Overview

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

- View details about equipment held in the Oracle Fixed Assets module.
- Generate and print equipment reports
- Add notes about equipment (helps during inventory)
- Add pictures of equipment
- Request that Property Services update an equipment’s record when the equipment is
  - Moved from one PI’s lab space to a different PI’s lab space, or moved from one building or site to another (Internal Transfer),
  - Retired or disposed
  - Loaned
Overview

ETS enforces rules so that users will only have access to equipment they are authorized to see, take action, or notified when an asset’s information is changed, etc.

- **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.

- **Organization Administrator**: An individual that is delegated with responsibility for all equipment for their organization.
Overview

Using ETS

• At this time, Campus is not required to use ETS; however, some users find this tool beneficial to help them track the movement of their equipment for inventory purposes.

• Although ETS has other features, Campus is not required to use those features at this time.
Objective

Provide Campus Users a hands-on tutorial on how to use the ETS to:

I. Access the application
II. View and Export a list of equipment to which they have access
III. Add equipment pictures
IV. Add notes or a comment about a piece of equipment
V. Provide Notification (not certification or processing) of intent to Retire, Dispose, Transfer, or change information related to Equipment
Comments about Dispositions, Retirements, and Internal Transfers

• Retirements & Dispositions
  – ETS is only a reporting tool.
  – Submitting a request via the tool does not automatically retire the asset in the system but it starts the disposition process by notifying PS of intent to change equipment status
  – The Equipment Disposal Certification (EDC) process must be used to retire or dispose of all equipment.
Comments about Dispositions, Retirements, and Internal Transfers

• Internal Transfers
  – Types
    • From one PI to another (Intra or Inter Division)
    • Change from one PTA to another (Cost Transfers)
    • Change in equipment ownership
    • Change in Caltech location
  – Other than cost transfers, all other transfers can be reported using ETS even when the transfers do not involve changes in location (Movements)
  – All equipment internal transfers must flow through the Equipment Internal Transfer process by completing the new Equipment Internal Transfer Form
Comments about Dispositions, Retirements, and Internal Transfers

• Equipment Internal Transfer Form
  – This form is new, and it has not been finalized or implemented yet
  – We will be asking the DA’s to provide feedback on this form before finalizing and before implementing
  – In the meantime, notify PS whenever there are plans to perform an Internal Transfer, and PS will provide guidance and obtain the necessary information to process the Internal Transfer of the equipment
Comments about Dispositions, Retirements, and Internal Transfers

• Movements (change in equipment’s location)
  – Report ALL movement of equipment between different research groups, or between rooms in different buildings or sites.
  – You do not need to report movement of equipment between labs if the labs are in the same building and belong to the same PI research group.
Accessing the ETS
Accessing the ETS
Accessing the ETS
Accessing the ETS

Caltech Equipment Tracking System

Equipment Search

<table>
<thead>
<tr>
<th>SEARCH</th>
<th>Equipment</th>
<th>Details</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assn Num:</td>
<td></td>
<td>Description:</td>
<td>Ownership:</td>
</tr>
<tr>
<td>Tag Num:</td>
<td></td>
<td>Manufacturer:</td>
<td>CALTECH</td>
</tr>
<tr>
<td>Assignee:</td>
<td></td>
<td>Model Num:</td>
<td></td>
</tr>
<tr>
<td>Delegate:</td>
<td></td>
<td>Serial Num:</td>
<td></td>
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<tr>
<td>Status:</td>
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<td>Major Category:</td>
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<tr>
<td>Division:</td>
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<tr>
<td>Department:</td>
<td></td>
<td>PO Number:</td>
<td></td>
</tr>
<tr>
<td>In Service Start:</td>
<td></td>
<td>Invoice Number:</td>
<td></td>
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<tr>
<td>In Service End:</td>
<td></td>
<td>Award Number:</td>
<td></td>
</tr>
<tr>
<td>Inventoryed:</td>
<td></td>
<td>Project Number:</td>
<td></td>
</tr>
</tbody>
</table>

**INSTRUCTIONS**

**Equipment Screening:** Use this link to ensure that the same or similar piece of equipment is not already available prior to purchase.

For assistance, please contact Property Services.
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
### View and Export Equipment

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

<table>
<thead>
<tr>
<th>Image</th>
<th>Asset #</th>
<th>Tag #</th>
<th>Description</th>
<th>Status</th>
<th>Ownership</th>
<th>Div</th>
<th>Org Name</th>
<th>Assignee</th>
<th>In Service Dt</th>
<th>Inventoryed</th>
<th>Inventoryed Dt</th>
<th>Retired Dt</th>
<th>Life-Mths</th>
<th>Life-Yrs</th>
<th>Manufacturer</th>
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</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Image" /></td>
<td>100955</td>
<td>000095400</td>
<td>INFRARED IMAGING SYSTEM</td>
<td>ACTIVE</td>
<td>CALTECH</td>
<td>BBE</td>
<td>Caltech</td>
<td>O'Connell, Lea Anestasia</td>
<td>21-SEP-2011</td>
<td>N</td>
<td>24-APR-17</td>
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<td>10</td>
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<td>LICOR INC</td>
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<tr>
<td><img src="image2.png" alt="Image" /></td>
<td>100956</td>
<td>000095419</td>
<td>HIGH PERFORMANCE CENTRIFUGE</td>
<td>ACTIVE</td>
<td>CALTECH</td>
<td>CCE</td>
<td>Caltech</td>
<td>Dougherty, Dennis A</td>
<td>24-SEP-2011</td>
<td>N</td>
<td>04-APR-17</td>
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<td>BECKMAN COULTER INC</td>
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<tr>
<td><img src="image3.png" alt="Image" /></td>
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<td>000095232</td>
<td>ICE GROWTH CHAMBER</td>
<td>ACTIVE</td>
<td>CALTECH</td>
<td>PMA</td>
<td>Physica Administration</td>
<td>Libbrecht, Kenneth G</td>
<td>30-JUN-2011</td>
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<td>14-MAR-17</td>
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<td>FABRICATION</td>
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<td>000095465</td>
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<td>ACTIVE</td>
<td>CALTECH</td>
<td>BBE</td>
<td>Caltech</td>
<td>Andersen, Richard A</td>
<td>15-JUN-2011</td>
<td>N</td>
<td>17-MAR-17</td>
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<td>10</td>
<td></td>
<td>INSIGHT NEURO IMAGING SYSTEMS</td>
</tr>
<tr>
<td><img src="image5.png" alt="Image" /></td>
<td>101669</td>
<td>000095469</td>
<td>LASER DEVICE W/ INTEGRATED DRIVE</td>
<td>ACTIVE</td>
<td>CALTECH</td>
<td>EAS</td>
<td>Caltech</td>
<td>Yang, Changhuei</td>
<td>10-OCT-2011</td>
<td>N</td>
<td>20-MAR-17</td>
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<td>10</td>
<td></td>
<td>BLUE SKY RESEARCH</td>
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<td><img src="image6.png" alt="Image" /></td>
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<td>000095414</td>
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<td>CALTECH</td>
<td>GPS</td>
<td>Caltech</td>
<td>Rossman, George R</td>
<td>03-JUN-2001</td>
<td>N</td>
<td>10-MAY-17</td>
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<td>10</td>
<td></td>
<td>CONTINUUM</td>
</tr>
</tbody>
</table>
View and Export Equipment

**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, transfers, add notes, etc. These functionalities will be covered in the next sections.

**Actions:** 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.
Add 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 only if image already exist
Add Equipment and Tag Images

5. Go to the directory where the images are saved
6. Click *Upload* to add the images
Equipment Request

1. Choose the Request Type – Retired, Donated, Sold, Trade-in, Internally Transferred, or Externally Transferred
2. Select the check box for the Equipment for your request
3. Click the Take Action Button
Equipment Request

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

5. Click the *Submit* button
Equipment Request

E-mail Notification 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 should review the notification to verify that there are no concerns. PropertyServices@caltech.edu.

From: PropertyServices@caltech.edu
To: Kumar, Radha
Cc:
Subject: Request for Equip Tag #NT0000620217

Linda Powell has requested the following:

Requested Action: Equipment to be SOLD
Tag #: NT0000620217
Asset #: 20660
Assignee: Watanabe, Larry Y
Description: SMOOTH, 12-PORT GBIC GIGABIT
Site: Campus
Location: Steele Laboratory Appl. Physics and Elect. Engrng. - Room:205
Cost: $5,430.11

Also notified: Larry Watanabe, Linda Powell, Radha Kumar, Steve Shu, Susan Dollar

Property Services typically completes their reviews and records these actions in Oracle within 10 days of this email. When the requested actions have been recorded in Oracle Fixed Assets, you will be notified again by e-mail.

If you have any questions about these requests, please contact Property Services at PropertyServices@caltech.edu.
# Equipment Request

**Approval of Disposition Request and Confirmation of Recording in Oracle Fixed Asset**

When the EDC process is completed, and the retirement/disposition has been reflected in the Fixed Asset system, ALL parties authorized access to the equipment will receive another e-mail notification verifying that the equipment has been retired/disposed in the system.

---

**From:** PropertyServices@caltech.edu  
**To:** Kumar, Radha  
**Cc:**  
**Subject:** Request for Equip Tag #NT000058565

The following equipment requests are now recorded in Oracle Fixed Assets:

<table>
<thead>
<tr>
<th>Requested Action: Equipment has been RETIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by: Tuyen Dang</td>
</tr>
<tr>
<td>Tag #: NT000058565</td>
</tr>
<tr>
<td>Asset #: 10337</td>
</tr>
<tr>
<td>Assignee: Watanabe, Larry Y</td>
</tr>
<tr>
<td>Description: MODULE, ROUTE SWITCH</td>
</tr>
<tr>
<td>Site: Campus</td>
</tr>
<tr>
<td>Location: Steele Laboratory Appl. Physics and Elect. Engrng. - Room:23</td>
</tr>
<tr>
<td>Cost: $13,428.15</td>
</tr>
</tbody>
</table>

**Also notified:** Larry Watanabe, Linda Powell, Radha Kumar, Steve Shu, Susan Dollar, Tuyen Dang

If you have any questions about these requests, please contact Property Services at PropertyServices@caltech.edu.
Equipment Request

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
Equipment Request

Add a Note to an Equipment Record

4. Add your note
5. Click Submit/Resubmit
Equipment Request

Add a Note to an Equipment Record

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

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
Equipment Request

Add Delegate(s) to Equipment

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

#### 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.
Actions

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
Actions

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.
Actions

Filter on Columns

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
Actions

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.
Actions

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 sort occur.
**Actions**

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

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.

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

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
Future Automation

Future Plans for Improving ETS

• Investigate the feasibility of integrating some automation in ETS to accommodate processing of equipment retirements, disposals, and transfers (EDC process and Internal Transfers)
• Investigate the feasibility of including on-line certifications of EDC Reports
• The hope is to reduce or eliminate a paper driven process
ETS Help

A copy of ETS user guide is available online. Click on the “Help” url located on the upper left corner of the ETS home screen.
ETS Help

Note: The screen shots on the user guide may look different but the process is the same.

Please contact Ernest Katacha (x-4181), Tan Benjakalyakorn (x-2556) or Tim Winiecki (x-8192) if you need further help.