

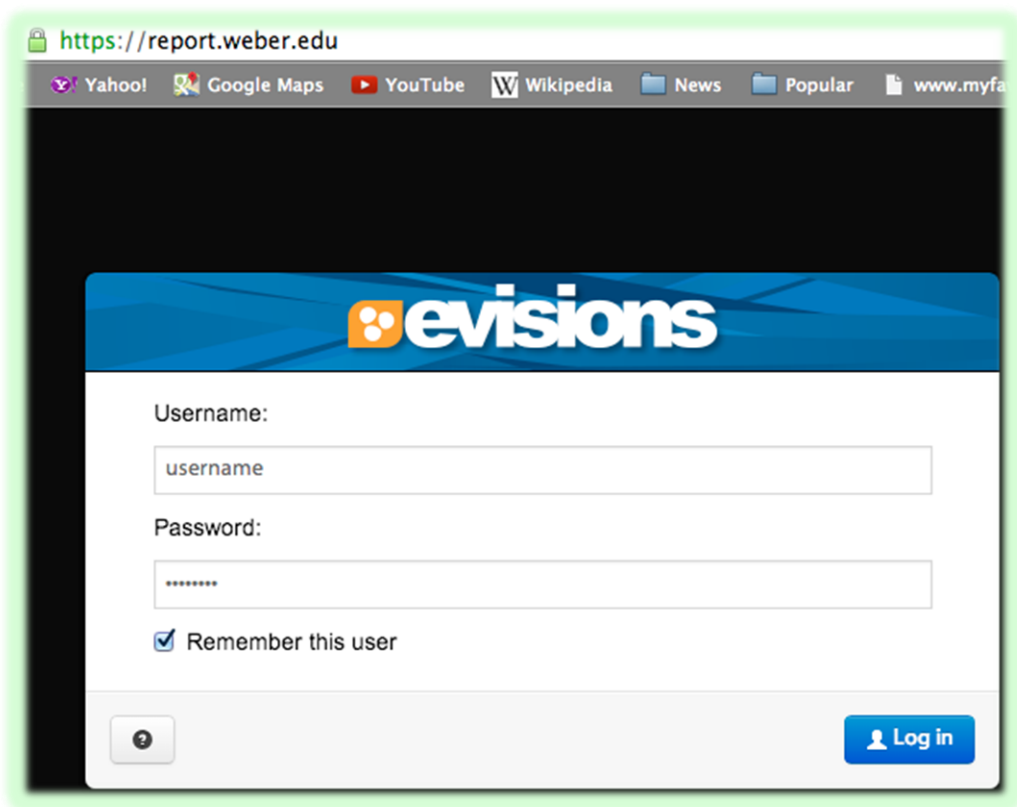
## Equipment Inventory Reports

Departments are able to generate (and download) a report of their current inventory using Argos Enterprise Reporting. This can be very useful to each department in managing the WSU assets for which they are custodians.

The following is a step-by-step procedural guide to assist you in generating a report of your current equipment inventory:

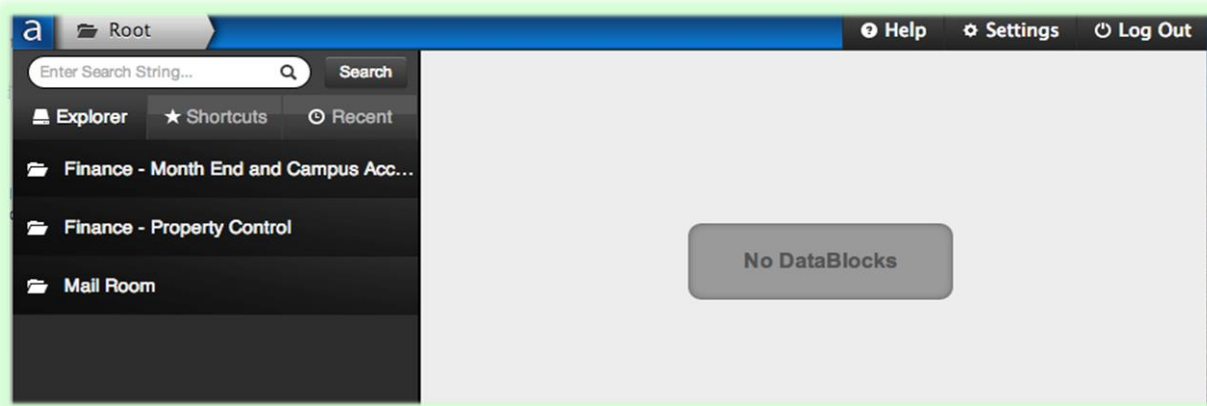
Logging into Argos is very similar to logging into INB Banner.

- Go to the Argos Web Viewer (<https://report.weber.edu/>)
- Enter your regular E-Weber log in credentials. If you cannot log in, you may have to request access through the Provisioning System channel on the Staff tab of your E-Weber Portal.

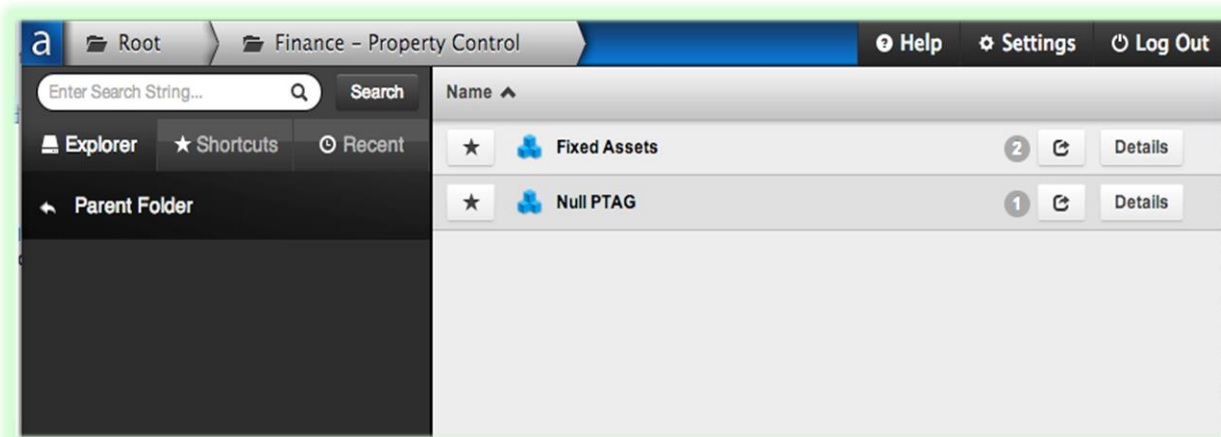


This should open the Argos Web Viewer. Depending on your permissions you may have many folders or just a few.

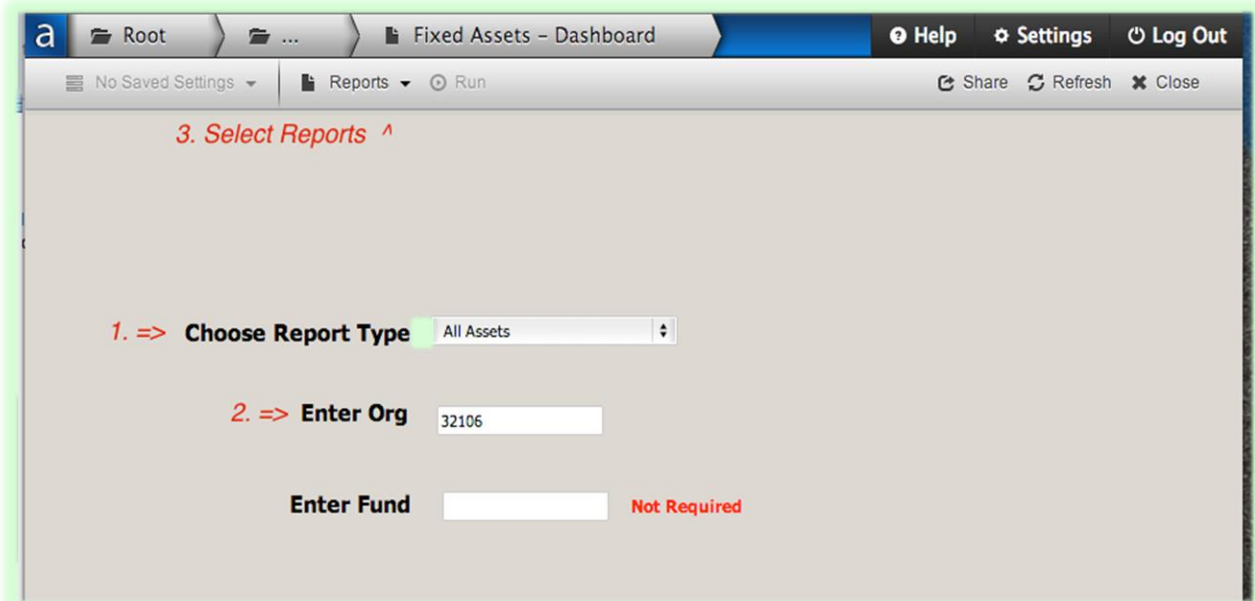
- Select the “Finance –Department” Folder



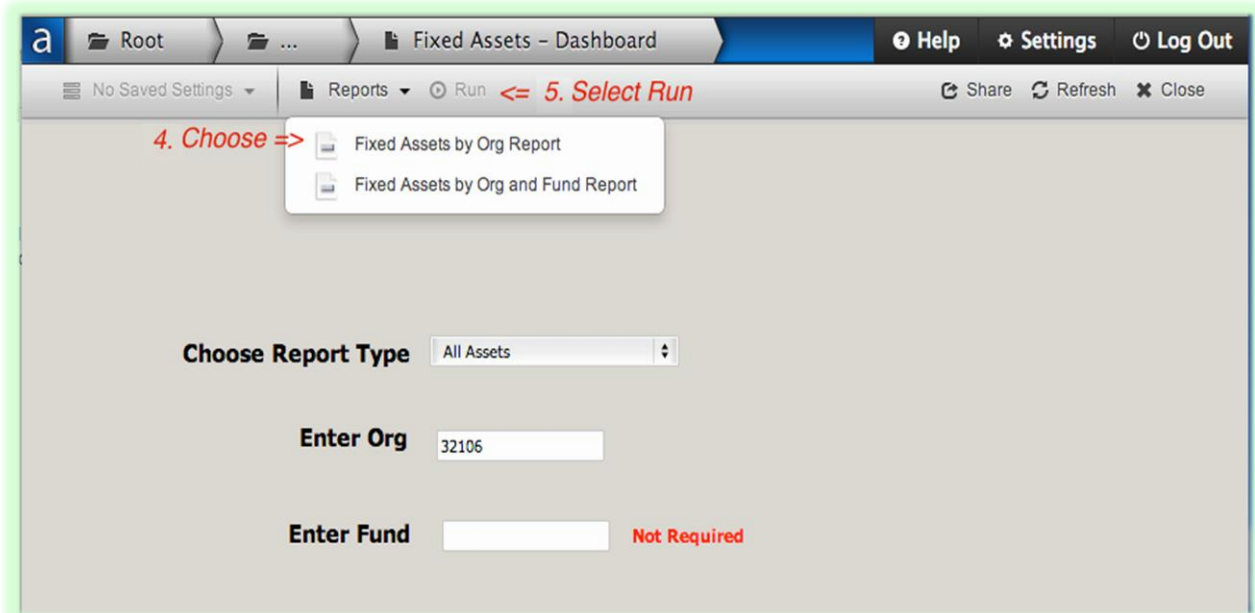
- Select the “Fixed Assets” data-block.



- Enter the Organization Number, for which you wish to run the report.
- Next, select Reports at the top of the screen. Choose ‘Fixed Assets by Org Report’



Finally, select “Run”.



You will be able to view or print the report. This report contains all inventoried assets that are associated with your Org number.

**Weber State University Fixed Asset Inventory**  
**Org 32106 - Surplus Inventory**  
**All Assets**

PTAG	ASSET DESCRIPTION	MAKE	MODEL	SERIAL NUMBER	MANUFACTURER	PO#	AMOUNT	ACQD DATE	Location
002030582	PRINTER OFFSET		SERIES 272E	25127	SAK/OLIVER		164,500.00	10/1/1992	RD0205
004040499	INCUBATOR		I-59L	7202172	PERCIVAL		1,814.00	6/1/1972	RD0205
004052749	ION GAUGE CONT	Hew/Pack	59822B	NONE	HEW/PACK		1,700.00	12/1/1986	RD0205
004080745	ENGRAVING SYSTE		WIZZARD XL	102048XL	DAHLGREN		7,143.00	2/1/1991	RD0102
004090131	TIMER		IIS	NONE	RELIABLE		1,679.00	2/1/1988	SB0000
004150838	GAS CHROMATOGRA		5890 SERII	F2212	HEW/PAC		13,077.00	5/1/1991	RD0205
007022252	FIELD MARKER		MSWLMPRO	1000759	NEWSTRIPE		1,628.00	6/1/1990	SG0000
010006080	ATOMIC ABSORPTION	THE*PERKIN ELMER	3110	311N-3092706	PERKIN ELMER CORP		15,129.20	10/6/1993	RD0205
010040330	LAMINATOR	GENERAL BINDING	4250	1B00117	GENERAL BINDING CORP		1,744.00	3/5/1996	RD0205
010040570	INCUBATOR	US BUREAU OF MINES	AMBI HI-LO	101	LAB-LINE		2,975.00	2/1/1996	SB0000
010051160	SCOREBOARD	ALPINE RECREATION &	BB-6500		FAIR PLAY		2,370.00	2/7/1997	SB0000
010052520	PROJECTOR	TROXELL	21 OZ ZOOM	4T7111174	LITEPRO		3,997.97	3/28/1997	RD0205
010054260	DIESEL ENGINE	DIESEL ELECTRIC	DSC11	5306673	SCANIA		15,000.00	3/27/1997	TE0219
010060270	LCD PROJECTOR	T V SPECIALISTS INC	XG-MV5 XGA	907311481	SHARP		5,058.00	9/24/1999	WB0277
010060659	LCD PROJECTOR	T V SPECIALISTS INC	PTL 595 U	SL950009	PANASONIC		3,292.24	12/15/1999	SS234A
010060963	VEHICLE 1995		PICKUP	4TAVN73KXSZ07	TOYOTA		6,570.00	3/22/2000	TE0000
010063476	ELLIPTICAL FITNESS	SUMMIT SPORTS &	EFX546	DCH20N0029	PRECOR		3,445.00	9/19/2001	SB0002
010063477	ELLIPTICAL FITNESS	SUMMIT SPORTS &	EFX546	DCH20N0037	PRECOR		3,445.00	9/19/2001	SB0000
010063478	ELLIPTICAL FITNESS	SUMMIT SPORTS &	EFX546	DCH20N0030	PRECOR		3,445.00	9/19/2001	SB0002
010063481	TOTAL BODY	SUMMIT SPORTS &	EFX556	DAF25N0001	PRECOR		3,555.00	9/19/2001	SB0002
010063483	TOTAL BODY	SUMMIT SPORTS &	EFX556	DAF25N0003	PRECOR		3,555.00	9/19/2001	SB0002
010063835	COMPUTER (LAPTOP)	DELL MARKETING L P	INSPIRON 8100	C4NN8511	DELL		1,931.02	1/23/2002	SS0024
010063857	LCD PROJECTOR	T V SPECIALISTS INC	PT-L511XU	UNK	PANASONIC		2,687.00	1/23/2002	SS0119
010064694	COPIER	LES OLSON COMPANY	AR280	26503415	SHARP		6,387.00	9/16/2002	BC0213
010064723	COPIER	KRM INC	28	2800NADCSG217	TOSHIBA		5,445.00	9/9/2002	B30326
010064787	COMPUTER (LAPTOP)	X10 COMPUTING	ARM N 30N3	1390372B1SB013	X10		1,584.00	10/24/2002	RD0205
010064927	COPIER	TOSHIBA C/O ONE NET	E STUDIO 28	CSJ221340	TOSHIBA		5,445.00	1/16/2003	RD0205
010064948	COMPUTER	COLETTE*DUNCAN	PENTIUM M	7005	PRIME SYSTEMS		1,288.00	1/29/2003	RD0205