012		Test		
<input type="checkbox"/>	101665	000066455	Kumar, Radha	Donated	<input type="text"/>	08-FEB-2012		Test		
<input type="checkbox"/>	120668	000066552	Kumar, Radha	Donated	<input type="text"/>	07-FEB-2012		Test		
<input type="checkbox"/>	120669	000066569	Kumar, Radha	Donated	<input type="text"/>	07-FEB-2012		Test		
<input type="checkbox"/>	120665	000066555	Kumar, Radha	Sold	<input type="text"/>	09-FEB-2012	1234			
<input type="checkbox"/>	120667	000066553	Kumar, Radha	Sold	<input type="text"/>	09-FEB-2012	3445			

At the bottom of the table, there is a '1 - 7' indicator and 'Cancel' and 'Submit' buttons.



Maintain Equipment and Tag images


1. Search for the equipment
2. Click on the page view icon on the far left: 
3. Click on *Upload Image* button to add a new image or replace the existing image
4. Click on *Remove Image* button to remove the existing image

Home > Equipment Report > Single Equipment View

Equipment Detail

Asset # 16940	Manufacturer Name APPLE
Tag # 000059259	Model # XSERVE
Description SERVER, FILE	Serial # XB22700QLZD
Assignee Waller, Wayne R	PO # 1047685
Division Name IMSS	Invoice # 1713122
Site Campus	Multi PTA N
Building Digital Media Center	PTA ITS.01900-5-GB.000190
Room 100	Organization Caltech
Inventory Date 04-APR-2011	Major Category COMPUTERS
Placed In Service 25-JUL-02	Minor Category MAINFRAME AND SERVER
Date Retired	Equipment Title Title to Caltech
Original Cost 6,564.28	Expenditure Equipment-Caltech
Ownership CALTECH	Parent Equip #
Condition Code N1	Life In Years 10
Parent Tag #	Life In Months
GL Funding Segment 11010001	Dept Code
Funding Source Name CIT	Dept Name
Note	Delegate List

SERVER, FILE




Home > Equipment Report > Single Equipment View > Image Upload

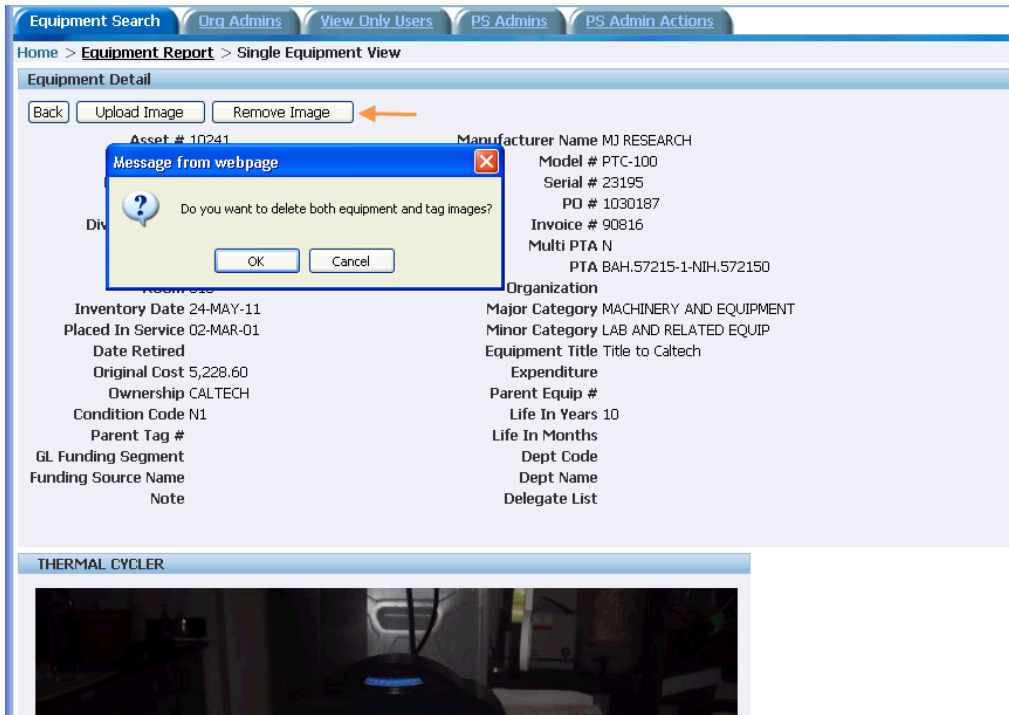
Image Upload

Tag Number: 000059259

* Equipment jpeg: C:\Documents and Settings\rkl

* Tag jpeg: C:\Documents and Settings\rkl





Use the *PS Admins* tab to maintain the roster of PS Administrators; Use the *View Only Users* tab to maintain the roster of View Only Users.





Who Gets to See What?

Access to equipment data is determined at one of two levels: Equipment and Organization.

Equipment-Level Access

Equipment-level data access is provided to Assignees and Delegates.

- Assignee: The primary owner of the equipment. For equipment purchased under research grants, the Assignee is typically the Principal Investigator of the project.
 - Assignees are able to view and make requests for any equipment for which they are the Assignee.
 - Assignees are able to name delegates for equipment on which they are the Assignee.
- Delegate: An individual who has been delegated with responsibility for an item of equipment.
 - Delegates are able to view and make requests for any equipment for which they are a Delegate.
 - Anyone with an access.caltech account may be named as a delegate for an asset.
 - Each item of equipment may be assigned to one or more delegates.
 - ✓ While each item of equipment must have an Assignee, delegates are not required.

Organization-Level Access

Organization-level equipment data access is provided to those individuals identified as ETS Org Admins, PS Admins or View Only Users

- Organization: Each item of equipment is associated with the Assignee's primary HR assignment organization.
 - Organization-level access is given at the Division level, thus Org Admins have access to the equipment assigned to people whose primary HR assignment is for an organization within the division.
- Org Admins are able to view and make requests for all equipment assigned to their Division.
- PS Admins and View Only Users are able to view all of Caltech's equipment.