

What is the Fixed Assets portal?

The purpose of the Fixed Assets portal is to give campus and department users access to their fixed assets inventory. Users can search for individual items by tag or serial number, a list of items that meet some search criteria, and print the Annual Inventory Report. The Fixed Assets portal is one of several campus portals available on the Campus Operations Portal (COP).

How do I get to the Fixed Assets portal from my campus?

Go to the SAISD home page (www.saisd.net), from the Main Menu click Intranet, from the Main Menu click Data Warehouse, and then Campus Operations Portal. You may want to bookmark this website for future reference.

How do I get to the Fixed Assets portal outside of SAISD?

Type the following internet address in your browser's address bar: <https://dw.saisd.net/COP>

How do I login to the Campus Operations Portal (COP)?

Use your SAISD MS Outlook user name and password. If you do not know this information, contact the SAISD Help Desk at 244-2929 or helpdesk@saisd.net. Once you are logged in, the Fixed Assets tab will appear at the top of the page.

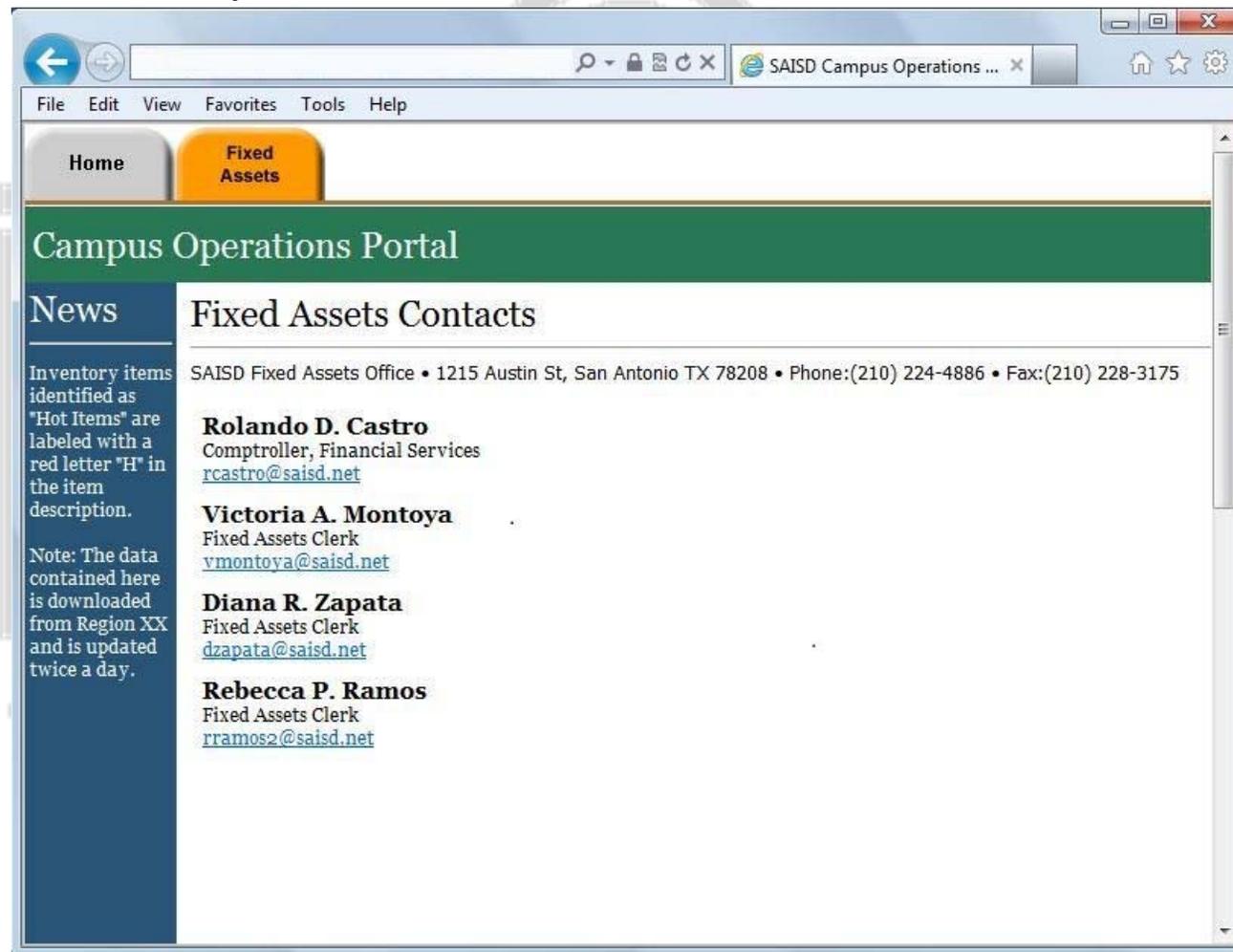
Who has access to the Fixed Assets portal on COP?

The Fixed Assets Office will determine which users at the campus and district level will have access to the Fixed Assets portal.

Fixed Assets

Fixed Assets Office

The purpose of the Fixed Assets portal is to give campus and department users access to their fixed assets inventory.



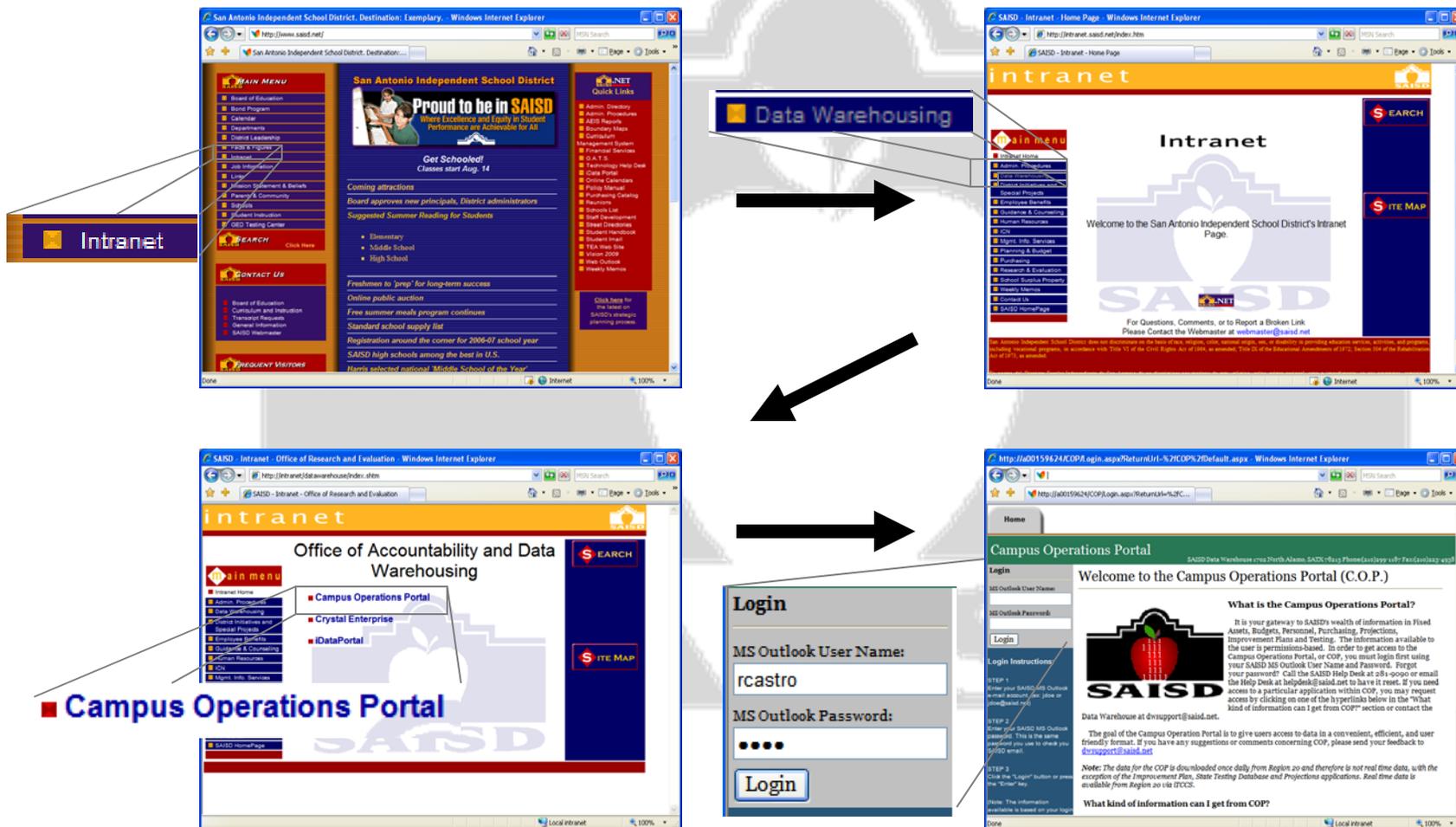
Campus Operations Portal

SAISD Data Warehouse

Fixed Assets

Fixed Assets Office

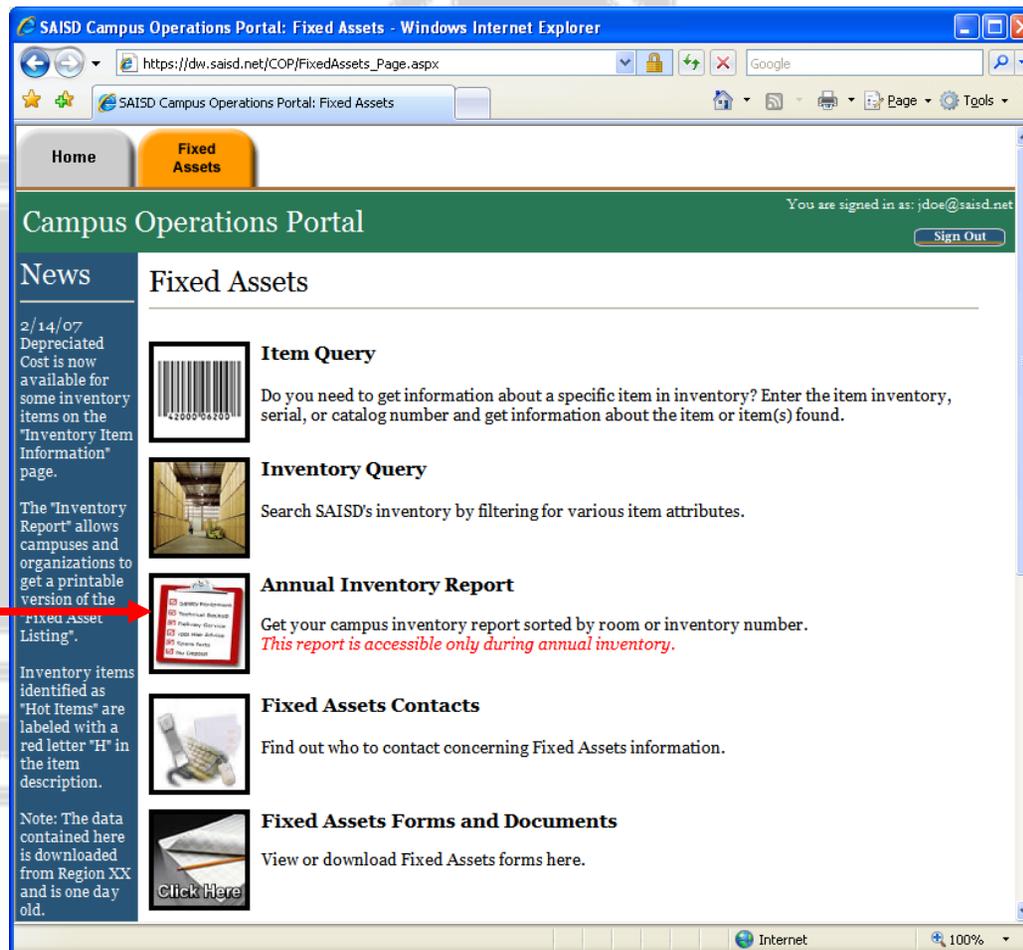
To access the Fixed Assets portal, go to the SAISD homepage (www.saisd.net), click intranet, Data Warehousing, Campus Operations Portal, and login.



Fixed Assets

Fixed Assets Office

Once you have logged into the Campus Operations Portal (COP), a new tab labeled Fixed Assets will appear. Click on it to get to the Fixed Assets home page.



Fixed Assets

Fixed Assets Office

Search for individual items by inventory, serial, or catalog number.

The screenshot displays the SAISD Campus Operations Portal's Fixed Assets Item Query page. The interface is divided into several sections:

- Search Parameters:** Includes a search type selector (Inventory Item Number, Serial Number, Catalog Number), an Item ID # field (0010085489), and search criteria (Full, Partial Text, Starts With, Mask (*)).
- Results Table:** Shows one item found with the following data:

ITEM #	SERIAL #	CATALOG #	ITEM DESCRIPTION	CAMPUS
0010085489	804040082087	616C20000A	CPU/CD ROM H	101-ARNOLD ELEMENTARY
- Item Details:** A detailed view of the selected item, including General information (Item Description, Inventory Item Number, Serial Number, Fund, Catalog Number, Asset Status) and Location information (Campus Number/Name, Room Number). Cost information (Unit Cost, # Units, Total Value) is also provided.

Red arrows and callout boxes highlight key features:

- Sort by column names:** Points to the column headers in the results table.
- On-line Help:** Points to a question mark icon in the top right corner.
- Print Versions:** Points to a 'Print Version' link next to the search parameters and another next to the item details.
- Click ITEM # to get additional information:** Points to the underlined item number in the results table.
- Step by step instructions:** Points to the 'Instructions' sidebar on the left.

Fixed Assets

Fixed Assets Office

Search for a list of inventory items by item number, room number and more.

SAISD Campus Operations Portal: Fixed Assets Inventory Query

Home Fixed Assets

Campus Operations Portal

You are signed in as: jdoe@saisd.net

Inventory Query

Search Reset

Inventory Code Parameter

Inventory Code: All Current Year Acquisitions Historical Acquisitions

Location Parameters (Optional)

Campus / Org #:

Room #:

Catalog Parameters (Optional)

Catalog #:

Step 1: Choose one or more filters (search parameters). Each filter option limits the analysis to only those items in inventory that fit the criteria. Example: Selecting campus #950 and room #216 will limit the analysis to only those items in room 216 of campus 950.

Step 2: Click on the Search button

- Available Search Parameters**
- Inventory Code
 - Campus / Org #
 - Room #
 - Catalog #
 - Catalog # Range
 - Inventory Type
 - Date Acquired
 - Date Disposed
 - Make
 - Manufacturer
 - Unit Cost Range
 - Total Value
 - Purchase Order #
 - Status
 - Description

Sample output

SAISD Campus Operations Portal: Fixed Assets Items List

Home Fixed Assets

Campus Operations Portal

You are signed in as: jdoe@saisd.net

Inventory Query Listing

Selection Criteria: [Campus(101)]

1101 Item(s) found.

ITEM #	ITEM DESCRIPTION	CAMPUS	ROOM #	ASSET STATUS	ACQUIRED	# UNITS	UNIT COST	TOTAL COST
803023120	PORTABLE BLDG 4883 CH# 218875/219776	101-ARNOLD ELEMENTARY	PORT	ACTIVE	12/02/1994	1	\$61,892.92	\$61,892.92
828429033	PORTABLE BLDG WRR LOCT. CHANGE FR 602	101-ARNOLD ELEMENTARY	PORT	ACTIVE	08/08/1993	1	\$54,714.00	\$54,714.00
228821048	PORTABLE BLDG. (CHK #K0611890126/890547/890217)	101-ARNOLD ELEMENTARY	PORT	ACTIVE	08/28/1988	1	\$49,085.00	\$49,085.00
239021082	PORTABLE BLDG (CHK #K0611890126/890547/890217)	101-ARNOLD ELEMENTARY	PORT	ACTIVE	08/08/1987	1	\$38,619.98	\$38,619.98
239021087	PORTABLE BLDG. (CHK #K0611890126/890547/890217)	101-ARNOLD ELEMENTARY	PORT	ACTIVE	01/18/1987	1	\$37,652.47	\$37,652.47
111920080	BUILDING IMPROVEMENT	101-ARNOLD ELEMENTARY	BLDI	ACTIVE	08/30/2005	1	\$1,239.70	\$1,239.70
111920085	BUILDING IMPROVEMENT	101-ARNOLD ELEMENTARY	BLDI	ACTIVE	08/30/2005	1	\$1,108.52	\$1,108.52
111920085	BUILDING IMPROVEMENT	101-ARNOLD ELEMENTARY	BLDI	ACTIVE	08/30/2005	1	\$356.96	\$356.96
111920088	BUILDING IMPROVEMENT	101-ARNOLD ELEMENTARY	BLDI	ACTIVE	08/03/2005	1	\$292.48	\$292.48
111828089	PE FACILITIES 8040 SQ ACQUIRED 08/20/99	101-ARNOLD ELEMENTARY	BLDI	ACTIVE	08/30/2000	1	\$473,887.08	\$473,887.08

Fixed Assets

Fixed Assets Office

Print or view your campus or department annual inventory report by room or inventory number.

Sort inventory report by room or inventory number. **Note:** The inventory report by room # must be returned to Fixed Assets.

The date and time the SAISD inventory was snapshot by the Fixed Assets office.

Download forms needed to complete the annual inventory.

The date when the annual inventory report is due to the Fixed Assets Office.

SAISD Campus Operations Portal: SAISD Fixed Assets - Windows Internet Explorer

https://dw.saisd.net/COP/FixedAssetsInventoryReportQuery_Page.aspx

SAISD Campus Operations Portal: SAISD Fixed Assets

Home Fixed Assets

Campus Operations Portal

You are signed in

Annual Inventory Report - School Year: 2006-07

Campus / Organization Inventory Report

Select a campus / org.:

Sort By: **Inventory by room # must be returned to Fixed Assets**

Room # Inventory #

(Report sorted by **Inventory #** to be used to conduct inventory only. Do not return to Fixed Assets.)

Inventory Snapshot Date: 2/22/2007 2:41:05 PM

Print Notes: The Annual Inventory Report can be printed in either landscape or portrait orientation, but for formatting and readability purposes the report should be printed using landscape orientation. To do this on Internet Explorer, select the File option on your web browser, then select Page Setup, under the Orientation section select Landscape and click the OK button.

Inventory Forms

- [Inventory Memo](#)
- [Transmittal Letter \(to be returned with inventory\)](#)
- [Inventory Instructions](#)
- [Lost, Stolen & Transfer Forms](#)

Annual Inventory Report Due Date:

Annual Inventory Report

Fixed Assets

Fixed Assets Office

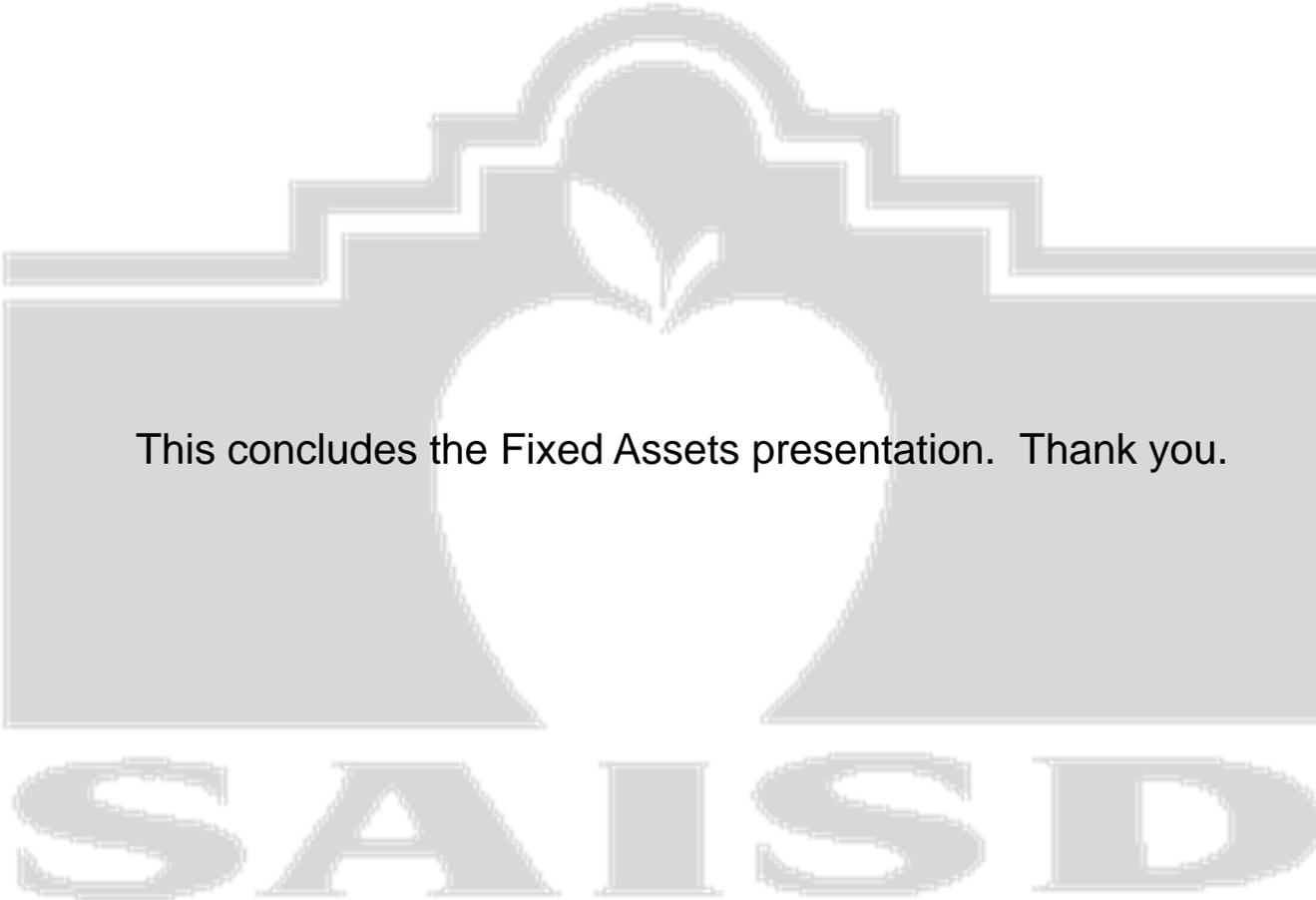
Download Fixed Assets forms and documents.



Fixed Assets

Fixed Assets Office

This concludes the Fixed Assets presentation. Thank you.



SAISD