

# 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<br>daf06010                                  | Title<br>Administrative Program Manager 2 |
| Name<br>Ferreira, David                            | Department Number<br>1549                 |
| Email<br>david.ferreira@uconn.edu                  | Department Name<br>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<br>daf06010 Ferreira, David                                           | Tag<br>D123456       |
| Description<br>Laptop                                                       | Manufacturer<br>Dell |
| Model<br>Latitude                                                           | Serial<br>12345678   |
| Building<br>budds<br>BUDDS BUILDING (ADMINISTRATION) ▼                      | Room<br>217 ▼        |
| Purchase Date (best guess)<br>10/13/2020 <input type="text"/>               |                      |
| Comments (PO # if known)<br>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"/> | Wilder, Adam<br>acw05001 | Adam Wilder          | D12920 | Laptop      | Dell         | Latitude 7420      | GQYFZH3 | BUDDS BUILDING (ADMINISTRATION)<br>BUDDS BUILDING (ADM▼ | 318<br>-- Si▼ |
| <input type="checkbox"/> | <input type="checkbox"/> | chc03008                 | Christopher Cipriani | D10725 | Laptop      | Dell         | Latitude 7400      | 5JGK063 | BUDDS BUILDING (ADMINISTRATION)<br>BUDDS BUILDING (ADM▼ | 346<br>▼      |
| <input type="checkbox"/> | <input type="checkbox"/> | clg12006                 | Clarissa Girasoli    | D16857 | Laptop      | Dell         | Precision 5470 CTO | FK0YDK  | BUDDS BUILDING (ADMINISTRATION)<br>BUDDS BUILDING (ADM▼ | 202<br>▼      |

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**

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Alternate Department Load

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|          | 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)<br>BUDDS BUILDING (ADM▼ | 318<br>-- Si▼ | 2021-11-09    | 2022-11-28         | 448992   | Y            |
| Cipriani | D10725 | Laptop      | Dell         | Latitude 7400      | 5JGK063 | BUDDS BUILDING (ADMINISTRATION)<br>BUDDS BUILDING (ADM▼ | 346<br>▼      | 2020-08-17    | 2023-02-10         | 405787   |              |
| asoli    | D16857 | Laptop      | Dell         | Precision 5470 CTO | FK0YDK  | BUDDS BUILDING (ADMINISTRATION)<br>BUDDS BUILDING (ADM▼ | 202<br>▼      | 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**

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Alternate Department Load

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| 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)<br>BUDDS BUILDING (ADM▼ | 217<br>▼ |
| <input type="checkbox"/> | <input type="checkbox"/> | daf06010 | David Ferreira                         | D09772 | Laptop      | Dell         | Latitude 7400         | 5WD7N13       | BUDDS BUILDING (ADMINISTRATION)<br>BUDDS BUILDING (ADM▼ | 217<br>▼ |
| <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)<br>BUDDS BUILDING (ADM▼ | 217<br>▼ |

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.