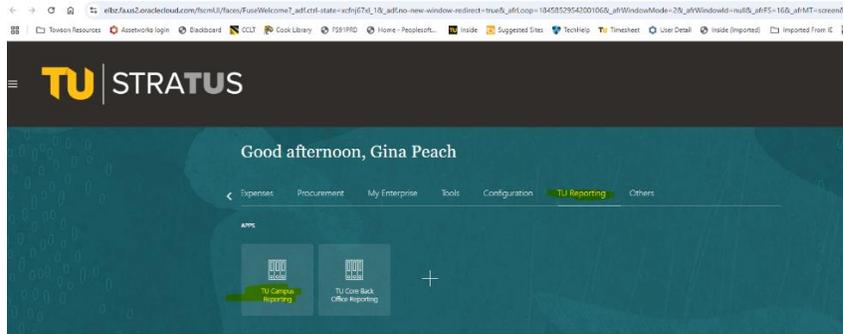


# How to Run the Active Asset and Retired Asset Reports

**These reports list all of the details for active and retired TU assets. This is a tool to be used by inventory coordinators to understand asset counts, location, and department ownership. Each inventory coordinator should run these reports on a Monthly Basis to ensure accuracy.**

\*\*\* Both reports are saved in the same location and have the same prompts \*\*\*

**Log into stratus. On the homepage go to TU Reporting – then TU Campus Reporting**

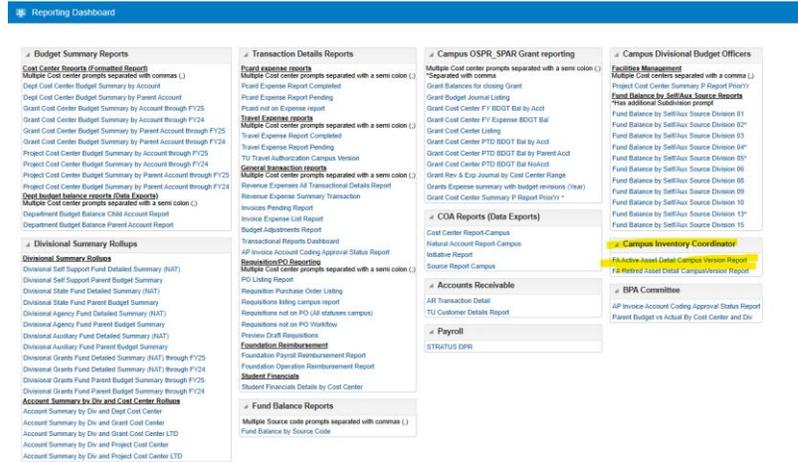


Next go to- **Campus Inventory Coordinator**

Click on – **FA Active Asset Detail Campus Version Report**

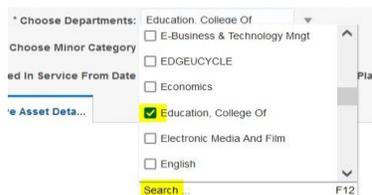
Or

**FA Retired Asset Detail Campus Version Report**



Here, enter your parameters - choose to define your search based on the following Prompts:

**Department(s) i.e. Education, College of, Building(s), Minor Category (IT Computer Equipment for example), Tag Number, as well as date ranges.** Use drop downs for each prompt to make your selections. You can select more than one value in each prompt. Also, click on search if you don't find it on the initial list.



\*If you can't find an asset, leave prompts as **ALL** and Click **Apply**