

## Disposal of Electronic Equipment at UIS

Disposal of electronic equipment (desktop and laptop computers only) is handled by UIS Information Technology Services (ITS). Individual departments must submit a transfer request in **FABweb** to transfer desktop and laptop computers to ITS, who will then complete data wiping, internal redistribution, and disposal.

### Department Representative steps

Step	Task
1.	Login to <b>FABweb</b> at <a href="https://apps.obfs.uillinois.edu/fixedassets/index.cfm">https://apps.obfs.uillinois.edu/fixedassets/index.cfm</a> .
2.	Click <b>Process a transfer</b> .
3.	Enter the PTag number (nine digits) of the first item being transferred in the <b>PTag</b> field, or enter an OTag number in the <b>OTag</b> field instead.
4.	Click the <b>Add a Banner Asset</b> button. <b>NOTE:</b> Notice the transfer ID at the top of the <b>Transfer Summary</b> tab.
5.	In the <b>New Organization Info</b> column, type the new responsible <b>COA</b> (4) and six-digit <b>Org</b> (305002).
6.	Click the <b>Refresh</b> (green arrows) button.
7.	If you are <b>not</b> adding more items to the transfer, skip to step 10. If you are adding more items, go to the next step.
8.	Enter the next item's PTag or OTag number, and then click the <b>Add a Banner Asset</b> button. <b>NOTE:</b> If the item does not have a PTag or OTag number, type its serial number in the <b>Serial Number</b> field (if the item does not have a serial number, enter <i>NA</i> ). Type a description of the item in the <b>Description</b> field, and click the <b>Add a Non-Banner Asset</b> button. ( <a href="#">Locating a computer's Service Tag/Serial Number</a> )
9.	Repeat step 8 for each item being transferred.
10.	Scroll down to the <b>Assets to be transferred</b> section.
11.	Delete the item's Location code from the <b>Location</b> field.
12.	Click the <b>Refresh</b> (green arrows) button. The <b>Location</b> field is now blank. <b>NOTE:</b> ITS will enter a new Location code when they receive the transfer.
13.	(Optional Step) Click the <b>More Info</b> link for any item to review that item's asset information in a pop-up window. Click <b>Close</b> to close the window when you are done.
14.	Click the <b>Forward Transfer</b> tab at the top of the screen.
15.	Confirm that your contact information is correct.
16.	Add a comment in the <b>Comments/Notes</b> field with a short description of the transfer. Indicate if this is a paperwork-only transfer of custody and UIS Information Technology Services already has the equipment, or if the department still physically has the equipment and transportation is required. Please remember to transfer the entire system (tower, monitor, keyboard & mouse).
17.	Click the <b>Save to Excel</b> button, then choose a file name and location. All transfer information will be saved in a spreadsheet format for your reference. <b>NOTE:</b> You will not be able to access the transfer record after submission, so you are strongly encouraged to use the <b>Save to Excel</b> function to keep a record of it.
18.	Click the <b>Submit</b> button. This forwards the transfer request to your approver.

Step	Task
19.	Click <b>Log Out</b> when you are finished.

### Department Approver steps

Step	Task
1.	Login to <b>FABweb</b> at <a href="https://apps.obfs.uillinois.edu/fixedassets/index.cfm">https://apps.obfs.uillinois.edu/fixedassets/index.cfm</a> or click the link in your notification e-mail.
2.	Scroll down to the <b>Unclaimed Transfers/Surplus/Disposals</b> section.
3.	Click the appropriate transfer ID link to claim the transfer.
4.	Scroll down to the <b>Transfers/Surplus/Disposals I am working on</b> section.
5.	Click the appropriate transfer ID link to open the transfer.
6.	Review all information on the <b>Transfer Summary</b> tab. Click the <b>More Info</b> link to review additional asset information.
7.	Click the <b>Forward Transfer</b> tab.
8.	Review the comments from the Originating Unit Representative.
9.	Confirm that your contact information is correct.
10.	Add a comment in the <b>Comments/Notes</b> field.
11.	Click the <b>Save to Excel</b> button, and then choose a file name and location. All transfer information will be saved in a spreadsheet for your reference. <b>NOTE:</b> You will not be able to access the transfer record after submission, so you are strongly encouraged to use the <b>Save to Excel</b> function to keep a record of it.
12.	If you want to decline the transfer, enter your reason for declining in the <b>Comments/Notes</b> field and click the <b>Decline Transfer</b> button. The transfer will go back to the originator. If not, skip to the next step.
13.	Click the <b>Submit</b> button. This forwards the transfer request to the approver for UIS Information Technology Services.
14.	Click <b>Log Out</b> when you are finished.

### UIS Information Technology Services

Step	Task
1.	UIS Information Technology Services will approve or decline the transfer.
2.	The unit representative for UIS Information Technology Services will review the request and act based on the comments. If this is a paperwork-only request to transfer custody and UIS Information Technology Services already has the equipment, then they will send the <b>FABweb</b> transaction to <b>Banner</b> . If the equipment still needs to be moved, UIS Information Technology Services will contact you and Facilities to move the equipment, then send the transaction to <b>Banner</b> .