

Online GeorgiaFIRST Training

AM Course 2: Creating Assets Manually

Session Description:

This is the second online course in the Asset Management section. This course centers around what types of assets must be added to the system manually, and how to add them. In addition, this course covers how to copy an asset in the system, as well as create a Parent-Child relationship between assets. In order to listen to the audio portions of this course, headphones are required.

To enroll, complete the **Online GeorgiaFIRST Training Enrollment Form** and email to allie.cox@usg.edu. Once enrolled, you will receive login and course access instructions.

Objectives:

- Identify which assets must be manually added to the system
- Demonstrate how to manually add an asset to the system
- Define Leased Asset
- Demonstrate how to add a leased asset to the system
- Define GSFIC
- Demonstrate how to add a GSFIC-Managed Project Asset
- Define MRR
- Demonstrate how to add an asset acquired with MRR Funds
- Demonstrate how to add an asset with multiple Chartstrings
- Identify how to copy an asset
- Define Parent-Child Asset Relationships
- Demonstrate how to create a Parent-Child Asset Relationship

Lessons:

- Lesson 1: Introduction to Creating Assets Manually
- Lesson 2: Adding Leased Assets
- Lesson 3: Adding a GSFIC-Managed Project Asset
- Lesson 4: Adding Assets Acquired with MRR Funds
- Lesson 5: Adding Assets That Have Multiple Chartstrings
- Lesson 6: Copying an Asset
- Lesson 7: Creating and Maintaining Parent-Child Assets

Practice Exercises:

- Practice Exercise #1: Adding an Asset
- Practice Exercise #2: Adding a Leased Asset
- Practice Exercise #3: Adding a GSFIC-Managed Project Asset
- Practice Exercise #4: Adding an Asset with Multiple Chartstrings
- Practice Exercise #5: Copying an Asset
- Practice Exercise #6: Creating a Parent-Child Asset Relationship

End-of-Course Evaluation:

- In order to receive credit for this course, you must pass the end-of-course evaluation, with a score of at least 70% (147 out of 210). Upon successful completion, you will receive your certificate of completion via email.

Training Hours:

- 2.0 Training Hours

Prerequisites:

- AM Course 1: Introduction to Asset Management

Course Number:

- PSFINAM10-009