

# How to Order Ames Inventory Whse Stock Items from Catalog

DOT Users only

September 2019 VR1

## Overview



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# AssetWorks – General Information

## What is AssetWorks?

AssetWorks is an Asset Management system that captures information about an asset. Assets include tagged equipment A-G, facility land and buildings. Work order repairs and inspections are submitted against the assets to validate operational costs and benchmark replacements.

## AssetWorks Servers - TEST vs PRODUCTION -- **\*\* Please make sure you are in the correct Server \*\***

**TEST SERVER** – Use this server when you are in training or testing. DOTnet it says, [AssetWorks – TEST](#).

**PRODUCTION SERVER.** – Use this server once you **GO LIVE** and actively using the system. The data content is the actual data. DOTnet it says, [AssetWorks-PRODUCTION](#).

## How will I know what server I am in?

When you log into AssetWorks, the home page you will see in red text, **TEST or PRODUCTION**.

## Logging into AssetWorks – With Single Sign On (SSO)

You have 2 options to sign into AssetWorks for both Test and Production Servers from the DOTnet site.

- 1- With Single Sign On - With Single Sign On log in will allow you click on the AssetWorks link. This will use your credentials from when you logged into your pc. This can only be used if SSO is working. It is a good idea to sign in without SSO just in case SSO is not working. Then you can get into AssetWorks anytime.
- 2 –Without Single Sign On -Without Single Sign On will require you to sign in using your DOT userid and password would be “password1”. It will not ask you to change your password. How to change your password information is included in this training manual. If you log in with Google, it will ask you if you want to save your password. *It is recommended you sign into Without SSO sometime. Then you have a way to get into AssetWorks if SSO is not working.*

## Training Information

PowerPoint presentation and Audio and Video Presentation – optional. If you feel this would be helpful, please request this option on a SNOW ticket.

## Where can I find Training Manuals and Videos?

If you want to see a list of all training information, you have 2 ways to find this. 1- If you are in AssetWorks, go to the AssetWorks Homepage, then go to the Quick Links section and click on the link that says, *AssetWorks Training Manuals* 2- *DOTnet homepage, in the center of the page, you will see AssetWorks. Click on this and it will take you to the same website.*

## Help Desk Ticket- in Quick Links Section

If you have any questions or issues in AssetWorks (AW), please submit a IDOT Help Desk service ticket (SNOW) in the Quick Links section located on the Home page. Issues would include having trouble logging in or anything else system related.

Your request ticket will be forwarded to the Office of Budget and Business System to help you. In the section labeled, “Please describe your issue in a few words” type in **AssetWorks - explain what you need help with.**

## Missing Portals

If you need to do other functions in AssetWorks and do not see where this can be done. You may need other portals. You can submit a Service Ticket by clicking on the Quick Link named Help Desk Ticket Requests for AssetWorks located on the Home Portal. In the field named, “Please Describe the Issue in a few words” please start with **AssetWorks – Need to do..... add additional Portal(s).**



# Where Can I Find The AssetWorks (AW) System?

Click on your internet browser. This could be Internet Explorer  
Google Chrome  . It is recommended that you use Chrome,  
Internet Explorer may not be supported in the future.

**You have 2 Options to find AssetWorks information:**

1. DOTnet- intranet
2. DOT Website- internet. You can click on the AssetWorks Icon on your desktop- or the AssetWorks located in center of the page.

**Option 1 - DOTnet URL Address to log into the system.**

If your homepage is not the DOTnet site, navigate to DOTnet site using this address <http://dotnet/>

On the DOTnet site, go to the left blue margin.

See the following options to log into AW.

- PRODUCTION with SSO
- PRODUCTION without SSO
- TEST with SSO
- TEST without SSO

*If you do not see AssetWorks Option 1, click the **F5** button and the '+' button on your keyboard, this will clear out your cache. Then these log in types should appear.*

**Option 2 - AW icon will be sent to your desktop. This will take you to training materials. Here is the DOT AW Website URL address:**

<https://iowadot.gov/assetworks>



The screenshot shows the DOTnet website interface. At the top, there is a navigation bar with links for Highway, Information Technology, Modal, Motor Vehicle, Operations & Finance, Planning & Programming, and Public Affairs. Below this is a large banner with the DOTnet logo and a background image of a road. To the right of the banner is a red box with the text "Emergency Outage Information" and a paragraph about network connections being unavailable. Below this are several dropdown menus for "EMPLOYEE RESOURCES and INFORMATION", "EMPLOYMENT TOPICS", "PUBLICATIONS", "DOTNET/WEB INFORMATION", and "OTHER TOPICS". On the left side, there is a vertical blue margin with a list of links. A red box highlights the following links: "AW - PRODUCTION with SSO", "AW - PRODUCTION without SSO", "AssetWorks - TEST with SSO", and "AssetWorks - TEST without SSO". A red arrow points from the text "Log into AW" to this highlighted box. To the right of the screenshot, there are additional links: "Iowa DOT Office 365", "AssetWorks" (with a red box around it and an arrow pointing to "Training Materials"), "Workday", and "Supervisor's Toolbox".

## What is Single Sign On (SSO)

- If you click on the with Single Sign On (SSO) this will automatically log into AssetWorks.
- If you click on the without Single Sign On (SSO) you will need to type in your **IDOT User ID and password1** to log in.  
You can then change your password.



# AssetWorks – Current URL Links in AssetWorks 21MARCH2019

## AssetWorks Server Addresses

**TEST SERVER** – Use this server when you are in training or testing.

**TEST** URL Link with Single Sign On (SSO) - <https://fawebt10.assetworks.com/lowaDOTTestSSO/>

**TEST** URL without Single Sign On(SSO) - <https://fawebt10.assetworks.com/lowaDOTTest/>

**PRODUCTION SERVER** – Use this server once you **GO LIVE** and actively using the system.

The data content is the actual data. DOTnet it says, **AssetWorks-PRODUCTION**. *Please do not test in this system.*

**PRODUCTION** URL Link with Single Sign On (SSO) - <https://faweb10.assetworks.com/lowaDOTSSO/>

**PRODUCTION** URL without Single Sign On(SSO) – <https://faweb10.assetworks.com/lowaDOT/>

**Iowa DOT Website Internet for AssetWorks** – URL Link - <https://iowadot.gov/assetworks>

**Iowa DOTnet Intranet URL Link for AssetWorks** -URL Link - <http://dotnet/>

## What are these Single Sign On (SSO) Options?

### 1- With Single Sign On(SSO)

With Single Sign On log in when you click on this AssetWorks link, this will use your credentials from when you logged into your pc. This can only be used if SSO is working.

### 2 –Without Single Sign On (SSO)

When you click on the Without SS, this will require you to sign in using your DOT userid and type in “password1”. It will not ask you to change your password. You will need to change your password. Go to the training manual named, How to Change your Password in AW.

*It is recommended you sign into without SSO sometime. Then you have a way to get into AssetWorks if SSO is not working.*



# How to login to AssetWorks?

If you have any questions or issues in the AssetWorks (AW) system, please submit a Service Now (SNOW) ticket. Your ticket will be forwarded to the Office of Budget and Business Systems. To submit a Service Now ticket, click on the Quick Link named Help Desk Ticket Requests for AW located at the Home portal. In the field name, "Describe the Issue in a few words" please start with **AssetWorks** – then provide what you need help with.

If you signed in with SSO, this login will automatically log you in. If you sign in without SSO, type in your **IDOT user ID and password**.

Once you have logged into the AssetWorks system, you will be directed to the home portal screen. The home tab will turn light blue which means that you are on the home portal.

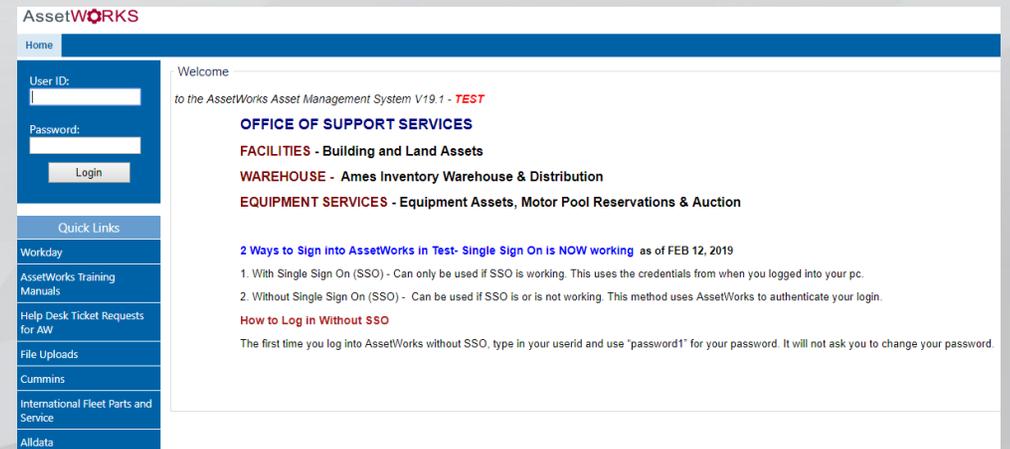
Each tab, shown under the AssetWorks logo, is called a Portal. The portals you see will be dependent on the access rights that you have been given.

All users will have "View Only" access which will include the following Portals; Service Requests, Work Mgmt, Ames Inventory Requests, Motor Pool Reservation, Meter Readings, Query, and Reporting.

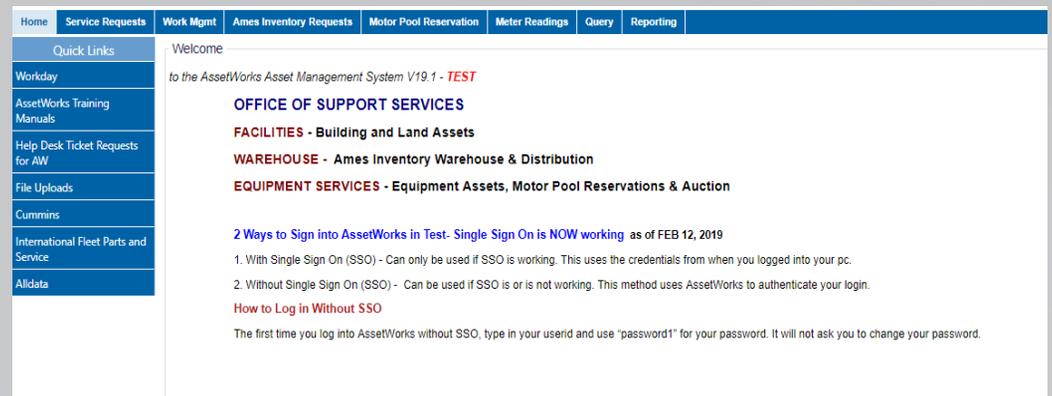
If you need other portals, you can submit a Service Now Ticket by clicking on the Quick Link named Help Desk Ticket Requests for AW located on the Home portal. In the field named, "Describe the Issue in a few words" please start with **AssetWorks** – then provide what you need help with.

## Note:

1. If you are testing in the system, login to Test.
2. If you aren't testing and the system is live, use Production.  
*What you put in test will not carry over to Production.*



The screenshot shows the AssetWorks Home portal. At the top, there is a navigation bar with the AssetWorks logo and a 'Home' tab highlighted in light blue. Below the navigation bar is a 'Quick Links' menu with options: Workday, AssetWorks Training Manuals, Help Desk Ticket Requests for AW, File Uploads, Cummins, International Fleet Parts and Service, and Alldata. The main content area displays a 'Welcome' message to the AssetWorks Asset Management System V19.1 - TEST. It lists the following services: OFFICE OF SUPPORT SERVICES, FACILITIES - Building and Land Assets, WAREHOUSE - Ames Inventory Warehouse & Distribution, and EQUIPMENT SERVICES - Equipment Assets, Motor Pool Reservations & Auction. Below this, there is a section titled '2 Ways to Sign into AssetWorks in Test- Single Sign On is NOW working' as of FEB 12, 2019. It provides two methods: 1. With Single Sign On (SSO) - Can only be used if SSO is working. This uses the credentials from when you logged into your pc. 2. Without Single Sign On (SSO) - Can be used if SSO is or is not working. This method uses AssetWorks to authenticate your login. A sub-section titled 'How to Log in Without SSO' states: 'The first time you log into AssetWorks without SSO, type in your userid and use "password1" for your password. It will not ask you to change your password.'



This screenshot shows the AssetWorks Home portal with a different navigation menu. The 'Home' tab is highlighted in light blue. The 'Quick Links' menu includes: Service Requests, Work Mgmt, Ames Inventory Requests, Motor Pool Reservation, Meter Readings, Query, Reporting, and Alldata. The main content area is identical to the previous screenshot, displaying the 'Welcome' message and the list of services: OFFICE OF SUPPORT SERVICES, FACILITIES - Building and Land Assets, WAREHOUSE - Ames Inventory Warehouse & Distribution, and EQUIPMENT SERVICES - Equipment Assets, Motor Pool Reservations & Auction. It also includes the '2 Ways to Sign into AssetWorks in Test- Single Sign On is NOW working' section and the 'How to Log in Without SSO' instructions.



## What is Ames Inventory Requests?

The **Ames Inventory Request** portal will allow DOT staff the ability to order stock items from the Ames Warehouse.

Non-DOT staff will also be allowed to order Stock Items from the **Non-DOT Inventory Requests Portal**. This portal can only be viewed by Non-DOT customers.

These orders will be a direct issue charged to the requested Cost Center location.



# Ames Inventory Request - Ordering

Once you have logged into AssetWorks, click on the **Ames Inventory Requests** portal.

Click on the **Request Ames Warehouse Stock Items** button.

AssetWORKS

Welcome SCOOPER Help Logoff GMT-5

Home Service Requests Work Mgmt **Ames Inventory Requests** Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

Assignment Request Portal

Request items or replacements

**Request Ames Warehouse Stock Items**

Your previous requests

PENDING CANCELED COMPLETED ALL

Cancel	Notes	Request ID	Request Status	Approval Status	Request Reason	Item Description	Quantity	Requested For	Assign to ID	Justification	Request Date
Cancel		173	PENDING		EXPIRED	002016512-0 - BATTERY; BATTERY EMERG. LIGHT 12V RECHG. GEL TYPE	1.00	DEPARTMENT	514000		09/05/2019 07:25 AM
Cancel		172	PENDING		LOST	003078070-0 - FILTER; FILTER OIL	1.00	DEPARTMENT	514000		09/05/2019 07:22 AM
Cancel		84	PENDING		NEW ITEM	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	YES - ADD TO TRUCK	08/22/2019 11:12 AM
Cancel		71	PENDING		NEW ITEM	019097300-0 - SIGN; SIGN STAINLESS STEEL BOLT CLIP POST 1-3/4 3/8-16 RECT. HEAD	1.00	DEPARTMENT	514000		08/16/2019 10:19 AM
Cancel		55	PENDING		NEW ITEM	006001791-0 - FILTER; OIL NAPA 1791 LUBER-FINER LFP3191 WIX 51791	1.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		54	PENDING		NEW ITEM	003177520-0 - ADHESIVE; GASKET CEMENT HI-TACK 6 OZ 99GA PERMATEX	2.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		53	PENDING		NEW ITEM	000328000-0 - FORM; INSPECTION REFERENCE CARD-HEADLITES #16044	1.00	LOCATION	762000		08/06/2019 09:35 AM

## Note:

In the **Your previous requests** section, this provides you by **Request Status** any previous orders you have placed by User ID. Your User ID is shown in the upper right.



# Your Ames Inventory Request- Statuses

Under the heading Your Previous Requests, you can view all requests that you've made from the Ames Warehouse.

## Request Statuses:

**PENDING**- Is waiting for Ames Whse approval. Once approved the Ames Whse will start the fulfillment process to complete your request. If you need to cancel, you will need to contact the Ames Whse to cancel your order.

**CANCELLED** - you can cancel by Request ID, by clicking the red **Cancel** button on the far left of your screen only at the Pending status and it is not approved.

**COMPLETED** - your request has been completed and in route for delivery or ready for pick up at the Ames Whse.

**ALL**- your request with all Status types.

## Approval Status:

Approved Status means your Request has been approved by the Ames Whse. The fulfillment process will be started.

Messages Screens Reports

Welcome SCOOPER Help Logoff GMT-5

AssetWORKS

Home Service Requests Work Mgmt Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

Assignment Request Portal

Request items or replacements

Request Ames Warehouse Stock Items

Your previous requests

PENDING CANCELED COMPLETED ALL

Cancel	Notes	Request ID	Request Status	Approval Status	Request Reason	Item Description	Quantity	Requested For	Assign to ID	Justification	Request Date
		184	PENDING	APPROVED	NEW ITEM	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	YES	09/05/2019 02:25 PM
Cancel		180	PENDING		OST	002040120-0 - BEARING; BEARING F/AUGER	1.00	DEPARTMENT	514000		09/05/2019 11:56 AM
Cancel		173	PENDING		XPIRED	002016512-0 - BATTERY; BATTERY EMERG. LIGHT 12V RECHG. GEL TYPE	1.00	DEPARTMENT	514000		09/05/2019 07:25 AM
Cancel		172	PENDING		OST	003078070-0 - FILTER; FILTER OIL	1.00	DEPARTMENT	514000		09/05/2019 07:22 AM
Cancel		55	PENDING		NEW ITEM	006001791-0 - FILTER; OIL NAPA 1791 LUBER-FINER LFP3191 WIX 51791	1.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		54	PENDING		NEW ITEM	003177520-0 - ADHESIVE; GASKET CEMENT HI-TACK 6 OZ 99SA PERMATEX	2.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		53	PENDING		NEW ITEM	000328000-0 - FORM; INSPECTION REFERENCE CARD-HEADLITES #16044	1.00	LOCATION	762000		08/06/2019 09:35 AM

# Your Previous Ames Inventory Requests - Table Views

Messages Screens Reports

Welcome SCOOPER Help Logoff GMT-5

AssetWORKS

Home Service Requests Work Mgmt Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

Assignment Request Portal

Request items or replacements

Request Ames Warehouse Stock Items

Your previous requests

PENDING CANCELED COMPLETED ALL

## Table Options - Column Headings Options

Cancel	Notes	Request ID	Request Status	Approval Status	Request Reason	Item Description	Quantity	Requested For	Assign to ID	Justification	Request Date
		184	PENDING	APPROVED	NEW ITEM	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	YES	09/05/2019 02:25 PM
Cancel		180	PENDING		LOST	002040120-0 - BEARING; BEARING F/AUGER	1.00	DEPARTMENT	514000		09/05/2019 11:56 AM
Cancel		173	PENDING		EXPIRED	002016512-0 - BATTERY; BATTERY EMERG. LIGHT 12V RECHG. GEL TYPE	1.00	DEPARTMENT	514000		09/05/2019 07:25 AM
Cancel		172	PENDING		LOST	003078070-0 - FILTER; FILTER OIL	1.00	DEPARTMENT	514000		09/05/2019 07:22 AM
Cancel		55	PENDING		NEW ITEM	006001791-0 - FILTER; OIL NAPA 1791 LUBER-FINER LFP3191 WIX 51791	1.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		54	PENDING		NEW ITEM	003177520-0 - ADHESIVE; GASKET CEMENT HI-TACK 6 OZ 99GA PERMATKX	2.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		53	PENDING		NEW ITEM	000328000-0 - FORM; INSPECTION REFERENCE CARD-HEADLITES #16044	1.00	LOCATION	762000		08/06/2019 09:35 AM

Your Previous Request section, can provide different column headings. You can select information you want to view in this table by right clicking on any of the blue headings.

The Table Options screen will appear, as shown to the right.

Check the boxes for the columns headings you want to appear in your table. Once you have selected the titles you want to view, click **OK**. These column headings shown in the table are the titles you selected in the Table Option screen. If you want to add or delete columns, repeat the process, clicking on the blue on any of the blue headings. These views are only viewed by the User ID that is logged into AssetWorks.

You also have the option to rearrange columns by moving them in the column heading or resizing the width. Click between the columns until the double arrow appears, then move to either side.

Table Options - Select Columns to Show

- Cancel
- Notes
- Request ID
- Request Status
- Approval Status
- Request Reason
- Item Description
- Manufacturer
- Model

Restore defaults

Cancel OK



# Step 1: Who is this for?

Now you are ready to order. All requests will follow 4 steps: Who, Reason, Choose, and Review.

## Step 1: WHO is this for?

- **For My Department** – This allows you to request items for your Department Cost Center. Selecting this option will automatically take you to Step 2. The Cost Center the User ID is assigned will be charged for the stock items ordered.
- **For Other Department** – This is used if you order for another Department Cost Center or for Non-DOT Locations. You can request items here by Department. Operator and Location will not be used.

Messages Screens Reports Welcome SCOOPER Help Logoff GMT-5

AssetWORKS

Home Service Requests Work Mgmt Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

### Request Items Online

Request Inventory Stock Items from the Ames Whse- New or Returns

- 1 WHO is this for?**
- 2 Type of Request
- 3 Choose your Stock Items
- 4 REVIEW and Submit

0 item(s) in list

#### What Location is requesting Stock Items?

If you are requesting for your Location, select For My Department.  
If you are requesting for another Location, select For Other Department.

For My Department For Other Department

Request for DEPARTMENT LOCATION OPERATOR ID 514000 ... Lookup ID

Please verify your selection before proceeding to the next step.

#### Department Detail

Department ID	514000	Department Name	DISTRICT 4 OFFICE
---------------	--------	-----------------	-------------------

Cancel Back Next

Click **Next** to continue on to Step 2.



## Step 2: Type of Request

On this screen you have 2 Options to select from; **New Item** and **Return**.

Returns will be covered later in this training manual.

To order stock items from the Ames Whse, click on the **New Item** button. This will take you to Step 3.

Messages Screens Reports

Welcome SCOOPER Help Logoff GMT-5

AssetWORKS

Home Service Requests Work Mgmt Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

### Request Items Online

Request Inventory Stock Items from the Ames Whse- New or Returns

- 1 WHO is this for? ✓
- 2 Type of Request
- 3 Choose your Stock Items
- 4 REVIEW and Submit

0 item(s) in list

What Type of Request is this? New Item or Return

Department Detail

Department ID	514000	Department Name	DISTRICT 4 OFFICE
---------------	--------	-----------------	-------------------

Cancel Back Next



## Step 3: Choose Your Stock Items- for the first time

If this is the 1<sup>st</sup> time you are ordering from AssetWorks, under the Request Catalog, you will not see any previous orders show in the #1 screen.

Once you are ready to place a new order, Click the **Request Catalog** button to open the Ames Warehouse Inventory Catalog.

Messages Screens Reports

Welcome SCOOPER Help Logoff GMT-5

AssetWORKS

Home Service Requests Work Mgmt Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

### Request Items Online

Request Inventory Stock Items from the Ames Whse- New or Returns

- 1 WHO is this for? ✓ What Stock Items are you requesting?  
Request Catalog ASSIGNED ALL
- 2 Type Type of Request ✓
- 3 Choose your Stock Items  
No items to show
- 4 REVIEW and Submit  
0 item(s) in list

Cancel Back Next



# Step 3: Choose Your Stock Items- After the first time

If you have ordered items in AssetWorks your view will look like screen #2.

Once you are ready to place a new order, Click the **Request Catalog** button to open the Ames Warehouse Inventory Catalog.



**Request Items Online**  
Request Inventory Stock Items from the Ames Whse- New or Returns

1 WHO is this for? ✓ What Stock Items are you requesting?

2 Type Type of Request ✓

3 Choose your Stock Items

4 REVIEW and Submit

Request Catalog

ASSIGNED ALL

No items to show

**Request Items Online**  
Request Inventory Stock Items from the Ames Whse- New or Returns

1 WHO is this for? ✓ What Stock Items are you requesting?

2 Type Type of Request ✓

3 Choose your Stock Items

4 REVIEW and Submit

0 item(s) in list

Request Catalog

ASSIGNED ALL

019097300-0  
SIGN; SIGN STAINLESS STEEL BOLT CLIP POST 1-3/4 3/8-16 RECT. HEAD  
Assignment No 20  
Date Assigned 09/05/2019  
Date Expected Return  
Date Expired  
Quantity 1  
ISSUED

006004500-0  
FILTER; AIR NAPA 2013 LUBER-FINER AF1624 WIX 42013  
Assignment No 18  
Date Assigned 09/05/2019  
Date Expected Return  
Date Expired  
Quantity 1  
ISSUED

003256500-0  
ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR  
Assignment No 19  
Date Assigned 09/05/2019  
Date Expected Return  
Date Expired  
Quantity 1  
ISSUED

Back Next

**Request Items Online**  
Request Inventory Stock Items from the Ames Whse- New or Returns

1 WHO is this for? ✓ What Stock Items are you requesting?

2 Type Type of Request ✓

3 Choose your Stock Items

4 REVIEW and Submit

0 item(s) in list

Request Catalog

ASSIGNED ALL

Search...

No	Status	Justification	Item	Description	Quantity	In
20	ISSUED		019097300-0	SIGN; SIGN STAINLESS STEEL BOLT CLIP POST 1-3/4 3/8-16 RECT. HEAD	1	
18	ISSUED		006004500-0	FILTER; AIR NAPA 2013 LUBER-FINER AF1624 WIX 42013	1	
19	ISSUED		003256500-0	ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1	

Back Next

**Note:** If you have a long list of items, type in a word in the **Search** box to reduce your list of items to view.

**Note:** Issued Status refers to your items was issued and charged to your Cost Center location.



## Step 3: Choose Your Stock Items

The **Select Request Item** screen will appear. To view the items by categories/keywords, click on the **BLUE ARROW** only.

If you click on the catalog name- INVENTORY STOCK ITEMS- this will load all items and IT MAY TAKE SEVERAL MINUTES TO LOAD THE ENTIRE CATALOG. You cannot cancel this you will need to let it finish.

Once you click on the **blue arrow**, a list of keywords will appear below. *See next page.*

### Stock Items are: -

- Available
- Out of Stock
- Discontinued

Stock Items will be noted in the description as Discontinued. Once the stock is gone, it will not be reordered.

**Select Request Item**

Current Location: 762000 - AMES DISTRIBUTION CENTER

Quick Search

Select a Category

INVENTORY STOCK ITEMS

SIGN SHOP STOCK ITEMS

Can't find item?

Cancel (0) Pending Items Add to List

ISSUED Date Expired  
Quantity 1  
000201001-0  
POSTAGE; STAMP POSTAGE .01 CENT

Cancel Back Next

**Sign Shop Stock Items** are signs the Ames Sign Shop provides.

You can order Signs from **CC 762000 and 764001**. Make sure you are looking at the correct **Current Location** when looking for a sign.

**Note: Quick Search** does not work until you select a Catalog Category - Keyword. *See next page.*



# Step 3: Choose Your Stock Items- Keywords

In the blue left margin is a list of Catalog Categories/Keywords.

In this example, the keyword **FILTER** was chosen and all stock items that are a filter will appear with a photo, stock item # and availability. Notice you have 157 items to view. If this category has many stock items, it may take time to load them all.

After a Keyword (Filter) has been selected, you now have the option to use the **Quick Search**. If you know what type of filter you are looking for example, type in air, your total items has reduced from 157 to 49.

If you know the stock item # you can type it in the **Quick Search** field.

The screenshot shows the AssetWORKS software interface. On the left, a sidebar lists catalog categories and keywords. The 'FILTER' category is selected, indicated by a green checkmark. The main window displays a grid of filter items, each with a photo, stock number, and availability status. A 'Quick Search' field is located at the top right of the dialog box. A second dialog box shows the search results for 'air', reducing the total number of items from 157 to 49.

Catalog  
Category  
—  
Keywords

You can only  
select 1  
Keyword  
category at a  
time.

Quick  
Search -  
air

## Note:

A **green** checkmark next in the catalog category/keyword indicates the current category you are viewing.



## Step 3: Choose Your Stock Items – 1<sup>st</sup> Stock Item Request

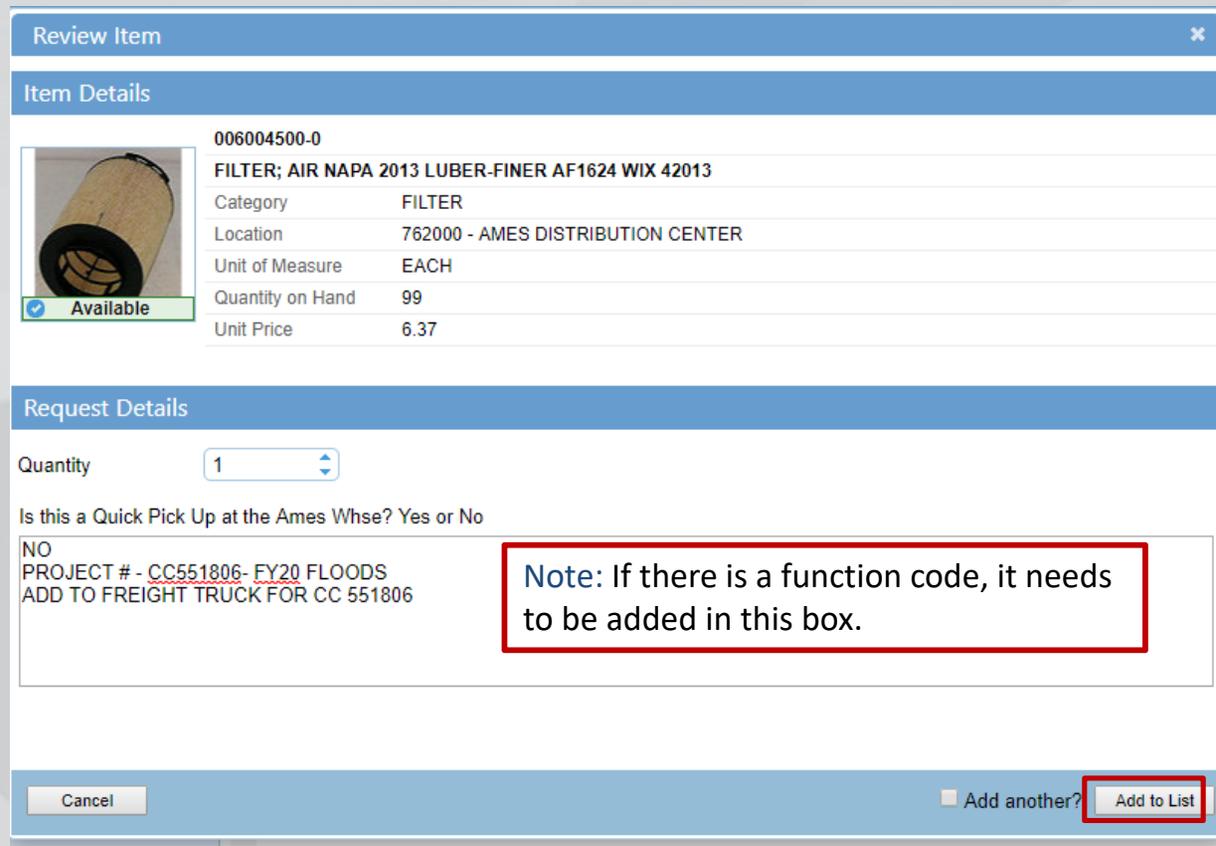
After selecting a stock item, the **Review Item** screen will appear. The Item Details screen appears. This provides you additional information about the stock item. Available – Out of Stock.

**Qty will default to 1. If you need to change the quantity, type in a number or click the arrows.** *Please review the Unit of Measure to make sure the quantity you need is correct.*

The description field (Is this a Quick Pick Up at the Ames Whse? Yes or No) is a free text field where you should enter:

- **Yes** – For Quick Pick. If not you can leave this blank or type in No.
- **Project Number or Function Code** – If the stock item requires charges to a Project # and/or Function code provide this in the field.
- **Add to Freight Truck For CC #** - If this needs to be added to the freight truck, indicate who to make sure it gets added to any other orders requested. Then the Whse will know what route your stock requests should go on.

Once you've adjusted the quantity and added a description if needed, click **Add to List**.



The screenshot shows the 'Review Item' interface. At the top is a title bar 'Review Item' with a close button. Below is the 'Item Details' section, which includes a small image of a cylindrical air filter, a status indicator 'Available' with a checkmark, and a table of item information:

006004500-0	
FILTER; AIR NAPA 2013 LUBER-FINER AF1624 WIX 42013	
Category	FILTER
Location	762000 - AMES DISTRIBUTION CENTER
Unit of Measure	EACH
Quantity on Hand	99
Unit Price	6.37

Below the item details is the 'Request Details' section. It features a 'Quantity' spinner set to '1'. A text field contains the question 'Is this a Quick Pick Up at the Ames Whse? Yes or No' with the answer 'NO'. Below this, there are two lines of text: 'PROJECT # - CC551806- FY20 FLOODS' and 'ADD TO FREIGHT TRUCK FOR CC 551806'. A red-bordered box highlights the second line with the note: 'Note: If there is a function code, it needs to be added in this box.' At the bottom of the screen, there are three buttons: 'Cancel', 'Add another?' (disabled), and 'Add to List' (highlighted with a red box).

If you want to cancel your request, click the **Cancel** button.

**Note:** Information for how to select more than one item can be found on the next page.



### Step 3: Choose Your Stock Items (More Than 1 Stock Item on Same Request)

After selecting your first item, you can add other items to your order request. Click in the **Add Another?** Box, a check mark will appear, then click **Add to List**.

These additional stock items will be added and charged, along with any other requirements in the Requested Details provided with 1<sup>st</sup> item request.

For this example, same charged to CC Location, Project #, Function Code, or Add to Freight truck for CC location #.

#### Note:

If this needs to be charged to a different CC location, Project # function code, it is recommended that you submit a new Stock Item Request.

Review Item ✕

Item Details

	006004500-0
	FILTER; AIR NAPA 2013 LUBER-FINER AF1624 WIX 42013
Category	FILTER
Location	762000 - AMES DISTRIBUTION CENTER
Unit of Measure	EACH
Quantity on Hand	99
Unit Price	6.37

Available

Request Details

Quantity

Is this a Quick Pick Up at the Ames Whse? Yes or No

NO  
PROJECT # - CC551806- FY20 FLOODS  
ADD TO FREIGHT TRUCK FOR CC 551806

Add another?



## Step 3: Choose Your Stock Items (More Than 1 Stock Item)

Once you add stock items to your list, the green successful update bar will appear. You will be taken back to the catalog. You can now select your next item by keyword. Select your stock item, quantity, and add a description if needed. The first item you ordered does not repeat this information. If you have a project # charges, it is best to only order stock items that require that specific project #.

If this is your last item, click **Add to List**, otherwise, check the **Add Another?** box to continue adding more items.

**Review Item**

**Item Details**

020290400-0  
CUTTER; BOLT CUTTER 30" 1/2" CAP.  
Category: CUTTER  
Location: 762000 - AMES DISTRIBUTION CENTER  
Unit of Measure: EACH  
Quantity on Hand: 30  
Unit Price: 75.01  
Available

**Request Details**

Quantity: 1  
Is this a Quick Pick Up at the Ames Whse? Yes or No  
YES

Cancel Add another? Add to List

**Select Request Item**

Current Location: 762000 - AMES DISTRIBUTION CENTER  
Quick Search  
CUTTER 6 of 6

Item ID	Item Description	Status
020290390-0	CUTTER; BOLT CUTTER 24" 7/16" CAP.	Available
020290395-0	CUTTER; BOLT CUTTER 30" 1/2" CAP.	Available
020290400-0	CUTTER; BOLT CUTTER 30" 1/2" CAP.	Available
020291000-0	CUTTER; BOLT CUTTER JAWS CLIPPER F/18"	Available
020293000-0	CUTTER; BOLT CUTTER JAWS	Available

(1) Pending Item Add to List

**Note:** This shows that you have one other item currently in your cart.



## Step 3: Choose Your Stock Items - Out of Stock

If you select a stock item that is **Out of Stock**, you can still order this stock item. If you need it by a specific date, please note this in the field, shown in example.

The screenshot displays a software interface for selecting stock items. The main window is titled "Select Request Item" and shows a list of categories on the left and a grid of items on the right. The current location is "762000 - AMES DISTRIBUTION CENTER". The grid shows several items, with the first one, "252011782-0", highlighted with a red box. This item is marked as "Out of Stock" and has a "NO IMAGE AVAILABLE" placeholder. A "Review Item" dialog box is open over the selected item, showing its details:

- Item Details:**
  - Item: 252011782-0
  - Description: CYLINDER; COATES SHANK ASSEMBLY 1 11/16IN ROUND SH164
  - Category: CYLINDER
  - Location: 762000 - AMES DISTRIBUTION CENTER
  - Unit of Measure: EACH
  - Quantity on Hand: 0
  - Unit Price: 106.25
- Request Details:** (highlighted with a red box)
  - Quantity: 4
  - Is this a Quick Pick Up at the Ames Whse? Yes or No
  - NEED BY SEPT 10 2019

The "Review Item" dialog also includes a "Cancel" button and "Add another?" and "Add to List" options at the bottom right.



# Step 4: Review and Submit – Updates

The inventory item(s) that you have selected will appear on the Step 4. If all the information looks correct, click the **Submit Request** button.

**Order Changes-** prior to clicking the **Submit Request** button.

- If you need to go back to any previous steps to make changes you can do this prior to clicking on the Submit Request.
- You can cancel stock items by clicking on the red X, change quantity from this screen.

AssetWORKS

Home Service Requests Work Mgmt Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

Welcome SCOOPER Help Logoff GMT-5

### Request Items Online

Request Inventory Stock Items from the Ames Whse- New or Returns

**1** WHO is this for? ✓ **Review your request. When you are ready click Submit Request**

Reason for Request NEW ITEM

**2** Type of Request ✓ Request For 514000 - DISTRICT 4 OFFICE

**3** Choose your Stock Items ✓

	Summary	Quantity	Justification
✗	ID 006002769-0 Description FILTER; FILTER AIR NAPA#2769/WIX#42769 Location 762000 - AMES DISTRIBUTION CENTER	1	
✗	ID 020290400-0 Description CUTTER; BOLT CUTTER 30" 1/2" CAP. Location 762000 - AMES DISTRIBUTION CENTER	1	

2 item(s) in list

Showing 2 records

Cancel Back **Submit Request**



# Checking Your Inventory Request

The green successful update bar will appear and AssetWorks will automatically take you back to the Ames Inventory Requests Portal homepage.

Under the Your Previous Requests heading, you can see the inventory request you just created.

## Note:

You can cancel this request as long as it is at Pending Request Status.

The screenshot shows the AssetWorks web interface. At the top, there are navigation links for Messages, Screens, and Reports. The user is logged in as SCOPER. The main navigation menu includes Home, Service Requests, Work Mgmt, Ames Inventory Requests (selected), Storekeeper Portal, Motor Pool Reservation, Meter Readings, Query, Reporting, and Mechanic. The page title is "Assignment Request Portal". Below this, there is a search bar for "Request items or replacements" and a button to "Request Ames Warehouse Stock Items". The "Your previous requests" section is highlighted with a red box and contains a filter menu with options: PENDING (selected), CANCELED, COMPLETED, and ALL. Below the filter is a table of requests with columns: Cancel, Notes, Request ID, Request Status, Approval Status, Request Reason, Item Description, Quantity, Requested For, Assign to ID, Justification, and Request Date. The table lists 8 pending requests.

Cancel	Notes	Request ID	Request Status	Approval Status	Request Reason	Item Description	Quantity	Requested For	Assign to ID	Justification	Request Date
Cancel		178	PENDING		NEW ITEM	006004500-0 - FILTER; AIR NAPA 2013 LUBER-FINER AF1624 WIX 42013	1.00	DEPARTMENT	514000	ADD TO FREIGHT TRUCK FOR CC 552896	09/05/2019 10:36 AM
Cancel		173	PENDING		EXPIRED	002016512-0 - BATTERY; BATTERY EMERG. LIGHT 12V RECHG. GEL TYPE	1.00	DEPARTMENT	514000		09/05/2019 07:25 AM
Cancel		172	PENDING		LOST	003078070-0 - FILTER; FILTER OIL	1.00	DEPARTMENT	514000		09/05/2019 07:22 AM
Cancel		84	PENDING		NEW ITEM	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	YES - ADD TO TRUCK	08/22/2019 11:12 AM
Cancel		71	PENDING		NEW ITEM	019097300-0 - SIGN; SIGN STAINLESS STEEL BOLT CLIP POST 1-3/4 3/8-16 RECT. HEAD	1.00	DEPARTMENT	514000		08/16/2019 10:19 AM
Cancel		55	PENDING		NEW ITEM	006001791-0 - FILTER; OIL NAPA 1791 LUBER-FINER LFP3191 WIX 51791	1.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		54	PENDING		NEW ITEM	003177520-0 - ADHESIVE; GASKET CEMENT HI-TACK 6 OZ 99GA PERMATEX	2.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		53	PENDING		NEW ITEM	000328000-0 - FORM; INSPECTION REFERENCE CARD-HEADLITES #16044	1.00	LOCATION	762000		08/06/2019 09:35 AM



## Step 3: Can't Find Item - New Item to Stock

If you're unable to find the item you're looking for, click the **Can't find item?** red text in the bottom left corner.

The Review Item screen will open. Here, you can describe the item you would like to have stocked in the Ames Whse.

Describe the item you are asking the Ames Whse to stock, you can also request it to be stocked at your stock room location, provide quantity you are needing. Click **Add to List**.

The Ames whse will contact you if this can be stocked in Ames and provide you the stock item information when available.

The screenshot shows a software interface for requesting items. The main window is titled "Select Request Item" and has a sidebar with a list of categories: CUTTER, CYLINDER, DECAL, DISCONTINUED, DISPENSER, DRUM, EDGERS, ELECTRICAL, ELECTRONICS (checked), ENGINEERING, ENVELOPE, EXTRACTOR, FAN, FENCE, FENCING, FILE, FILM, FILTER, FIRE, FIRST AID, FITTING, FLAG, FLASHLIGHT, and FLUID. At the bottom left of this sidebar, a red box highlights the text "Can't find item?".

The main area of the "Select Request Item" window shows "Current Location" as "762000 - AMES DISTRIBUTION CENTER" and a "Quick Search" field. Below this are four small images of various items.

Overlaid on this is a "Review Item" window. It has a "Cancel" button at the bottom left. The "Review Item" window is divided into sections:

- Item Details:** "Describe the item" is "DOT FLASH DRIVE". "Select the Location" is "762000" with a dropdown arrow and "AMES DISTRIBUTION CEN" next to it.
- Request Details:** "Quantity" is "1" with a spinner. "Is this a Quick Pick Up at the Ames Whse? Yes or No" has a text input field containing "YES".

At the bottom right of the "Review Item" window, there is a "Cancel" button, a checkbox for "Add another?", and a red box highlighting the "Add to List" button.



# Step 4: Review and Submit – Can't Find Item – New Stock Item

The description you provided will populate in the ID field. From there, the Ames Warehouse will try to find what you are looking for based on the description you provided.

Click **Submit Request**

Messages Screens Reports

Welcome SCOOPER Help Logoff GMT-5

AssetWORKS

Home Service Requests Work Mgmt Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

### Request Items Online

Request Inventory Stock Items from the Ames Whse- New or Returns

**1** WHO is this for? ✓ **Review your request. When you are ready click Submit Request**

Reason for Request NEW ITEM

**2** Type of Request ✓ Request For 514000 - DISTRICT 4 OFFICE

**3** Choose your Stock Items ✓

Summary		Quantity	Justification
ID	DOT FLASH DRIVE	1	
Description			
Location	762000 - AMES DISTRIBUTION CENTER		

**4** REVIEW and Submit

1 item(s) in list

Showing 1 record

Cancel Back **Submit Request**



# How to Return Inventory



# Returning Inventory Stock Item

To return one or more stock items, click on the Ames Inventory Requests portal and select **Request Ames Warehouse Stock Items**.

All Returns must be approved by the Ames Whse Admin staff prior to returning.

Returns for reimbursement must follow DOT Policy and Procedures.

Messages Screens Reports

Welcome SCOOPER Help Logoff GMT-5

AssetWORKS

Home Service Requests Work Mgmt Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

Assignment Request Portal

Request items or replacements

Request Ames Warehouse Stock Items

Your previous requests

PENDING CANCELED COMPLETED ALL

Cancel	Notes	Request ID	Request Status	Approval Status	Request Reason	Item Description	Quantity	Requested For	Assign to ID	Justification	Request Date
Cancel		178	PENDING		NEW ITEM	006004500-0 - FILTER; AIR NAPA 2013 LUBER-FINER AF1624 WIX 42013	1.00	DEPARTMENT	514000	ADD TO FREIGHT TRUCK FOR CC 552896	09/05/2019 10:36 AM
Cancel		173	PENDING		EXPIRED	002016512-0 - BATTERY; BATTERY EMERG. LIGHT 12V RECHG. GEL TYPE	1.00	DEPARTMENT	514000		09/05/2019 07:25 AM
Cancel		172	PENDING		LOST	003078070-0 - FILTER; FILTER OIL	1.00	DEPARTMENT	514000		09/05/2019 07:22 AM
Cancel		84	PENDING		NEW ITEM	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	YES - ADD TO TRUCK	08/22/2019 11:12 AM
Cancel		71	PENDING		NEW ITEM	019097300-0 - SIGN; SIGN STAINLESS STEEL BOLT CLIP POST 1-3/4 3/8-16 RECT. HEAD	1.00	DEPARTMENT	514000		08/16/2019 10:19 AM
Cancel		55	PENDING		NEW ITEM	006001791-0 - FILTER; OIL NAPA 1791 LUBER-FINER LFP3191 WIX 51791	1.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		54	PENDING		NEW ITEM	003177520-0 - ADHESIVE; GASKET CEMENT HI-TACK 6 OZ 99GA PERMATEx	2.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		53	PENDING		NEW ITEM	000328000-0 - FORM; INSPECTION REFERENCE CARD-HEADLITES #16044	1.00	LOCATION	762000		08/06/2019 09:35 AM



# Returning Inventory – Step 1: Who is this For?

Similar to requesting inventory, returning inventory follows the same process.

- Select **For My Department** if you are returning for your Cost Center location.
- Select **For Other Department** if you are returning items for another Cost Center Location or Non-DOT Locations.

A form at the DOT Website will need to be downloaded and filled out if your return comes back on the freight truck only

Messages Screens Reports

Welcome SCOPER Help Logoff GMT-5

AssetWORKS

Home Service Requests Work Mgmt Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

### Request Items Online

Request Inventory Stock Items from the Ames Whse- New or Returns

**1 WHO is this for?** What Location is requesting Stock Items?

If you are requesting for your Location, select For My Department.  
If you are requesting for another Location, select For Other Department.

For My Department For Other Department

**2 Type**  
Type of Request

**3 Choose**  
your Stock Items

**4 REVIEW**  
and Submit

Cancel Back Next



# Returning Inventory – Step 2: Type of Request

When returning inventory, click the Return button a drop down will appear.

There are 4 reasons for returning an inventory item:

**Broken** - The item is broken and needs to be returned

**Expired** - You received an item with an expired expiration date. If you received an item that expired while in your possession, you will need to watch the expiration dates.

**Lost** - **Lost if not being used by the DOT. Use this for wanting to return an item you no long need.** We are hoping to add another that just says Not Needed or something similar to that.

**Stolen** – Not Applicable.

After choosing a Reason for the return, you will be taken to Step 3, if not, click the **Next** button.

Messages ★ Screens Reports

Welcome SCOPER Help Logoff GMT-5

AssetWORKS

Home Service Requests Work Mgmt Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

### Request Items Online

Request Inventory Stock Items from the Ames Whse- New or Returns

- 1 WHO is this for? ✓
- 2 Type of Request
- 3 Choose your Stock Items
- 4 REVIEW and Submit

0 item(s) in list

What Type of Request is this? New Item or Return

Department Detail

Department ID	514000	Department Name	DISTRICT 4 OFFICE
---------------	--------	-----------------	-------------------

New Item

- Return
- Broken
- Expired
- Lost
- Stolen

Use Lost Reason for normal returns.

Cancel Back Next



# Returning Inventory – Step 3: Choose Your Stock Items

Once you click the **Return Reason**, this screen will appear. Since you had previously ordered this item, your ordered items from that location will appear. Click in the box, to the left of the photo, the item you want to return. The Assignment Request Line Item screen will appear.

**Note:** If you need to return more than 1 stock item, you will need to return 1 stock item at a time.

### Request Items Online

Request Inventory Stock Items from the Ames Whse- New or Returns

- 1 WHO is this for? ✓
- 2 Type Type of Request ✓
- 3 Choose your Stock Items
- 4 REVIEW and Submit

0 item(s) in list

Request Catalog ASSIGNED ALL

**What items are you replacing?**

<input checked="" type="checkbox"/>	 <b>ISSUED</b>	019097300-0 <b>SIGN; SIGN STAINLESS STEEL BOLT CLIP POST 1-3/4 3/8-16 RECT. HEAD</b> Assignment No 20 Date Assigned 09/05/2019 Date Expected Return Date Expired Quantity <input type="text" value="1"/>
<input checked="" type="checkbox"/>	 <b>ISSUED</b>	006004500-0 <b>FILTER; AIR NAPA 2013 LUBER-FINER AF1624 W</b> Assignment No 18 Date Assigned 09/05/2019 Date Expected Return Date Expired Quantity 1
<input checked="" type="checkbox"/>	 <b>ISSUED</b>	003256500-0 <b>ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR</b> Assignment No 19 Date Assigned 09/05/2019 Date Expected Return Date Expired Quantity 1

#### Assignment Request Line Item

Assigned Item Detail

Item Type	PART	Consumable	Yes
Item ID	019097300-0	Description	SIGN; SIGN STAINLESS STEEL BOLT CLIP POST 1-3/4 3/8-16 RECT. HEAD
Manufacturer		Model	

Quantity

Justification (why do you need this?)

Cancel Add

Cancel Back Next

The quantity will default to 1. If you order this item on multiple requests, you will need to return from each order's transaction. You can return 1 or more of the item you ordered. Type in the number you are returning in the **Quantity** box.



## Returning Inventory – Step 3: Choose Your Stock Items

Once you have validated and edited the quantity you want to return. Go to the **Justification** box and explain why you need to return the item. Click the **Add** button to submit your request.

Transactions for refunds need to be done by charge to Cost Center, function and/ or Project #.

If you need to return another item, go back to Step 3, select the next item you want to return.

Assignment Request Line Item

Assigned Item Detail

Item Type	PART	Consumable	Yes
Item ID	019097300-0	Description	SIGN, SIGN STAINLESS STEEL BOLT CLIP POST 1-3/4 3/8-16 RECT. HEAD
Manufacturer		Model	

Quantity

Justification  
(why do you need this?)

Assignment Request Line Item

Assigned Item Detail

Item Type	PART	Consumable	Yes
Item ID	006004500-0	Description	FILTER, AIR NAPA 2013 LUBER-FINER AF1624 WIX 42013
Manufacturer		Model	

Quantity

Justification  
(why do you need this?)



# Returning Inventory – Step 4: Review and Submit

Review the items you wish to return. Here is the first item returned. Do not hit Submit Request if you have another item to return. Go back to Step 3 and select your next item you want to return. The first screen shows the first item returned.

In this example we returned all 3 items. In the reason for Request heading, the description should say **LOST** for a regular return item no longer need. You can delete the line, or change quantity. If all the information looks correct, click **Submit Request**.

You cannot make changes to your return once you click the Submit Request button. You will need to contact Ames Whse if changes need to be made to your return request.

Request Items Online  
Request Inventory Stock Items from the Ames Whse- New or Returns

1 WHO is this for? ✓ Review your request. When you are ready click Submit Request  
Reason for Request **LOST**

2 Type of Request ✓ Request For 514000 - DISTRICT 4 OFFICE

3 Choose your Stock Items ✓

	Summary	Quantity	Justification
ID	019097300-0		
Description	SIGN; SIGN STAINLESS STEEL BOLT CLIP POST 1-3/4 3/8-16 RECT. HEAD	1	
Location	762000 - AMES DISTRIBUTION CENTER		

4 REVIEW and Submit

1 item(s) in list

Justification is explained on next page.

Showing 1 record

Cancel Back Submit Request

Request Items Online  
Request Inventory Stock Items from the Ames Whse- New or Returns

1 WHO is this for? ✓ Review your request. When you are ready click Submit Request  
Reason for Request **LOST**

2 Type of Request ✓ Request For 514000 - DISTRICT 4 OFFICE

3 Choose your Stock Items ✓

	Summary	Quantity	Justification
ID	019097300-0		
Description	SIGN; SIGN STAINLESS STEEL BOLT CLIP POST 1-3/4 3/8-16 RECT. HEAD	1	
Location	762000 - AMES DISTRIBUTION CENTER		
ID	006004500-0		
Description	FILTER; AIR NAPA 2013 LUBER-FINER AF1624 WIX 42013	1	
Location	762000 - AMES DISTRIBUTION CENTER		
ID	003256500-0		
Description	ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1	
Location	762000 - AMES DISTRIBUTION CENTER		

4 REVIEW and Submit

3 item(s) in list

You can delete the line, or change quantity before you click **Submit Request**.

Showing 3 records

Cancel Back Submit Request

When you click the Submit Request button, the **Working** button will appear. Once it has completed your request, it will take you back to the Home page of the Inventory Request portal.

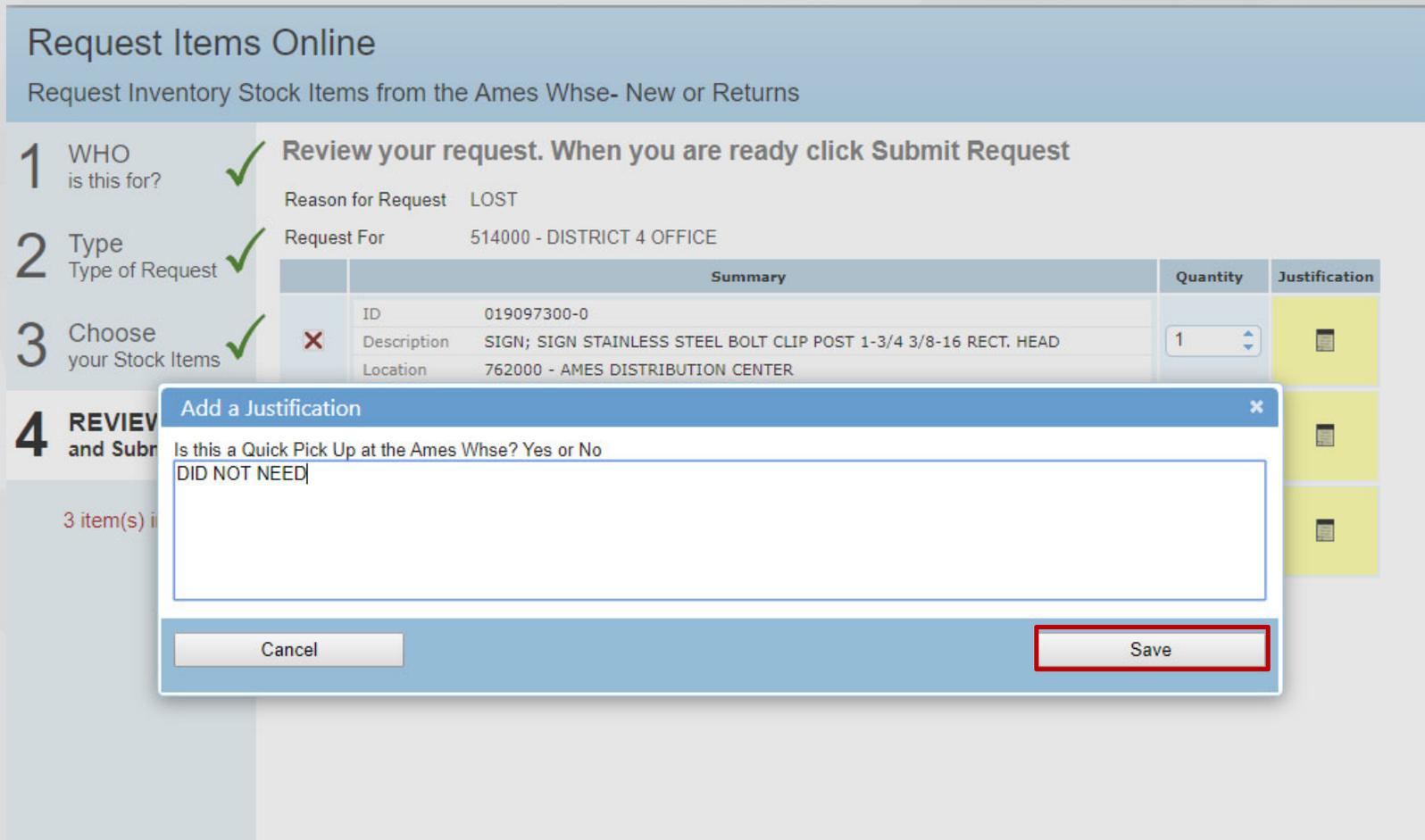


# Returning Inventory – Step 4: Review Justification

Clicking on the Justification  icon the Add a Justification screen will appear. This shows what you typed in for Justification on your return.

This heading “Is this a Quick Pick Up at the Ames Whse? Yes or No will be change.

If you need to make changes to your Justification for Return, you can edit this box and click **Save**.



**Request Items Online**  
Request Inventory Stock Items from the Ames Whse- New or Returns

**1** WHO is this for? ✓ **Review your request. When you are ready click Submit Request**  
Reason for Request LOST

**2** Type of Request ✓ Request For 514000 - DISTRICT 4 OFFICE

**3** Choose your Stock Items ✓

	Summary	Quantity	Justification
✗	ID 019097300-0 Description SIGN; SIGN STAINLESS STEEL BOLT CLIP POST 1-3/4 3/8-16 RECT. HEAD Location 762000 - AMES DISTRIBUTION CENTER	1	
			
			

**4 REVIEW and Subm**  
3 item(s) i

**Add a Justification**

Is this a Quick Pick Up at the Ames Whse? Yes or No  
DID NOT NEED

Cancel Save



# Returning Inventory

Under the **Your Previous Requests** section, you can see your returns at **Pending** status. You can still cancel any of these requests while at Pending status.

Once this changes to Approved, you cannot cancel your return requests.

You will know what items are **Returns by the Request Reason**. Lost is currently being used for items that need to be returned because you no longer need.

AssetWORKS

Home Service Requests Work Mgmt Ames Inventory Requests Storekeeper Portal Motor Pool Reservation Meter Readings Query Reporting Mechanic

Assignment Request Portal

Request items or replacements

Request Ames Warehouse Stock Items

Your previous requests

PENDING CANCELED COMPLETED ALL

Search...

Cancel	Notes	Request ID	Request Status	Approval Status	Request Reason	Item Description	Quantity	Requested For	Assign to ID	Justification	Request Date
Cancel		204	PENDING		LOST	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	DID NOT NEED	09/08/2019 05:47 PM
Cancel		203	PENDING		LOST	006004500-0 - FILTER; AIR NAPA 2013 LUBER-FINER AF1624 WIX 42013	1.00	DEPARTMENT	514000	SHIPPED WRONG ITEM	09/08/2019 05:47 PM
Cancel		202	PENDING		LOST	019097300-0 - SIGN; SIGN STAINLESS STEEL BOLT CLIP POST 1-3/4 3/8-16 RECT. HEAD	1.00	DEPARTMENT	514000	RETURN ORDERED WRONG ITEM	09/08/2019 05:47 PM
		184	PENDING	APPROVED	NEW ITEM	003256500-0 - ABRASIVE; CLOTH EMERY 1 INX50 YD 60 GR	1.00	DEPARTMENT	514000	YES	09/05/2019 02:25 PM
Cancel		180	PENDING		LOST	002040120-0 - BEARING; BEARING F/AUGER	1.00	DEPARTMENT	514000		09/05/2019 11:56 AM
Cancel		173	PENDING		EXPIRED	002016512-0 - BATTERY; BATTERY EMERG. LIGHT 12V RECHG. GEL TYPE	1.00	DEPARTMENT	514000		09/05/2019 07:25 AM
Cancel		172	PENDING		LOST	003078070-0 - FILTER; FILTER OIL	1.00	DEPARTMENT	514000		09/05/2019 07:22 AM
Cancel		54	PENDING		NEW ITEM	003177520-0 - ADHESIVE; GASKET CEMENT HI-TACK 6 OZ 99GA PERMATEX	2.00	LOCATION	762000		08/06/2019 09:41 AM
Cancel		55	PENDING		NEW ITEM	006001791-0 - FILTER; OIL NAPA 1791 LUBER-	1.00	LOCATION	762000		08/06/2019 09:41 AM

