

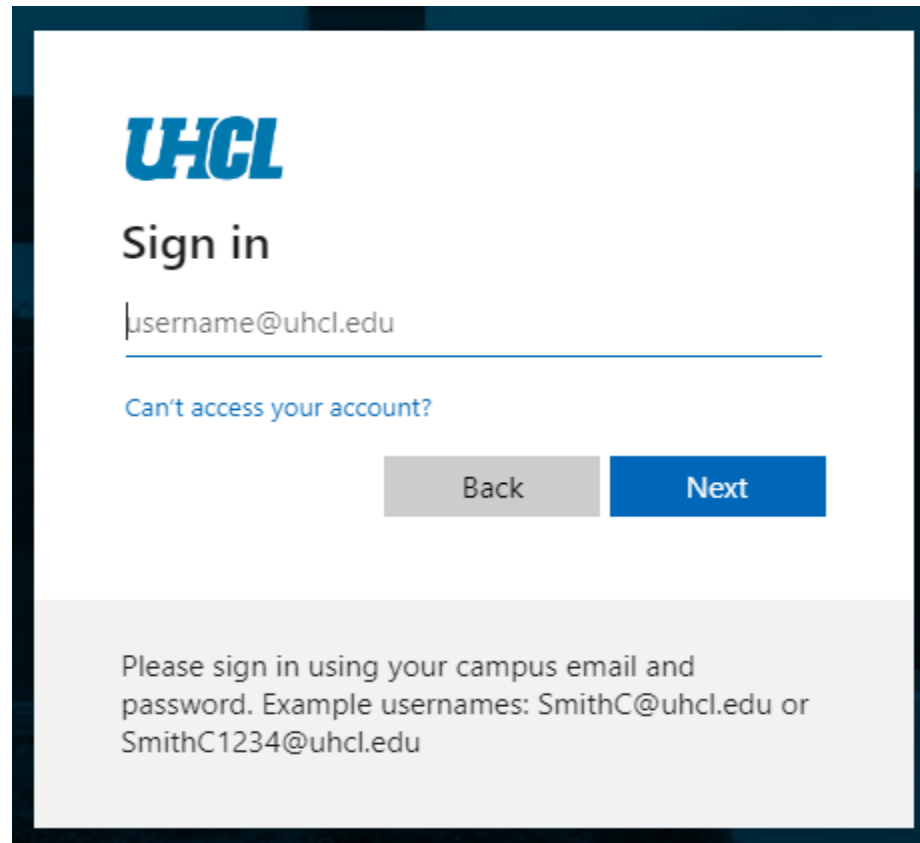
ASSET UPDATE FORM UHCL

1. LOG IN

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

DocuSign

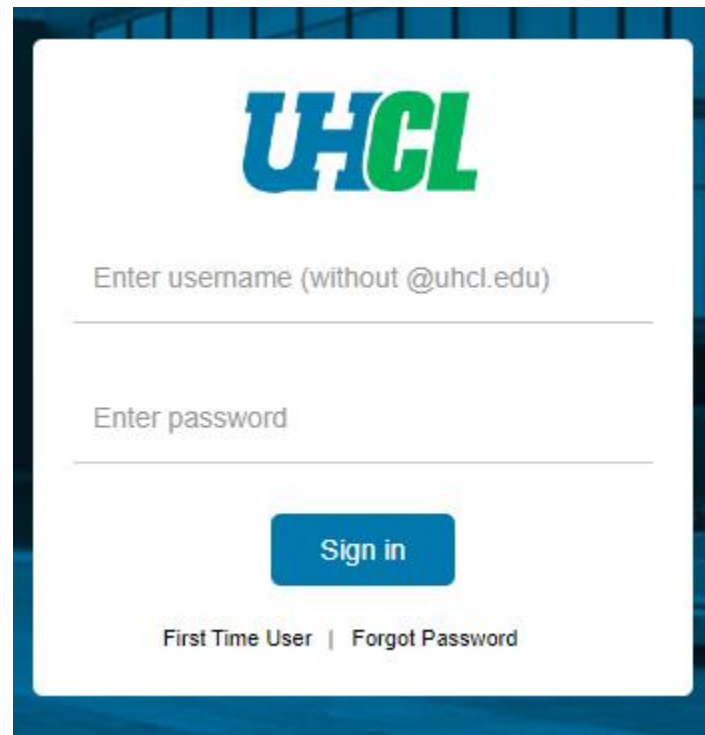
- b. Enter your UHCL email id as stated in the example. It will direct you to another page to enter credentials.



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".

ASSET UPDATE FORM UHCL

- 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 are two links: "First Time User" and "Forgot Password".

UHCL

Enter username (without @uhcl.edu)

Enter password

Sign in

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

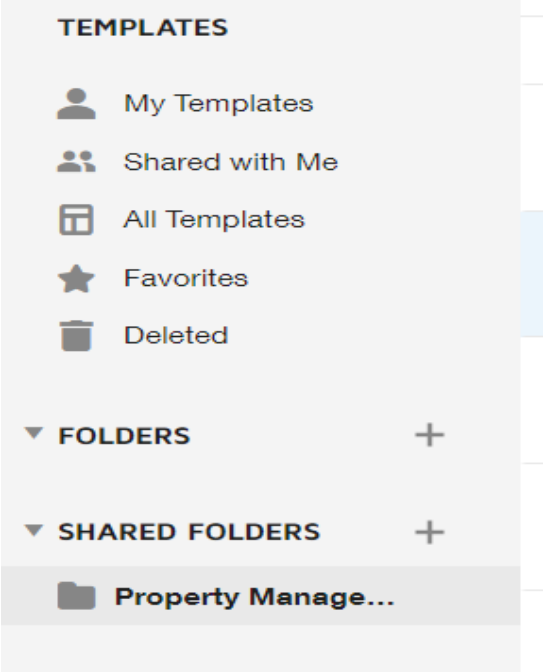
ASSET UPDATE FORM UHCL

2. TEMPLATE

a. Go to Templates Tab.



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



ASSET UPDATE FORM UHCL

- 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

Search Shared Folder 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 ▼

ASSET UPDATE FORM UHCL

- 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) depending on the transactions you select for the Asset Update.
 - Please see below table for required signatures.

#	TRANSACTION TYPE	Dept. Property Custodian (FROM) Signature	Dept. Property Custodian (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.

ASSET UPDATE FORM UHCL

Add recipients

1InitiatorNEEDS TO SIGNCUSTOMIZE🗑️

Name *

Email *

2Department Property Custodian (FROM)NEEDS TO SIGNCUSTOMIZE

Name *

Email *

3Routing Group Name *NEEDS TO SIGNCUSTOMIZE

Office of Information Technology

Joyce Ferrell

Private message added

6Department Property Custodian (TO)NEEDS TO SIGNCUSTOMIZE🗑️

Name *

Email *

7Property Management (Signing Group)NEEDS TO SIGNCUSTOMIZE

Name *

Email *

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

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

EDIT SEND ▼

ASSET UPDATE FORM UHCL

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.