

WELCOME

**Asset Management System
Asset Transfer Guidelines**

1. Access the Asset Management System:

- Navigate to URL <https://assetsms.sharjah.ac.ae> or login from **MYUOSPORTAL**.



The screenshot shows the top navigation bar of the University of Sharjah website. On the left, there is the university logo and a 25th anniversary emblem (1997-2022). The navigation menu includes 'ABOUT UOS', 'ADMISSIONS', and 'ACAD'. On the right, there is a search bar and a 'Quick links' dropdown menu. A blue callout box points to the 'Quick links' menu, containing the text: 'To Access 'MYUOSPORTAL' From the UOS website: Click on Quick Links dropdown menu then click MyUOS'. The dropdown menu lists: 'MyUOS', 'Faculty Directory', 'Libraries', 'UoS Mobile App', and 'S E P'. Below the navigation bar, there is a large banner for 'ADMISSION OPEN Fall 2023/2024 FOR BACHELOR PROGRAMS'. The banner includes an 'Apply Online' button with the URL 'www.sharjah.ac.ae/oa' and a mouse cursor icon. To the right of the banner, there are two sections: 'New Programs:' listing 'Bachelor of Law in English', 'Bachelor of Science in Cybersecurity Engineering', and 'Bachelor of Science in Biomedical Informatics'; and 'The Admission will start:' listing 'Medical colleges: From 19th June until 13th July 2023' and 'Other colleges: From 19th June until 17th August 2023'. The banner also features images of students and a chatbot icon in the bottom right corner.

ADMISSION OPEN
Fall 2023/2024
FOR BACHELOR PROGRAMS

Apply Online
www.sharjah.ac.ae/oa

New Programs:

- Bachelor of Law in English
- Bachelor of Science in Cybersecurity Engineering
- Bachelor of Science in Biomedical Informatics

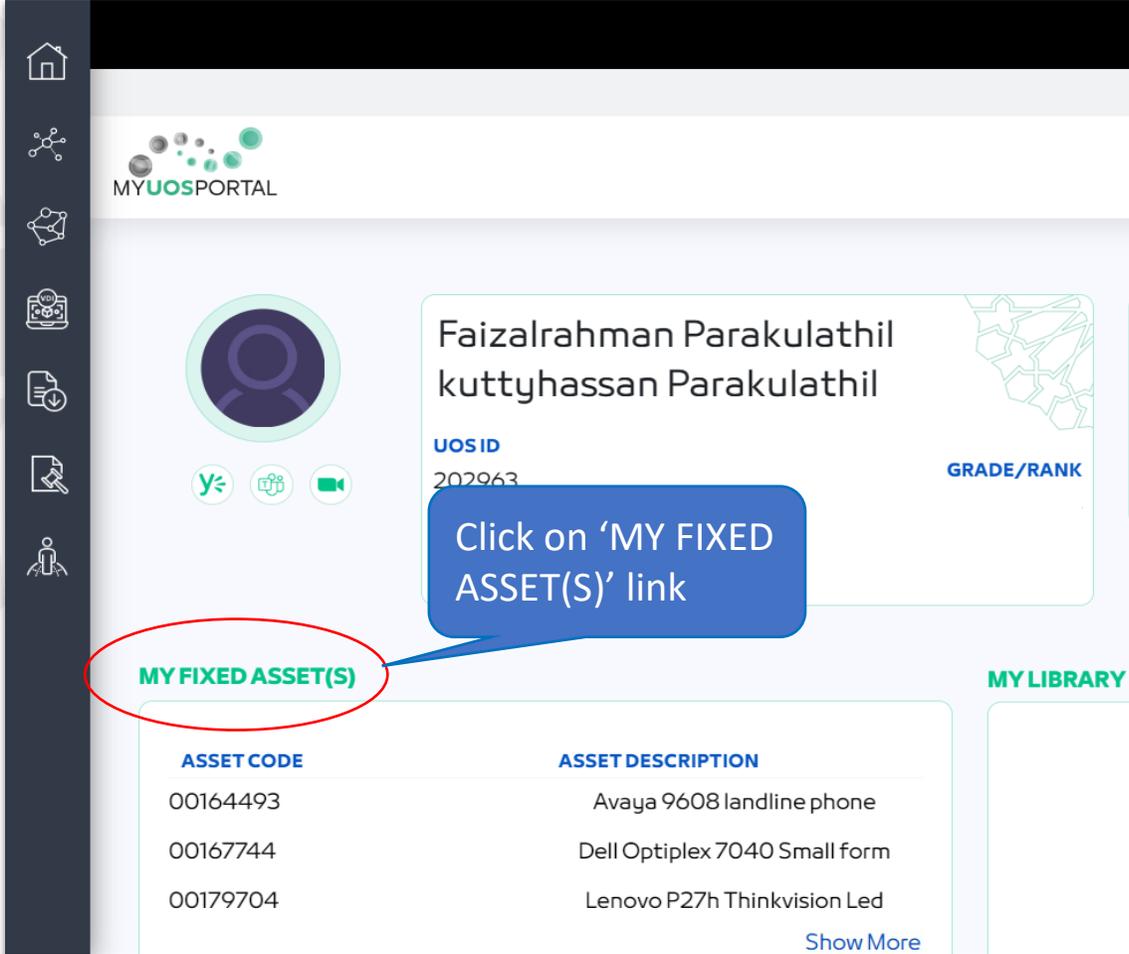
The Admission will start :

- Medical colleges: From 19th June until 13th July 2023
- Other colleges: From 19th June until 17th August 2023

LATEST NEWS

1. Access the Asset Management System:

- Click on '**MY FIXED ASSETS**' link from **MYUOSPORTAL**.



MYUOSPORTAL

Faizalrahman Parakulathil
kuttyhassan Parakulathil

UOS ID
202963

GRADE/RANK

MY FIXED ASSET(S)

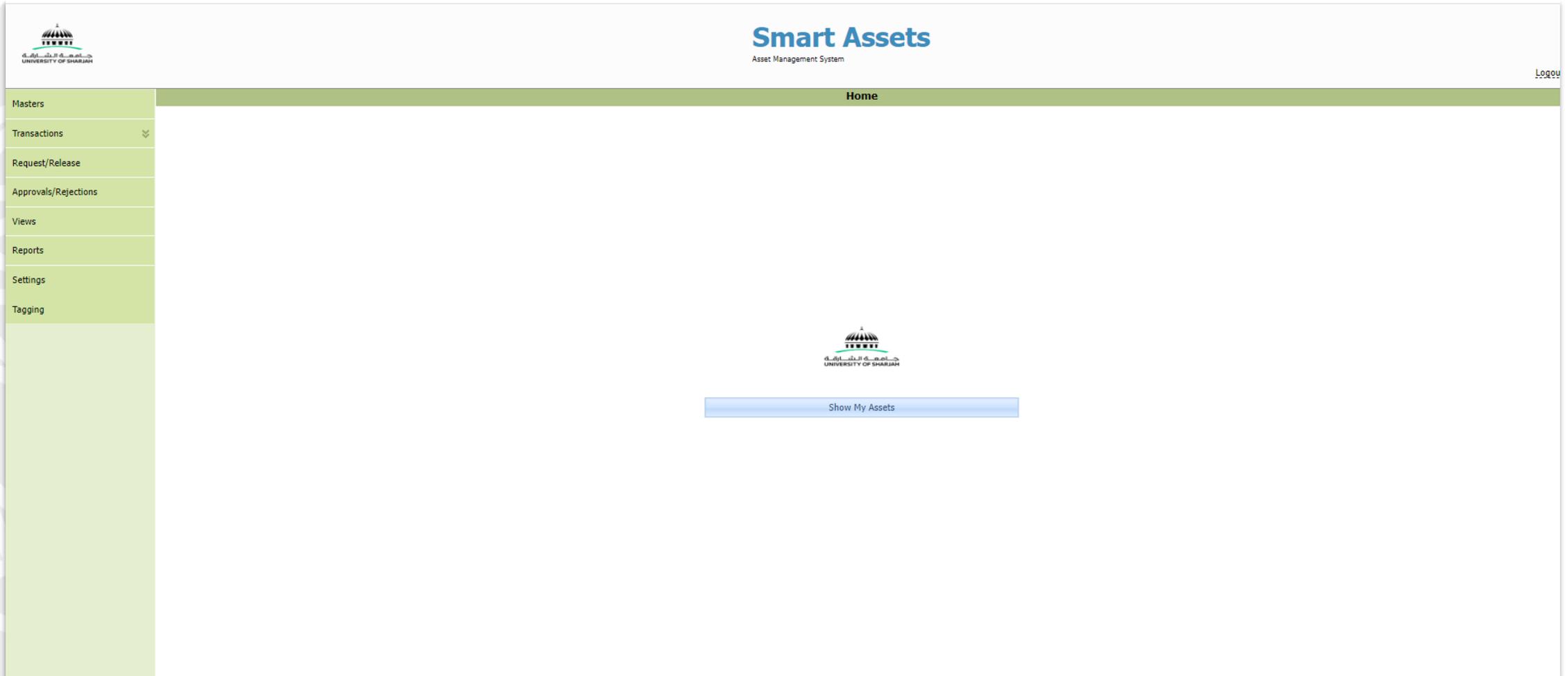
MY LIBRARY

| ASSET CODE | ASSET DESCRIPTION |
|------------|-------------------------------|
| 00164493 | Avaya 9608 landline phone |
| 00167744 | Dell Optiplex 7040 Small form |
| 00179704 | Lenovo P27h Thinkvision Led |

Show More

2. Home Page

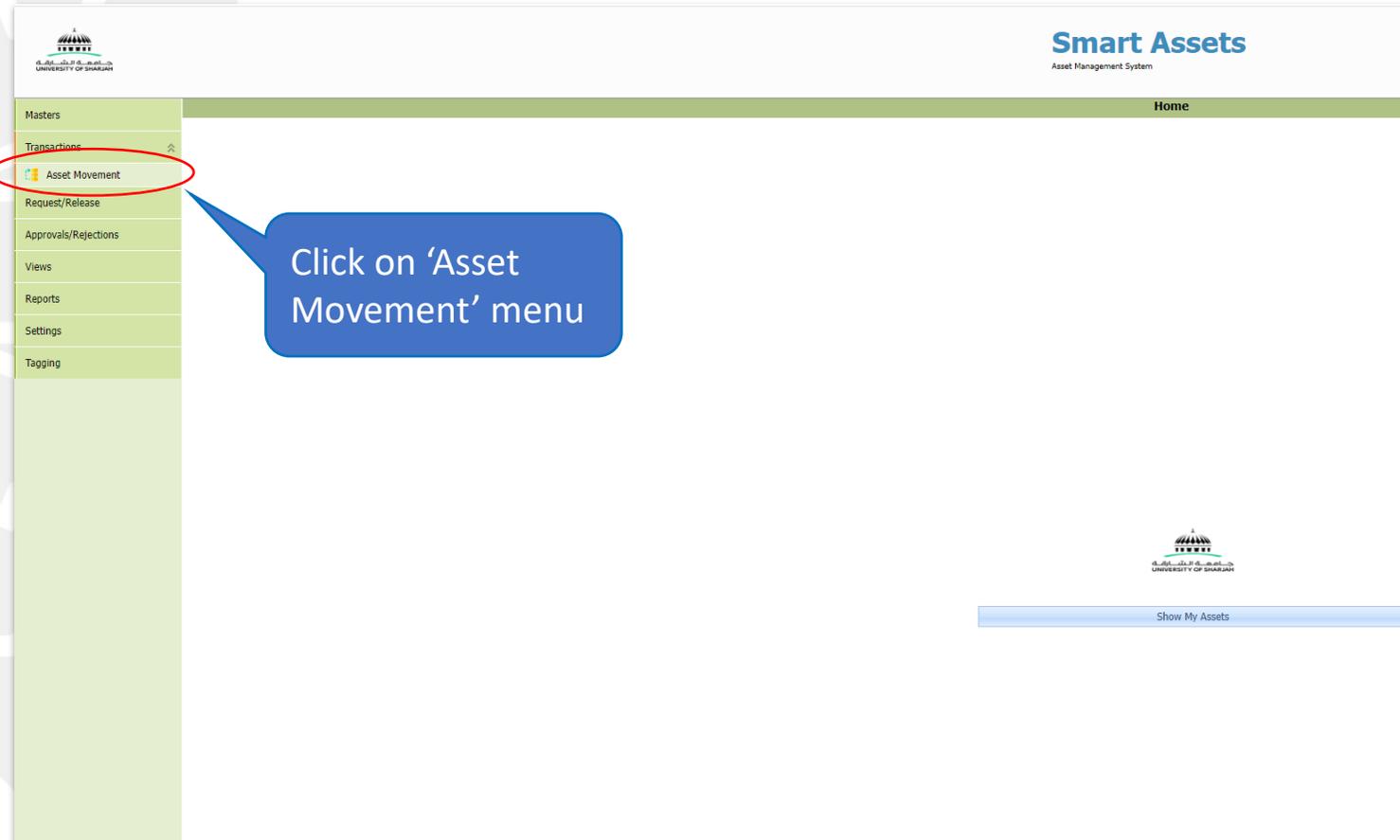
- You will be greeted with Asset Management System Home page as indicated below



The screenshot displays the 'Smart Assets' Asset Management System Home page. The page features a green header with the 'Smart Assets' logo and 'Asset Management System' text. A navigation menu on the left includes options like Masters, Transactions, Request/Release, Approvals/Rejections, Views, Reports, Settings, and Tagging. The main content area is titled 'Home' and contains a 'Show My Assets' button. The University of Sharjah logo is visible in the top left and center of the page.

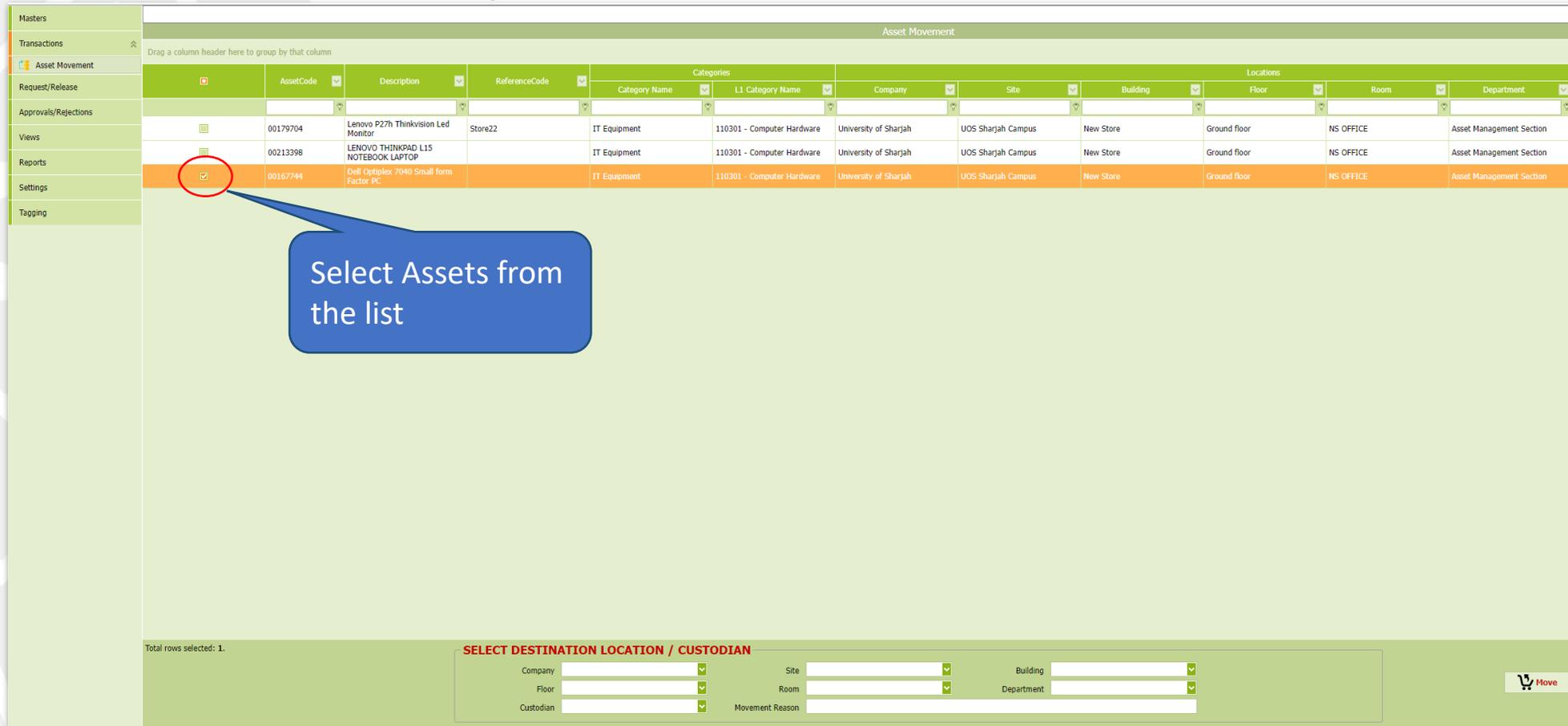
3. Menu

- To initiate the transfer of the asset between locations / custodians / departments, navigate to the Transaction Menu and select the Asset Movement sub-menu, as indicated below.



4. Asset List

- Within the Movement Screen, you will find a list displaying all assets currently registered under the user login. To proceed with the transfer, locate and select the specific asset from the asset list.



| | AssetCode | Description | ReferenceCode | Categories | | Locations | | | | | |
|-------------------------------------|-----------|---|---------------|---------------|----------------------------|-----------------------|--------------------|-----------|--------------|-----------|--------------------------|
| | | | | Category Name | L1 Category Name | Company | Site | Building | Floor | Room | Department |
| <input type="checkbox"/> | 00179704 | Lenovo P27h Thinkvision Led Monitor | Store22 | IT Equipment | 110301 - Computer Hardware | University of Sharjah | UOS Sharjah Campus | New Store | Ground floor | NS OFFICE | Asset Management Section |
| <input type="checkbox"/> | 00213398 | LENOVO THINKPAD L15 NOTEBOOK LAPTOP | | IT Equipment | 110301 - Computer Hardware | University of Sharjah | UOS Sharjah Campus | New Store | Ground floor | NS OFFICE | Asset Management Section |
| <input checked="" type="checkbox"/> | 00167744 | Dell Optiplex 7040 Small form Factor PC | | IT Equipment | 110301 - Computer Hardware | University of Sharjah | UOS Sharjah Campus | New Store | Ground floor | NS OFFICE | Asset Management Section |

Total rows selected: 1.

SELECT DESTINATION LOCATION / CUSTODIAN

Company: Site: Building:
 Floor: Room: Department:
 Custodian: Movement Reason:

5. Asset Transfer Request

- The following are the various scenarios in which asset transfers can be conducted.

1

- Transfer to different Location

2

- Transfer to a different Custodian

- To change Asset custodian only, select same location but specify new Custodian.
- To change Asset Location but same Custodian, select new location and select same custodian.
- You can also transfer assets in new location and new custodian by specifying on corresponding dropdown list

| Asset Movement | | | | | | | | | | | | | |
|-------------------------------------|-----------|---|---------------|---------------|----------------------------|-----------------------|--------------------|-----------|--------------|-----------|--------------------------|-------------------------|--|
| Request/Release | AssetCode | Description | ReferenceCode | Categories | | Locations | | | | | | | |
| | | | | Category Name | L1 Category Name | Company | Site | Building | Floor | Room | Department | Custodian | |
| <input type="checkbox"/> | 00179704 | Lenovo P27h Thinkvision Led Monitor | Store22 | IT Equipment | 110301 - Computer Hardware | University of Sharjah | UOS Sharjah Campus | New Store | Ground floor | NS OFFICE | Asset Management Section | Faizalrahman Parakulath | |
| <input type="checkbox"/> | 00213398 | LENOVO THINKPAD L15 NOTEBOOK LAPTOP | | IT Equipment | 110301 - Computer Hardware | University of Sharjah | UOS Sharjah Campus | New Store | Ground floor | NS OFFICE | Asset Management Section | Faizalrahman Parakulath | |
| <input checked="" type="checkbox"/> | 00167744 | Dell Optiplex 7040 Small form Factor PC | | IT Equipment | 110301 - Computer Hardware | University of Sharjah | UOS Sharjah Campus | New Store | Ground floor | NS OFFICE | Asset Management Section | Faizalrahman Parakulath | |

SELECT DESTINATION LOCATION / CUSTODIAN

Company: University of Sharjah | Site: UOS Sharjah Campus | Building: New Store

Floor: Ground floor | Room: NS OFFICE | Department: 160506-Asset Management Section

Custodian: 201754-Sajad Valappil | Movement Reason:

Receiver location details can be selected from here

Enter Movement reason

Search by Department ID or Department name

Search by Custodian ID or Custodian name

- All the dropdown have option to search or select from the list.
- Custodian and department could be searched by their IDs.
- A Movement Reason text box is provided for the user to specify the reason for Movement

5. Assets Transfer Request

- After filling the required information, click the 'Move' button. This action will trigger an email notification to the receiver, prompting them to proceed with the approval process.

| Asset Movement | | | | | | | | | | | | | |
|-------------------------------------|-----------|---|---------------|---------------|----------------------------|-----------------------|--------------------|-----------|--------------|-----------|--------------------------|-------------------------|------------|
| Request/Release | AssetCode | Description | ReferenceCode | Categories | | Locations | | | | | | | |
| | | | | Category Name | L1 Category Name | Company | Site | Building | Floor | Room | Department | Cust | |
| <input type="checkbox"/> | 00179704 | Lenovo P27h Thinkvision Led Monitor | Store22 | IT Equipment | 110301 - Computer Hardware | University of Sharjah | UOS Sharjah Campus | New Store | Ground floor | NS OFFICE | Asset Management Section | Faizalrahman Parakulath | Parakulath |
| <input type="checkbox"/> | 00213398 | LENOVO THINKPAD L15 NOTEBOOK LAPTOP | | IT Equipment | 110301 - Computer Hardware | University of Sharjah | UOS Sharjah Campus | New Store | Ground floor | NS OFFICE | Asset Management Section | Faizalrahman Parakulath | Parakulath |
| <input checked="" type="checkbox"/> | 00167744 | Dell Optiplex 7040 Small form Factor PC | | IT Equipment | 110301 - Computer Hardware | University of Sharjah | UOS Sharjah Campus | New Store | Ground floor | NS OFFICE | Asset Management Section | Faizalrahman Parakulath | Parakulath |

Total rows selected: 1.

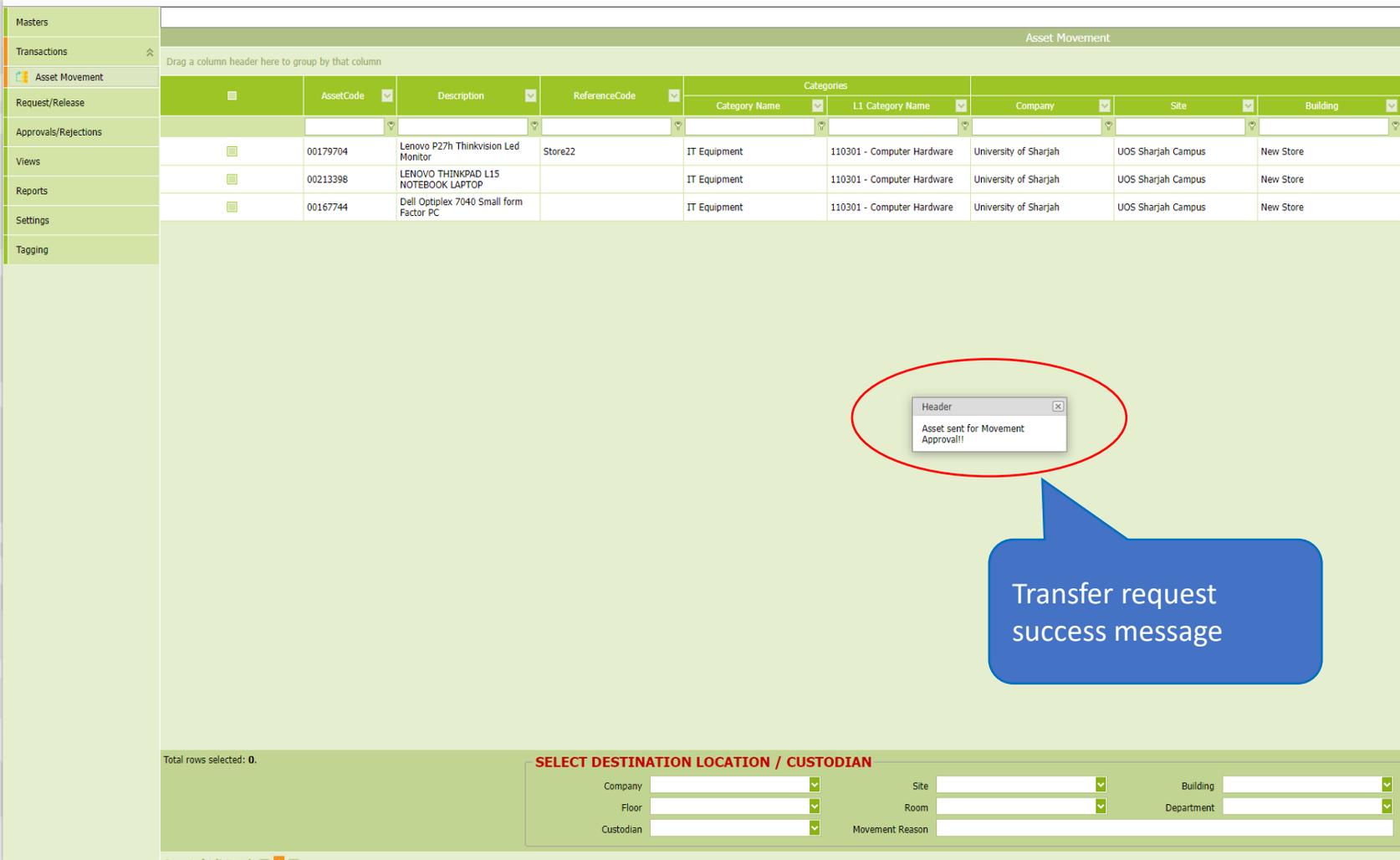
SELECT DESTINATION LOCATION / CUSTODIAN

| | | |
|----------------------------------|--------------------------|---|
| Company: University of Sharjah | Site: UOS Sharjah Campus | Building: New Store |
| Floor: Ground floor | Room: NS OFFICE | Department: 160506-Asset Management Section |
| Custodian: 201754-Sajad Valappil | Movement Reason: | |

Click on Move button

6. Assets Transfer Request Success

- Upon a successful transfer request, a notification popup will appear, stating "Asset sent for Approval."



The screenshot displays the 'Asset Movement' section of the Asset Management system. It features a table with columns for AssetCode, Description, ReferenceCode, Category Name, L1 Category Name, Company, Site, and Building. Three rows of data are visible, all for IT Equipment at the University of Sharjah, UOS Sharjah Campus, New Store.

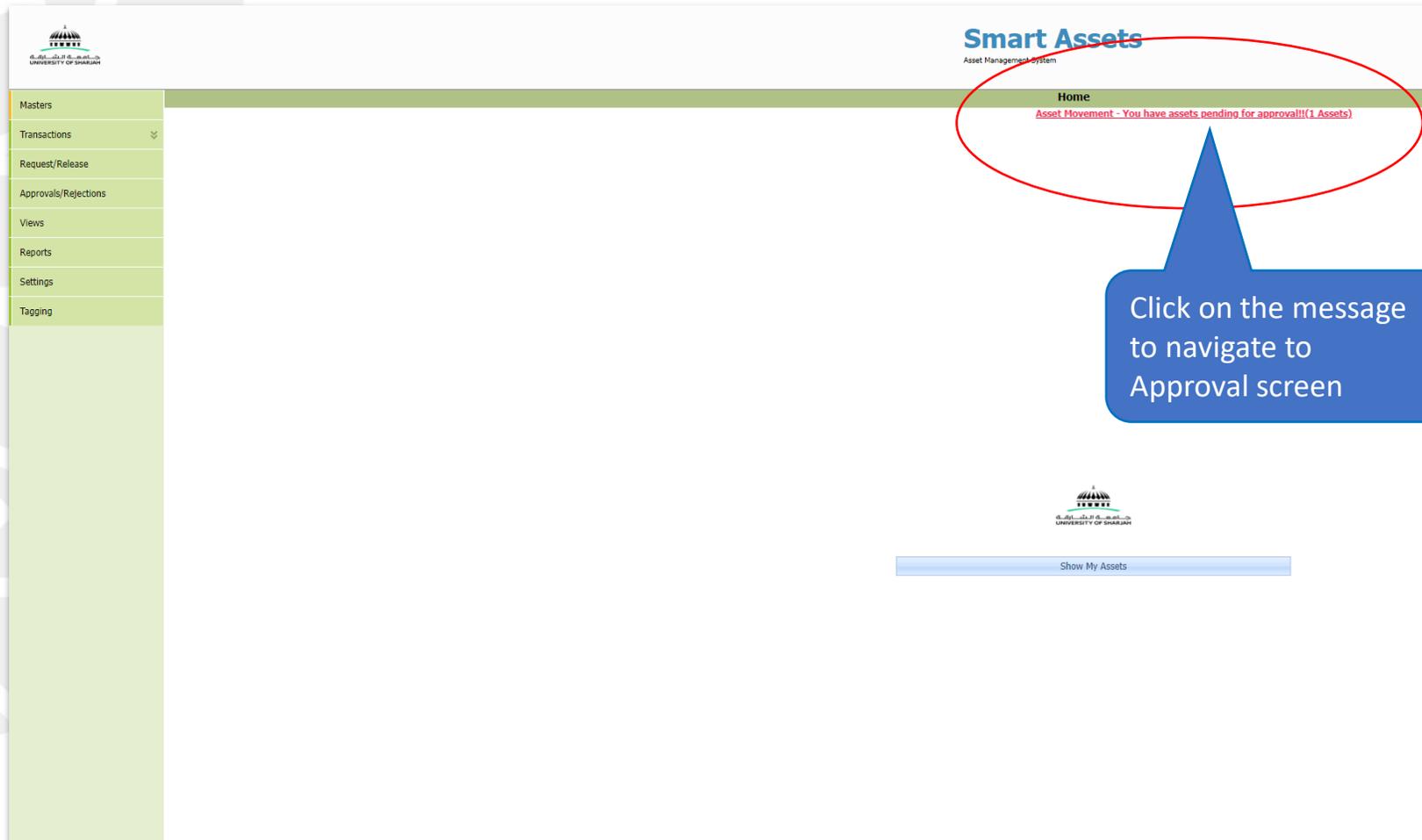
| | AssetCode | Description | ReferenceCode | Category Name | L1 Category Name | Company | Site | Building |
|--|-----------|---|---------------|---------------|----------------------------|-----------------------|--------------------|-----------|
| | 00179704 | Lenovo P27h Thinkvision Led Monitor | Store22 | IT Equipment | 110301 - Computer Hardware | University of Sharjah | UOS Sharjah Campus | New Store |
| | 00213398 | LENOVO THINKPAD L15 NOTEBOOK LAPTOP | | IT Equipment | 110301 - Computer Hardware | University of Sharjah | UOS Sharjah Campus | New Store |
| | 00167744 | Dell Optiplex 7040 Small form Factor PC | | IT Equipment | 110301 - Computer Hardware | University of Sharjah | UOS Sharjah Campus | New Store |

A notification popup titled 'Header' is shown, containing the message: 'Asset sent for Movement Approval!!'. A blue callout bubble points to this popup with the text 'Transfer request success message'.

At the bottom of the interface, there are several dropdown menus for selecting destination location and custodian, including Company, Site, Building, Floor, Room, Department, Custodian, and Movement Reason.

7. Receiver - Assets Transfer Approval

- The receiver will be greeted with a marquee message displayed at the top of the home page. To access the asset transfer approval screen, click on the marquee message, which will redirect to the approval page.



Smart Assets
Asset Management System

Home
[Asset Movement - You have assets pending for approval!!\(1 Assets\)](#)

Click on the message to navigate to Approval screen

Show My Assets

7. Receiver - Assets Transfer Approval

- The approval screen will present a list of pending assets for transfer as shown below.

| Approve/Reject Movement | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------|-------------------------------------|---------------|-------------|-----------------------|--------------------|-----------|--------------|-----------|--------------------------|---|-----------------------|--------------------|-----------|--------------|-----------|--------------------------|----------------|-------------|-----------------|------------------|--|
| Enter text to search... | | | | | | | | | | | | | | | | | | | | | | |
| Drag a column header here to group by that column | | | | | | | | | | | | | | | | | | | | | | |
| | AssetCode | Description | Movement Type | Moved Date | From Locations | | | | | | | To Locations | | | | | | | Movement By | Movement Reason | LastApproveLevel | |
| | | | | | Company | Site | Building | Floor | Room | Department | Custodian | Company | Site | Building | Floor | Room | Department | Custodian | | | | |
| <input type="checkbox"/> | 00213398 | LENOVO THINKPAD L15 NOTEBOOK LAPTOP | PC MOVEMENT | 19-Jun-2023 | University of Sharjah | UOS Sharjah Campus | New Store | Ground floor | NS OFFICE | Asset Management Section | Faizalrahman Parakulathil kutyhassan Parakulathil | University of Sharjah | UOS Sharjah Campus | New Store | Ground floor | NS OFFICE | Asset Management Section | Sajad Valappil | 202963 | location change | 0 | |

Assets pending for transfer approval

7. Receiver - Assets Transfer Approval

- Select the Asset you wish to approve or reject as part of Asset transfer

Masters Approve/Reject Movement

Transactions

Request/Release Drag a column header here to group by that column

Approvals/Rejections

Views

Reports

Settings

Tagging

| AssetCode | Description | Movement Type | Moved Date | From Locations | | | | | | | | | | |
|--|-------------------------------------|---------------|-------------|-----------------------|--------------------|-----------|--------------|-----------|--------------------------|---|-----------------------|--------------------|-----------|--|
| | | | | Company | Site | Building | Floor | Room | Department | Custodian | Company | Site | Building | |
| <input type="checkbox"/> 00213398 | LENOVO THINKPAD L15 NOTEBOOK LAPTOP | PC MOVEMENT | 20-Jun-2023 | University of Sharjah | UOS Sharjah Campus | New Store | Ground floor | NS OFFICE | Asset Management Section | Faizalrahman Parakulathil kutyhassan Parakulathil | University of Sharjah | UOS Sharjah Campus | New Store | |
| <input checked="" type="checkbox"/> 00319831 | AVAYA J179 IP PHONE | PC MOVEMENT | 20-Jun-2023 | University of Sharjah | UOS Sharjah Campus | New Store | Ground floor | NS OFFICE | Asset Management Section | Faizalrahman Parakulathil kutyhassan Parakulathil | University of Sharjah | UOS Sharjah Campus | New Store | |

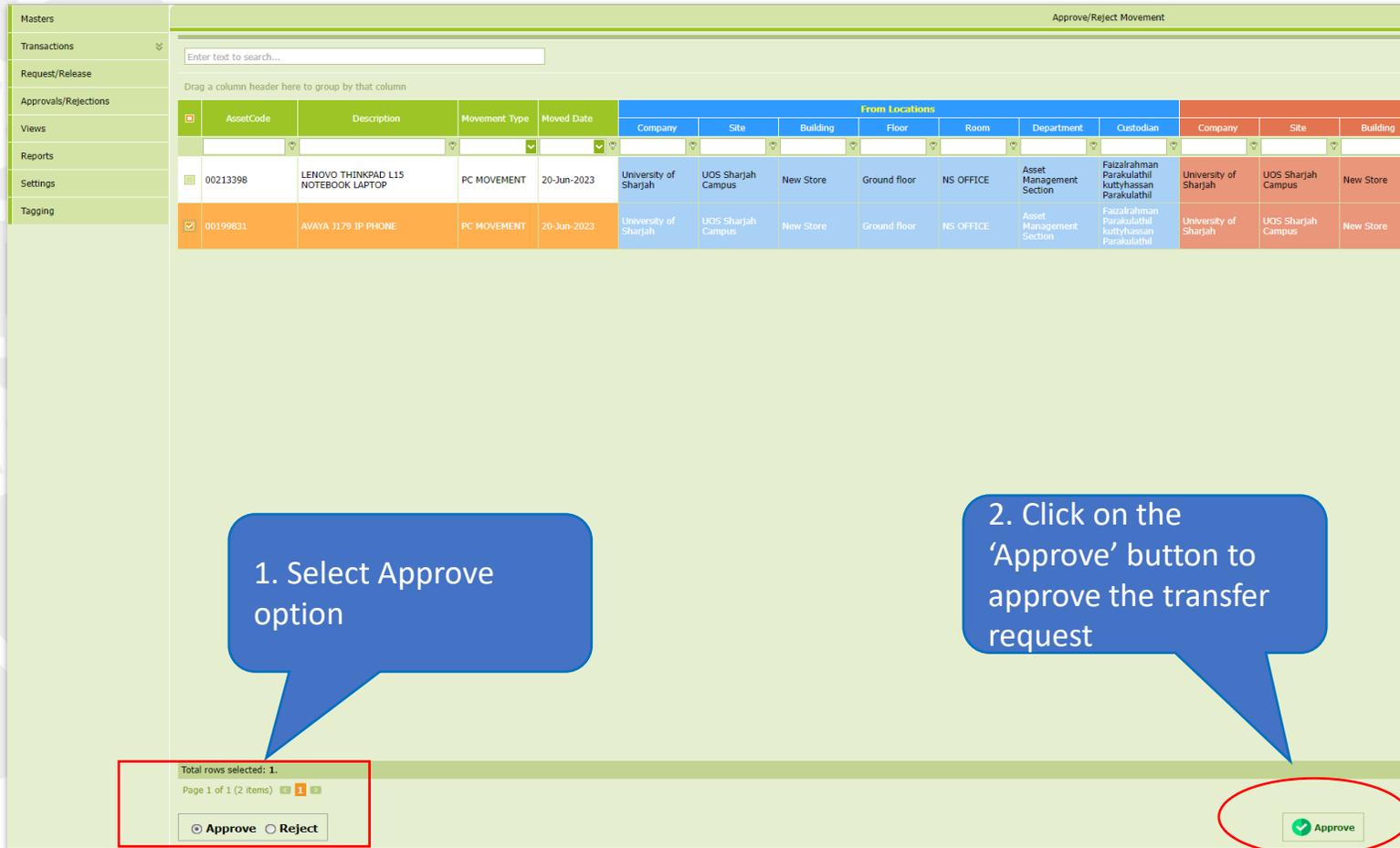
Total rows selected: 1.
Page 1 of 1 (2 items)

Approve Reject

Click on the asset that need to approve the transfer request

7. Receiver - Assets Transfer Approval

- In the case of a valid transfer request, the user should select 'Approve' option followed by clicking the 'Approve' button located at the bottom of the page. Upon completion, the asset will be successfully transferred to the new custodian, and an email notification will be sent to both parties involved.



The screenshot displays the 'Approve/Reject Movement' interface. It features a table with columns for AssetCode, Description, Movement Type, Moved Date, and From Locations (Company, Site, Building, Floor, Room, Department, Custodian). Two rows are visible, representing Lenovo Thinkpad L15 Notebook Laptop and Avaya J179 IP Phone. At the bottom left, there is a status bar with 'Total rows selected: 1' and 'Page 1 of 1 (2 items)'. Below this, there are radio buttons for 'Approve' and 'Reject'. At the bottom right, there is a green 'Approve' button with a checkmark icon.

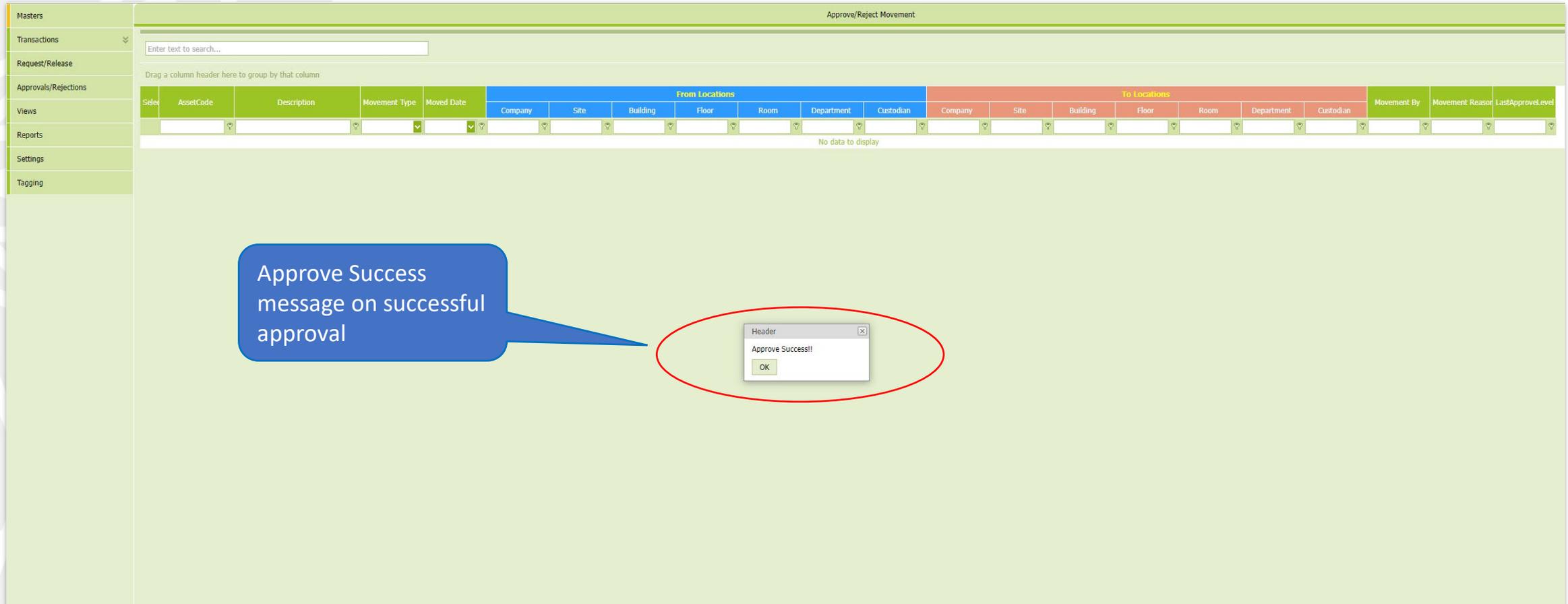
| AssetCode | Description | Movement Type | Moved Date | Company | Site | Building | Floor | Room | Department | Custodian | Company | Site | Building |
|-----------|-------------------------------------|---------------|-------------|-----------------------|--------------------|-----------|--------------|-----------|--------------------------|---|-----------------------|--------------------|-----------|
| 00213398 | LENOVO THINKPAD L15 NOTEBOOK LAPTOP | PC MOVEMENT | 20-Jun-2023 | University of Sharjah | UOS Sharjah Campus | New Store | Ground floor | NS OFFICE | Asset Management Section | Faizalrahman Parakulathil kutyhassan Parakulathil | University of Sharjah | UOS Sharjah Campus | New Store |
| 00199831 | AVAYA J179 IP PHONE | PC MOVEMENT | 20-Jun-2023 | University of Sharjah | UOS Sharjah Campus | New Store | Ground floor | NS OFFICE | Asset Management Section | Faizalrahman Parakulathil kutyhassan Parakulathil | University of Sharjah | UOS Sharjah Campus | New Store |

1. Select Approve option

2. Click on the 'Approve' button to approve the transfer request

8.Receiver - Assets Transfer Approval Success

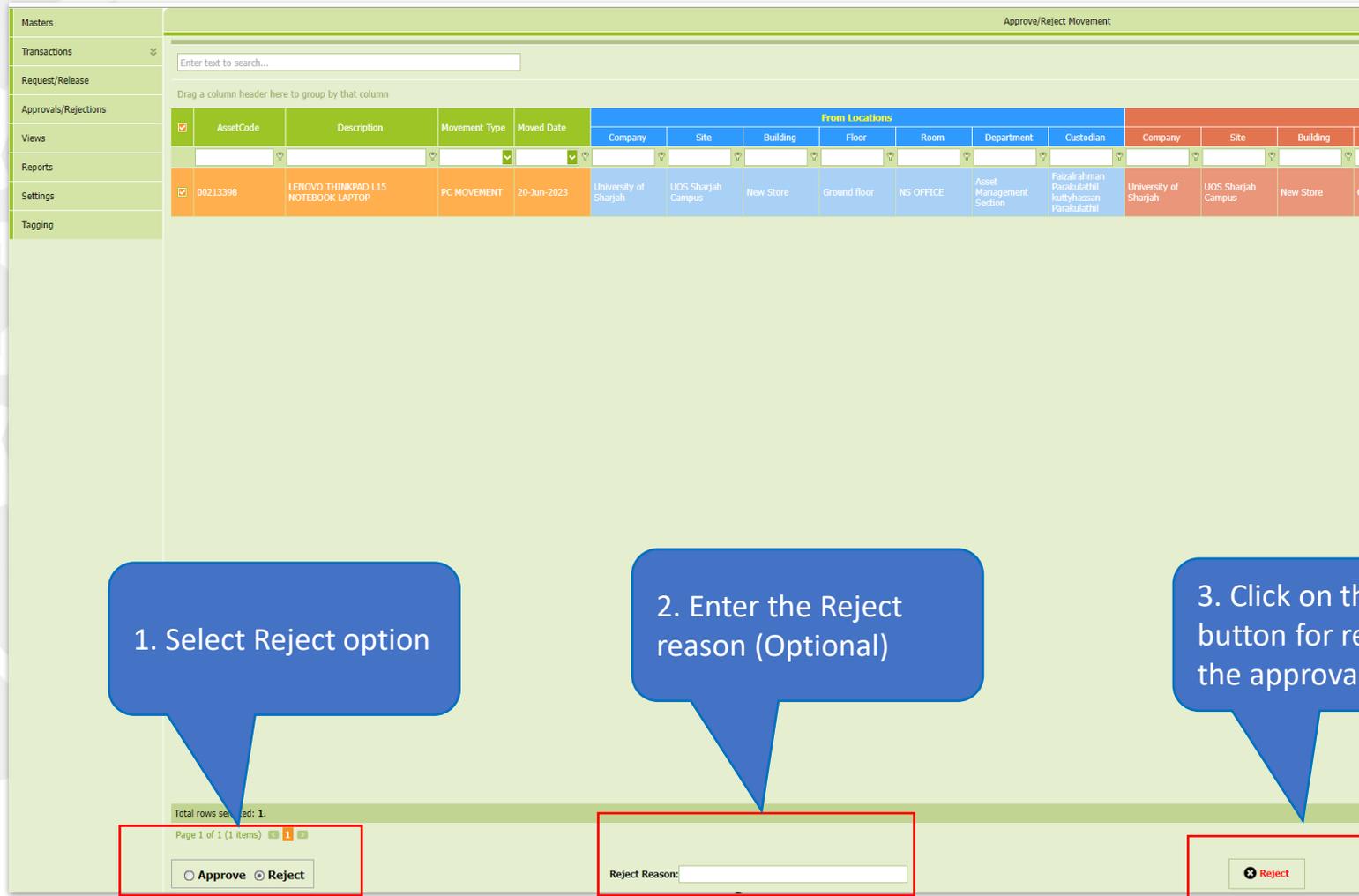
- Upon successful approval, an 'Approve Success!!' popup message will appear, confirming that the process has been completed.



The screenshot displays the 'Approve/Reject Movement' interface. On the left is a navigation menu with options: Masters, Transactions, Request/Release, Approvals/Rejections, Views, Reports, Settings, and Tagging. The main area features a search bar and a table with columns for 'From Locations' (Company, Site, Building, Floor, Room, Department, Custodian) and 'To Locations' (Company, Site, Building, Floor, Room, Department, Custodian), along with 'Movement By', 'Movement Reason', and 'LastApprovalLevel'. The table currently shows 'No data to display'. A blue callout bubble contains the text 'Approve Success message on successful approval', pointing to a red-circled popup message box that says 'Approve Success!!' with an 'OK' button.

9.Receiver - Assets Transfer Reject

- In case the request is invalid, the receiver should select reject option located at the bottom of the page. A 'Reject Reason' text box is provided for the user to specify the reason for rejection. Click on the Reject button to proceed.



The screenshot shows the 'Approve/Reject Movement' interface. At the bottom, three callout boxes provide instructions:

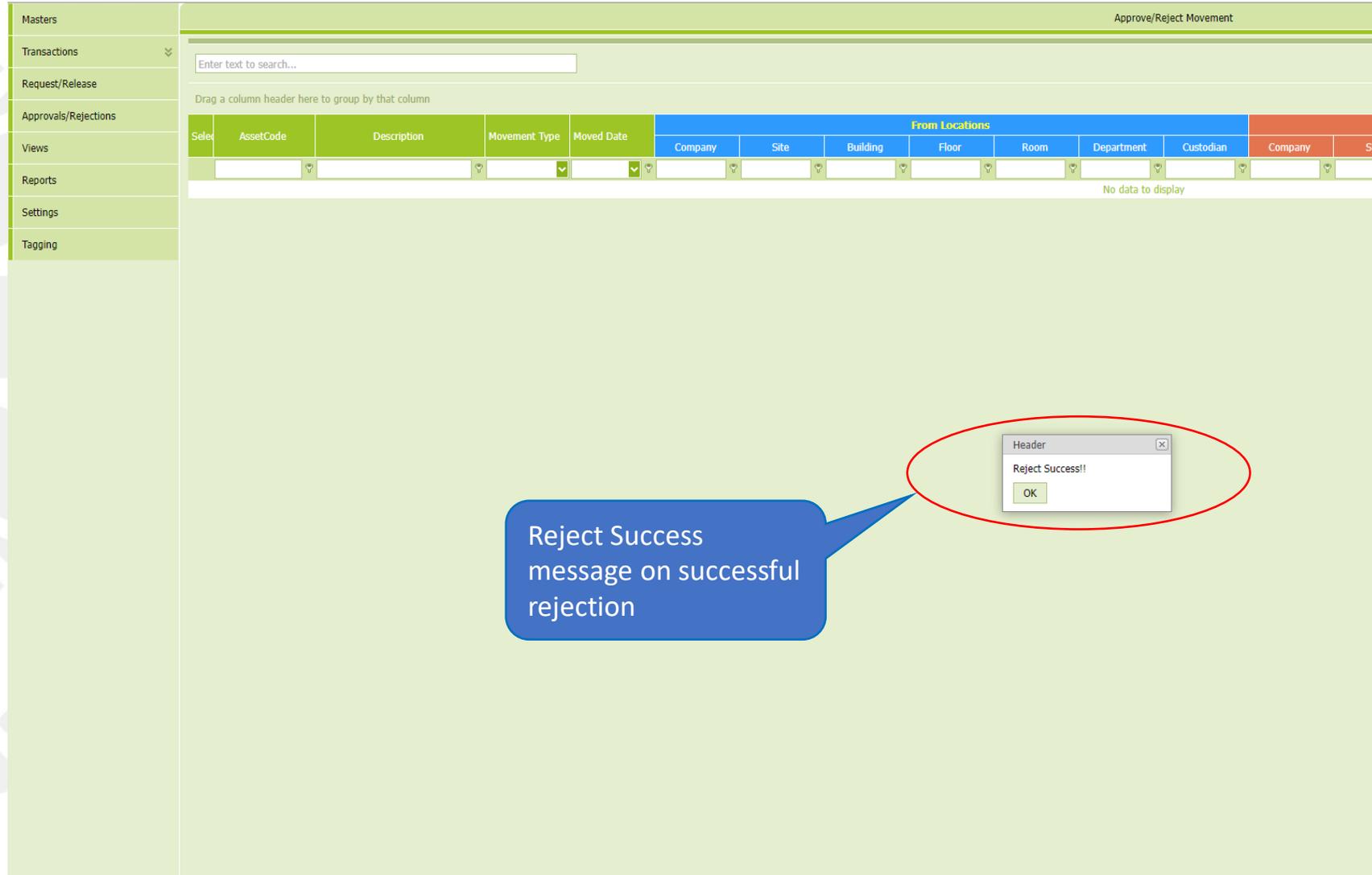
1. Select Reject option
2. Enter the Reject reason (Optional)
3. Click on the Reject button for rejecting the approval

The interface includes a table with the following data:

| From Locations | | | | | | | | | | | | | | To | | |
|----------------|-------------------------------------|---------------|-------------|-----------------------|--------------------|-----------|--------------|-----------|--------------------------|---|-----------------------|--------------------|-----------|------|--|--|
| AssetCode | Description | Movement Type | Moved Date | Company | Site | Building | Floor | Room | Department | Custodian | Company | Site | Building | To | | |
| 00213398 | LENOVO THINKPAD L15 NOTEBOOK LAPTOP | PC MOVEMENT | 20-Jun-2023 | University of Sharjah | UOS Sharjah Campus | New Store | Ground floor | NS OFFICE | Asset Management Section | Faizalrahman Parakulathil kuthybacon Parakulathil | University of Sharjah | UOS Sharjah Campus | New Store | Grou | | |

10. Receiver - Assets Transfer Reject Success

- Upon successful reject, a 'Reject Success!!' popup message will appear, confirming that the process has been completed.



The screenshot displays the 'Approve/Reject Movement' interface. On the left, a sidebar contains navigation options: Masters, Transactions, Request/Release, Approvals/Rejections, Views, Reports, Settings, and Tagging. The main area features a search bar and a table with columns for AssetCode, Description, Movement Type, Moved Date, and From Locations (Company, Site, Building, Floor, Room, Department, Custodian). Below the table, a message states 'No data to display'. A blue callout bubble points to a 'Reject Success!!' popup message box with an 'OK' button.

| Select | AssetCode | Description | Movement Type | Moved Date | From Locations | | | | | | | Company | Site |
|--------|-----------|-------------|---------------|------------|----------------|------|----------|-------|------|------------|-----------|---------|------|
| | | | | | Company | Site | Building | Floor | Room | Department | Custodian | | |
| | | | | | | | | | | | | | |

No data to display

Reject Success!!

OK

Notes

- In case of multiple assets intend to transfer, receiver can approve partially as well as reject partially according to his/her decision.

Thank you!