Starting in December 2019, there will be changes to SWIFT. While the new version will have a new look and feel, this upgrade will not affect how most processes are completed in SWIFT.

**Note:** There may be some changes to this information since SWIFT Limited Upgrade testing is still in progress. **Questions?** Contact us at: SWIFT.project@state.mn.us.

This guide covers how to navigate to Asset Management module pages after the SWIFT/Portal Limited Upgrade. Options that you see in the module depend on your security roles. You may see more or fewer options than shown in this guide.

- **Step 1:** Navigate to the Asset Management Module
- **Step 2:** View Asset Management WorkCenter
- **Step 3:** View Asset Management Navigation Collections

**Step 1: Navigate to the Asset Management Module**

1. From **My Homepage**, select the **Accounting** tile.

![My Homepage](image_url)
2. On the Accounting page, select the Asset Management tile.

Step 2: View the Asset Management WorkCenter

The Asset Management WorkCenter provides a centralized place where you can access frequently used pages, queries, processes, and reports.

1. Click on the Asset Management WorkCenter tile.
2. By default, the WorkCenter displays the *Search for an Asset* inquiry in the **Work Area** on the right side of page.

- The left menu includes the **Main**, **Reports/Processes**, and **Help/QRGs** tabs.
- Click on the **Expand/Collapse** ( ) drop-down arrow to hide or see options in the **Left Menu**.
- Click on the **Hide Menu** ( ) double-arrow in the header of the menu to hide the **Left Menu**.

3. The **Left Menu** includes the **My Work**, **Links**, **Queries**, **Reports/Processes** and **Help/QRGs** sections with the folders and pages described below.

<table>
<thead>
<tr>
<th>Left Menu Section</th>
<th>Description of Folders and Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My Work</strong></td>
<td>The <strong>My Work</strong> section on the <strong>Main</strong> tab includes inquiries related to the Asset Integration process. <strong>WARNING!</strong> Only staff with a thorough knowledge of the integration process should perform the actions allowed on these inquiry pages. Contact Agency Assistance with your questions at <strong><a href="mailto:AgencyAssistance.MMB@state.mn.us">AgencyAssistance.MMB@state.mn.us</a></strong>.</td>
</tr>
</tbody>
</table>
| **Links**         | The **Links** section on the **Main** tab includes links to commonly used pages. Folders and pages include:  
  - **Manage Assets**: Express Add, Basic Add, Cost Adjust/Transfer Asset, Define Tax/Depr Criteria, Retire/Reinstate Asset, and Disposal Worksheet pages.  
4. To return to the Asset Management homepage, click on the <Asset Management> back button on the top-left of page.

Step 3: View the Asset Management Navigation Collections

You can also work in navigation collections that bring together related tasks, activities, and processes.

1. For example, select the Asset Lifecycle navigation collection tile.
2. Navigation collections also have a **Work Area** on the right and the **Left Menu**. You’ll click on the drop-down arrows in the **Left Menu** to expand the menu of options.

- Here’s a listing of the navigation collections in the Asset Management module and a description of their use.

<table>
<thead>
<tr>
<th>Navigation Collection</th>
<th>Description of Folders and Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for an Asset</td>
<td>The <em>Search for an Asset</em> page opens by default.</td>
</tr>
</tbody>
</table>
| Asset Lifecycle               | The *Asset Express Add* page opens by default. Folders and pages include:  
  - **Create Assets**: Express Add, Basic Add, and Copy Existing Asset pages.  
  - **Update Assets**: Cost Adjust/Transfer Asset, Define Criteria (Book) pages.  
  - **Depreciate Assets**: Calculate Depreciation, Open Transactions, and Review Depreciation pages.  
  - **Dispose Assets**: Disposal Worksheet and Retire/Reinstate Asset pages. |
| Asset Review                   | The *Asset Cost History* page opens by default. Folders and pages include:  
  - **Acquisition Information**: Review Purchase Orders, Review Receipts and Review Vouchers pages. |
| Asset Processes                | The *Change/Delete Pending Transaction* page opens by default. Also includes the *Adjust Accumulated Depreciation* page. |
| Asset Interface                | The *Process Receipts* page opens by default. This collection Includes process pages related to the Asset Integration process.  
  **WARNING!** Only staff with a thorough knowledge of the integration process should perform the actions allowed on these pages. Contact Agency Assistance with your questions at [AgencyAssistance.MMB@state.mn.us](mailto:AgencyAssistance.MMB@state.mn.us). |

- You’ll select the back button on the upper-left to return to the **Asset Management** homepage.