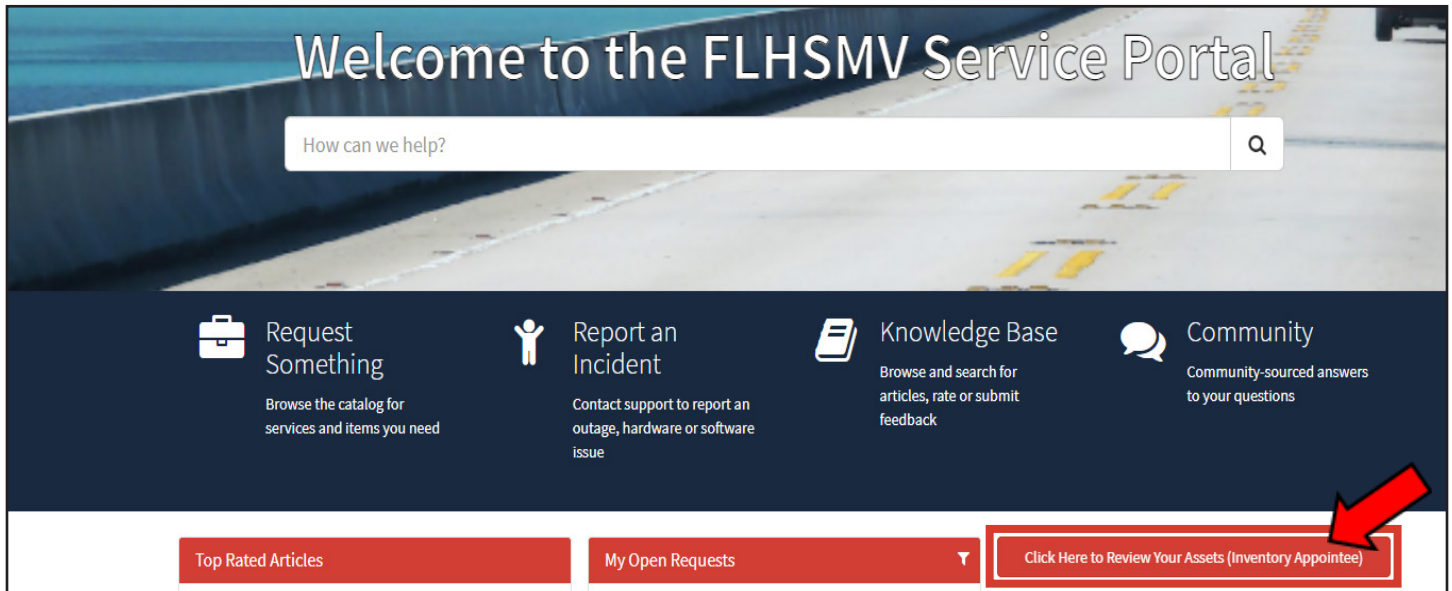


# Review Your Assets and Export Inventory Reports

This procedure will identify the steps needed to review your assets and export reports for Inventory Appointees.

1) Log into the Service Portal and select the [Click Here to Review Your Assets](#) button.



2) Scroll down to see three main areas to pull reports. Right-click any field header and click **Export** from the drop down menu. Select the format you want to export it.

## Reports Available

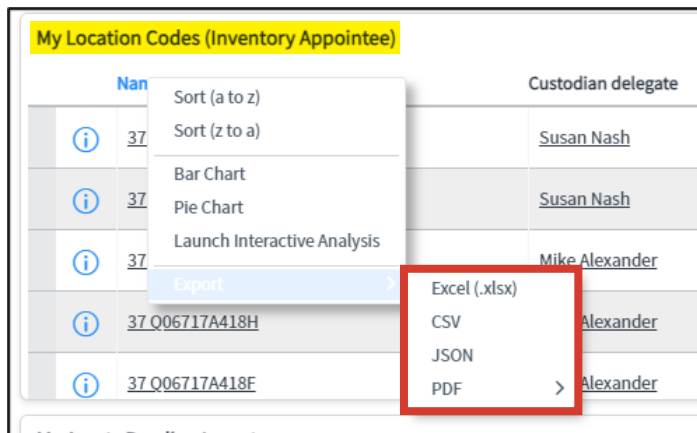
**My Location Codes (Inventory Appointee):** Report that displays all location codes assigned.

**Assets Pending Inventory:** Report on all items that do not have an inventory date in the current fiscal year.

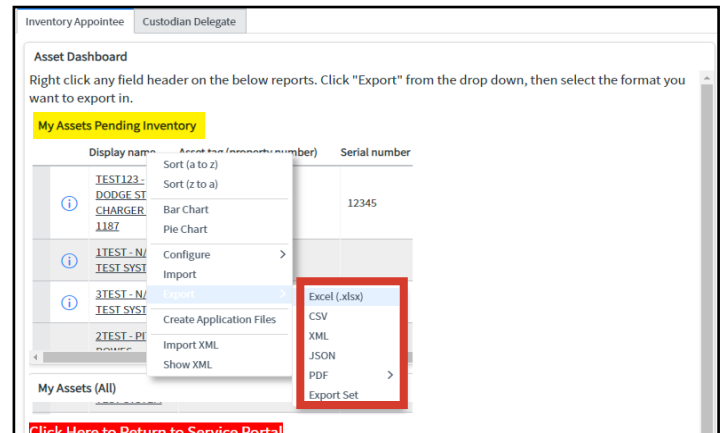
**My Assets:** Report that displays all assets you are assigned with their Location Codes.

**My Assets that are assigned to a member who separated:** Display assets that were assigned to someone that was separated from FLHSMV.

### My Location Codes (Inventory Appointee)



### My Assets Pending Inventory



**My Location Codes (Inventory Appointee) - Report to show all location codes assigned to you.**

My Location Codes (Inventory Appointee)						
Name ▲	Custodian delegate	Inventory appointee	Section	Division	Location	Room
① 37 Q06717A115	Mike Alexander	Steve Burch	Accounting	DAS	KIRKMAN	A115
① 37 Q06717A115B	Mike Alexander	Steve Burch	Accounting	DAS	KIRKMAN	A115B
① 37 Q06717A117	Mike Alexander	Steve Burch	Accounting	DAS	KIRKMAN	A117
① 37 Q06717A117B	Mike Alexander	Steve Burch	Accounting	DAS	KIRKMAN	A117B
① 37 Q06717A124	Mike Alexander	Steve Burch	Accounting	DAS	KIRKMAN	A124

**Assets Pending Inventory - Report on all items that do not have an inventory date in the current fiscal year.**

My Assets Pending Inventory						
Display name	Asset tag (property number)	Serial number	Inventory date	Last checked in	State	Subst
▶ Location code: 37 Q06717A403 (1)						

**My Assets - Report that will show all assets in the location codes you are assigned to.**

My Assets (All)						
Display name	Asset tag (property number)	Serial number	Inventory date	Last checked in	Last checked in by	Stat
▶ Location code: 37 Q06717A115 (25)						
▶ Location code: 37 Q06717A117 (11)						
▶ Location code: 37 Q06717A117B (1)						
▶ Location code: 37 Q06717A124 (15)						
▶ Location code: 37 Q06717A302 (4)						
▶ Location code: 37 Q06717A403 (9)						

**My Assets that are assigned to a member who separated – Report that will show all assets that were assigned to a member that was separated from FLHSMV. Once the position is filled, the Inventory Appointee or Custodian Delegate should assign these items to the new member (see Instructions for Asset Assignment).**

My Assets that are assigned to a member who separated						
Display name	Asset tag (property number) ▲	Serial number	Inventory date	Last checked in	Last checked in by	
▶ Location code: 37 Q06717A124 (2)						
▶ Location code: 37 Q06717A403 (1)						
▶ Location code: 37 Q06717A416A (1)						