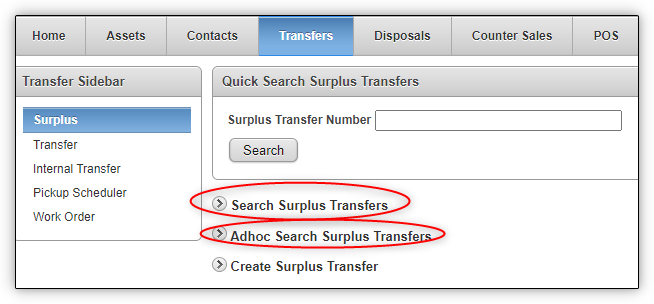
|  |
| --- |
|  |
| How To Search For a Surplus Transfer |
| AssetWorks |

|  |
| --- |
|  |

**How to Search for a Surplus Transfer**

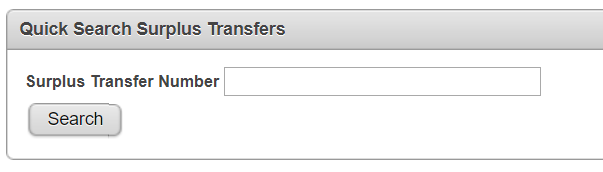


**Searching for a Surplus Transfer**

There are three ways to search for a surplus transfer from the**Transfer>Surplus** menu: **Quick Search Surplus Transfers**, **Search Surplus Transfers**, and **Adhoc Search Surplus Transfers**. We’ll discuss each of them below.

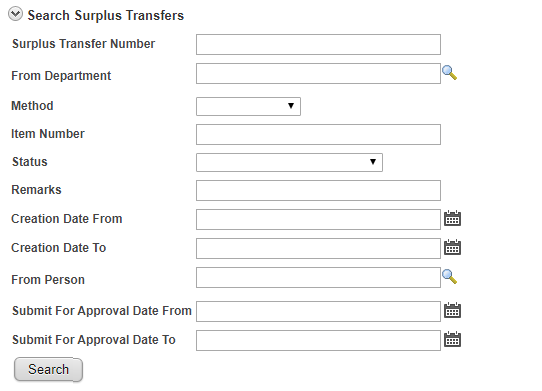
**Quick Search Surplus Transfers**

In order to quickly search for an existing surplus transfer by its Surplus Transfer Number, enter that number into the **Quick Search Surplus Transfers** box and press the **Enter** key or click the **Search** button.



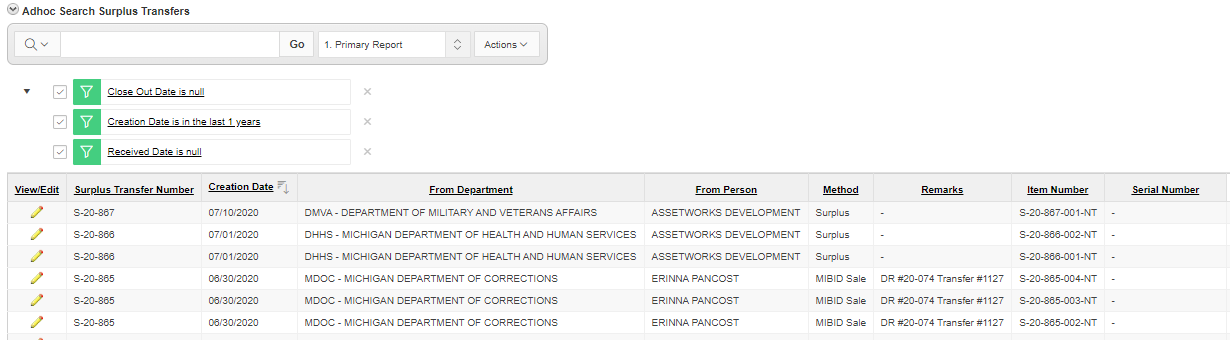
**Search Surplus Transfers**

To perform a more advanced search of existing surplus transfers, click the arrow to expand the **Search Surplus Transfers** region. This will open up the functionality and allow you to specify a wide variety of additional search criteria. Once you have chosen your search criteria, click the **Search** button.

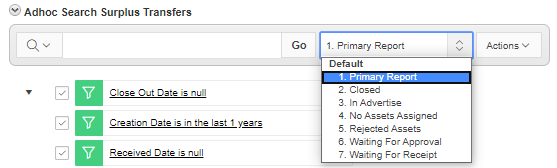


**Adhoc Search Surplus Transfers**

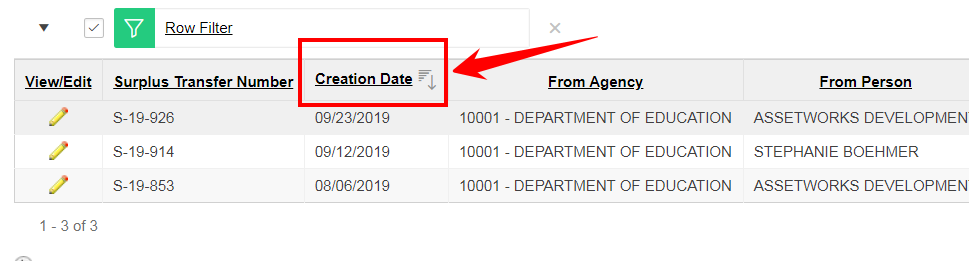
The **Adhoc Search Surplus Transfer** region personalizes your search, by allowing you to select which fields will be displayed. Click the arrow next to this option on the **Transfer>Surplus** page to reveal this functionality. The search defaults to a Primary Report option, which displays all open surplus transactions to a maximum of one year.



There are also six standard reports you can choose from, including Closed, No Assets Assigned, Rejected Assets, Waiting For Approval and Waiting For Receipt reports.



If you wish to localize your search, the system offers several filtering options. For example, all display columns are filterable and even more filtering options are available under the **Actions** menu.



**Related Content**

* Only assets that are on a Surplus Transfer will show up in the Search results.
* You will only see assets within your approved Agency and Division.