

HSU ASSET MANAGEMENT BUSINESS PROCESS GUIDE: SCLOGIC

GENERAL INFORMATION

SCLogic (SCL) is the application adopted for use by the University to inventory and track tagged assets. Note that any tag beginning with an **S** or an **F** is reserved for PeopleSoft-tracked assets, which are defined as:

- Anything over \$5,000.00
- Anything that can store Level I or II data
- Any vehicle, vessel or trailer
- All firearms

SCL enables departments to track assets they have not been able to track previously; these “non-PeopleSoft” assets are referred to as “Local” assets. Using SCL, departments can add, move, transfer, and request disposal of assets through a single online application.

Department labeling for Local Assets:

Note that Local Asset tags **CANNOT** begin with S, F, ITS, or AC.

Before beginning to work with SCL, please be sure to have the following information on hand:

- Department owner/deptid (the custodial department responsible for the asset)
- Appropriate approver for department (department head or person(s) with signature authority for the department) transfer or disposal of an asset. These terms are used interchangeably. If you need to determine the identity of this person for a department, please contact Denise Gentry at x3521 or Asset Management
- Location of asset
- Property tag number (see below)

Use this application **EVERY TIME** you:

- Add a new asset/equipment
 - If the asset meets the PeopleSoft criteria, property tags must be provided by Asset Management. **Asset management will assume responsibility for entering assets into SCLogic if called to tag an item.**
 - If the asset DOES NOT meet the PeopleSoft criteria, the department is responsible for creating their own tag. Contact asset management for guidance if needed.
- Move an asset/equipment that has a property tag, including:
 - Borrowing assets/equipment from a location for more than a day, e.g. a laptop for testing
 - Relocating assets/equipment within the same department as listed in SCL
- Transfer assets/equipment between departments (changing department owner)

- Disposing of assets/equipment that have property tags

SEARCH FOR A PROPERTY-TAGGED ASSET

Before moving, transferring or disposing of an asset with a property tag, you must verify the accuracy of the asset and tag number stored in SCLogic

- Enter the property tag number into the search field in SCL
- Verify that the search results displayed match the asset you plan to move, transfer, or dispose of
- If the search results do not match, contact Asset Management before using the forms in SCL

PROCEDURE FOR ADDING A NEW ASSET/EQUIPMENT WITH A PEOPLESOFT OR LOCAL PROPERTY TAG

1. Log into SCLogic
 - You can do this via myHumboldt or directly at <https://humboldt.sclintra.com/IntraOmni>; either way, you will need to log into myHumboldt first. Your screen will show links to the various SCL webforms.
2. Select and complete the Property Addition form; you must fill out all the required fields. You must have property tag(s) from Asset Management before completing this form or a department tag if the item does not meet PeopleSoft requirements.
3. Submit the Property Addition form and save the PDF receipt as your record of the transaction
 - Review the receipt for any error messages; it cannot be regenerated.
4. An email confirming the asset addition is sent to assetmanagement@humboldt.edu automatically; Asset Management will take care of the remaining necessary steps to record the addition.

PROCEDURE FOR MOVING ANY ASSET/EQUIPMENT WITH A PEOPLESOFT OR LOCAL PROPERTY TAG

1. Determine if the department owner remains the same
 - If the new department owner is different from the current department owner, you should use the Property Transfer form, not the Property Move form.
2. Log into SCLogic following the instructions above
3. Select and complete the Property Move form
4. Submit the Property Move form and save the PDF receipt as your record of the transaction
 - Review the receipt for any error messages; it cannot be regenerated
5. The location of the asset is automatically updated in SCL.

PROCEDURE FOR TRANSFER OF ANY ASSET/EQUIPMENT WITH A PEOPLESOFT OR LOCAL PROPERTY TAG

1. Log into SCLogic following the instructions above
2. Select and complete the Property Transfer form

- Department approval is required for this form to be processed. The appropriate approver is the head of department or an Authorized Signer for the department initiating the transfer. Please note that ITCs may not approve this form.
3. Submit the Property Transfer form and save the PDF as your record of the transaction
 - Review the receipt for any error messages; it cannot be regenerated
 4. Location of asset is automatically changed in SCL
 5. A transfer approval request email is sent by assetmanagement@humboldt.edu to the current custodial department.
 - If approved, Asset Management finalizes the transfer
 - If not approved, Asset Management contacts the current custodian
 6. Asset Management obtains approval from the new department custodian

PROCEDURE FOR DISPOSAL OF ANY ASSET/EQUIPMENT WITH A PEOPLESOFT OR LOCAL PROPERTY TAG

1. Log into SCLogic following the instructions above
2. Select and complete the Property Disposal form
 - While this form may be completed by ITCs, the department head or their authorized designee must be listed as the approver for certification of hard drive destruction and disposal of asset
3. Submit the Property Disposal form and save the PDF receipt as your record of the transaction
 - Review the receipt for any error messages; it cannot be regenerated
4. A disposal request email is sent by assetmanagement@humboldt.edu to the department head or authorized designee
 - If approved, Asset Management finalizes the disposal
 - If not approved, Asset Management contacts the department head or their authorized designee
5. An email is automatically sent to the Technology Help Desk to inform of the asset disposal and the need for the asset to be removed from other systems, e.g. SCCM, JAMF, DNS

SEARCHING FOR DEPARTMENT ASSETS

1. Log into SCLogic following the instructions above
2. Select MY DEPT ASSETS
 - All assets associated with the user's Dept. ID are searchable, even those marked as disposed in the system. Select the red scrollbar on the right-hand side to scroll up and down.
3. To search for a specific asset, enter the property tag number into the "Search Items" field

Advanced Search

1. Hit the plus sign in the top red banner that appears next to the user name
 - You can refine your search by entering a tag# in the "Search for Item/Recipient" field, entering a location, setting a date range, or searching by a specific status (for example if you wanted to see a list of all disposed assets).

- Scroll down to the item info and use the red scrollbar on the right-hand side and use whatever parameters you want to search multiple departments, locations, etc.
- To search for assets in multiple departments, for example, scroll down to the “Department” parameter, start typing the department name or Dept. ID into the search box, and select the department you want by clicking on it. Click in the search box again and repeat these steps until you have selected all the departments you want. Click the Search button at the bottom of the page. This will allow you to see all the assets for those departments.
- If you want to save your search for future re-use, just bookmark the page. Access the bookmark whenever you want, although if you are not logged into MyHumboldt, you will be prompted to do so before being taken to the saved search.

FAQs

Can't login to SCLogic?

- Contact the Technology Help Desk at x4357

Can't access the web forms, use search queries, or have asset questions?

- Contact Asset Management at assetmanagement@humboldt.edu or call Cynthia Perez x5796
- Student Assistants need to be manually added to SCLogic. Contact Asset Management (Cynthia Perez) to add a student assistant

Made an error entering data into SCLogic?

- Contact Asset Management

Property-tagged asset status incorrect in SCLogic?

- Contact Asset Management

Need help with the Search function?

- Contact Asset Management