

Property Tracking System

General description:

The Property Tracking system was developed to track university-owned property that may be removed from campus. It provides the ability to create, approve and track requests to remove university property from the campus. It also acknowledges the return of property.

The web address to access the system is <https://wapps.wmich.edu/proptrack>

There are three tabs for general users or four tabs for administrators upon login.

Login Page: Use your Bronco NetID and Password to login.



The screenshot shows the login page of the Western Michigan University Property Tracking System. At the top, there is a brown header bar with the Western Michigan University logo (a large 'W') and the text 'Western Michigan University' and 'Property Tracking'. Below the header, the text 'WMU - Property Tracking System' is displayed. The login form consists of two input fields: 'Bronco NetId:' and 'Password:'. Below these fields is a 'Login' button.

Figure 1

“New/Return Request” tab: Employee can create a removal request, edit a request if it hasn’t been approved or create a return request.



The screenshot shows the main menu of the Western Michigan University Property Tracking System. At the top, there is a brown header bar with the Western Michigan University logo (a large 'W') and the text 'Western Michigan University' and 'Property Tracking'. Below the header, there are four tabs: 'New/Return Request', 'Approve Request', 'Logout', and 'Administrator'. The 'New/Return Request' tab is selected. Below the tabs, the text 'Please select an action:' is displayed. Underneath, there are two links: 'Create Removal Request' and 'Edit Existing Request or Create a Return Request'.

Figure 2


Create Request page:

Notes:

You must use the “tab” key to move through the fields when creating a request. The “enter” key will submit the request, and you’ll receive error messages if some fields have been left blank.

The default selection for “Fund/Dept of Purchase” is the first one in the department list. Please make sure to adjust the selection before submitting the request.

The approver’s wmu email should not be the same as the requester’s email. You should not approve your own request to remove or return property.



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[New/Return Request](#) [Approve Request](#) [Logout](#) [Administrator](#)

Create Request for Removal and Use of University Property

Property Information:

Both Serial No. and WMU Tag# need to be entered if they show on the property. Please verify the two fields carefully before submitting the request:

Item Name:*

Model:

Serial No./Unique ID:*

WMU Tag:*

Value/Cost of Item:

Fund/Dept of Purchase:*

Funding Source(99-9999999):

☐ Please check if property was purchased using Grant Funding

☐ Please check if property was purchased with F&A Funds

Request Information:

Justification for off campus use:*

Checkout Date: (MM/DD/YYYY)*

Expected Return Date: (MM/DD/YYYY)

Location(Where will the equipment be physically located):*

Approver's WMU Email:*

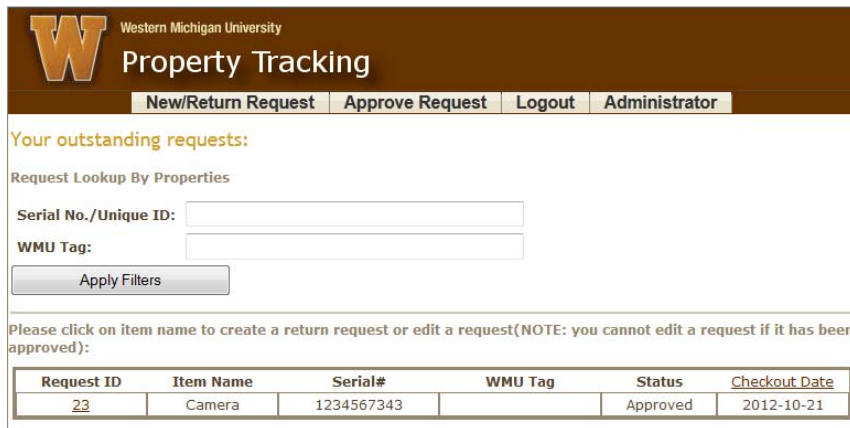
Requester Comments:

Agreement by Requester:*

☐ I hereby request authorization to remove the equipment as specified above exclusively for business use. I agree that the equipment is my full responsibility and that I will provide reasonable care and return by the stated date.

Figure 3

Login user's outstanding requests (including requested and approved but not returned):



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Your outstanding requests:

Request Lookup By Properties

Serial No./Unique ID:

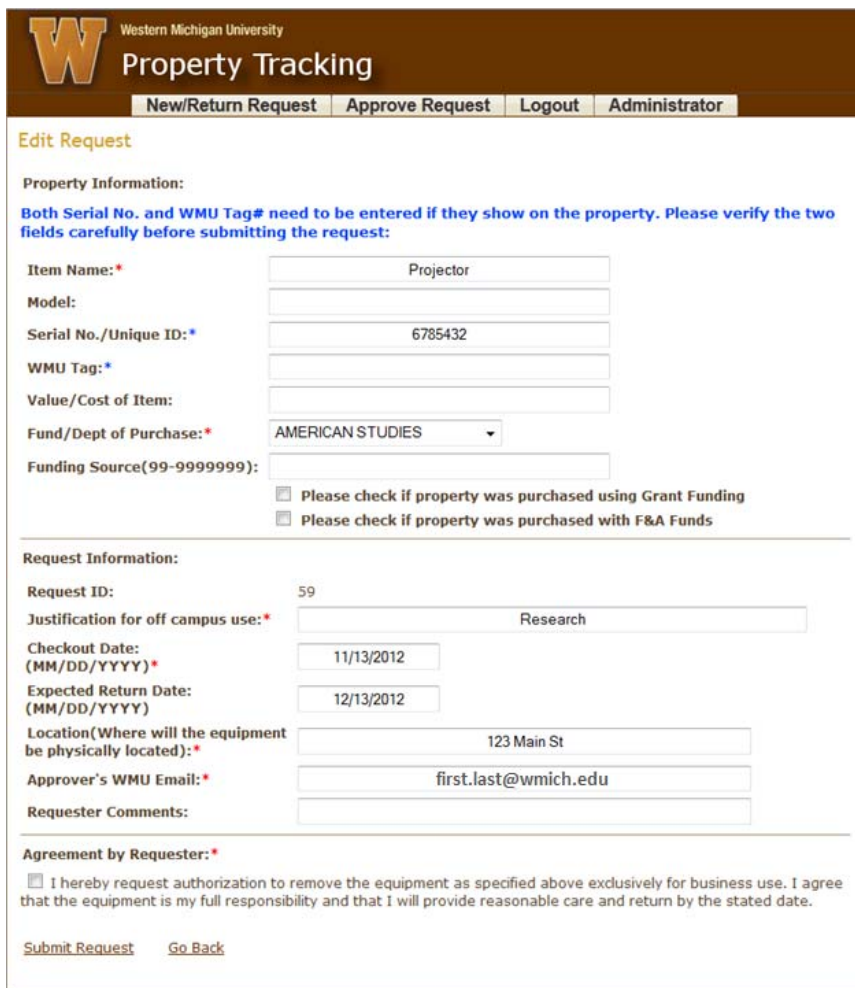
WMU Tag:

Please click on item name to create a return request or edit a request(NOTE: you cannot edit a request if it has been approved):

| Request ID | Item Name | Serial# | WMU Tag | Status | Checkout Date |
|--------------------|-----------|------------|---------|----------|---------------|
| 23 | Camera | 1234567343 | | Approved | 2012-10-21 |

Figure 4

Edit Request page: Click on a link under “Request Id” column and you will be taken to the Edit Request page. The following screen shows the Edit Request page with a request that has just been created: Notice that details for the request may be edited.



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Edit Request

Property Information:

Both Serial No. and WMU Tag# need to be entered if they show on the property. Please verify the two fields carefully before submitting the request:

Item Name: *

Model:

Serial No./Unique ID: *

WMU Tag: *

Value/Cost of Item:

Fund/Dept of Purchase: *

Funding Source(99-9999999):

☐ Please check if property was purchased using Grant Funding

☐ Please check if property was purchased with F&A Funds

Request Information:

Request ID:

Justification for off campus use: *

Checkout Date: (MM/DD/YYYY) *

Expected Return Date: (MM/DD/YYYY)

Location(Where will the equipment be physically located): *

Approver's WMU Email: *

Requester Comments:


Agreement by Requester: *

☐ I hereby request authorization to remove the equipment as specified above exclusively for business use. I agree that the equipment is my full responsibility and that I will provide reasonable care and return by the stated date.

[Submit Request](#) [Go Back](#)

Figure 5

The following screen shows the Edit Request page with an approved request: Only the Return Approver's email address may be edited once the request has been approved.

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Edit Request

Property Information:

Item Name: Camera

Model:

Serial No./Unique ID: 1234567343

WMU Tag:

Value/Cost of Item:

Fund/Dept of Purchase: AMS

Funding Source(99-9999999):

☐ Please check if property was purchased using Grant Funding

☐ Please check if property was purchased with F&A Funds

Request Information:

Request ID: 23

Justification for off campus use: Research

Checkout Date: 10/21/2012
(MM/DD/YYYY)

Expected Return Date: 10/10/2013
(MM/DD/YYYY)

Location(Where will the equipment be physically located): home

Approver's WMU Email: first.last@wmich.edu

Requester Comments:

Return Approver's WMU Email:

[Submit Return Approver](#) [Go Back](#)

Figure 6

“Approve Request” tab: This page lists all requests designated with you as Approver or all requests for properties managed by your department if you are a department administrator. Go to “Approve Request” page by clicking on the link under “Item Name” column. You can approve or reject a request and acknowledge a return using “Approve Request” page.

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[New/Return Request](#) [Approve Request](#) [Logout](#) [Administrator](#)

Past and Pending Requests for Approval

Request Lookup By Properties

Property status:

Serial No./Unique ID:

WMU Tag:

Please click on item name for more information about a request:

| Item Name | Serial# | WMU Tag | EE Name | Status | Checkout Date | Return Date |
|-------------------------|------------|---------|-------------------|-----------|---------------|-------------|
| Camera | 1234567343 | | Busterette Bronco | Approved | 2012-10-21 | |
| Printer | 2223 | | Buster Bronco | Requested | 2012-10-26 | |
| scanner | 006 | | Buster Bronco | Requested | 2012-10-29 | |

Figure 7

Approve Request page: The following screen shows the Approve Request page with a request to remove property that hasn't been approved yet.

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[New/Return Request](#) [Approve Request](#) [Logout](#) [Administrator](#)

Approve Request or Return

Requester Name: Daoli Zheng

Property Information:

Item Name: Printer

Model:

Serial No./Unique ID: 1112

WMU Tag:

Value/Cost of Item: 1000

Fund/Dept of Purchase: OIT

Funding Source(99-9999999): 11-1234560

☐ Please check if property was purchased using Grant Funding

☐ Please check if property was purchased with F&A Funds

Property Information:

Request ID: 46

Justification for off campus use: Research

Checkout Date: 11/08/2012

(MM/DD/YYYY)

Location(Where will the equipment be physically located): home

Requester Comments:

Approver Comments:


Manager Approval:

☐ Approve ☒ Reject

[Submit](#) [Go Back](#)

Figure 8

Approve Request page: The following screen shows the Approve Request page with a request to remove property that has been approved.



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[New/Return Request](#) | [Approve Request](#) | [Logout](#) | [Administrator](#)

Approve Request or Return

Requester Name: Buster Bronco

Property Information:

| | |
|------------------------------------|---------|
| Item Name: | printer |
| Model: | |
| Serial No./Unique ID: | 003 |
| WMU Tag: | oit003 |
| Value/Cost of Item: | |
| Fund/Dept of Purchase: | OIT |
| Funding Source(99-9999999): | |

☒ Please check if property was purchased using Grant Funding
☐ Please check if property was purchased with F&A Funds

Property Information:

| | |
|--|------------------|
| Request ID: | 6 |
| Justification for off campus use: | test |
| Checkout Date: (MM/DD/YYYY) | 10/29/2012 |
| Location(Where will the equipment be physically located): | home |
| Requester Comments: | |
| Approved: | Y |
| Approver Comments: | |
| Approve/Reject Date: | 10/29/2012 17:18 |

Return Approval: *

☐ I hereby acknowledge the return of the above described property in satisfactory condition.

[Approve Return](#) [Go Back](#)

Figure 9

“Administrator” tab: This tab will be available if the login user is an administrator. There are 3 categories of Administrator access. 1) Accounting Admins – can view all requests and create other Admins. 2) Departmental Admins – can view/edit their own department requests. 3) Grants and Facilities – can view all but not create admins.

The following screen displays if the login user has Accounting Administrator role. The Create Administrator Account , View/Edit Administrator Account, Add a New Department and View/Delete a Department links will not appear if the user does not have the Accounting Administrator role.



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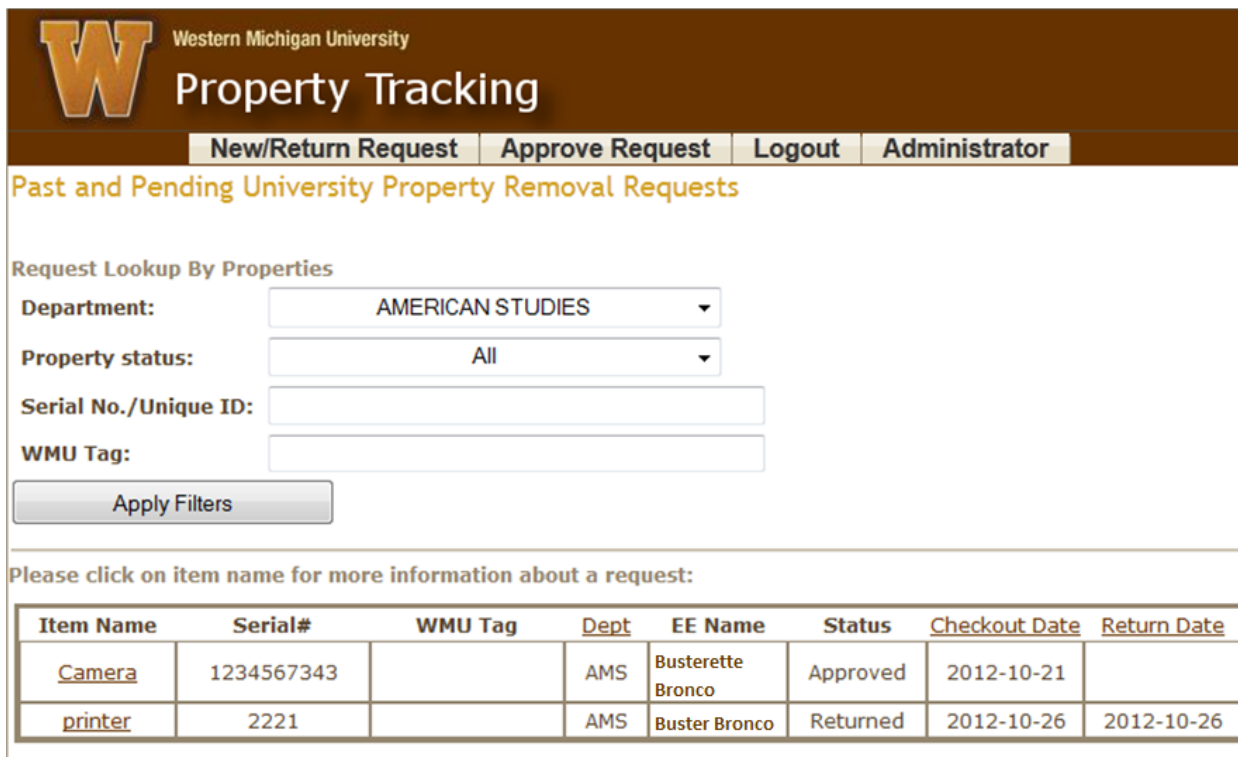
[New/Return Request](#) [Approve Request](#) [Logout](#) [Administrator](#)

Manage Workshop

[Request list](#)
[Create Administrator Account](#)
[View/Edit Administrator Account](#)
[Add a New Department](#)
[View/Delete a Department](#)

Figure 10

Request List page for administrators: This page will display all the requests the user has access to based on administrator level. Click on links under “Item Name” to be taken to a display-only page with more details of the request.



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Past and Pending University Property Removal Requests

Request Lookup By Properties

Department:

Property status:

Serial No./Unique ID:

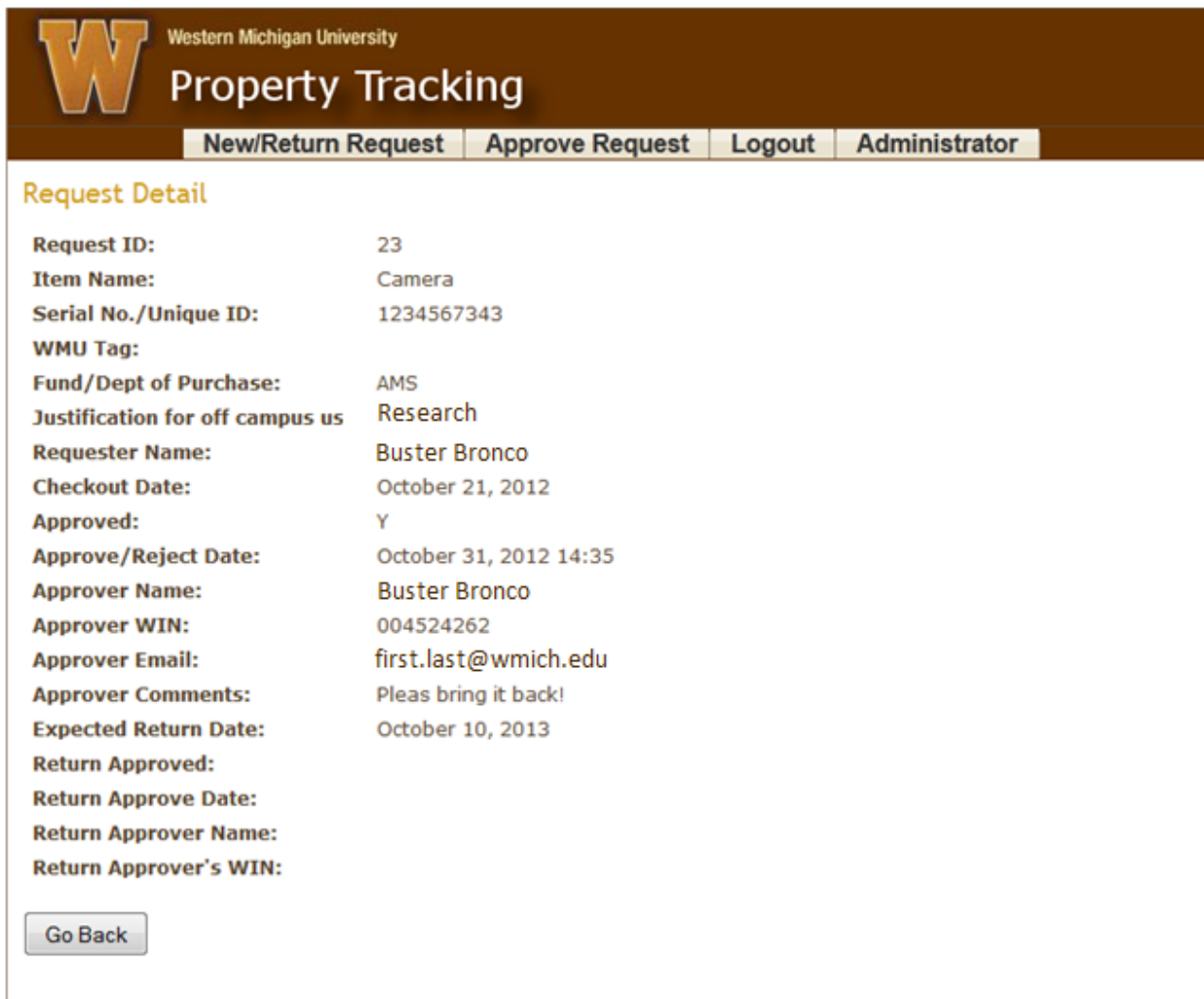
WMU Tag:

Please click on item name for more information about a request:

| Item Name | Serial# | WMU Tag | Dept | EE Name | Status | Checkout Date | Return Date |
|-------------------------|------------|---------|------|-------------------|----------|---------------|-------------|
| Camera | 1234567343 | | AMS | Busterette Bronco | Approved | 2012-10-21 | |
| printer | 2221 | | AMS | Buster Bronco | Returned | 2012-10-26 | 2012-10-26 |

Figure 11

Request Details page:



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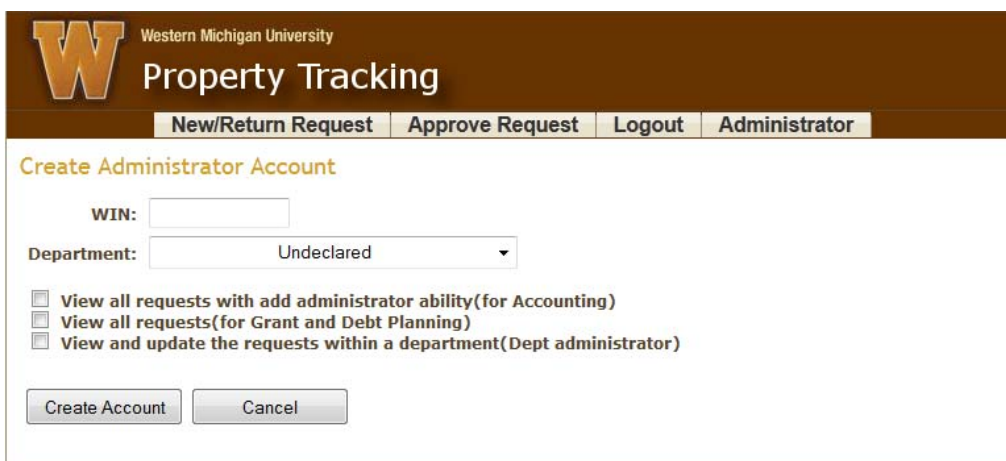
Request Detail

| | |
|---------------------------------|------------------------|
| Request ID: | 23 |
| Item Name: | Camera |
| Serial No./Unique ID: | 1234567343 |
| WMU Tag: | |
| Fund/Dept of Purchase: | AMS |
| Justification for off campus us | Research |
| Requester Name: | Buster Bronco |
| Checkout Date: | October 21, 2012 |
| Approved: | Y |
| Approve/Reject Date: | October 31, 2012 14:35 |
| Approver Name: | Buster Bronco |
| Approver WIN: | 004524262 |
| Approver Email: | first.last@wmich.edu |
| Approver Comments: | Pleas bring it back! |
| Expected Return Date: | October 10, 2013 |
| Return Approved: | |
| Return Approve Date: | |
| Return Approver Name: | |
| Return Approver's WIN: | |

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Figure 12

Create Administrator Account page:



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Create Administrator Account

WIN:

Department:

☐ View all requests with add administrator ability(for Accounting)
☐ View all requests(for Grant and Debt Planning)
☐ View and update the requests within a department(Dept administrator)

[Create Account](#) [Cancel](#)

Figure 13

List of Administrators page: Click on the links under “WIN” to be taken to the Edit page.

| WIN | BroncoId | Dept Code | Add Adminuser | View All | Dept Admin |
|----------------------------|---------------|-----------|-------------------------------------|--------------------------|-------------------------------------|
| XXXXXXXXXX | busterbronco | CAS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| XXXXXXXXXX | busterbronco1 | CAS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| XXXXXXXXXX | busterbronco2 | OIT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| XXXXXXXXXX | busterbronco3 | OIT | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Figure 14

Edit Administrator Account page:

WIN: XXXXXXXXXX

Department: Accounting Services

☒ View all requests with add administrator ability(for Accounting)

☐ View all requests(for Grant and Debt Planning)

☐ View and update the requests within a department(Dept administrator)

[Update User](#) [Delete User](#) [Go Back](#)

Figure 15

Status of request:

Requested - A request has been created but has neither been approved, nor rejected.

Approved - A request has been approved. The system will treat this as property that has been checked out.

Rejected - A request has been rejected. The system will treat this as property that has been returned.

Returned - A request has been approved for return. The system will treat this as property that has been returned.

Notes:

1. The system will permit a new request if the property hasn't been checked out;
2. The system will send an email to approver upon creating of a new request;
3. The system will notify requester upon approval, reject or return;
4. The system will send an email upon approval or return to Grants department (email address: grants-services@wmich.edu) if the Grant funding check box is checked;
5. The system will send an email upon approval or return to the Facility and Debt Planning department (email address: acnt-contactus@wmich.edu) if a WMU Tag is entered;
6. Both Serial Number and WMU Tag fields are used to identify property. They have to be entered consistently to avoid the creation of multiple property records for the same property.