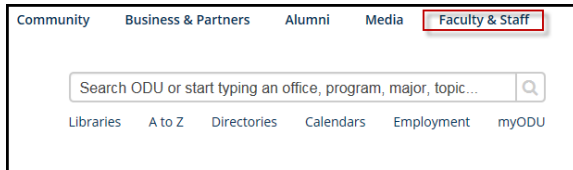


### Purpose


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

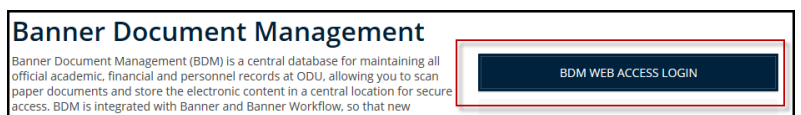
### To View Photo

1. Navigate to the **Faculty & Staff** section of ODU's home page <http://www.odu.edu/>.

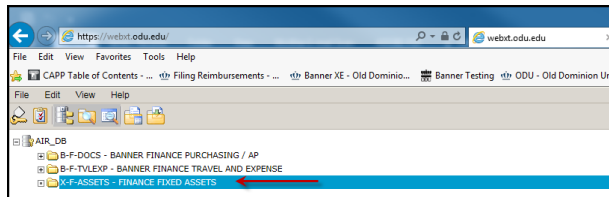


2. Choose *Banner Document Management System* from the right column under "myODU Login", then click BDM WEB ACCESS LOGIN on the following page. Log in using your MIDAS ID and password.

*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.

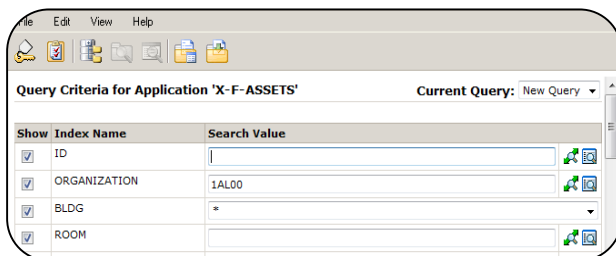


3. The Webextender main page will open. Double click *Finance Fixed Assets* to access the query screen.



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 or click **Submit** on the bottom of the form.

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.*

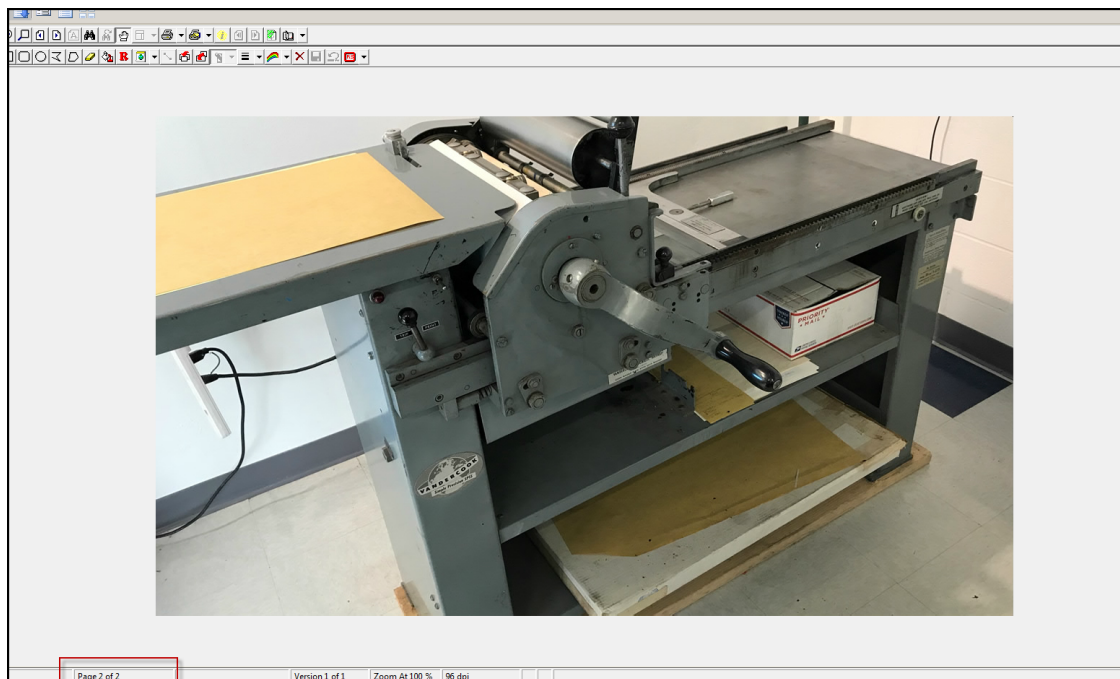
*If List appears:* Verify P-tag number and description are correct. The number “2” shown on the far right in the Pages field indicates multiple photos are attached. Double click the record to view picture.

Query Results for Application 'X-F-ASSETS' [Modify Query](#)

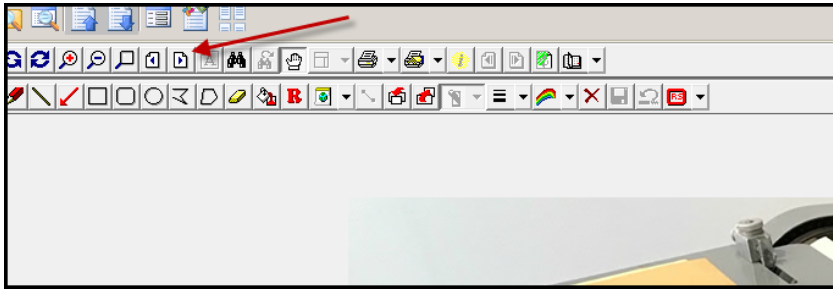
Document 1 - 1 of 1

ID	ORGANIZATION	SERIAL NUMBER	PO NUMBER	ACQUISITION DATE	DESCRIPTION	MAKE	MODEL	MANUFACTURER	ROUTING STATUS	ACTIVITY DATE	PURGE DATE	LOCATION	Pages
73-393978	1AL00	24600	E2512824	11-Mar-2017	PRINTING PRESS	PRINTING PRESS	SP-15	VANDERCOOK		24-Jan-2018		HIXON ART STUDIO ROOM 1006-1006A	2

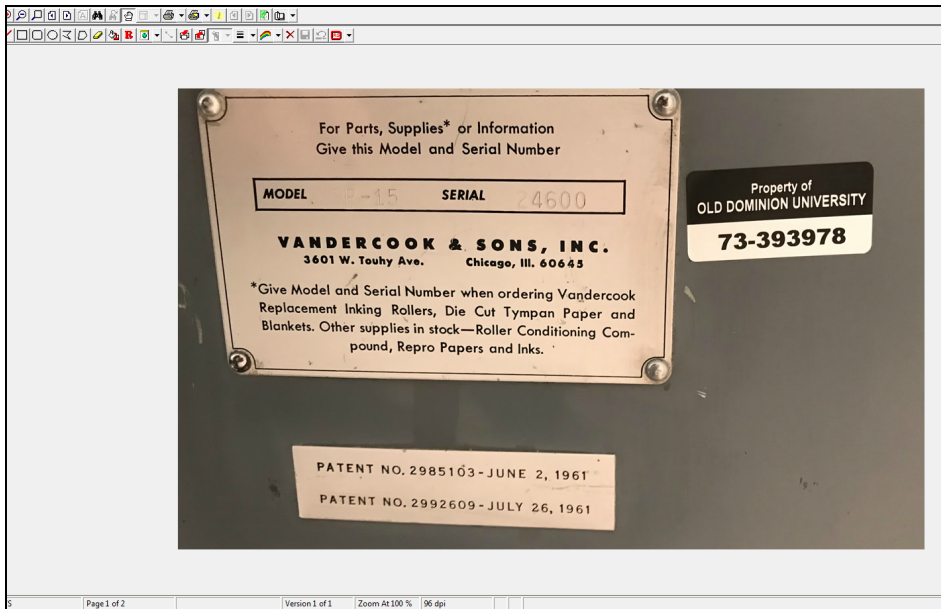
*If Photo appears:* the list will be bypassed and the photo opens automatically. Note the “Page 2 of 2” text at the bottom of the screen indicates multiple photos are attached.



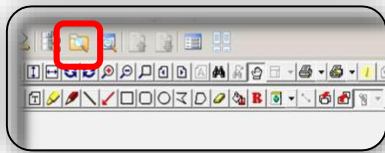
6. Click the *Next Page* icon to navigate to the next page.



7. The second photo will show a different view of the asset: in this case, a clear shot of the asset's serial number and the P-tag. Additional photos are often added to identify P-tag placement and provide additional information such as a close up of the serial number.



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



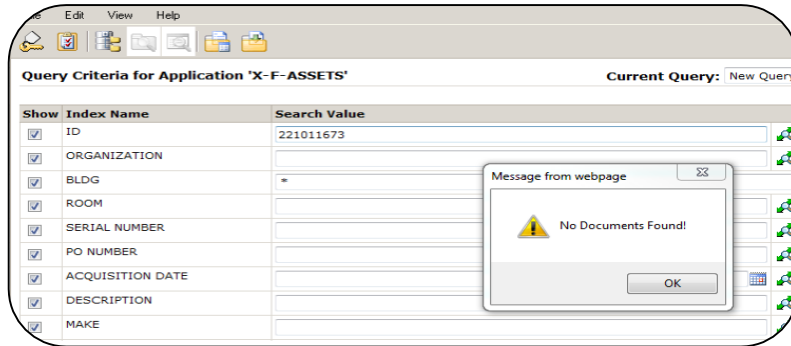
\*\* or select *View*, then *New Query*



## 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.

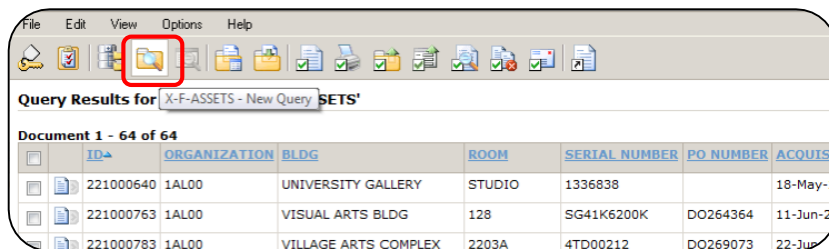
**ETF assets <\$5,000 do not have photos attached to the BANNER record**



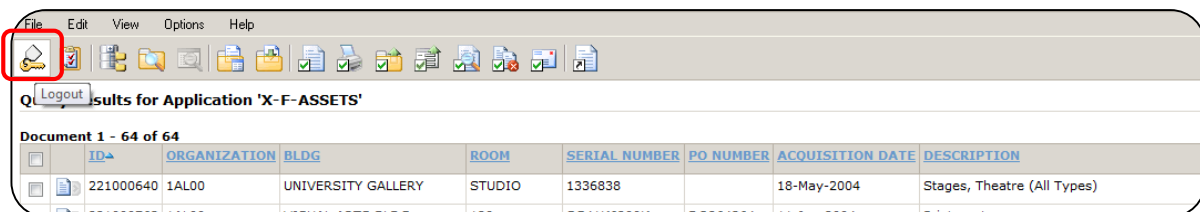
**Resizing the Image:** To resize, use the Zoom In/Out icons, or instantly adjust using Fit to Window icon.



**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](mailto: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.