

Instructions for Renewing Off-Campus Equipment

1. Access the UGARUSS application in a web browser by going to russhelp.uga.edu.
1. Click the link in the left hand navigation called 'Log Into RUSS'. Note: If you are accessing the site from outside the UGA campus, you must first connect to the VPN at <http://remote.uga.edu>.

Departmental Financial Systems
russhelp@uga.edu
706-542-6763

UGARUSS

Home | FAQs | Instructions & Reference | Contact us

System Links
[Log into RUSS](#)
[WebDFS](#)
[ARROW](#)
[Other Admin Systems](#)

Related Links
[Budget Office](#)
[Property Control](#)

Routing Utility for Service and Stewardship (RUSS)

RUSS is a workflow application designed to streamline business processes by providing a consistent look and feel across a variety of administrative forms. Employees are able to create documents, include attachments, and submit them to an approval chain as well as view the routing log. Approvers have a single action list for all documents submitted through this system, can set up notification, and even color code different types of approval actions.

The RUSS system is being launched with only a few workflow items but is expected to eventually include several action forms related to personnel and other administrative processes.

Recent Changes

- Off-Campus Equipment Request - [instructions](#)
- Off-Campus Equipment Renew - [instructions](#)
- Off-Campus Equipment Return - [instructions](#)
- Off-Campus Equipment Approvers - [instructions](#)
- Setting User Preferences - [instructions](#)
- [Main Menu overview](#)

2. You will be directed to the UGA central sign-on page – enter your MyID and password and click the Log In button.

CENTRAL AUTHENTICATION SERVICE (CAS)

UGA's Single Sign-on for Web Services

The Central Authentication Service (CAS) is a new service being deployed at UGA in Fall 2012.

CAS will provide a common login experience for users accessing UGA web services with their MyID credentials through a one-time login.

CAS is currently being implemented as part of the lynda.com roll-out occurring in Fall 2012.

As CAS is implemented on campus, users will be able to access additional

3. You should then arrive at the UGARUSS main menu. The link for Off-Campus Equipment Request and Renew is located in the middle left section.

Departmental Financial Systems
russhelp@uga.edu
706-542-6763

UGARUSS

Provide Feedback

ugaruss :: 0.90.05 :: (MySQL)

Logged in User: sithelen

Logout

action list

Transactions

- Employee Information**
 - Employee Work Address and Phone (coming soon)
- Equipment**
 - [Off-Campus Equipment Request](#)
 - [Off-Campus Equipment Renew](#)
 - [Off-Campus Equipment Return \(AICO\)](#)
- Positions**
 - Salary Supplement Agreement (Budget Office)

Lookups

- Building Name
- Building Room
- Department
- Equipment Inventory
- Job Class Code

Document Searches

- Document Search: Off-Campus Equipment Request/Renew
- Document Search: Off-Campus Equipment Return (AICO)

Workflow

- User Preferences

Maintenance

- Off-Campus Equipment Approvers by Employee (AICO)
- Off-Campus Equipment Return (Property Control)
- Document Search: Off-Campus Equipment Return (Property Control)

Copyright 2005-2012 The Kualu Foundation. All rights reserved.
Portions of Kualu are copyrighted by other parties as described in the Acknowledgments screen.

- You will now be on the Off-Campus Equipment Renew page. A list of equipment that is authorized to you for off-campus use will be displayed. Select 'renew' in the Actions column to initiate an off-campus renewal of the equipment.

Off-Campus Equipment Request and Renew Lookup Create New

Inventory Number:

Inventory Description:

Employee Uguid:

| Actions | Expire Date | Inventory Number | Inventory Description | Equipment Department | Purpose | Requested Date |
|---------|-------------|------------------|--|----------------------|-------------------------|----------------|
| renew | 07/05/2013 | 516286 | PRINTER LASERJET 4000N HP C4120A | 024 | Training session. | 06/24/2013 |
| renew | 07/15/2013 | 539558 | COMPUTER DIMENSION 8100 P4 W/MONITOR 21" TRINITRON DELL 220-2470 DELL P1110 320-0264 | 552 | Out of town convention. | 07/05/2013 |
| renew | 07/22/2013 | 529341 | COMPUTER DIMENSION XPS T800R W/MONITOR 21" DELL 220-8083 DELL 320-0075 | 552 | testing | 07/11/2013 |

Showing 1 to 3 of 3 entries First Previous 1 Next Last

Note: If you do not see a piece of equipment that you currently have off campus, please contact your departmental AICO or the DFS Help Desk at 706-542-6763.

- A document has been created and displays the Old (current) values and a column for the New values. The New values are set to the Old values when the document is first created, and should be updated.

* indicates required field

Document Overview

* Description: Explanation:

Organization Document Number:

| | Old | New |
|------------------------|--|--|
| Inventory Number: | 529341 | 529341 |
| Inventory Description: | COMPUTER DIMENSION XPS T800R W/MONITOR 21" DELL 220-8083 DELL 320-0075 | COMPUTER DIMENSION XPS T800R W/MONITOR 21" DELL 220-8083 DELL 320-0075 |
| Equipment Department: | 552 | 552 |
| Employee Uguid: | 810178278 | 810178278 |
| Employee Name: | WOLTERS, ABIGAIL | WOLTERS, ABIGAIL |
| Purpose: | testing | testing |
| Requested Date: | 07/11/2013 | 07/11/2013 |
| Expire Date: | 07/22/2013 | 07/22/2013 |

* Does this equipment contain sensitive data? Yes No

* indicates required field

Document Overview

* **Description:** **Explanation:**

Organization Document Number:

| | Old | New |
|-------------------------------|---|---|
| Inventory Number: | 529341 | 529341 |
| Inventory Description: | COMPUTER DIMENSION XPS T800R W/MONITOR 21" DELL 220-8083 DELL 320-0075 | COMPUTER DIMENSION XPS T800R W/MONITOR 21" DELL 220-8083 DELL 320-0075 |
| Equipment Department: | 552 | 552 |
| Employee Uguid: | 810178278 | 810178278 |
| Employee Name: | WOLTERS, ABIGAIL | WOLTERS, ABIGAIL |
| Purpose: | testing | testing |
| Requested Date: | 07/11/2013 | <input type="text" value="07/11/2013"/> |
| Expire Date: | 07/22/2013 | <input type="text" value="07/22/2013"/> |

* **Does this equipment contain sensitive data?** Yes No

- Requested Date – this must be equal to or greater than the Old (current) Expire Date
- Expire Date – must be greater than New Requested Date and no more than one year after New Requested Date
- Purpose – reason for taking equipment off-campus
- Sensitive Data – If the answer to this question is Yes, a disclaimer will appear that must be accepted.

* **Does this equipment contain sensitive data?** Yes No

Personal property such as portable personal computers or similar items may be removed from campus to the home of an employee or off campus site when the purpose is for business use only. Such use shall be tightly controlled and documentation as to the location and use shall be available at all times.

* **Disclaimer** I agree

- When all required fields have been completed click the Submit button. Verify that the document was successfully saved and routed for approval.
 - If there are errors on the form, a red message box will appear at the top of the form and the fields that need to be completed or corrected will be outlined in red.

* indicates r

This page has 1 error

- 1 error before the "Notes and Attachments (0)" section
- Does this equipment contain sensitive data?: Required

Document Overview

* **Description:** **Explanation:**

Organization Document Number:

| | Old | New |
|-------------------------------|---|---|
| Inventory Number: | 529341 | 529341 |
| Inventory Description: | COMPUTER DIMENSION XPS T800R W/MONITOR 21" DELL 220-8083 DELL 320-0075 | COMPUTER DIMENSION XPS T800R W/MONITOR 21" DELL 320-0075 |
| Equipment Department: | The form contains errors. Please correct these errors and try again. | 552 |
| Employee Uguid: | 810178278 | 810178278 |
| Employee Name: | WOLTERS, ABIGAIL | WOLTERS, ABIGAIL |
| Purpose: | testing | testing |
| Requested Date: | 07/11/2013 | <input type="text" value="07/11/2013"/> |
| Expire Date: | 07/22/2013 | <input type="text" value="07/22/2013"/> |

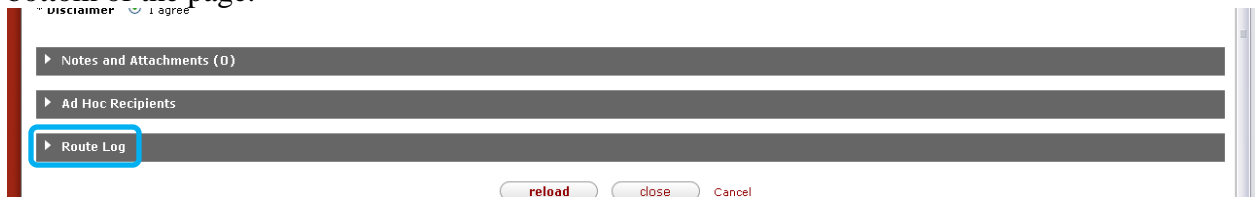
* **Does this equipment contain sensitive data?** Yes No

Notes and Attachments (0)

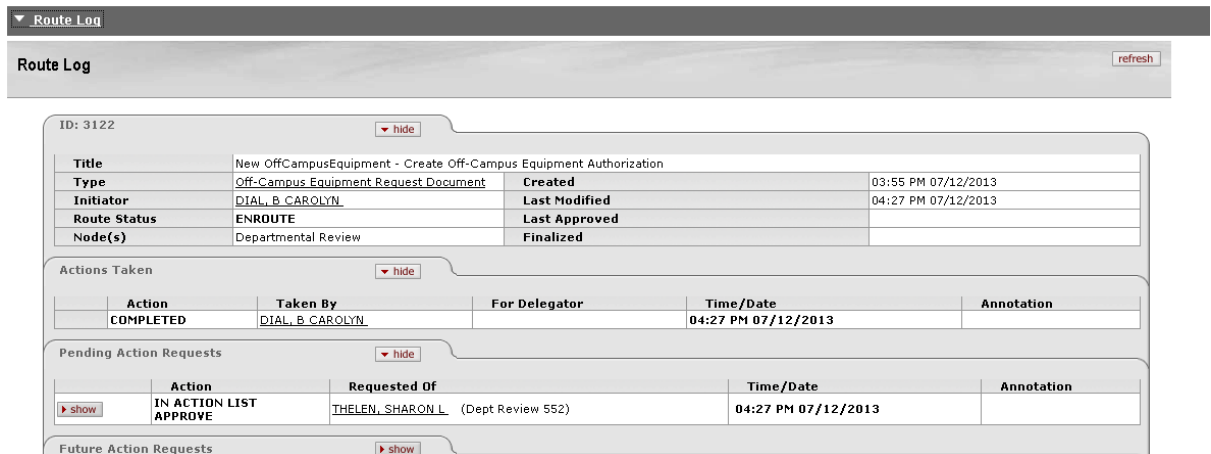
- b. If there are no errors, a blue message box will appear indicating the document was successfully submitted.



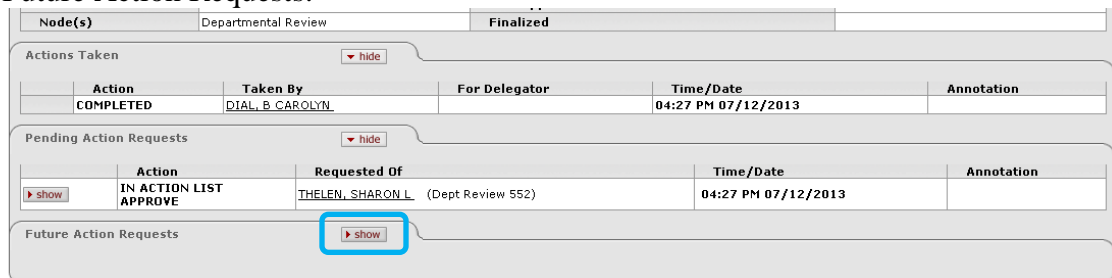
7. If you want to see who the document will route to, you can open the Route Log near the bottom of the page.



8. The route log displays actions taken, which is the submission of the document for approval, and the pending action, which is the action the document is currently waiting on.



9. To see actions required after the current pending action, click the Show button to the right of Future Action Requests.



- a. The future actions for this document will be displayed. These actions will generally be approvals that are required, but it may also include acknowledgement or FYI actions.

| Action | Requested Of | Time/Date | Annotation |
|------------------------|-------------------------------------|---------------------|------------|
| IN ACTION LIST APPROVE | THELEN, SHARON L. (Dept Review 552) | 04:27 PM 07/12/2013 | |

| Action | Requested Of | Time/Date | Annotation |
|-----------------|---|---------------------|------------|
| PENDING APPROVE | SCHRAMSKI, HOLLEY W. (Dept Admin One Review) | 04:33 PM 07/12/2013 | |
| PENDING APPROVE | Property Control | 04:33 PM 07/12/2013 | |

10. Click the Close button at the bottom of the page to return to the main menu.

| Action | Requested Of | Time/Date | Annotation |
|------------------------|-------------------------------------|---------------------|------------|
| IN ACTION LIST APPROVE | THELEN, SHARON L. (Dept Review 552) | 04:27 PM 07/12/2013 | |

| Action | Requested Of | Time/Date | Annotation |
|-----------------|---|---------------------|------------|
| PENDING APPROVE | SCHRAMSKI, HOLLEY W. (Dept Admin One Review) | 04:33 PM 07/12/2013 | |
| PENDING APPROVE | Property Control | 04:33 PM 07/12/2013 | |

11. The authorization is not complete until the renewal is fully approved (document status is Final). To check the status of your request, you can use the Document Search:Off-Campus Equipment Request option from the main menu.

Transactions

Employee Information

- Employee Work Address and Phone (coming soon)

Equipment

- Off-Campus Equipment Request and Renew
- Off-Campus Equipment Return (AICO)

Positions

- Salary Supplement Agreement (Budget Office)

Lookups

- Building Name
- Building Room
- Department
- Equipment Inventory
- Job Class Code

Document Searches

- Document Search: Off-Campus Equipment Request/Renew
- Document Search: Off-Campus Equipment Return (AICO)

Workflow

- User Preferences

Maintenance

- Off-Campus Equipment Approvers by Employee (AICO)
- Off-Campus Equipment Return (Property Control)
- Document Search: Off-Campus Equipment Return (Property Control)

See [‘Document Searches’](#) for more information about this feature.

12. If you would like to leave comments or questions, use the Provide Feedback link to send an email message.

Departmental Financial Systems
russhelp@uga.edu
706-542-6763

UGARUSS

[Provide Feedback](#)

Main Menu Logged in User: cdial [Logout](#)

Transactions

Employee Information

Lookups

- Building Name

Workflow

- User Preferences

13. When you are finished using the system, be sure to logout.

Departmental Financial Systems
russhelp@uga.edu
706-542-6763

UGARUSS

[Provide Feedback](#)

Main Menu Logged in User: cdial [Logout](#)

Transactions

Employee Information

Lookups

- Building Name

Workflow

- User Preferences