



BOBJ REPORT DESCRIPTION

B0036 Employee Asset Assignment

Report Description:

The B0036: Employee Asset Assignment report provides a list employees who have objects on loan for the organizational unit selected. Examples of objects on loan are State ID badge, office keys, equipment, state credit card, etc.

Report Location:

PA: Employee Details

Report uses:

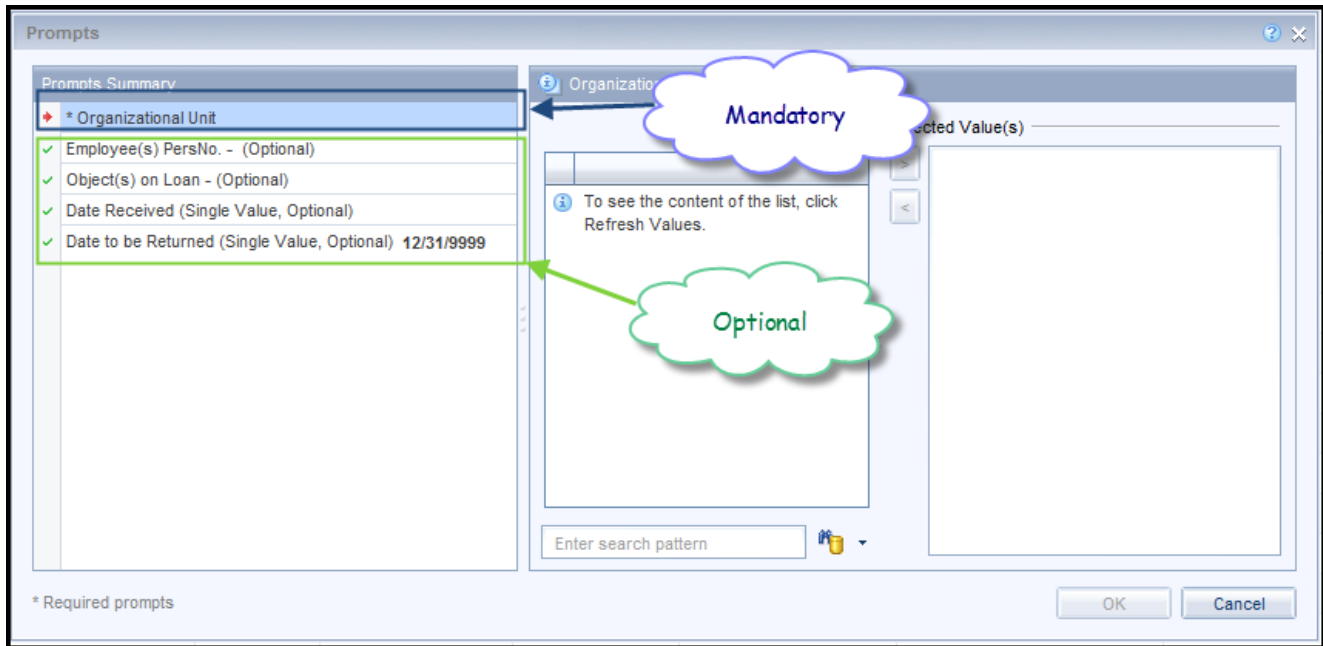
This report can be used to track the agency assets that have been assigned to employees for the org unit specified. It can be used after hiring a new employee to verify that all asset assignments have been entered in to the system correctly. It can also be run to identify objects on loan for a separating employee, to be used as a checklist to ensure that all assets have been returned prior to the employee's final day.

Quick Links

How to run this report	2
Mandatory Prompts	3
Optional Prompts:.....	4
Report Layout	6
Available Objects:	7
Special Report Considerations/Features:.....	7

How to run this report

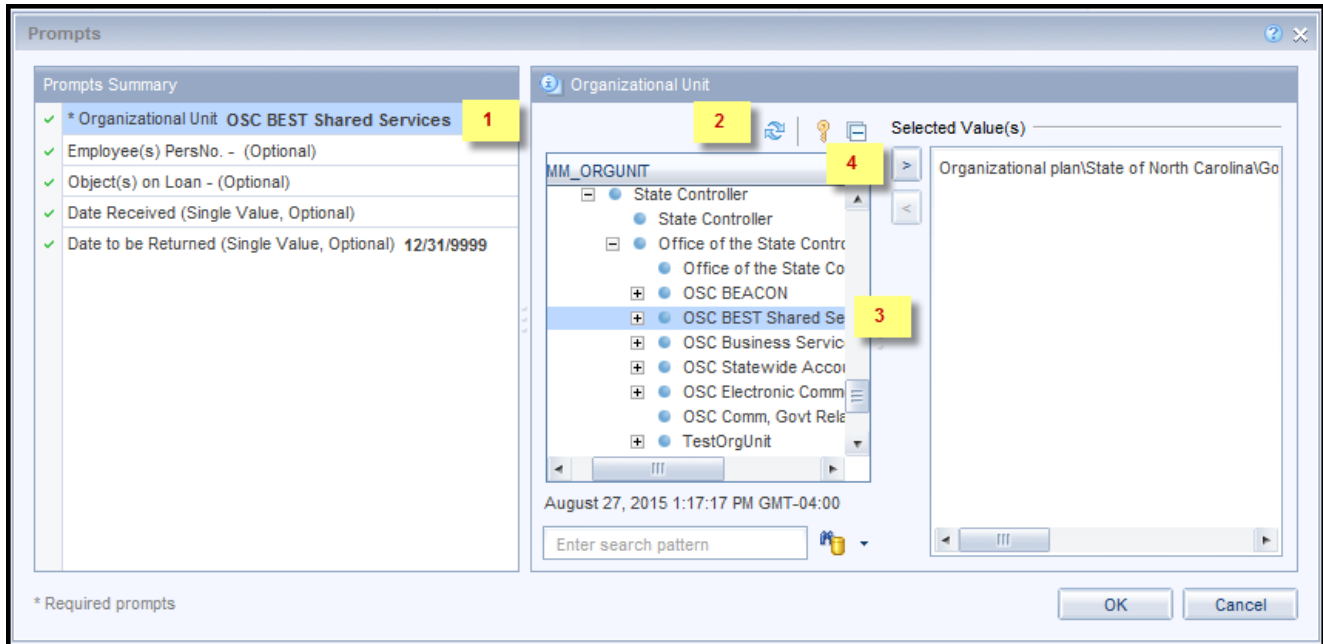
This report has one mandatory prompt and four optional prompts



Mandatory Prompts

Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- ➔ ***Organizational Unit:** To select data for this prompt:
- Make sure the “Organizational Unit” prompt is selected (1).
 - Click the “Refresh Values” icon to see the list of Org Units (2).
 - Navigate down to the desired Org Unit (3).
 - Click the right arrow to add it to the selection box (4).



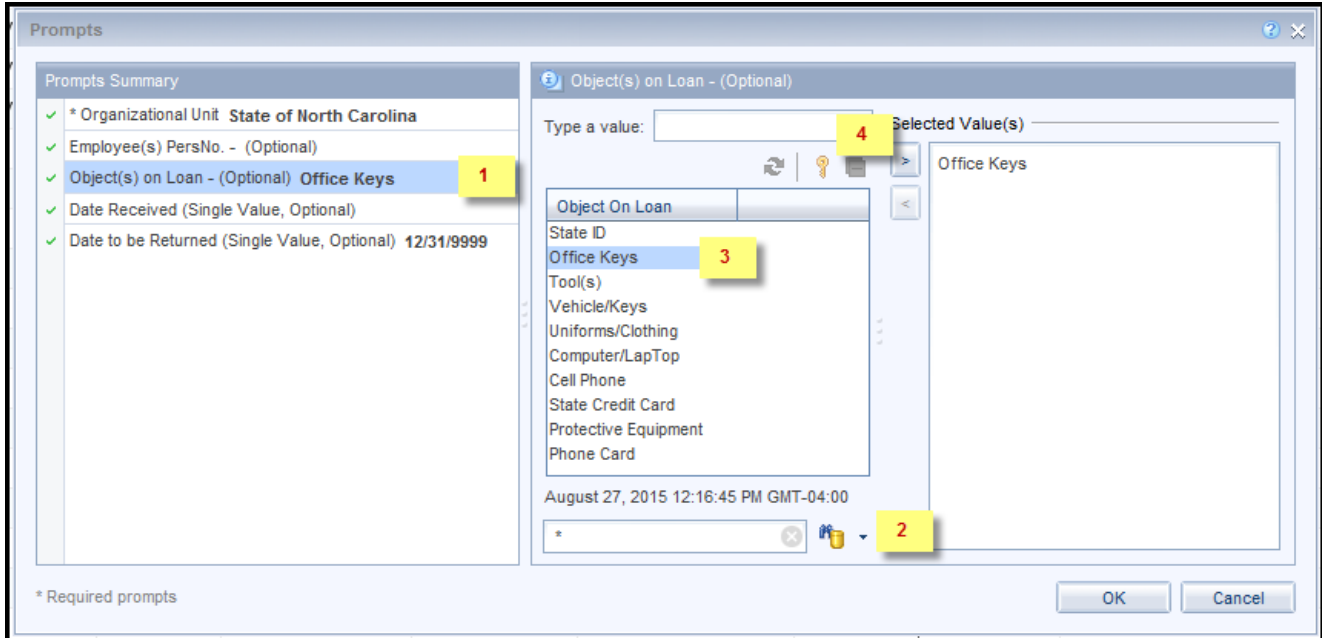
Optional Prompts:

Optional prompts are indicated with a green check mark (✓), but are not pre-filled or required. They are used to assist with limiting the amount of data that is retrieved into the body of the report. The optional prompts on this report are:

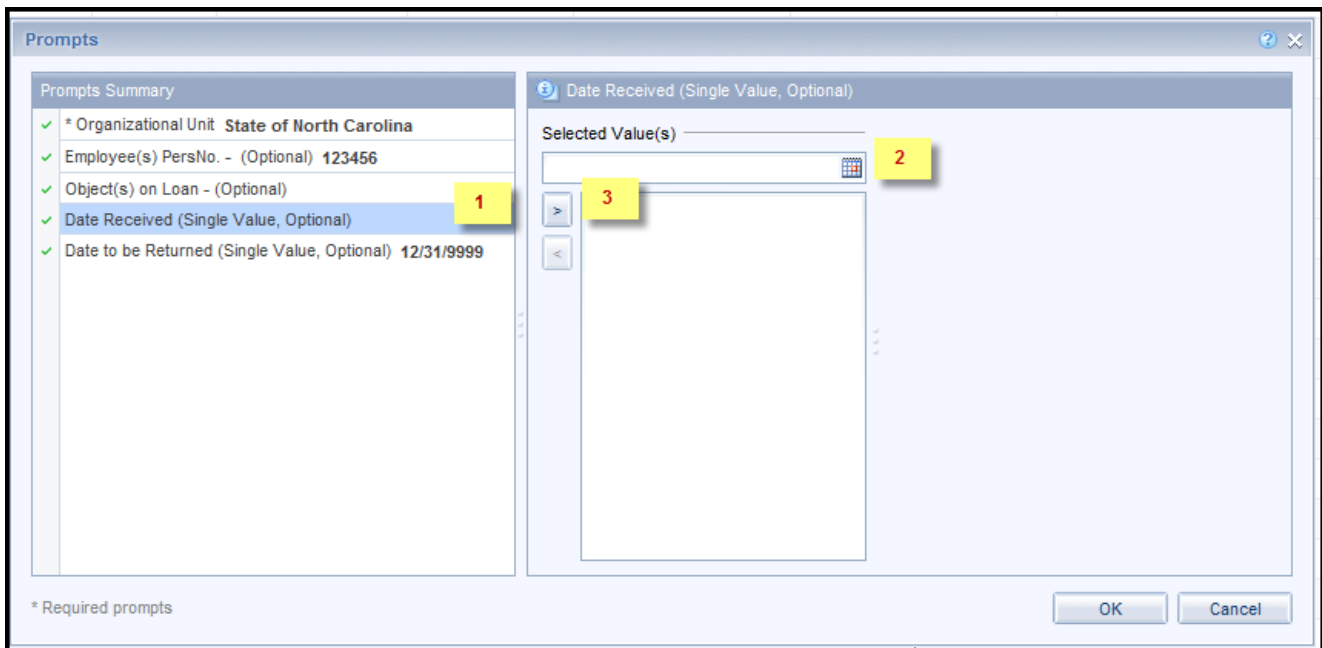
- ✓ **Employee(s) PersNo – (Optional):** To select data for this prompt
 - Make sure the Employee(s) PersNo prompt is selected (1).
 - Type a value in the upper text box (2a), **OR** enter * in the search prompt and press the “enter” key or the binocular icon to see a list of values (2b).
 - Click the right arrow to add the employee(s) to the selection box (3).

The screenshot shows a 'Prompts' dialog box. On the left, a 'Prompts Summary' list contains several items, with 'Employee(s) PersNo. - (Optional) 123456' highlighted and marked with a yellow box labeled '1'. On the right, the search interface for 'Employee(s) PersNo. - (Optional)' is shown. It includes a 'Type a value:' text box (labeled '2a'), a 'Select value(s)' list box containing '123456' (labeled '3'), and a search criteria help box (labeled '2b') that provides examples of search patterns like 'a*', '*a', 'a*a', and 'a*a*'. The dialog also features 'OK' and 'Cancel' buttons at the bottom.

- ✓ **Object(s) on Loan – (Optional):** To select data for this promptM
 - Make sure the Object(s) on Loan –(Optional) prompt is selected (1).
 - Enter * in the search prompt and press “enter” key or the binocular icon (2).
 - Select the desired object(s) on loan (3).
 - Click the right arrow to add the object(s) to the selection box (4).

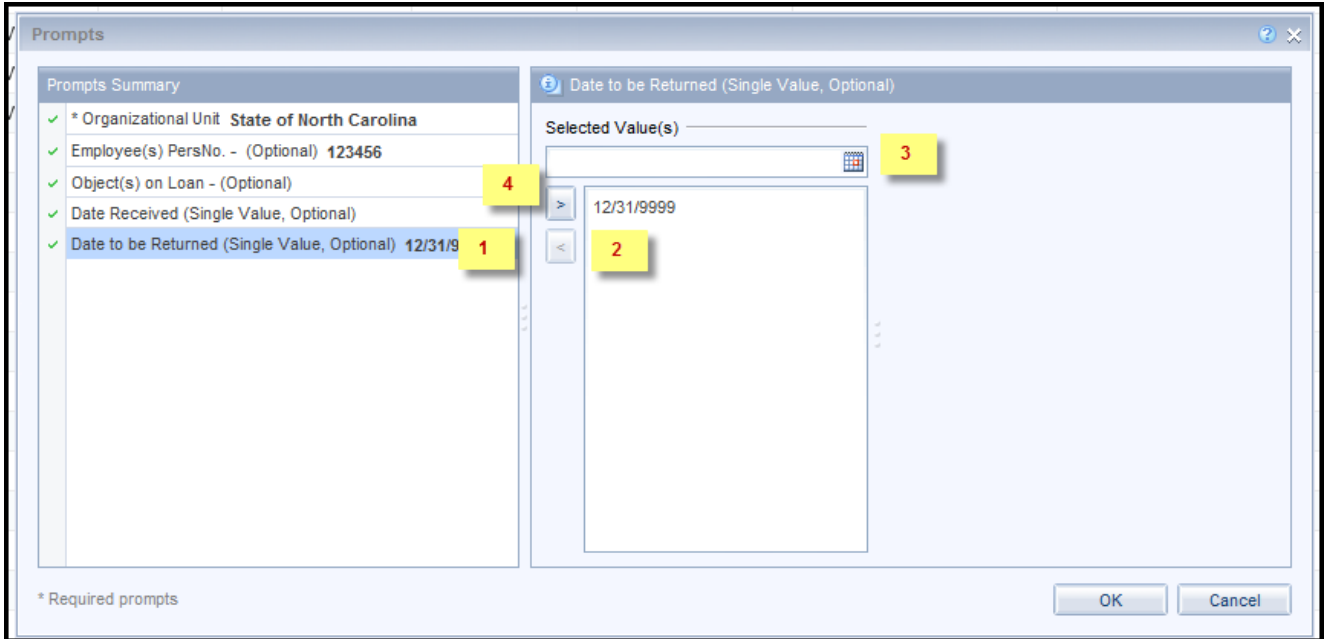


- ✓ **Date Received (Single Value, Optional):** To select a date for this prompt
 - Make sure the Date Received prompt is selected (1).
 - Click the calendar icon to select the date from the calendar (2).
 - Click the right arrow to add the date to the selection box (3).



B0036 EMPLOYEE ASSET ASSIGNMENT

- ✓ **Date to be Returned – (Single Value, Optional)** – This prompt defaults to 12/31/9999. To change it:
 - Make sure the Date Received prompt is selected (1).
 - Select the date 12/31/9999 and click the left arrow to remove it (2).
 - Click the calendar icon to select a date from the calendar (3).
 - Click the right arrow to add the date to the selection box (4).



Report Layout

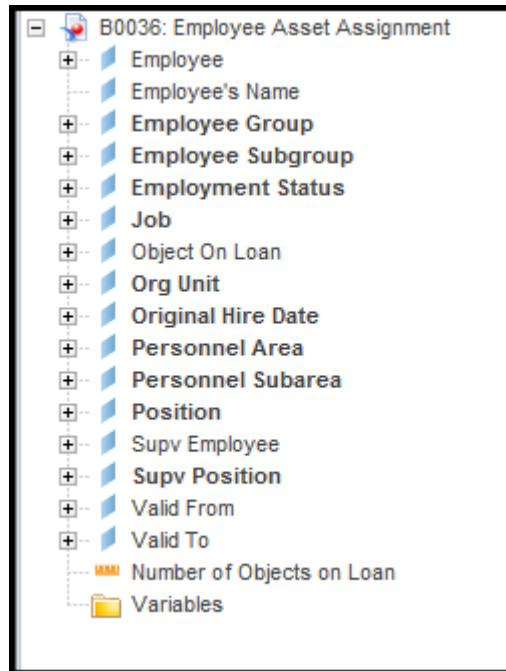
The report is generated with a list of employees who have assets or objects on loan for the organizational unit selected. This is a sample of the report:

[B0036: Employee Asset Assignment](#)

Employee's Name	Employee	Object On Loan	Date Received	Date to be Returned	Supv Name	Number of Objects on Loan
Doe, Jane	12345678	Office Keys	07/01/2014	12/31/99	Steven Tyler Jones	1
					Total	1

Available Objects:

This is a list of the available objects that can be added to the report, once in Design mode:



Special Report Considerations/Features:

- The report defaults to generating a list of all employees who have an asset assigned to them with a high-date of 12/31/9999.
- There are no employee group/subgroup exclusions.
- The data is refreshed daily and is current as of the close of business from the previous business day.