

How to Initiate a Transfer to a Different Department in Wise Track Web

Please only use Google Chrome, Firefox
or Safari to access Wise Track Web.



Open the home page of Wise
Track Web and log in with
your credentials

A screenshot of the Wise Track Web login page. On the left is a logo consisting of a globe with a large blue 'W' in the center, surrounded by grey orbital lines. To the right of the logo are two input fields: the first is labeled 'User Name' and contains the text 'Username'; the second is labeled 'Password' and contains seven black dots.

User Name
Username

Password
.....

Please contact Inventory Control for password
resets at dst-teaminventory@alamo.edu

How to Initiate a Transfer to a Different Department in Wise Track Web

To Start: Click a menu above or Use Quick Search option below

Select Field for Quick Search: Barcode

Search

467413
467414
467415

Verify

View Found Assets

Remove Selected

To Start: Click a menu above or Use Quick Search option below

Select Field for Quick Search: Barcode

Search

467413
467414
467415

Verify

3 found (View Assets for Assets#)

View Found Assets

Remove Selected

At the start up screen, you will see the **WiseStart Barcode Search** screen. Enter the tag number(s) for property in the left search box. (Press 'Enter' after each number entered for multiple entries)

Click on 'Verify'; **Wise Track** will populate active tag numbers in the next window on the right side.

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Wise Track Web

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Select Field for Quick Search: Barcode

Search

467413
467414
467415

Verify 

3 found (View Assets for Assets#)

[View Found Assets](#) 

[Remove Selected](#)

Click on 'View Found Assets' button, bottom right. The assets will appear on a new page.

To Start: **Search Assets** or Select a Saved Query above.

To WiseStart

Assets per page#: 100 | Column View: | Assets Found: 3
Page: 1 out of 1 | Assets in Clipboard: 0
Search Criteria: Quick Search

First Previous Next Last Go To Page: 1

Selection	Clipboard	Bar Code	Departments	Description	Location Name	Last Inventoried Date	Manufacturer Name	Serial Number	Model Name	Model#	Purchase Order	Purchase Date	Purchase Price
Select Edit	<input type="checkbox"/>	No 467413	899994:TEST-MC LAPTOP	SAC ASH RM 100E	03/12/2024	DELL	UPDATE REQUIRED LATITUDE	7453	TEST2024	03/01/2024	\$800.00		
Select Edit	<input type="checkbox"/>	No 467414	899994:TEST-MC COMPUTER	SAC ASH RM 100B	03/25/2024	DELL	UPDATE REQUIRED OPTIPLEX	3300	TEST20251	03/25/2024	\$759.00		
Select Edit	<input type="checkbox"/>	No 467415	899994:TEST-MC IPAD	SAC ASH RM 100E	03/25/2024	APPLE	UPDATE REQUIRED IPAD	A1252	TEST20241	03/25/2024	\$450.00		

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How to Initiate a Transfer to a Different Department in Wise Track Web

Add a check mark in the box next to Clipboard to select all property for transfer.

💡 To Start: **Search Assets** or Select a Saved Query above.

← To WiseStart

Assets per page#: 1000 Column View: Assets Found: 3
Page: 1 out of 1 Assets in Clipboard: 3
Search Criteria: Quick Search

First Previous Next Last Go To Page: 1

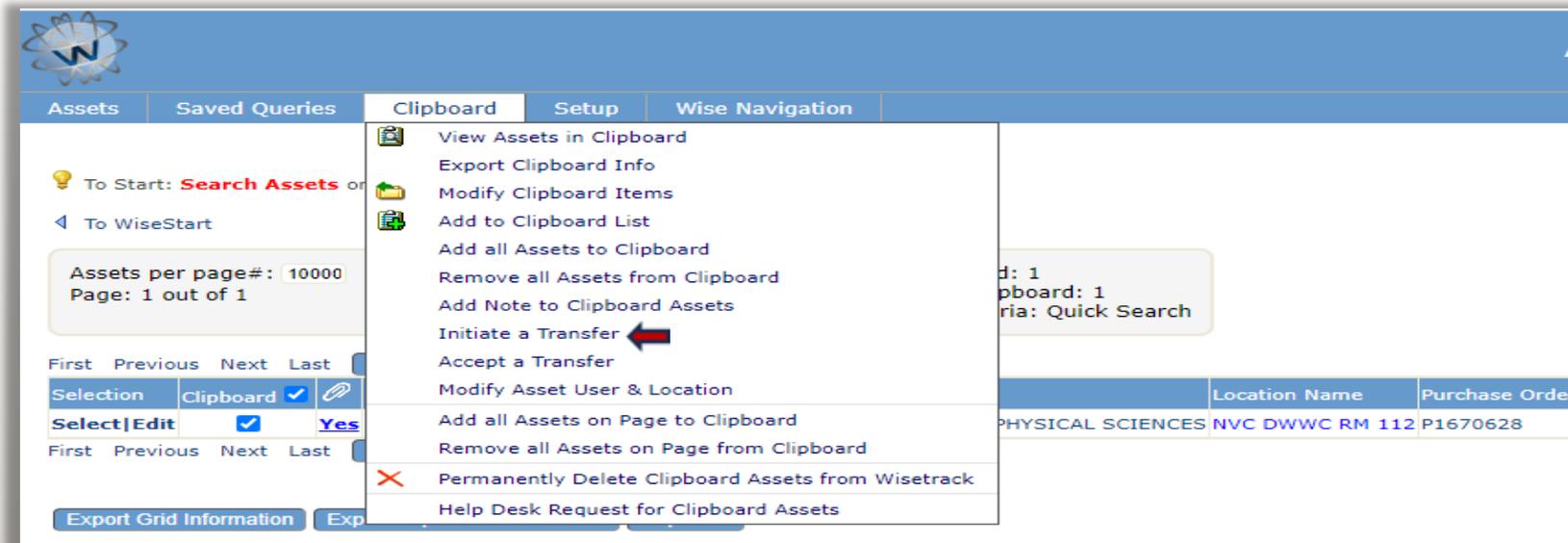
Selection	Clipboard	Asset Code	Departments	Description	Location Name	Last Inventoried Date	Manufacturer Name	Serial Number	Model Name	Model#	Purchase Order	Purchase Date	Purchase Price
Select Edit	<input checked="" type="checkbox"/>	No 467413	899994:TEST-MC	LAPTOP	SAC ASH RM 100E	03/12/2024	DELL	UPDATE REQUIRED	LATITUDE	7453	TEST2024	03/01/2024	\$800.00
Select Edit	<input checked="" type="checkbox"/>	No 467414	899994:TEST-MC	COMPUTER	SAC ASH RM 100B	03/25/2024	DELL	UPDATE REQUIRED	OPTIPLEX	3300	TEST20251	03/25/2024	\$759.00
Select Edit	<input checked="" type="checkbox"/>	No 467415	899994:TEST-MC	IPAD	SAC ASH RM 100E	03/25/2024	APPLE	UPDATE REQUIRED	IPAD	A1252	TEST20241	03/25/2024	\$450.00

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How to Initiate a Transfer to a Different Department in Wise Track Web

Hover your cursor over the 'Clipboard Tab'. Select 'Initiate a Transfer' to start the transfer process.



The screenshot displays the Wise Track Web interface. The top navigation bar includes tabs for 'Assets', 'Saved Queries', 'Clipboard', 'Setup', and 'Wise Navigation'. The 'Clipboard' tab is active, and a dropdown menu is open, listing various actions. The 'Initiate a Transfer' option is highlighted with a red arrow. The main content area shows a table with columns for 'Location Name' and 'Purchase Order'. A table with the following data is visible:

	Location Name	Purchase Order
PHYSICAL SCIENCES	NVC DWWC RM 112	P1670628

How to Initiate a Transfer to a Different Department in Wise Track Web

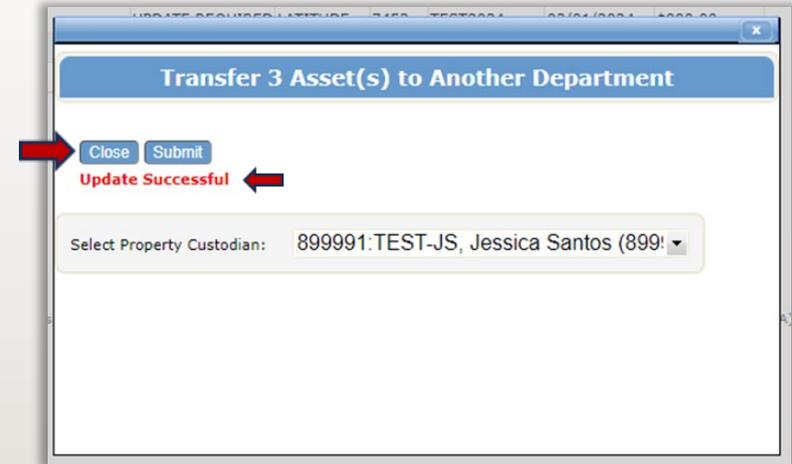
This will cause a popup box to appear.



Type the department FOAP in the 'Select Property Custodian' field that you are transferring the item(s) to. Then click submit. (Example: If you are transferring to IT, enter their account number)



You will see 'Update Successful' after clicking the submit button. Click 'Close' to exit.



How to Initiate a Transfer to a Different Department in Wise Track Web

The transfer process is now complete.

The location of the item will remain the same until the transfer is accepted by the new Property Steward. Please follow up with the department within 7-10 working days if you still show the item is assigned to your department. You are still the responsible Property Steward until the receiving department has completed the acceptance process.

To Start: [Search Assets](#) or Select a Saved Query above.

[To WiseStart](#)

Assets per page#: 100 | Column View: | Assets Found: 3
Page: 1 out of 1 | Assets in Clipboard: 3
Search Criteria: Quick Search

First [Previous](#) Next Last Go To Page: 1

Selection	Clipboard	Bar Code	Departments	Description	Location Name	Last Inventoried Date	Manufacturer Name	Serial Number	Model Name	Model#	Purchase Order	Purchase Date	Purchase Price
Select Edit	<input checked="" type="checkbox"/>	No	467413	TRANSFER REQUEST,899994:TEST-MC LAPTOP	SAC ASH RM 100E	03/12/2024	DELL	UPDATE REQUIRED	LATITUDE	7453	TEST2024	03/01/2024	\$800.00
Select Edit	<input checked="" type="checkbox"/>	No	467414	TRANSFER REQUEST,899994:TEST-MC COMPUTER	SAC ASH RM 100B	03/25/2024	DELL	UPDATE REQUIRED	OPTIPLEX	3300	TEST20251	03/25/2024	\$759.00
Select Edit	<input checked="" type="checkbox"/>	No	467415	TRANSFER REQUEST,899994:TEST-MC IPAD	SAC ASH RM 100E	03/25/2024	APPLE	UPDATE REQUIRED	IPAD	A1252	TEST20241	03/25/2024	\$450.00

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How to Accept a Transfer in Wise Track Web

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Open the home page of Wise
Track Web and log in with
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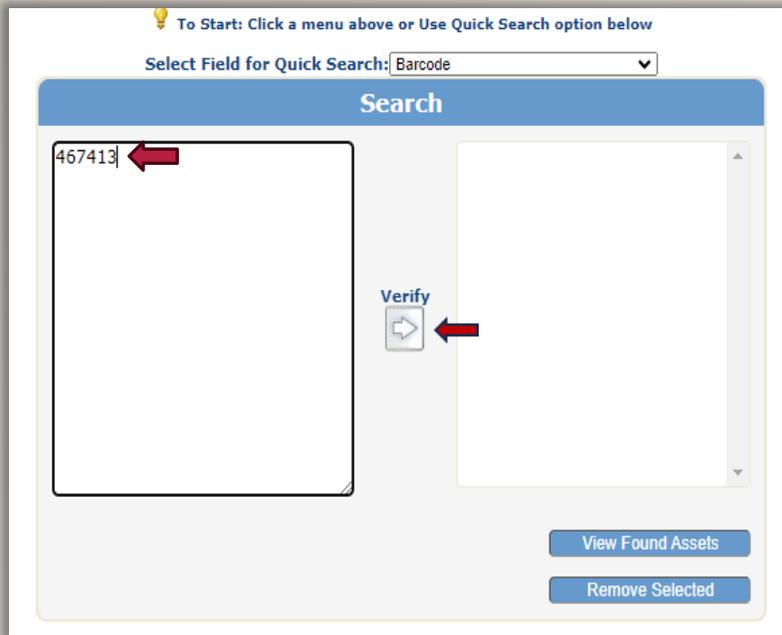
A screenshot of the Wise Track Web login page. On the left is a logo consisting of a globe with a large blue 'W' in the center, surrounded by grey orbital lines. To the right of the logo are two input fields: the first is labeled 'User Name' and contains the text 'Username'; the second is labeled 'Password' and contains a series of black dots.

User Name
Username

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.....

Please contact Inventory Control for password
resets at dst-teaminventory@alamo.edu

How to Accept a Transfer in Wise Track Web



To Start: Click a menu above or Use Quick Search option below

Select Field for Quick Search: Barcode

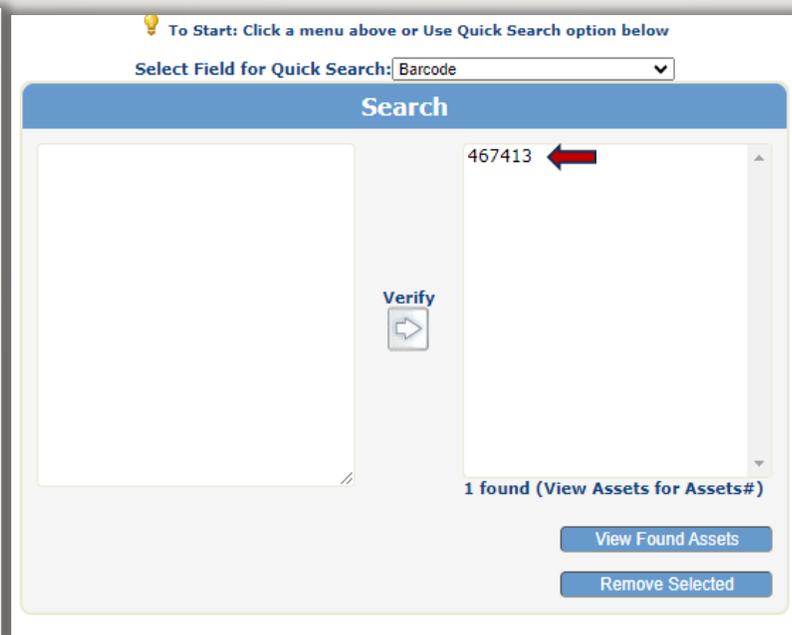
Search

467413

Verify

View Found Assets

Remove Selected



To Start: Click a menu above or Use Quick Search option below

Select Field for Quick Search: Barcode

Search

467413

Verify

1 found (View Assets for Assets#)

View Found Assets

Remove Selected

At the start up screen, you will see the **WiseStart Barcode Search** screen. Enter the tag number(s) for property in the left search box. (Press 'Enter' after each number entered for multiple entries)

Click on 'Verify'; **Wise Track** will populate active tag numbers in the next window on the right side.

How to Accept a Transfer in Wise Track Web

 To Start: Click a menu above or Use Quick Search option below

Select Field for Quick Search:

Search

Verify


1 found (View Assets for Assets#)

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[Remove Selected](#)

Click on 'View Found Assets' button, bottom right. The assets will appear on a new page.

 To Start: **Search Assets** or Select a Saved Query above.

← To WiseStart

Assets per page#: 10000 Column View: Assets Found: 1
Page: 1 out of 1 Assets in Clipboard: 1
Search Criteria: Quick Search

First Previous Next Last Go To Page:

Selection	Clipboard	Category Name	Bar Code	Description	Departments	Location Name	Last Inventoried Date	Manufacturer Name	Serial Number	Model Name	Model#	Purchase Order	Purchase Date	Purchase Price
Select Edit	<input checked="" type="checkbox"/>	No Tech- Laptops	467413	LAPTOP	TRANSFER REQUEST,899991:TEST-JS	SAC ASH RM 100	08/29/2024	DELL	TEST	LATITUDE	7453	TEST2024	08/29/2024	\$800.00

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How to Accept a Transfer in Wise Track Web

Add a check mark in the box next to Clipboard to select all property to accept.

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To WiseStart

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Page: 1 out of 1 Assets in Clipboard: 1
Search Criteria: Quick Search

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Selection	Clipboard	Category Name	Bar Code	Description	Departments	Location Name	Last Inventoried Date	Manufacturer Name	Serial Number	Model Name	Model#	Purchase Order	Purchase Date	Purchase Price
Select Edit	<input checked="" type="checkbox"/>	Tech- Laptops	467413	LAPTOP	TRANSFER REQUEST,899991:TEST-JS	SAC ASH RM 100	08/29/2024	DELL	TEST	LATITUDE	7453	TEST2024	08/29/2024	\$800.00

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How to Accept a Transfer in Wise Track Web

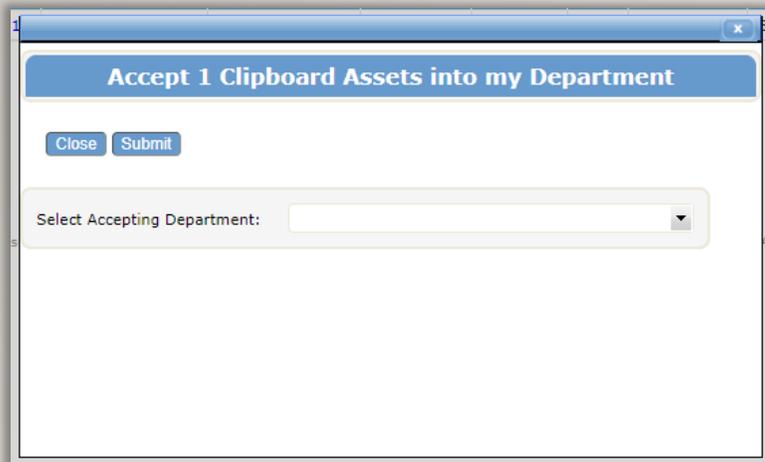
Hover your cursor over the 'Clipboard Tab'. Select 'Accept a Transfer' to start the accepting process.

The screenshot displays the 'Assets (wisetrack)' interface. The 'Clipboard' tab is active, and a dropdown menu is open, listing various actions. The 'Accept a Transfer' option is highlighted with a red arrow. The background shows a table with columns for 'Location Name', 'Last Inventoried Date', 'Manufacturer Name', and 'Serial Number'. A tooltip is visible over the table, displaying 'id: 1', 'Clipboard: 1', and 'Criteria: Quick Search'.

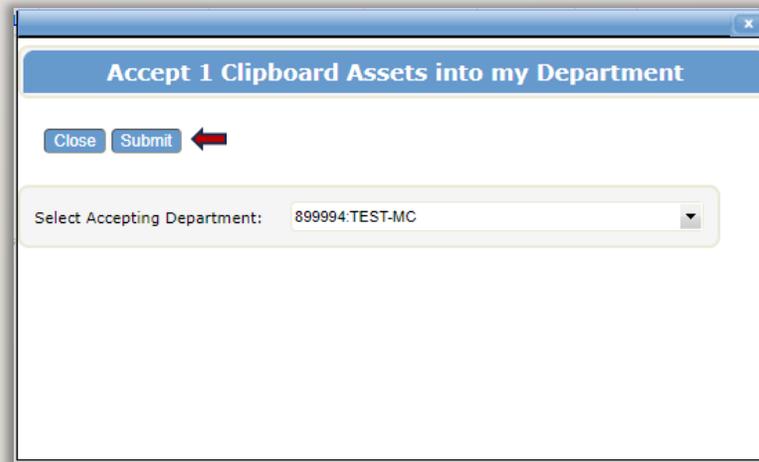
Location Name	Last Inventoried Date	Manufacturer Name	Serial Number
SAC ASH RM 100	08/29/2024	DELL	TEST

How to Accept a Transfer in Wise Track Web

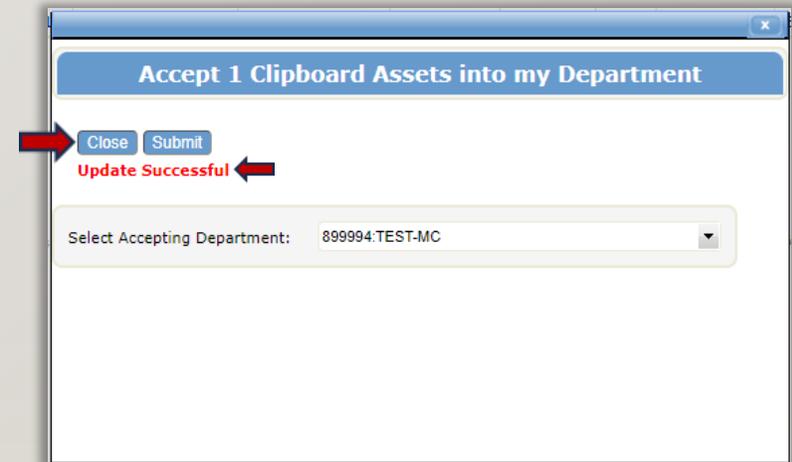
This will cause a popup box to appear.



Type in your department FOAP in the 'Select Accepting department' Then click submit.



You will see 'Update Successful' after clicking the submit button. Click 'Close' to exit.



How to Accept a Transfer in Wise Track Web

The accepting process is now complete.

***To update the user and location, follow the instruction in the 'How to Update an Asset User and Location' section.**

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User Name
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How to Update an Asset User and Location in Wise Track Web

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Assets per page#: 10000 Column View: Assets Found: 1
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First Previous Next Last Go To Page:

Selection	Clipboard	Category Name	Bar Code	Description	Departments	Location Name	Last Inventoried Date	Manufacturer Name	Serial Number	Model Name	Model#	Purchase Order	Purchase Date	Purchase Price
Select Edit	<input type="checkbox"/>	No	Tech- Laptops	467413	LAPTOP	899994:TEST-MC SAC ASH RM 100	08/29/2024	DELL	TEST	LATITUDE	7453	TEST2024	08/29/2024	\$800.00

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How to Update an Asset User and Location in Wise Track Web

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Page: 1 out of 1 Assets in Clipboard: 1
Search Criteria: Quick Search

First Previous Next Last Go To Page:

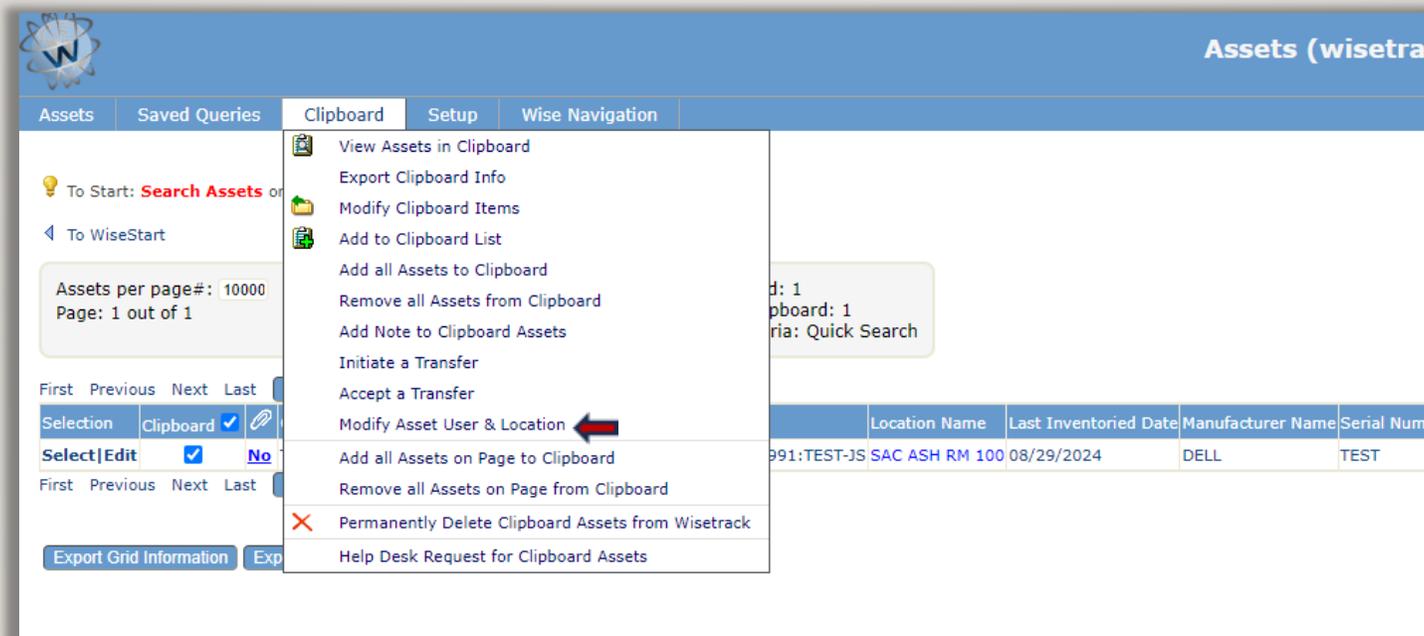
Selection	Clipboard	Category Name	Bar Code	Description	Departments	Location Name	Last Inventoried Date	Manufacturer Name	Serial Number	Model Name	Model#	Purchase Order	Purchase Date	Purchase Price
Select Edit	<input checked="" type="checkbox"/>	Tech- Laptops	467413	LAPTOP	TRANSFER REQUEST,899991:TEST-JS	SAC ASH RM 100	08/29/2024	DELL	TEST	LATITUDE	7453	TEST2024	08/29/2024	\$800.00

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How to Update an Asset User and Location in Wise Track Web

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Location Name	Last Inventoried Date	Manufacturer Name	Serial Number
SAC ASH RM 100	08/29/2024	DELL	TEST

How to Update an Asset User and Location in Wise Track Web

In the “*Location” Field, you can type in the location of the item in this format:
CAMPUS – BLDG – RM – RM# (ex. SAC ASH RM 100)

In the ‘Asset User Name’ field, begin typing the **LAST NAME** of the employee. Continue in the format shown below. Employee names will auto-populate as you type. You can select the employee from the dropdown menu. *Ensure the username in parentheses is correct.

Click Submit.
The ‘Update Notes’ box to the right will annotate confirmed updates have been made. Click the “Close” button.

Modify Clipboard Assets

Submit Close Select Fields to modify Field Layouts

*Location: SAC ASH RM 100

Asset User Name:

Update Notes
Updating 1 assets. The information entered into the fields will be assigned to all 1 assets in the clipboard list: 467413

Modify Clipboard Assets

Submit Close Select Fields to modify Field Layouts

*Location: SAC CAC RM 103A

Asset User Name: Chavez, Michael (mchavez11)

811002:SAC-DUAL CREDIT, Ray Hernandez (8110
811003:SAC-HONORS ACADEMY, Laurie Coleman
811004:SAC-MURGUIA LEARNING INSTITUTE, Pai
811006:SAC-STUDENT ADVOCACY CENTER, Jiliar
811101:SAC-DEAN OF ARTS & SCIENCES, Dr. Jon
811121:SAC-BIOLOGICAL SCIENCES, Dr. David A
811131:SAC-ASTRONOMY, David A Wood (811131
811132:SAC-CHEMISTRY, David A Wood (811132)
811133:SAC-EARTH SCIENCES, David A Wood (81
811152:SAC-ENGLISH, Dr. Erik Hillskemper (8111

Update Notes
Updating 1 assets. The information entered into the fields will be assigned to all 1 assets in the clipboard list: 467413

Modify Clipboard Assets

Submit Close Select Fields to modify Field Layouts

*Location: SAC CAC RM 103A

Asset User Name: Chavez, Michael (mchavez114)

Update Notes
1 assets updated out of 1
467413: Update Successful;

How to Update an Asset User and Location in Wise Track Web

The updating an asset user and location process is now complete.

💡 To Start: **Search Assets** or Select a Saved Query above.

🏠 To WiseStart

Assets per page#: 10000 Column View: Assets Found: 1
Page: 1 out of 1 Assets in Clipboard: 1
Search Criteria: Quick Search

First Previous Next Last

Selection	Clipboard		Category Name	Bar Code	Description	Departments	Location Name	Last Inventoried Date	Manufacturer Name	Serial Number	Model Name	Model.#	Purchase Order	Purchase Date	Purchase Price
Select Edit	<input checked="" type="checkbox"/>	No	Tech- Laptops	467413	LAPTOP	899994:TEST-MC	SAC CAC RM 103A	08/29/2024	DELL	TEST	LATTITUDE	7453	TEST2024	08/29/2024	\$800.00

First Previous Next Last

THANK YOU!!

ASSISTANCE?

Inventory Control Team

Alamo Inventory Email for All Sites

- Inventory Help Desk Email: dst-teaminventory@alamo.edu

Asset Inventory Management Account Analysts

- Michael Chavez Email: mchavez114@alamo.edu
- Jessica Santos Email: jsantos197@alamo.edu
- Santiago Cruz Email: scruz159@alamo.edu
- David Aguilar Email: daguilar@alamo.edu

Associate Director for Asset Inventory and Records Management

- Gina Lopez Email: glopez@alamo.edu