

Information Technology Services (ITS) has developed a new WEB-based application called Property Control Download. Property Control Download provides all locations the ability to view a display of their active assets, download a file of their active assets and/or print a report of their active assets locally. This application can be accessed at any time over the WEB. It provides comparable data to the Property Pre-audit report BPAPRAR2, List of Assets by Room Number. Active assets valued at or above the decontrol limit as of the previous night are included.

Log in to Intranet

- ▼ **Open** your Internet browser
- ▼ **Type** <http://intranet.dadeschools.net>

The user authentication screen will be displayed.

- ▼ **Type** employee id number
- ▼ **Type** work location number
- ▼ **Type** password
- ▼ **Press** enter or click log in

The user intranet WEB applications screen will be displayed.

- ▼ **Click** Property Control Download

The Property Control Download page will be displayed.

NOTE: The RACF security access for the Property Control Download WEB-based application is WPCD.

Property Control Download Display

The Property Control Download initial display is formatted by Asset Number within Room Number for all active assets for the Owner Location.

The Help screen will display the fields included in the download when Download Data is selected.

On the bottom of the page you can type a page number to be displayed and click the Go button, or click on the arrow buttons to browse through the listing.

The data on the screen can be downloaded to your local PC, and/or a report of the active assets, formatted with headings, can be generated and/or downloaded to your local PC.

Asset Number	Bar Code	Serial Number	Description	Room Number	Asset Value
0817632	0817632	FAA0230NCH	WS C1924A 24 PORT 10BASET SWITCH W/2 100 BASETX PO		\$683.01
0848140	0848140	AB0403U07Y	WS-C1912-EN 12 PORT		\$600.10
0859341	0859341	AB0427X0CT	WS-C1912-EN CISCO 12 PORT SWITCH-2-100BTX PORTS		\$789.00
P402405			J4839A HP REDUNDANT POWER SUPPLY FOR 5300		\$624.67
P402406			J4878A HP PROCURVE SWITCH XL 4 PORT MINI 100/1000-		\$738.35
P402407			J4878A HP PROCURVE SWITCH XL 4 PORT MINI 100/1000-		\$738.35
P402411			J4862B HP PROCURVE SWITCH 24 PORT 10/100-TX MODULE		\$705.85
P402412			J4862B HP PROCURVE SWITCH 24 PORT 10/100-TX MODULE		\$705.85
P402413			J4862B HP PROCURVE SWITCH 24 PORT 10/100-TX MODULE		\$705.85
P402414			J4862B HP PROCURVE SWITCH 24 PORT 10/100-TX MODULE		\$705.85

Download Data

From the Property Control Download Display,

- ▼ **Click** the Download Data button

The File Download dialog window will display the options: Open, Save and Cancel.

Open will display the data in a spreadsheet format (Excel).

Save will allow you to save the comma separated value data to your local PC.

Cancel will cancel the operation and the application returns to the previous screen.

▼ Click Open

The spreadsheet formatted (Excel) data will be generated and displayed on the screen in Asset Number sequence. *The sample below shows only a few columns of the actual data.*

	A	B	C	D	E	F	G
1	Asset Number	Description	Asset Value	Category	Status Code	Active Flag	Owner Location
2	0817632	WS-C1924A 24	883.01	20586	A	X	0000
3	0848140	WS-C1912-EN 1	800.10	20586	A	X	0000
4	0859341	WS-C1912-EN C	789.00	20586	A	X	0000
5	P402405	J4839A HP RE	624.67	20516	A	X	0000
6	P402406	J4878A HP PF	738.35	20516	A	X	0000
7	P402407	J4878A HP PF	738.35	20516	A	X	0000
8	P402411	J4862B HP PF	705.85	20516	A	X	0000
9	P402412	J4862B HP PF	705.85	20516	A	X	0000
10	P402413	J4862B HP PF	705.85	20516	A	X	0000
11	P402414	J4862B HP PF	705.85	20516	A	X	0000
12	P402415	J4862B HP PF	705.85	20516	A	X	0000

To save it,

- ▼ Click on File
- ▼ Select Save As

Generate Report

The Generate Report option will provide a PDF formatted report with headings of the active assets. The data is listed by Asset Number within Room Number. A total count and dollar value of the active assets is provided per room number and location. This report is similar to the main-frame Pre-audit report BPAPRAR2, List of Assets by Room Number.

From the Property Control Download display,

Return to Intranet Help

Property Control Download

Owner Location # 0000 | Sample Location

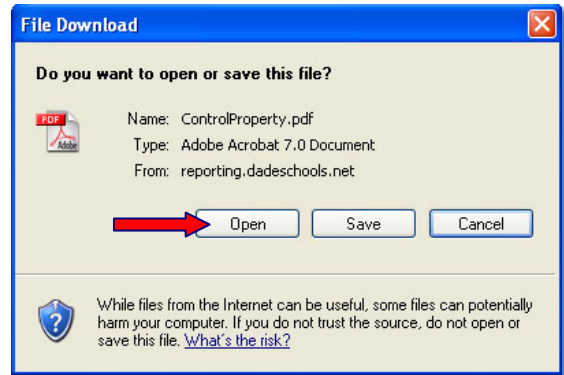
Asset Number	Bar Code	Serial Number	Description	Room Number	Asset Value
0817632	0817632	FAA0230NCH	WS-C1924A 24 PORT 10BASET SWITCH W/2 100 BASETX PO		\$883.01
0848140	0848140	AB0403U07Y	WS-C1912-EN 12 PORT		\$800.10
0859341	0859341	AB0427XOCT	WS-C1912-EN CISCO 12 PORT SWITCH/2-100BTX PORTS		\$789.00
P402405			J4839A HP REDUNDANT POWER SUPPLY FOR 5300		\$624.67
P402406			J4878A HP PROCURVE SWITCH XL 4 PORT MINI 100/1000-		\$738.35
P402407			J4878A HP PROCURVE SWITCH XL 4 PORT MINI 100/1000-		\$738.35
P402411			J4862B HP PROCURVE SWITCH 24 PORT 10/100-TX MODULE		\$705.85
P402412			J4862B HP PROCURVE SWITCH 24 PORT 10/100-TX MODULE		\$705.85
P402413			J4862B HP PROCURVE SWITCH 24 PORT 10/100-TX MODULE		\$705.85
P402414			J4862B HP PROCURVE SWITCH 24 PORT 10/100-TX MODULE		\$705.85

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- ▼ Click the **Generate Report** button

The File Download dialog window will display the options: Open, Save and Cancel.



Open will display the data in PDF format.

Save will allow you to save the data to your local PC.

Cancel will cancel the operation and the application returns to the previous screen.

▼ Click Open

The PDF report will be generated and displayed on the screen. *The sample below shows only a few columns of the actual report.*

Miami-Dade County Public Schools Property Control					
Product: WPCDBSR001		Business Services Team			
Administrator: SAMPLE ADMINISTRATOR		List of Assets by Room			
Location: 0000 SAMPLE LOCATION					
Asset Number	Barcode Number	Description	Asset Value	Serial Number	PO Number
0817632	0817632	WS-C1924A 24 PORT 10BASET SWITCH W/2 100 BASETX PO	883.01	FAA0230NCH	D01643501
0848140	0848140	WS-C1912-EN 12 PORT	800.10	AB0403U07Y	
0859341	0859341	WS-C1912-EN CISCO 12 PORT SWITCH/2-100BTX PORTS	789.00	AB0427XOCT	D01821843
P402405		J4839A HP REDUNDANT POWER SUPPLY FOR 5300	624.67		D02275619
P402406		J4878A HP PROCURVE SWITCH XL 4 PORT MINI 100/1000-	738.35		D02275619
P402407		J4878A HP PROCURVE SWITCH XL 4 PORT MINI 100/1000-	738.35		D02275619
P402411		J4862B HP PROCURVE SWITCH 24 PORT 10/100-TX MODULE	705.85		D02275619
P402412		J4862B HP PROCURVE SWITCH 24 PORT 10/100-TX MODULE	705.85		D02275619

To save it,

- ▼ Click on File
- ▼ Select Save As

Whom to Call for Assistance

For technical assistance with Property Control Download, contact the Information Technology Services Help Desk at (305) 995-3705.

Or, visit the e-Help Desk web page at:
<http://sus.dadeschools.net/helpdesk>

