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.

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

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.

Figure 3

Login user's outstanding requests (including requested and approved but not returned):
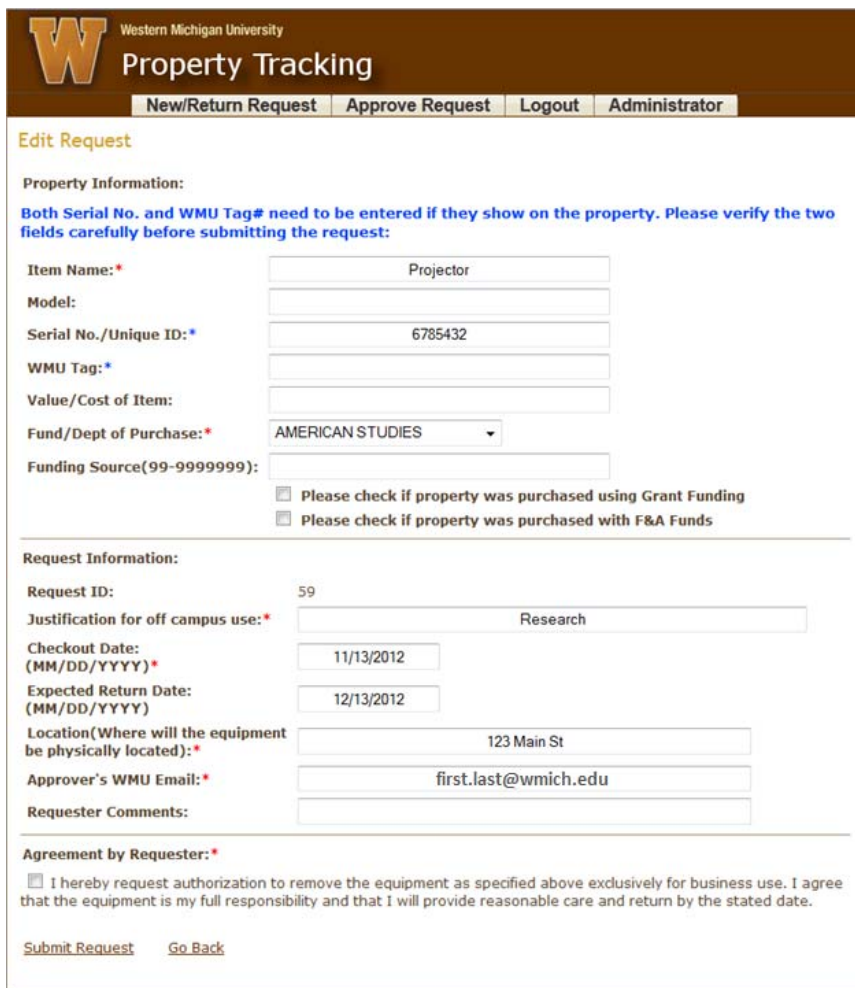
Figure 4

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.

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.

	Western Michigan University
	Property Tracking

| New/Return Request | Approve Request | Logout | Administrator |

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: (MM/DD/YYYY)	10/21/2012
Expected Return Date: (MM/DD/YYYY)	10/10/2013
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.

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.

Figure 8

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

Western Michigan University
Property Tracking

| 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.

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.
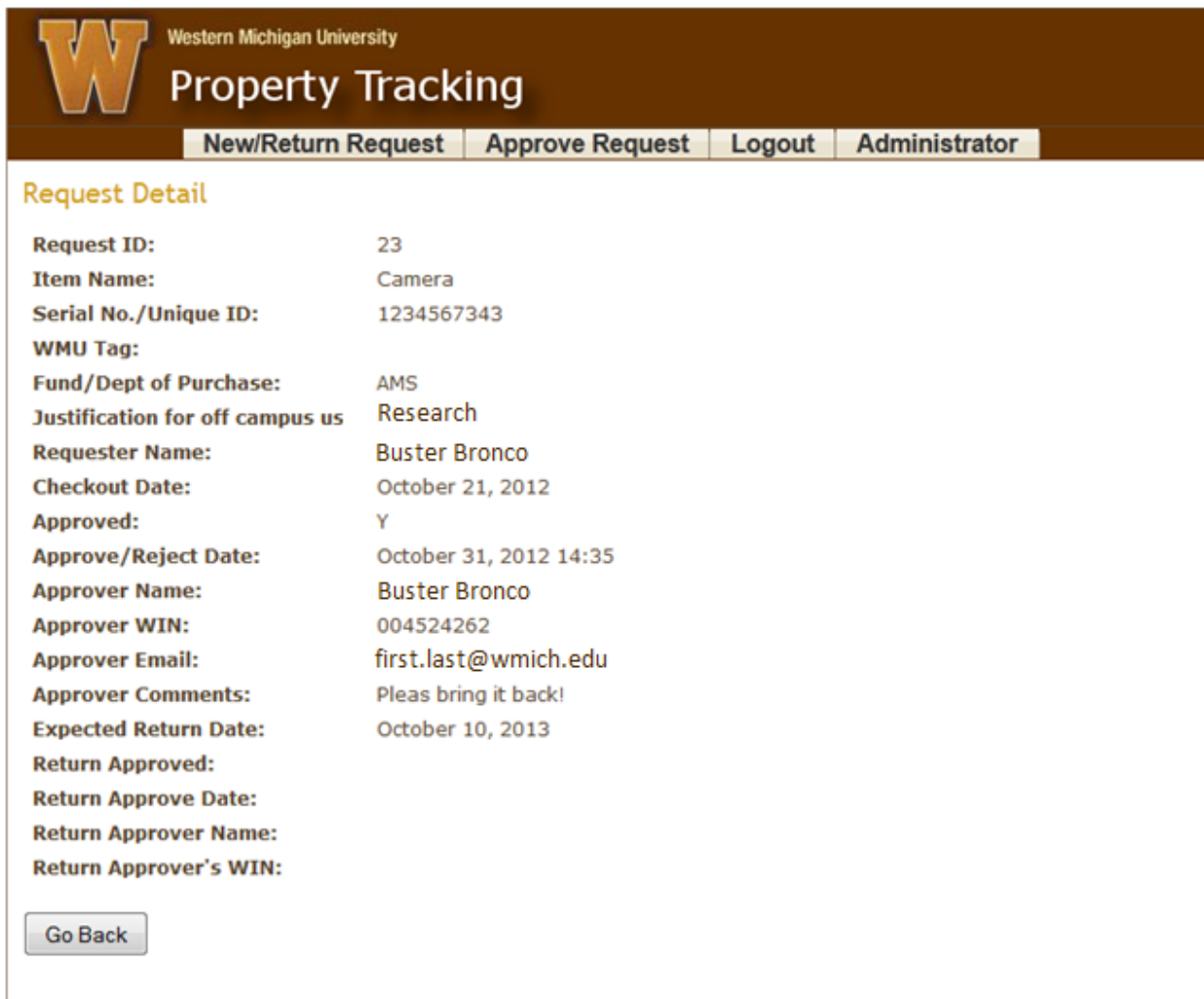
Figure 11

Request Details page:

Figure 12

Create Administrator Account page:

Figure 13

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

Figure 14

Edit Administrator Account page:

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.