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 asigned to someone that was separated from FLHSMV.

My Location Codes (Inventory Appointee)



Mu Assate Danding Inventory

My Assets Pending Inventory

nventory Ap	opointee	Custodian Delegate							
Asset Das Right click want to e	s hboard k any fiel xport in.	ld header on the be	low repo	rts. Cli	ck "Export"	from the drop	down, then	select the forr	nat you
My Asset	ts Pendin	g Inventory							
(i) (i)	Display no TEST123 DODGE CHARGE 1187	Sort (a to z) Sort (z to a) ST Bar Chart Pie Chart N/ Configure SI Import	>	ber)	Serial numbo	r			
()	3TEST - TEST SY 2TEST -	N/ Expost SI Create Applicatio Import XML Show XML	n Files	Excel CSV XML JSON	(.xlsx)				
My Asset	ts (All)			Expor	t Set				

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			
(i) <u>37.0067117A115</u>	Mike Alexander	Steve Burch	Accounting	DAS	KIRKMAN	A115			
(i) <u>37 0067117A115B</u>	Mike Alexander	Steve Burch	Accounting	DAS	KIRKMAN	A115B			
(i) <u>37 Q067117A117</u>	Mike Alexander	Steve Burch	Accounting	DAS	KIRKMAN	A117			
(i) <u>37 0067117A117B</u>	Mike Alexander	Steve Burch	Accounting	DAS	KIRKMAN				
(j) <u>37.Q06717A124</u>	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.

1	My Assets Pending Inventory						
ļ	 Display name 	ag (property number)	Serial number	Inventory date	Last checked in	State	Subst
	Location code: 37 Q06717A403 (1)						
L							

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

Му	Assets (All)						
×	Display name Ass	operty 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 Asso	et tag (y 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)									