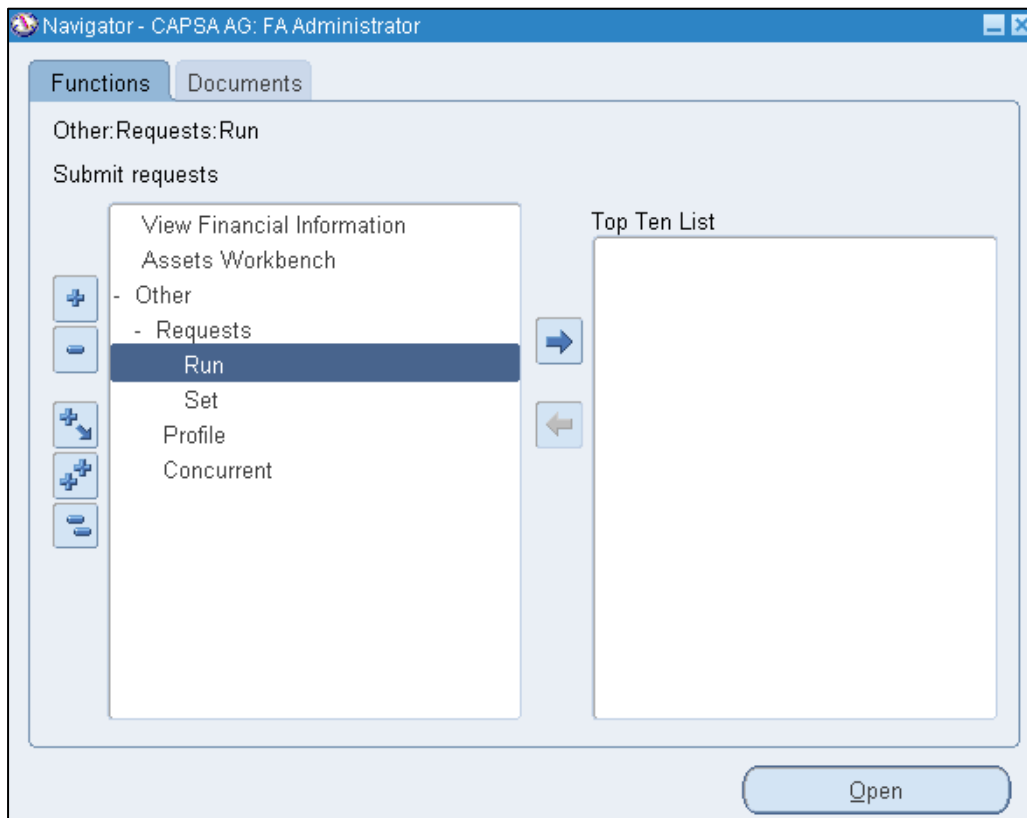# *Access to the Fixed Asset Module*

Departmental users will be able to:

1. View details of their department's assets
2. Update certain details, e.g. serial numbers
3. Change an asset's location
4. Change the responsible employee } The 'assignment'
5. Produce reports
6. Review for completeness

Access to the fixed asset module will be achieved through the responsibility:

> **Navigate: XX: FA Administrator**

Please note that the sub-ledger security rules do not apply to the Fixed Asset module. Although one department might purchase and use an item, all fixed assets are the properties of the University.