**Purpose**
Capitalized assets (≥ $5,000) are photographed and attached to the BANNER fixed asset record to provide a visual representation of the equipment.

**To View Photo**

1. Navigate to the Faculty & Staff section of ODU’s home page [http://www.odu.edu/](http://www.odu.edu/).

2. Choose Banner Document Management System from the right column and login using your Midas ID and password.

   *In the event of “Invalid Password” error:* Log into banner and click the BDMS – Display Document icon on the tool bar to synchronize password. Close banner and login to BDMS.

3. The Webextender main page will open. Double click Finance Fixed Assets to access the query screen.

4. Search for photos using the appropriate field(s). It is not necessary to fill in more than one search value field.
   - To search by budget code, enter org in the Organization field and press Enter on the keyboard. A list of all photos recorded under that “responsible” or “custodial” org will appear. To return to the query screen, see step #8.
• To search by tag #, enter the Permanent Tag (Ptag) in the ID field and press Enter on the keyboard.

5. When viewing search results, be sure to check for number of pages.

*Depending on search result settings: either a list will appear, or the list is bypassed and the photo opens automatically.*

*If List appears:* Verify P-tag number and description are correct. The number “2” shown on the far right in the Pages field indicates multiple photos are attached. Double click the record to view picture.

*If Photo appears:* the list will be bypassed and the photo opens automatically. Note the “Page 1 of 2” text at the bottom of the screen indicates multiple photos are attached.
6. Click the *Next Page* icon to navigate to the next page.

7. The photo on page two show a different view of the asset: in this case, a clear shot of the license plate. Additional photos are often added to identify P-tag placement or provide additional information such a close up of the serial number.

8. To return to the query page click the *New Query* icon

** or select View, then *New Query***
Additional Information

No Image Found: If the search value field is filled in for both tag number and budget code, try removing the budget code – the asset may be recorded under an unexpected org.

ETF assets <$5,000 do not have photos attached to the BANNER record

Resizing the Image: To resize, use the Zoom In/Out icons, or instantly adjust using Fit to Window icon.

Navigating: To start a new query at any time, the New Query icon can be used

Logout: To logout, use the Logout icon

Please contact the Fixed Asset Accountant at 3-5022 or FixedAssets@odu.edu with any questions or concerns. If you feel there is a discrepancy with a photo, please report it to the above email so the problem can be addressed.