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Property Inventory System Tags New Features

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Go-Live On May 10, 2021

New features of the Property Inventory System simplify and streamline Property Inventory asset removal and transfers to surplus. The new features went live on Monday, May 10, 2021.

New Asset Removal Feature Replaces Forms

The new asset removal feature greatly improves user experience by simplifying and streamlining the removal workflow and tracking. What used to be all manual is now done in the Property Inventory System. No more filling out forms and emailing them to Property Management. With the easy to use navigation of the new feature, you are just a few clicks away from the removal of assets for Interagency Property Transfers, Non-Texas Institutions Property Transfers, Trade-Ins, Missing, and Stolen property. The [Property Inventory Help](#) document will provide details on the new process.

For questions, contact Property Management at PropertyManagement@ttuhsc.edu.

A Better Way to Transfer to Surplus

Transfer items and schedule a pickup all within the Property Inventory System. Even items with information resources such as computers, printers, and other peripheral devices that are used for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information can be managed within the Property Inventory System! There is even a link to complete the STARS work order to remove the hard drive or sanitize the device. The system will allow you to save pickup requests until all data is complete.

For more information, refer to: [How to Transfer Items to Surplus](#) and [IT Guidelines for Disposing of Information Resources](#).

For questions, contact:

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