

Instructions for Returning Equipment (Only for designated Assistant Inventory Control Officers-AICO)

1. Access the UGARUSS application in a web browser by going to russhelp.uga.edu
2. Click the link in the left hand navigation called 'Log Into RUSS'

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

- Employee Work Address and Phone - [instructions](#)
Requires HR Payroll access
- Off-Campus Equipment Request - [instructions](#)
- Off-Campus Equipment Renew - [instructions](#)
- Off-Campus Equipment Return - [instructions](#)
- Off-Campus Equipment Approvers - [instructions](#)
- Document Search - [instructions](#)

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

EITS

CENTRAL AUTHENTICATION SERVICE (CAS)

Enter your UGA MyID and Password

Your UGA MyID:

Password:

[Forgot your password?](#)

Log in

UGA's Single Sign-on for Web Services

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

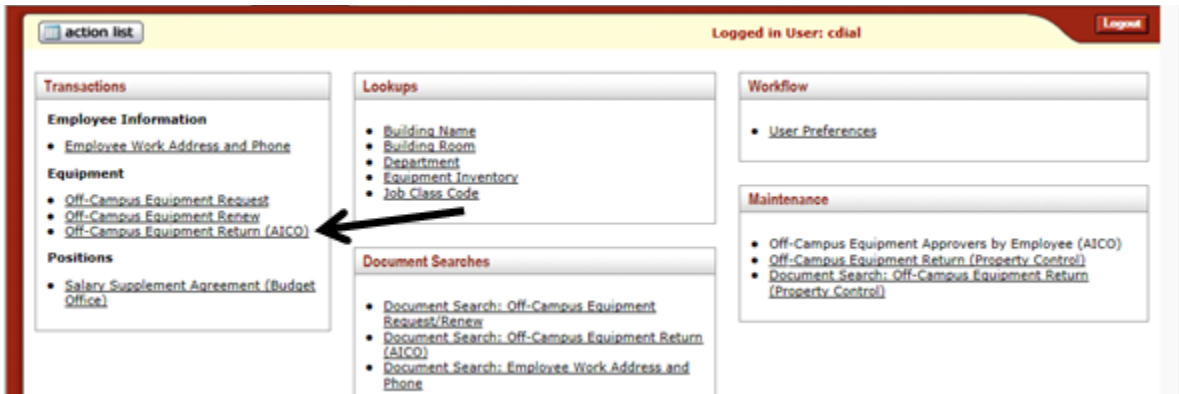
Information about CAS is available at [CAS informational webpage](#)

Units wishing to use CAS for departmental systems may request access on the [CAS informational webpage](#)

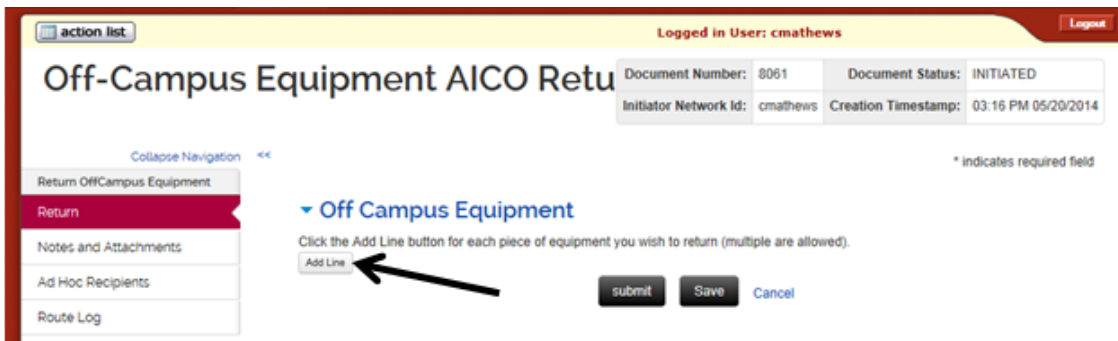
Contact the [EITS Help Desk](#) for assistance with CAS.

Security Information:
Your CAS login will be active for the next hour.

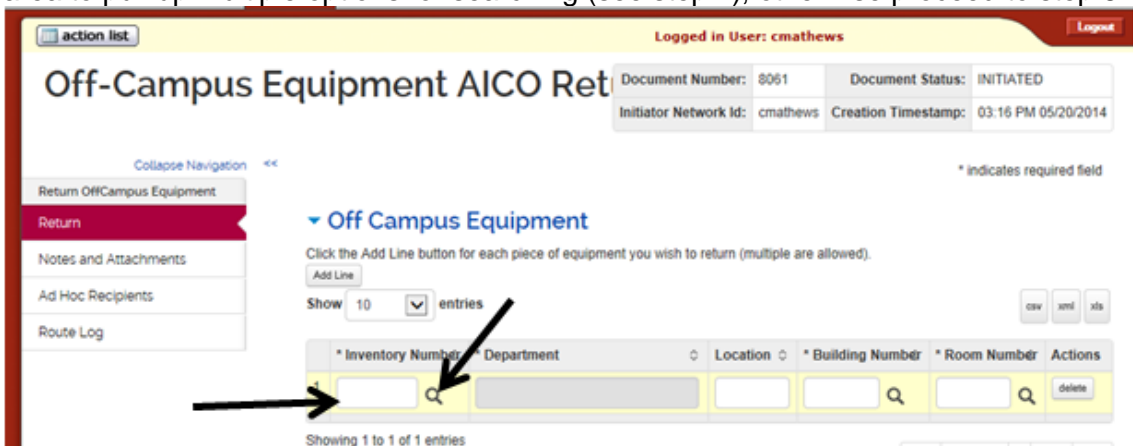
- You should then arrive at the UGARUSS main menu. The link for Off-Campus Equipment Return is located in the middle left section. Choose Off-Campus Equipment Return (AICO).



- After you have clicked on the Off-Campus Equipment Return (AICO) link you will be directed to the following page. Click the "Add Line" button first to create a blank line and then enter the UGA Inventory Number of the item being returned. If you are returning multiple items you can click the Add Line button more than once to add multiple lines.



- Key in the Inventory Number of the equipment that is being returned. If you do not know the inventory number then click on the magnifying glass icon in the inventory number area to pull up multiple options for searching (see step 7), otherwise proceed to step 8.



- (Optional) By clicking the magnifying glass next to the inventory number field seen in the screen shot above you can access the Off-Campus Equipment Lookup page to see multiple search options other than inventory number.

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Provide Feedback

Off-Campus Equipment Return Lookup

Inventory Number:

Inventory Description:

Equipment Department:

Employee Ugaid:

Employee Last Name:

Search Clear Values Close

Once you have search and found the item click the “return value” to select the item.

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Provide Feedback

Off-Campus Equipment Return Lookup

Inventory Number:

Inventory Description:

Equipment Department:

Employee Ugaid:

Employee Last Name:

Search Clear Values Close

Show 10 entries

Actions	Expire Date	Inventory Number	Inventory Description	Equipment Department	Employee Ugaid	Employee Last Name	Purpose
return value	07/25/2014	637839	COMPUTER VOSTRO 3750 DELL 225-0743	552	810089849	THELEN	to perform work while away from
return value	12/31/2014	811708	COMPUTER VOSTRO 3750 DELL 225-0743	552	810110096	VACATA	Working from home in the

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8. Once you enter the Inventory Number, the Department, Location, Building Number, and Room Number fields will automatically be populated. The user can change the Location, Building Number and/or Room Number of this item.

action list Logged in User: cdial Logout

Off-Campus Equipment AICO Return

Document Number: 8063 Document Status: INITIATED
Initiator Network Id: cdial Creation Timestamp: 03:37 PM 05/20/2014

* indicates required field

Collapsible Navigation <<

- Return OffCampus Equipment
- Return**
- Notes and Attachments
- Ad Hoc Recipients
- Route Log

Off Campus Equipment

Click the Add Line button for each piece of equipment you wish to return (multiple are allowed).

Add Line

Show 10 entries csv xml xls

	* Inventory Number	* Department	Location	* Building Number	* Room Number	Actions
1	637839	552	THELEN	0110	0B22A	delete

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

submit Save blanket approve Cancel

9. If you wish to return another piece of equipment inventory then click the “Add Line” button and repeat steps 6 through 8.

action list Logged in User: cdial Logout

Off-Campus Equipment AICO Return

Document Number: 8063 Document Status: INITIATED
Initiator Network Id: cdial Creation Timestamp: 03:37 PM 05/20/2014

* indicates required field

Collapsible Navigation <<

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- Return**
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Off Campus Equipment

Click the Add Line button for each piece of equipment you wish to return (multiple are allowed).

Add Line

Show 10 entries csv xml xls

	* Inventory Number	* Department	Location	* Building Number	* Room Number	Actions
						delete
2	637839	552	THELEN	0110	0B22A	delete

Showing 1 to 2 of 2 entries First Previous 1 Next Last

submit Save blanket approve Cancel

10. When all required fields have been completed click the “Submit” button, not the Save button. Save does not submit the document into the approval process. Verify that the document was successfully saved and routed for approval.

- a. 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.

▼ Off Campus Equipment

• Required

Click the Add Line button for each piece of equipment you wish to return (multiple are allowed).

Add Line

Show 10 entries

	* Inventory Number	* Department	Location	* Building Number	Room Number	Actions
1	611708	552	KAGATA	0110		delete
2	637839	552	THELEN	0110	0B22A	delete

Showing 1 to 2 of 2 entries

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



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

12. You can track the status of your document through the Document Search options on the main menu.

action list Logged in User: cmathews Logout

Transactions

Employee Information

- Employee Work Address and Phone

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)
- Document Search: Employee Work Address and Phone

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.

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

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Main Menu

UGARUSS 1775

Provide Feedback
ugaruss 11.01.07 :: (MySQL)

action list Logged in User: cmathews Logout

Transactions

Employee Information

Lookups

- Building Name

Workflow

- User Preferences