


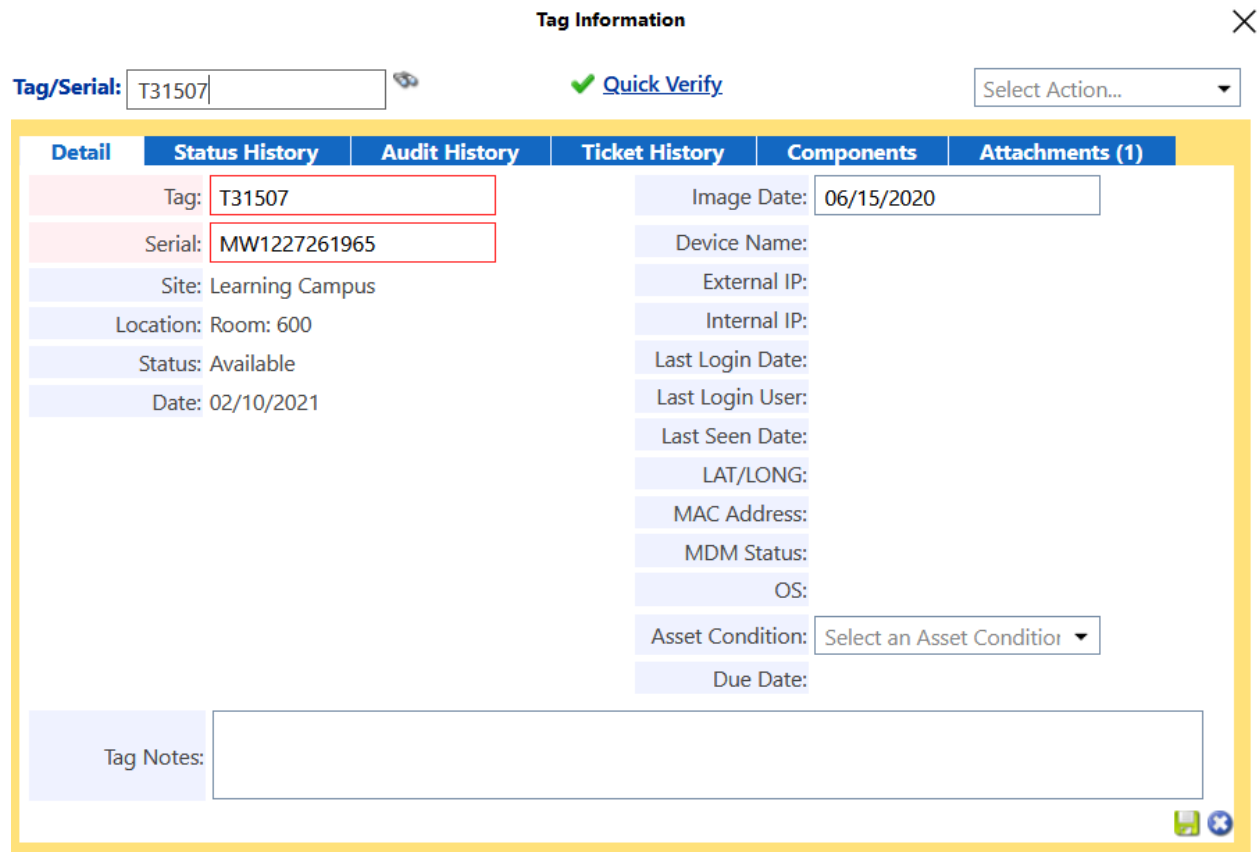
Update a Device's Asset Tag




This is to be used when an asset tag has been removed or has been worn to the point where the tag number and/or barcode is unreadable.

1. Click within the **Tag/Serial Search** field, located in the top navigation bar.





2. Enter/scan the tag number (it can be made up of alpha and/or numeric characters).
3. Click on  **Search** or press the **Enter** key on your keyboard. The "Tag Information" window opens and displays the tag details.



4. Click on  **Edit**, located below and to the right of the "Tag Notes" field. In the **Tag** field, backspace to clear the field and then enter the new asset tag number. Changes are logged for this tag in the "Tag Lifecycle Report."
5. Click on  **Update**.
6. Click on  **Close** to close the "Tag Information" window.

Change Tag Status

1. Click on the **Select Action** drop-down menu, located in the upper right corner of the "Tag Information" window.
2. Select the respective status under the "--- Change Status ---" menu subcategory. The "Change Status" window opens.
3. Choose the status of the device. Statuses used should be limited to the following:
 - **Available** (Located at your campus; not assigned to an individual)
 - **In Use** (Assigned to an individual)
 - **In Repair** (Device is not functioning; if damaged by an individual, a [Charge](#) should be entered)
 - **Lost or Stolen** (see below)
4. If Lost or Stolen is chosen, a police report # must be entered. If the device was entered as Lost using the Student Device Request in the Support Hub, the Request # must be entered for the police report #. [Lost or Stolen Device Process](#).
5. Enter notes related to the status change in the **Status Notes** field.
6. Click on  **Save** to issue the tag.
7. Click on  **Close** to close the "Tag Information" window.