# Adding an Asset Tag Number

Important: Entering an Asset Tag number is an optional process that varies by TUB. Not all TUBs use Asset Tags, and for those that do, they may have differing processes than other TUBs. *This QRG does not provide the TUB specific process.*

This guide outlines 1) how Shoppers/Requestors or Asset Approvers can enter an asset tag number, and 2) how to create asset tag favorites for those that need that functionality.

Steps for *Shoppers/Requestors* to add Asset Tags to Line:

1. Add relevant items to a cart and click **Proceed to Checkout**.

2. On the **Summary** tab, scroll down to the **Lines** section and click the **pencil icon** in the **ITEM DETAILS** section under the line item. (Note: Do not use the eye icon to filter the Summary tab to view line items as the ITEMS DETAILS will not be displayed.)
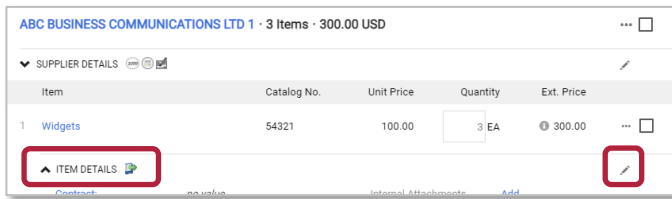
3. Enter the asset tag in the **Asset Tag** field.

Optionally click the **blue arrow** in the Asset Tag field to select a previously saved asset tag **favorite**.

4. Click **Save** and complete the normal checkout process.

Steps for *Asset Approvers* to add Asset Tags to Line:

An **Asset Approver** can add the asset tag to a requisition during the approval workflow. The location for the tagging remains the same (i.e. steps 2-4). Refer to this FAQ for further information on the asset approval workflow process.

Note: The asset tag will pass to Oracle.

How to Create Asset Tag Favorites – *optional / not used by all TUBs*

1. Go to **User Icon → View My Profile → Default User Settings → Custom Field and Account Code Defaults**.

2. On the **Header (int.)** tab, find the **Asset Tag** line and click **Edit**.
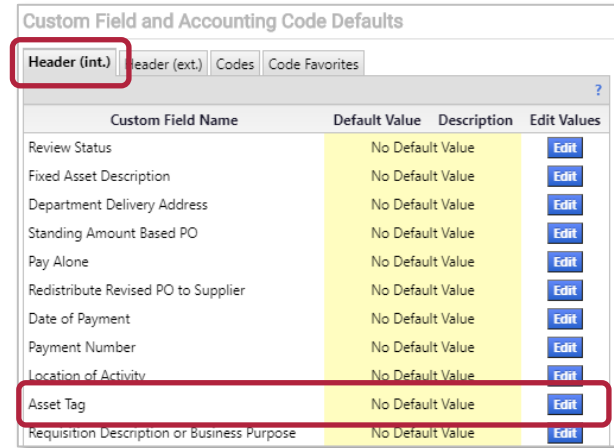
3. Click **Create New Value**. Enter the asset tag number in **Value** and add a **Description**. Click **Save**.