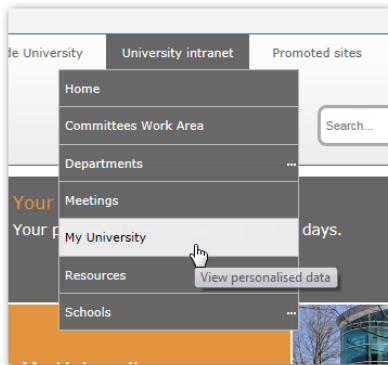


How do I transfer a portable asset to another Teesside user?

1. To transfer an asset to another Teesside user. Go to MyAssets on Unity.
 - a. <http://unity.tees.ac.uk/>



- b. Select University Intranet, My University
- c. Select MyAssets from the 'Staff Section' on the left hand side.
- d. Alternatively, go directly to this address - <https://unity3.tees.ac.uk/myuniversity/staff/sitepages/myassets.aspx>

2. You will be presented with a list of your Assets as below –
3. To Transfer an asset to another user, click on the Transfer link


My Assets

Asset No	Serial No	School	Description	Assigned To	Last Certified Date	Transfer Request Date
94	CND	ICT	FOLIO 13 NOTEBOOK	U00	10 Sep 2015	Transfer Certify Now
9	5CB	ICT	HP PROBOOK 6570B	U00	11 Sep 2015	Transfer Certify Now
9	DMQN	ICT	IPAD AIR 2 + KEYBOARD	U00		Transfer Certify Now


If you have portable IT assets (phones, tablets, laptops etc) in your possession that are not listed above, please provide (description, serial number, asset number) for each. If there are assets listed above which you do not have, please provide the details (Asset number – what may have happened to it). The email address is [here](#)

Items marked in red have not had their ownership certified by the user in the last 12 months.

4. Double click on the asset to begin the process.



Portable Asset Transfer Form



1. Double-Click the Portable Asset below to begin the transfer of ownership process

ID	Serial No	School	Description	Assigned To	Transfer Status
94	5C	ICT	HP PROBOOK 6570B	U00	

Page 1

↓

2. New Owner Details

Enter User ID or Name of the new Owner: ← Alternatively, click to find a user using

User ID	<input type="text" value="U00"/>	> User ID:	e.g. U1234567
Name:	<input type="text" value="Paul Cummings"/>	> First name	e.g. Fred
Job Title:	<input type="text" value="Principal Technician"/>	> Surname:	e.g. Bloggs
Email Address:	<input type="text" value="P.Cummings@tees.ac.uk"/>	> Full Name	e.g. Bloggs, Fred
School / Department:	<input type="text" value="ICT"/>		

↓

3. Confirm transfer of Asset (click below button)

Transfer Asset

5. Enter the Name, or U Number of the person that you wish to transfer the asset to.
6. Click the Transfer Asset Button. The user receiving the asset will receive an email from the K2 Service. The receiving user will then have to approve the transfer via email, by replying to the K2 system with the single word reply of "approved" or "rejected"

Reply Reply All Forward IM

Tue 22/09/2015 10:10

K2ServiceAccount

Portable Asset Transfer Request from Paul Cummings

To: Harris, David

Paul Cummings (ICT) has initiated a transfer of ownership request for the following Portable Asset:

Asset Number: 9

Description: HP PROBOOK 6570B

Please indicate your decision to accept/decline this asset by replying to this E-mail with one of the actions below:

- Approved
- Declined

This Transfer request will expire in 14 days if no reply is received by you.

initial email from
K2 System

Send

From: D.J.Harris@tees.ac.uk

To: K2ServiceAccount

Cc:

Bcc:

Subject: RE: Portable Asset Transfer Request from Paul Cummings

approved

From: K2ServiceAccount

Sent: 22 September 2015 10:10

To: Harris, David <D.J.Harris@tees.ac.uk>

Subject: Portable Asset Transfer Request from Paul Cummings

Paul Cummings (ICT) has initiated a transfer of ownership request for the fol

Asset Number: 9

Description: HP PROBOOK 6570B

Single word reply of
approved OR
declined