

Purpose

This exercise describes the steps for logging into Fluid. The following are step-by-step instructions that will guide you through this activity.

Procedure

Step 1: Using the virtual keyboard, enter the training **User ID** and **Password** provided on the data sheet to log into the Fluid Portal.

Step 2: Select the **Sign In** button.




Procedure

Step 3: The Core-CT Homepage displays.

Step 4: To access the Asset Tracking Homepage, navigate to: **Main Menu > Fluid Home**.

Step 5: The Asset Tracking Homepage displays.



 *You have successfully completed the steps to logging into Core-CT.*

Purpose

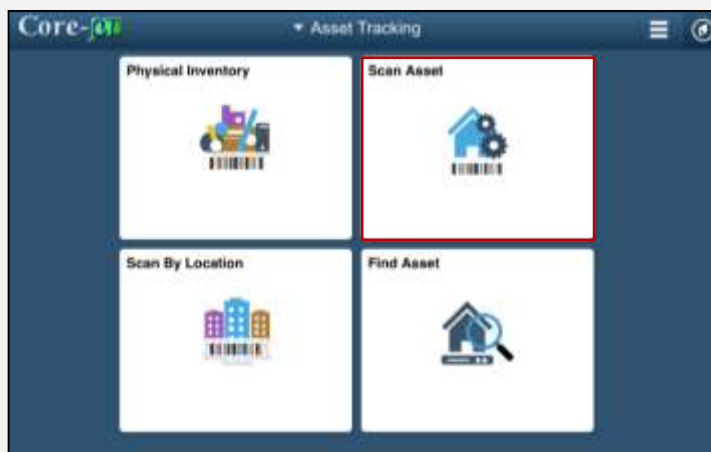
This exercise describes the steps for reviewing scanned assets. The following are step-by-step instructions that will guide you through this activity.

Procedure

Step 1: Navigate to the **Asset Tracking** homepage.

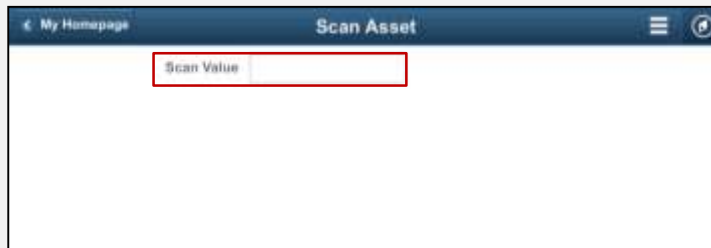


Step 2: Select the **Scan Asset** tile.



Procedure

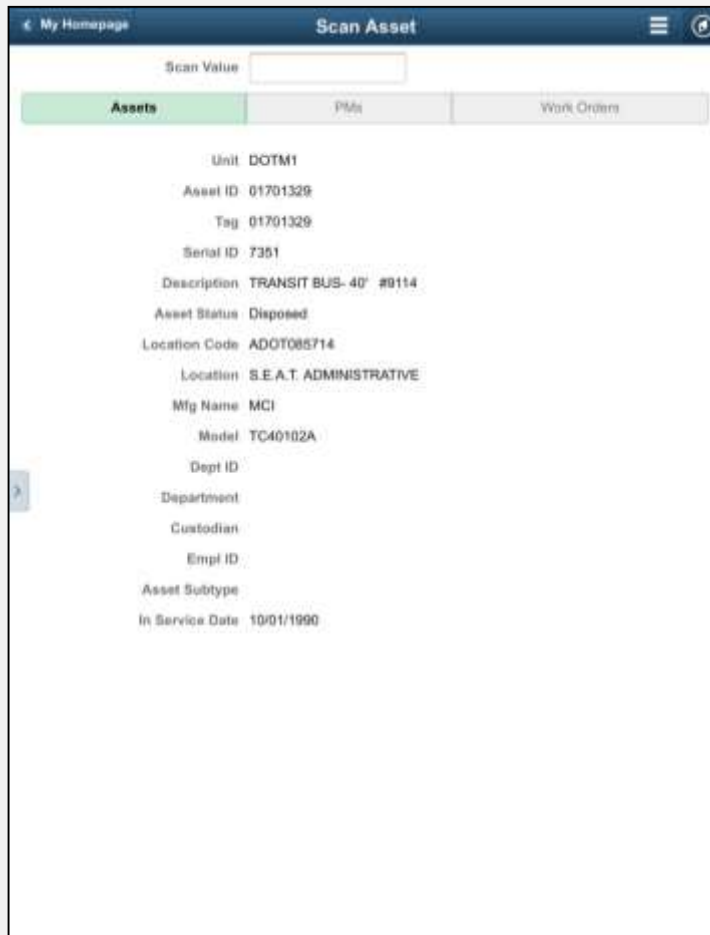
Step 3: To scan the asset with the mobile device, select the **Scan Value** field.



Step 4: With the mobile device, scan the **Barcode** on the data sheet.

Procedure

Step 5: The **Assets** tab displays, showing detailed information about the asset.



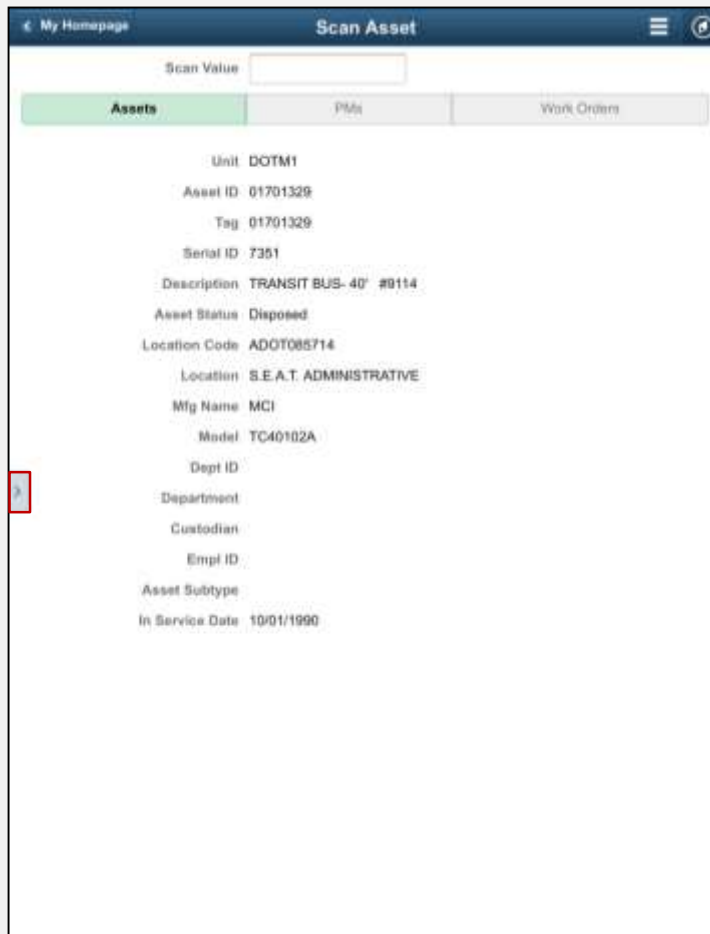
Scan Value

Assets PMs Work Orders

Unit DOTM1
Asset ID 01701329
Tag 01701329
Serial ID 7351
Description TRANSIT BUS- 40' #0114
Asset Status Disposed
Location Code ADOT085714
Location S.E.A.T. ADMINISTRATIVE
Mfg Name MCI
Model TC40102A
Dept ID
Department
Custodian
Empl ID
Asset Subtype
In Service Date 10/01/1990

Procedure

Step 6: To scan the asset through manual search, select the **Side Arrow** icon to display the Search Criteria.



Scan Asset

Scan Value

Assets PMA Work Orders

Unit DOTM1

Asset ID 01701329

Tag 01701329

Serial ID 7351

Description TRANSIT BUS- 40' #0114

Asset Status Disposed

Location Code ADOY085714

Location S.E.A.T. ADMINISTRATIVE

Mfg Name MCI

Model TC40102A

Dept ID

Department

Custodian

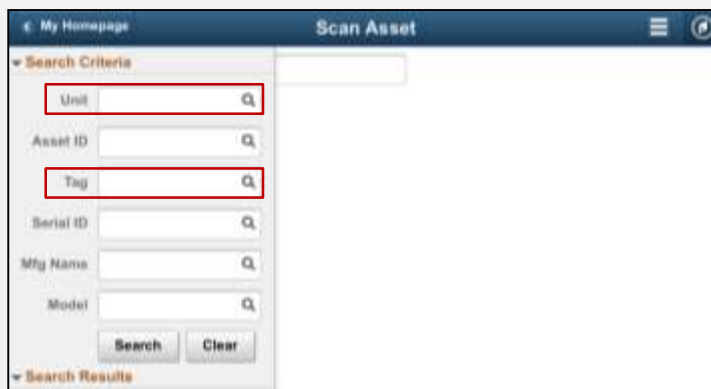
Empl ID

Asset Subtype

In Service Date 10/01/1990

Procedure

Step 7: Enter the Business Unit and Tag Number from the data sheet into the **Unit** and **Tag** fields.



The screenshot shows the 'Scan Asset' form in a mobile application. The form has a dark blue header with a back arrow, 'My Homepage', and 'Scan Asset'. Below the header is a section titled 'Search Criteria' with a dropdown arrow. There are six input fields: 'Unit', 'Asset ID', 'Tag', 'Serial ID', 'Mfg Name', and 'Model'. Each field has a magnifying glass icon to its right. The 'Unit' and 'Tag' fields are highlighted with red rectangles. At the bottom of the search criteria section are 'Search' and 'Clear' buttons. Below the search criteria is a section titled 'Search Results' with a dropdown arrow.

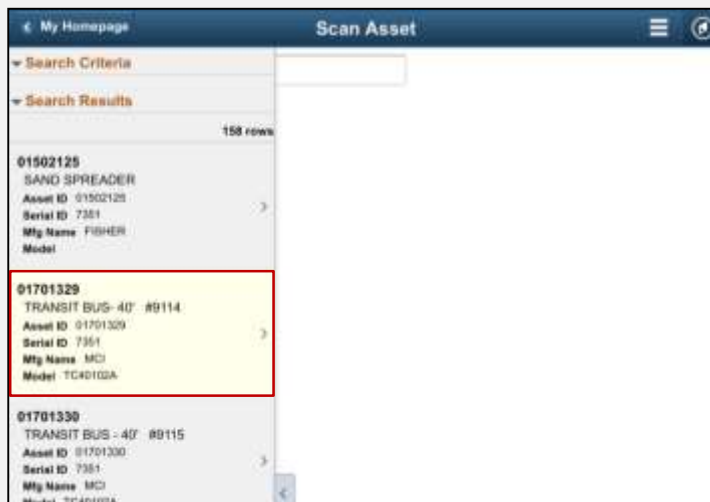
Step 8: Select the **Search** button.



The screenshot shows the 'Scan Asset' form in a mobile application, similar to the previous one. The 'Search' button at the bottom of the search criteria section is highlighted with a red rectangle. All other elements, including the input fields and the 'Clear' button, are visible but not highlighted.

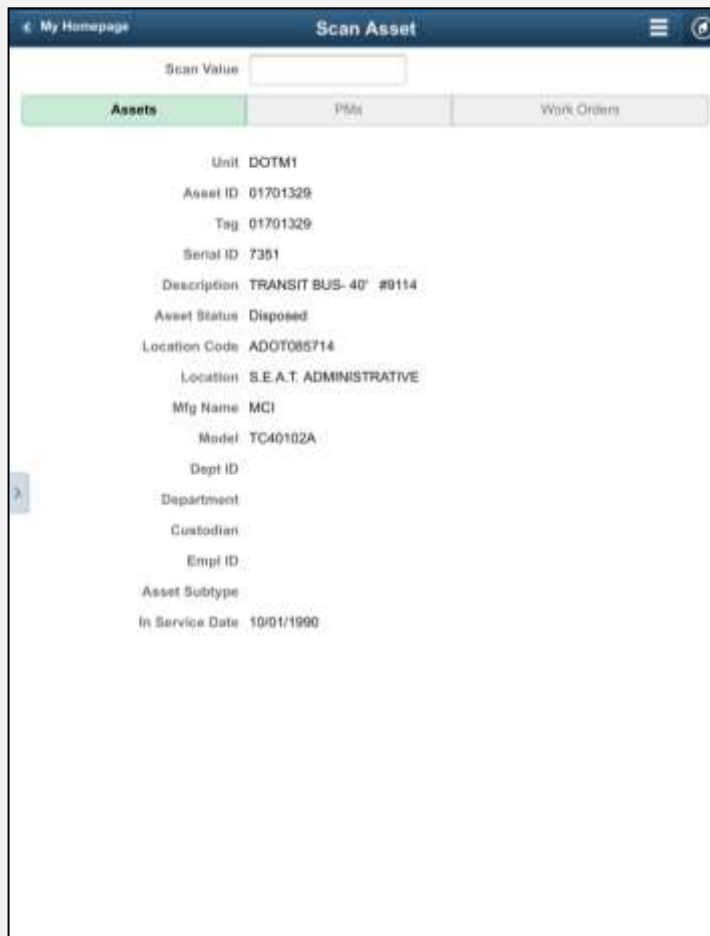
Procedure

Step 9: Select the **Asset** in the Search Results section to display additional details.



Outcome

Step 10: The **Assets** tab displays, showing detailed information about the asset.



The screenshot shows the 'Scan Asset' page in the Fluid application. At the top, there is a navigation bar with 'My Homepage' and 'Scan Asset'. Below the navigation bar is a search field labeled 'Scan Value'. A tabbed interface is visible with three tabs: 'Assets' (selected), 'PMs', and 'Work Orders'. The main content area displays the following asset details:

- Unit: DOTM1
- Asset ID: 01701329
- Tag: 01701329
- Serial ID: 7351
- Description: TRANSIT BUS- 40' #0114
- Asset Status: Disposed
- Location Code: ADO1085714
- Location: S.E.A.T. ADMINISTRATIVE
- Mfg Name: MCI
- Model: TC40102A
- Dept ID:
- Department:
- Custodian:
- Empl ID:
- Asset Subtype:
- In Service Date: 10/01/1990



You have successfully completed the steps to scanning an asset with Fluid.

Purpose

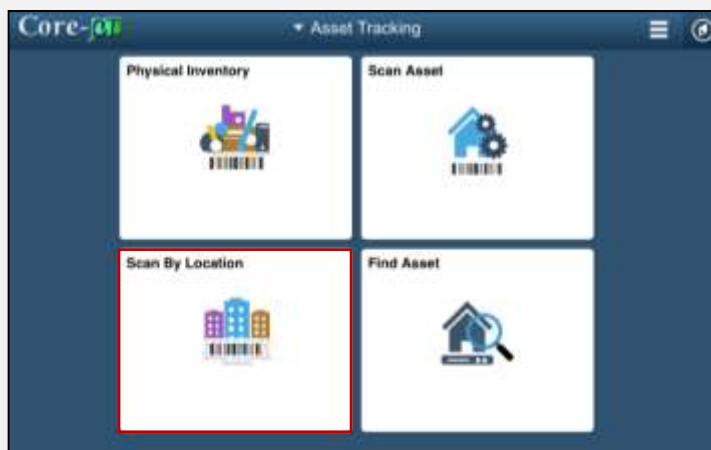
This exercise describes the steps for scanning assets by location. The following are step-by-step instructions that will guide you through this activity.

Procedure

Step 1: Navigate to the **Asset Tracking** homepage.



Step 2: Touch the **Scan by Location** tile.



Procedure

Step 3: Enter the Scan Location and Business Unit from the data sheet in the **Scan Location** and **Business Unit** fields.



The screenshot shows a mobile application interface titled "Select Scan Location". At the top, there is a navigation bar with "My Homepage" on the left and a menu icon on the right. Below the navigation bar, there are two input fields: "Scan Location" and "Business Unit", both with search icons to their right. A red rectangular box highlights these two input fields. Below the input fields, there is a toggle switch for "Force Asset Location Update" which is currently set to "No". At the bottom of the form, there is a green "Done" button.

Step 4: Set the Force Asset Location Update to **YES**.



The screenshot shows the same "Select Scan Location" form. The "Scan Location" field is now filled with the value "0640000561" and has a dropdown arrow. Below it, the address "OSC 55 FARMINGTON 8TH FLOOR" is displayed. The "Business Unit" field is filled with "OSCM1" and has a dropdown arrow. Below it, the text "State Comptroller's Office" is displayed. The "Force Asset Location Update" toggle switch is still set to "No", but a red rectangular box highlights this toggle. The green "Done" button remains at the bottom.

Procedure

Step 5: Click the **Done** button.

My Homepage Select Scan Location

Scan Location: 064000561

OSC 55 FARMINGTON 8TH FLOOR

Business Unit: OSCM1

State Comptroller's Office

Force Asset Location Update: Yes

Done

Step 6: Click the **Scan Value** field.

Select Scan Location Scan By Location

Scan Location: OSC 55 FARMINGTON 8TH FLOOR

Force Asset Location Update: Yes

Scan Value

Procedure

Step 7: With the mobile device, scan the **Tag Number** on the data sheet.

Step 8: The page confirms the asset's location change.

Select Scan Location Scan By Location

Scan Location: OSC 55 FARMINGTON 8TH FLOOR

Force Asset Location Update: Yes

Scan Value:

Unit: OSCM1 Edit Comments

Asset ID: 00000000020

Tag: 8686

Serial ID: MXA0B33070

Description: HP StorageWorks 72x10 1U Tape

Asset Status: Disposed

Location Change

Location Code: 0940000581

Location: OSC 55 FARMINGTON 8TH FLOOR

Old Location Code: AOSC000001

Old Location: OSC 55 ELM ST, GROUND FLOOR -1

Mfg Name:

Model:

Dept ID:

Department:

Custodian: Weaver,Marvin F.

Empl ID: 447500

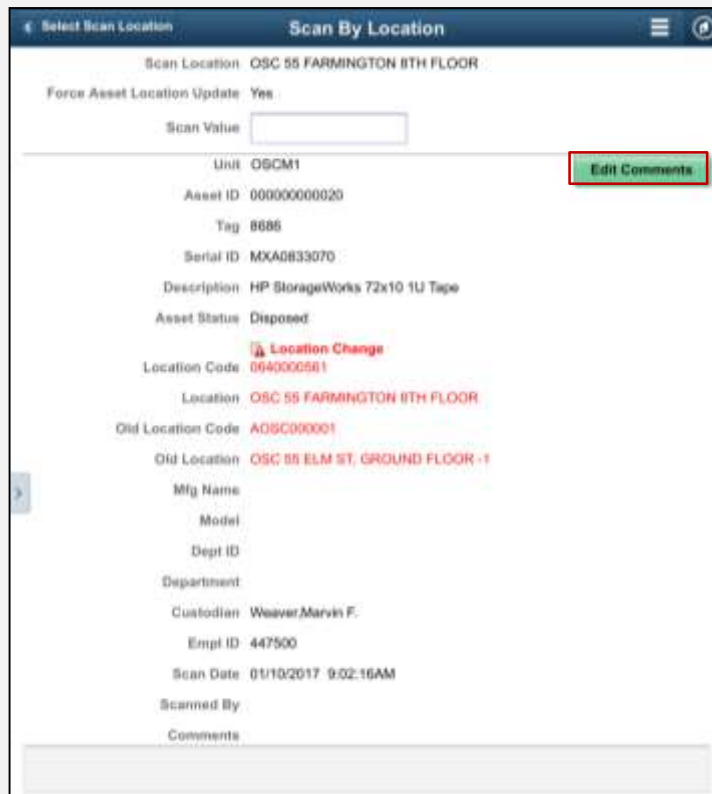
Scan Date: 01/10/2017 9:02:16AM

Scanned By:

Comments:

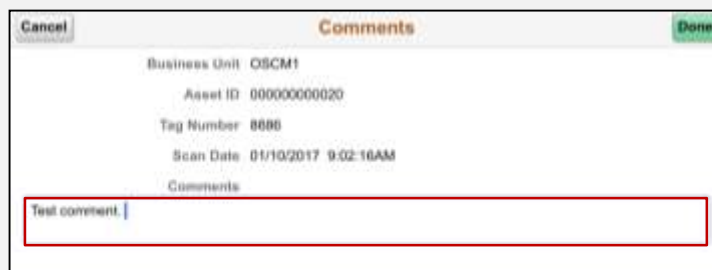
Procedure

Step 9: Click the **Edit Comments** button.



The screenshot shows a mobile application interface titled "Scan By Location". At the top, it displays "Scan Location: OSC 55 FARMINGTON 8TH FLOOR" and "Force Asset Location Update: Yes". Below this is a "Scan Value" input field. A list of asset details follows: Unit (OSCM1), Asset ID (00000000020), Tag (8886), Serial ID (MXA0833070), Description (HP StorageWorks 72x10 1U Tape), Asset Status (Disposed), and a red "Location Change" warning. The current Location Code is 0640000561, Location is OSC 55 FARMINGTON 8TH FLOOR, and Old Location Code is A0SC090001, Old Location is OSC 85 ELM ST, GROUND FLOOR -1. Other fields include Mfg Name, Model, Dept ID, Department, Custodian (Weaver, Marvin F.), Empl ID (447500), Scan Date (01/10/2017 9:02:16AM), Scanned By, and Comments. A green "Edit Comments" button is highlighted with a red box on the right side of the screen.

Step 10: Click the **Comments** box and enter “**TEST COMMENT**” in the **Comments** box.



The screenshot shows a "Comments" dialog box with a "Cancel" button on the left and a "Done" button on the right. The dialog contains the following information: Business Unit (OSCM1), Asset ID (00000000020), Tag Number (8886), Scan Date (01/10/2017 9:02:16AM), and a "Comments" field. The "Comments" field contains the text "Test comment." and is highlighted with a red box.

Procedure

Step 11: Enter Click the **Done** button.

Cancel Comments Done

Business Unit OSCM1
Asset ID 00000000020
Tag Number 8888
Scan Date 01/10/2017 9:02:16AM

Comments
Test comment

Outcome

Step 12: The page confirms that the comments were added to the asset.

Select Scan Location Scan By Location

Scan Location: OSC 55 FARMINGTON 8TH FLOOR

Force Asset Location Update: Yes

Scan Value:

Unit: OSCM1 [Edit Comments](#)

Asset ID: 00000000020

Tag: 8888

Serial ID: MXADR33070

Description: HP StorageWorks 72x10 1U Tape

Asset Status: Disposed

Location Change

Location Code: 0040000501

Location: OSC 55 FARMINGTON 8TH FLOOR

Old Location Code: A08CD00001

Old Location: OSC 55 ELM ST, GROUND FLOOR -1

Mfg Name

Model

Dept ID

Department

Custodian: Weaver,Marvin F.

Empl ID: 447500

Scan Date: 01/10/2017 9:02:16AM

Scanned By

Comments

Test comment.

 You have successfully completed the steps to scan an asset by location in Fluid.

Purpose

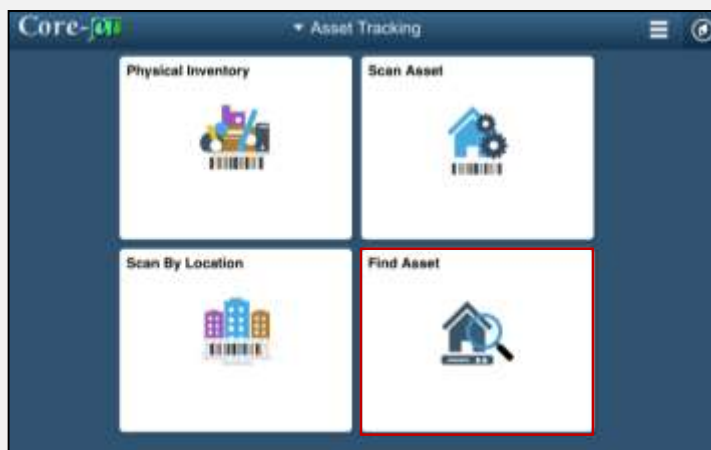
This exercise describes the steps for finding assets. The following are step-by-step instructions that will guide you through this activity.

Procedure

Step 1: Navigate to the **Asset Tracking** homepage.



Step 2: Select the **Scan Asset** tile.



Procedure

Step 3: Select the **Side Arrow** icon to display the Search Criteria.

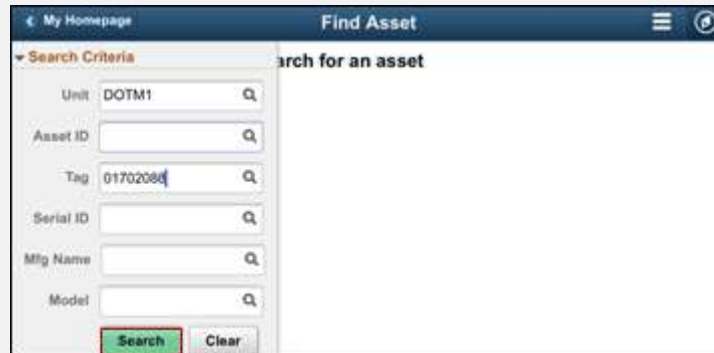


Step 4: Enter the Business Unit and Tag Number from the data sheet into the **Unit** and **Tag** fields.



Procedure

Step 5: Select the **Search** button.



The screenshot shows the 'Find Asset' interface. On the left, under 'Search Criteria', there are input fields for Unit (DOTM1), Asset ID, Tag (01702086), Serial ID, Mfg Name, and Model. A green 'Search' button is highlighted with a red box. To the right, the text 'Search for an asset' is visible.

Step 6: Select the **Asset** in the Search Results section to display additional asset details.



The screenshot shows the 'Find Asset' interface with search results. The 'Search Results' section is expanded, showing 1 row. The results are:

01702086 TRANSIT BUS- 40' #9301 Asset ID: 01702086 Serial ID: 7351 Mfg Name: NEW FLYER Model: D40
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The first row of results is highlighted with a red box.

Outcome

Step 7: The asset details page displays.



 *You have successfully completed the steps to finding an asset with Fluid.*