

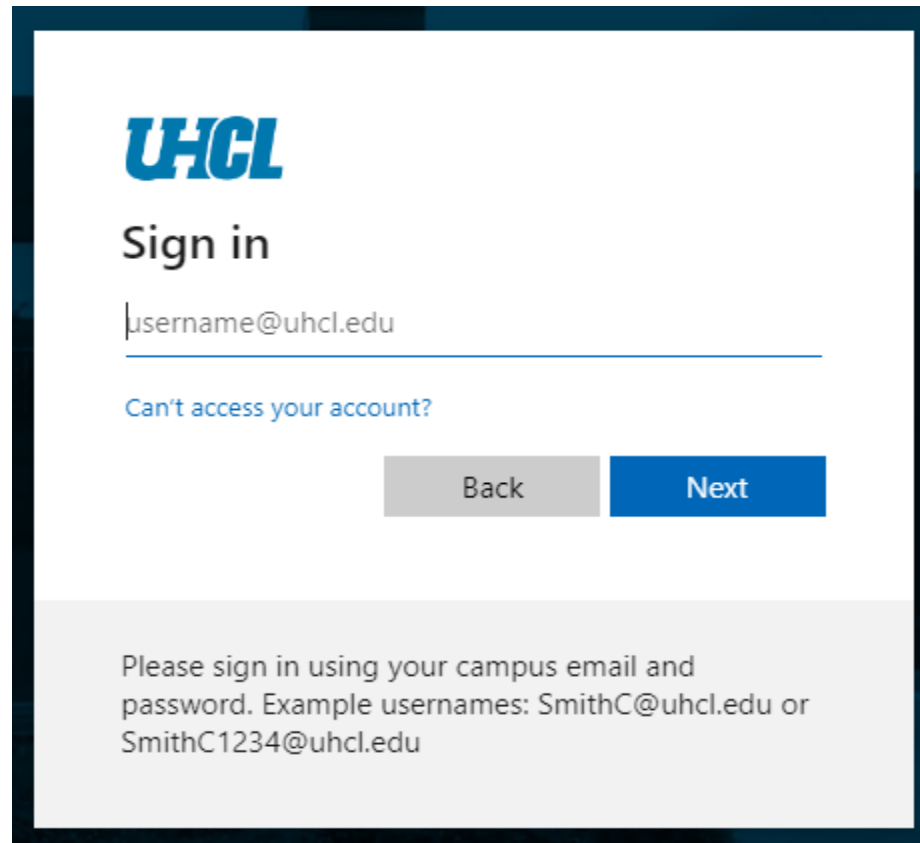
ASSET UPDATE FORM UHCL

1. LOG IN

- a. To get started, log into your DocuSign account by clicking on the below embed tab.

[DocuSign](#)

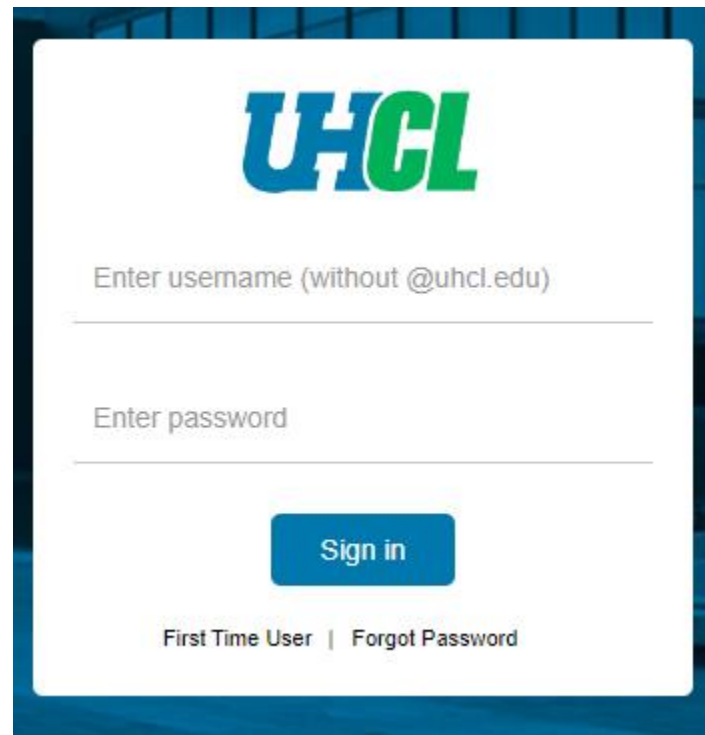
- b. Enter your UHCL email id as stated in the example. It will direct you to another page to enter credentials.



The screenshot shows a web page for signing in to UHCL. At the top left is the UHCL logo. Below it is the text "Sign in". There is a text input field containing the placeholder text "username@uhcl.edu". Below the input field is a blue link that says "Can't access your account?". At the bottom of the form area are two buttons: a grey "Back" button and a blue "Next" button. Below the form area is a grey box containing the text: "Please sign in using your campus email and password. Example usernames: SmithC@uhcl.edu or SmithC1234@uhcl.edu".

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- c. Enter your UHCL credentials as required and sign in to the DocuSign.

A screenshot of the UHCL login form. The form is white with a blue border. At the top center is the UHCL logo in blue and green. Below the logo are two input fields: the first is labeled "Enter username (without @uhcl.edu)" and the second is labeled "Enter password". Below the input fields is a blue "Sign in" button. At the bottom of the form, there are two links: "First Time User" and "Forgot Password".

UHCL

Enter username (without @uhcl.edu)

Enter password

Sign in

[First Time User](#) | [Forgot Password](#)

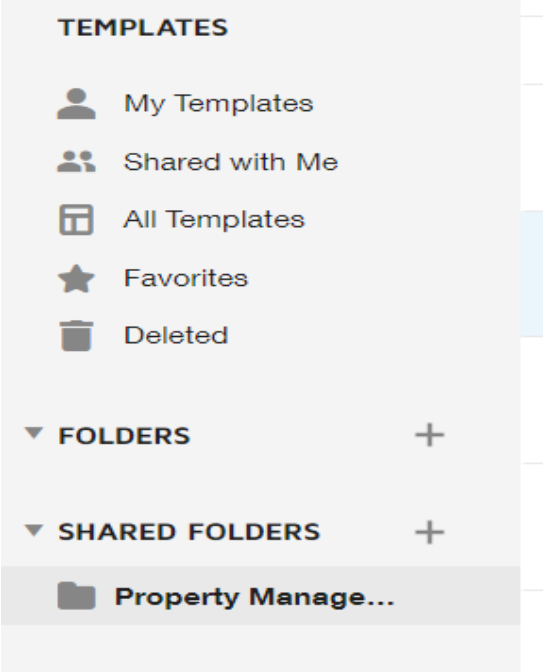
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2. TEMPLATE

a. Go to Templates Tab.



b. Go to Shared Folders and under that select Property Management Forms.



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c. Click on **USE** button for using each form respectively. In this case we will use the Asset Update Form UHCL.

Templates Reports

Property Management Forms

FILTERS

	Name	Owner	PowerForms	Created Date	Last Change	
<input type="checkbox"/> ☆	Asset Update Form UHCL	Dharmik Nanavati		8/31/2022 03:50:02 pm	8/31/2022 11:25:14 pm	USE ▼
<input type="checkbox"/> ☆	Departmental Property Custodian UHCL Eligible for matching	Dharmik Nanavati		8/31/2022 10:09:59 pm	8/31/2022 10:56:55 pm	USE ▼
<input type="checkbox"/> ☆	Authorization Off Campus Property UHCL Eligible for matching	Dharmik Nanavati		8/31/2022 10:09:53 pm	8/31/2022 10:55:40 pm	USE ▼
<input type="checkbox"/> ☆	Certification of Departmental Physical Inventory UHCL Eligible for matching	Dharmik Nanavati		8/31/2022 10:09:47 pm	8/31/2022 10:15:14 pm	USE ▼

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- d. Under the Add recipients, enter the recipient's name and email address.
- You cannot delete or ignore Department Property Custodian (FROM).
 - You can delete the Department Property Custodian (TO) and College/Division Business Admin (FROM & TO). They are optional depending on the transactions you select for the Asset Update.
 - Please see below table for required signatures.

#	TRANSACTION TYPE	Dept. Property Custodian (FROM) Signature	College/Division Business Administrator (FROM) Signature	Dept. Property Custodian (TO) Signature	College/Division Business Administrator (TO) Signature
1	Surplus-Work Order Issue. Moves & Events Department to Pickup to Ware House	✓		✓	
2	Release to IT Tech Service (Data Processing Equipment/s)	✓		✓	
3	Fabrication	✓			
4	Cannibalized/Damaged Property	✓			
5	Transferred to Another Department/State Agency	✓		✓	
6	Change in Building/Room/Location	✓			
7	Traded-In	✓			
8	Missing Property	✓	✓		✓
9	Stolen Property	✓	✓		✓
10	Other	✓	✓		✓

- Routing Group is used only when the form is used for routing to Office of Information Technology (Option #2). You cannot change or delete this field.

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Add recipients

1

Initiator ✍️ NEEDS TO SIGN ▾ CUSTOMIZE ▾ 🗑️

Name *

Email *

2

Department Property Custodian (FROM) ✍️ NEEDS TO SIGN ▾ CUSTOMIZE ▾

Name *

Email *

3

Routing Group Name * ✍️ NEEDS TO SIGN ▾ CUSTOMIZE ▾

👤 Office of Information Technology

Joyce Ferrell ▾

💬 Private message added ▾

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- You cannot delete or make changes to the Property Management field.

4

College/Division Business Admin (FROM) ✍️ NEEDS TO SIGN ▼ CUSTOMIZE ▼ 🗑️

Name *

Email *

5

Department Property Custodian (TO) ✍️ NEEDS TO SIGN ▼ CUSTOMIZE ▼ 🗑️

Name *

Email *

6

College/Division Business Admin (TO) ✍️ NEEDS TO SIGN ▼ CUSTOMIZE ▼ 🗑️

Name *

Email *

e. When ready, Click Send to send your form to respective individuals.

EDITSEND▼

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3. SIGNING THE TEMPLATE

a. REVIEW THE DOCUSIGN EMAIL –

Open the email and review the message from the sender. Click REVIEW DOCUMENT to begin the signing process.

b. AGREE TO SIGN ELECTRONICALLY –

Review the consumer disclosure and select the checkbox I agree to use Electronic Records and Signatures. Click CONTINUE.

c. START THE SIGNING PROCESS –

- Click the START tag on the left to begin the signing process. You are taken to the first field requiring action.
- Enter all the required fields.
- Click the SIGN tag. You are asked to Adopt Your Signature.

d. VERIFY YOUR NAME –

Verify that your name and initials are correct. If not, change them as needed.

e. ADOPT A SIGNATURE –

- Accept the default signature and initial style, or
- Click SELECT STYLE, and select a signature option.

f. SAVE YOUR SIGNATURE –

Click ADOPT AND SIGN to adopt and save your signature information and return to the document.

g. CONFIRM SIGNING –

When you finish clicking all signature tags in the document, confirm signing by clicking FINISH.