

## How to Update the Contact Information

1. Click the **Operation/Maintenance** tab

General Information **Operation/Maintenance** Asset Acquisition Detail Location/Comments/Attributes Manufacture/License/Custodian

2. Under the **Other Information** section, in the **Contact** field, type name of the contact with no spaces and in the **Phone #** field, type the contact's phone number
  - a. Note: The Contact field is reserved for the Inventory Contact

### Other Information

Hazardous Asset [Hazardous Code Info...](#)

Non-Owned Asset

Replacement Asset

Asset is Available

Linear Asset

Asset ID

Contact

Phone #

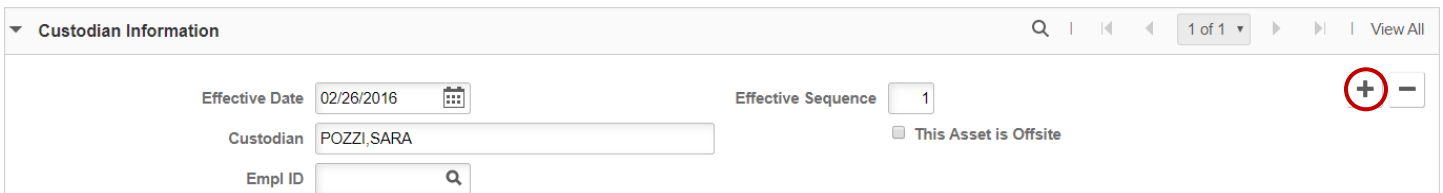
3. Click **Save** at the bottom left corner of the screen

## How to Update the Custodian Information

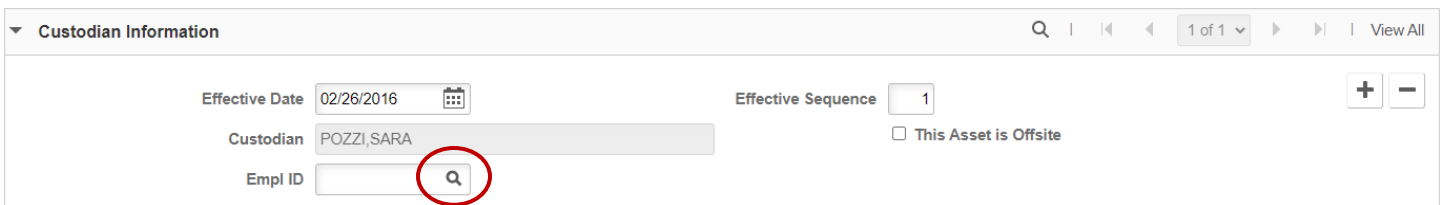
1. Click the **Manufacture/License/Custodian** tab



2. Under the **Custodian Information** section, click the **+** icon on the top right corner of the section
  - a. Note: The Custodian must be a faculty or staff member of the University. Graduate Students, Student Research Assistants, and any other non-staff or faculty cannot be the Custodian of any equipment



3. To ensure accuracy and standardize the name, click the search icon in the **Empl ID** field



- a. If you don't have the UMID, you can search using the custodian's name in the search window

### Look Up Empl ID

<b>Empl ID:</b>	begins with ▼	<input type="text"/>
<b>Name:</b>	begins with ▼	<input type="text"/>
<b>Legal Name:</b>	begins with ▼	<input type="text"/>
<b>UM Unique Name:</b>	begins with ▼	<input type="text"/>

[Basic Lookup](#)

4. Type the **Empl ID** or the **Name** and click Search

**Search** Clear Cancel Basic Lookup

Search Results

View 100 1-1 of 1

Empl ID	Name	Legal Name	UM Unique Name	Address Line 1
	POZZI,SARAA	POZZI,SARAA	pozzisa	NUCLEAR ENGR & RAD SCIENCE

5. Select the correct name from the search results

Custodian Information 1 of 1 View All

Effective Date: 02/26/2016 Effective Sequence: 1

Custodian: POZZI,SARA

Empl ID: [Search]

This Asset is Offsite

6. Click **Save** at the bottom left corner of the screen

**Save** Return to Search Add Update/Display Include History