



# Electronic Asset Disposal Report

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# Electronic Asset Disposal Report

## Logging In

Logging in to the new AIR Asset Disposal Report will require an IDIR ID for ministry clients and a BCeID for all Broader Public Sector Clients. Go to <https://assetdisposal.gov.bc.ca/>

Logon

**BCeID**  
assetdisposal.gov.bc.ca requires you to logon.

**Business, Personal or Basic BCeID User**

BCeID:

Password:

Government User

Forgot My BCeID

Forgot My Password

Next

» Contact Us  
» How to get a BCeID

IDIR Users will select this option

Broader Public Sector Clients will log in using BCeID

Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.

BPS Customers can acquire a BCeID here: [www.bceid.ca](http://www.bceid.ca)

# Electronic Asset Disposal Report

## Logging In

Once you have logged in, you will be presented with the first “Prepare ADR” screen.

The screenshot shows the 'Prepare ADR' interface. At the top, the British Columbia logo and 'Asset Disposal' title are visible. The top right corner displays 'Help | Contact Us | Logout' and the current 'Customer # 1937'. Below the navigation bar, there are icons for 'Prepare ADR', 'My ADRs', and 'My Approvals'. The main content area includes a breadcrumb trail: 'Originator Info > Custodian Info > Assets > Account Coding > Confirm'. The 'Originator Contact Information' section contains input fields for 'First Name', 'Last Name', 'Telephone' (with '(250) 387-6366' entered), and 'Email'. A 'Save' button is located at the bottom right. On the left, a callout box displays the default customer information for customer 1937.

Customer Number is displayed in the top right corner.

Click the “Switch Customer” icon and select the customer for whom you are declaring surplus assets.

The default customer information will be displayed on the left.

# Electronic Asset Disposal Report

The Switch Customer button will open up a popup box that will display all of the customers you are responsible for, simply select the correct customer and click "Submit"

You can set the account to be the default account.

Choose a customer

**Note:** Changing the active customer will reset the form being created and update the draft and submitted form lists. Be sure to save the current form as a draft if necessary.

((Address not available))

1937 (Current customer, 1001 DOUGLAS ST 7TH FLR)

6483 (800-4720 KINGSWAY)

38679 (742 VANALMAN AVE)

Set as default customer

Submit Cancel

# Electronic Asset Disposal Report

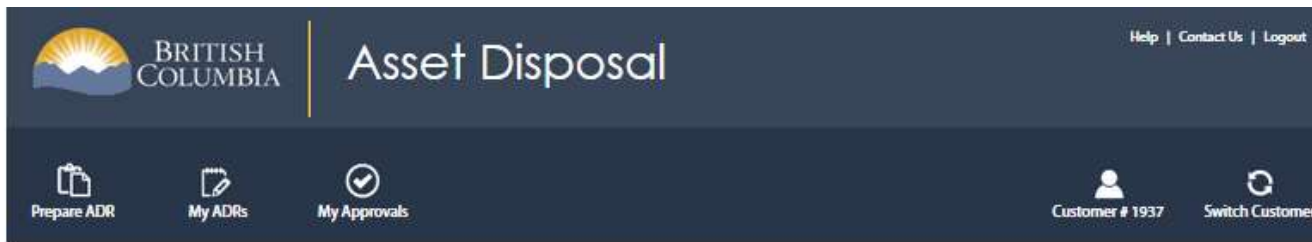
## Preparing an Asset Disposal Report

Once you are satisfied that you are using the correct customer number, enter your details in the “Originator Contact Information” fields, and then click “Next”.

The screenshot shows the 'Asset Disposal' web application interface. At the top, there is a header with the British Columbia logo and the text 'Asset Disposal'. Below the header is a navigation bar with icons for 'Prepare ADR', 'My ADRs', and 'My Approvals'. On the right side of the navigation bar, it shows 'Customer # 1937' and a 'Switch Customer' button. Below the navigation bar, the main content area is titled 'Prepare ADR' and has a breadcrumb trail: 'Originator Info > Custodian Info > Assets > Account Coding > Confirm'. The 'Originator Info' step is active. On the left, there is a preview of a document with the following text: 'Current Customer: 1937', 'Company/Organization: OFC OF THE ASST DEPUTY MINISTER', and 'Address: 1001 DOUGLAS ST 7TH FLR VICTORIA, BC V8W 2C5'. On the right, the 'Originator Contact Information' form has four fields: 'First Name' (Joe), 'Last Name' (Test), 'Telephone' ((250) 387-6366), and 'Email' (jpetest@test.com). A red callout box points to these fields with the text: 'First Name, Last Name, Telephone number and Email are required fields'. At the bottom right of the form is a yellow 'NEXT' button with a right-pointing arrow. At the bottom of the page, there is a footer bar with a 'Save as Draft' button, the text 'Web Form ID: T20141007133236397', and 'Last Saved: Never'.

# Electronic Asset Disposal Report

The “Originator Information “ page contains important information about the Owner of the assets, the location of the assets, and whether or not they will be shipped to AIR for disposal



## Prepare ADR

1. Select disposal Method from the drop-down menu

Please select disposal method:

- Surplus Assets
- Surplus Assets
- Forfeiture
- Demolition

2. Select the check box if the assets are coming AIR for disposal

Assets are coming to AIR facility

Client to Arrange

AIR to Arrange

3. Select the radio button, dependant on whether you will arrange shipping to AIR, or if you will contact AIR to have them take care of the shipping details

Victoria  Surrey  Prince George

Shipping Instructions...  
Enter specific shipping instructions here

Current Customer: 1937

Custodian Contact Information

Same as Originator

# Electronic Asset Disposal Report

Once you have determined the shipping requirements, you will need to fill in the “Custodian Contact Information” form.

If you are the custodian, as well as the Originator, click on the “Same as Originator” check box. The fields will populate and you can click “Next”

**TIP:** If you select, the check box, then unselect the check box, the information in the form becomes editable. This is handy when the custodian has similar information to the originator and only a few fields will need to be modified.

If the custodian information is completely different than the originator, fill out the required fields, then click next.

The screenshot displays the 'Electronic Asset Disposal Report' form. The top section, 'Please select disposal method:', includes a dropdown menu set to 'Surplus Assets', radio buttons for 'Assets are coming to AIR facility' (checked), 'Client to Arrange', and 'AIR to Arrange', and radio buttons for location selection: 'Victoria' (checked), 'Surrey', and 'Prince George'. A date field shows 'Please pick up on Thursday, October 11th'. The bottom section, 'Custodian Contact Information', features a checked 'Same as Originator' box. A blue callout box with an arrow points to this checkbox, containing the text: 'Select this check box to populate all of the fields in this section of the form. Uncheck it, and the fields become editable.' To the left of the callout is a preview of the originator's information: 'Current Cu...', 'Company/OFC OF T...', 'Address: 1001 DOUGLAS ST 7TH FLR VICTORIA, BC V8W 2C5', and 'Originator: Joe Test Tel: (250) 387-6366 Email: test@test.test'. The 'Custodian Contact Information' fields are populated with: First Name: Joe, Last Name: Test, Telephone: (250) 387-6366, Fax: (empty), Email: test@test.test, Address: 1001 DOUGLAS ST 7TH FLR, Address 2: (empty), City: VICTORIA, Province: British Columbia, and Postal/Zipcode: V8W 2C5. At the bottom right, there are 'BACK' and 'NEXT' buttons.



# Electronic Asset Disposal Report

## Declaring Surplus Assets

From the Asset List field, click the dropdown menu and select the asset type from the list.

This list is based on the drop down selection on the previous screen, whether you selected Surplus Assets, Forfeiture, or Demolition.

Once you have selected the Asset Type, click the “Add” button. This will open a pop-up menu.

The screenshot shows the 'Prepare ADR' form in the British Columbia Asset Disposal system. The form includes a header with the BC logo and 'Asset Disposal' title, and navigation links for 'Help', 'Contact Us', and 'Logout'. Below the header are icons for 'Prepare ADR', 'My ADRs', and 'My Approvals', along with user information 'Customer # 1937' and a 'Switch Customer' button.

The main form area is titled 'Prepare ADR' and contains a breadcrumb trail: 'Originator Info', 'Custodian Info', 'Assets', 'Account Coding', and 'Confirm'. The 'Assets' step is currently active.

The 'Asset List and Details' section contains the instruction 'Please Select an Asset Type:' followed by a dropdown menu. The dropdown menu is open, showing options: 'Furniture/Equipment', 'Vehicle', 'IT', 'Furniture/Equipment', and 'General'. A red callout box points to the dropdown with the text: '1. Select your surplus asset type from the dropdown list'. Below the dropdown is an 'Add' button, with a blue callout box pointing to it: '2. Click the Add button'.

Below the 'Add' button, there is a message: 'There are no assets in this ADR.' and a link: 'Change to add a spreadsheet...'. At the bottom right of the form are 'BACK' and 'NEXT' buttons.

At the bottom of the page, there is a footer with 'Save as Draft' and 'Web Form ID: T20141007151720977 Last Saved: Never'.

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The screenshot shows the 'Add an Asset' form with the following elements and annotations:

- 1. Select from the menu:** A dropdown menu with 'Office' selected and 'Household' as an option.
- 2. Select from the sub menu:** A list of asset categories including 'DESK - OFFICE', which is highlighted.
- Commodity Code:** A text field containing '9950000203'. A red callout bubble points to it with the text: 'Commodity code auto-populates, based on selection'.
- Quantity:** A text field containing '1' and a placeholder 'Enter Quantity'.
- 3. Add a detailed description:** A text area containing the description: 'Antique Mahogany Desk, double pedestal, with brushed nickel handles. In good condition.'
- Client Asset Number:** An empty text field with the label '(If applicable)'.
- Upload File Attachment:** A section with a '+ Browse...' button and the text 'No files selected.'
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

The Add and Asset form contains all of the fields required to declare an item surplus.

First select an asset category, then select the asset type from the next menu. The commodity code will be populated automatically, based on your choice.

Next, add the quantity of items being declared and finally, a detailed description of the item.

The client Asset number is an optional field that is used in the event of an asset having an internal ID number, useful in the case of IT assets and vehicles.

To add pictures and attachments, click the "Browse button. You can

# Electronic Asset Disposal Report

navigate to the folder on your computer where you have saved your files and add them to the ADR

Browse to any folder on your computer and select files to attach to the ADR

Successful uploads are shown in a list at the bottom of the form.

Attach any photos, appraisals, and documentation available for the asset.

Click "Save"

■ Add an Asset

Office  
Household

BOOKCASE - OFFICE  
CHAIR - OFFICE  
CREDENZA - OFFICE  
DESK - OFFICE  
FILE CABINET - 2 DR  
LAMP - OFFICE  
OFFICE FURNITURE - MISC  
OFFICE EQUIPMENT - MISC

■ You have selected:  
Office > DESK - OFFICE

Commodity Code: 9950000203

Quantity: \*

Client Asset Number: (If applicable)

Antique Mahogany Desk, double pedestal, with brushed nickel handles. In good condition.

+ Upload File Attachment

Browse... No files selected.

File Name	Status	Preview
<a href="#">antique-partners-desk.jpg</a>	✕ uploaded	
<a href="#">Lorem ipsum dolor sit amet.doc</a>	✕ uploaded	

Save Cancel

# Electronic Asset Disposal Report

The screenshot shows the 'Prepare ADR' page in the British Columbia Asset Disposal system. The header includes the BC logo and 'Asset Disposal' title, with navigation links for 'Help', 'Contact Us', and 'Logout'. A secondary navigation bar contains icons for 'Prepare ADR', 'My ADRs', 'My Approvals', 'Customer # 1937', and 'Switch Customer'. The main content area is titled 'Prepare ADR' and includes a breadcrumb trail: 'Originator Info > Custodian Info > Assets > Account Coding > Confirm'. A section titled 'Asset List and Details' contains a dropdown menu for 'Asset Type' set to 'Furniture/Equipment'. Below this is an 'Add an Asset' section with a plus icon and an 'Add' button, which is highlighted by a red callout box stating 'Click to add more assets'. A table below lists one asset with columns for 'Options', 'Commodity Code', 'Category', 'Client Asset Number', 'Quantity', 'Description', and 'Attachments'. The 'Options' column contains an edit icon (pencil) and a delete icon (X), with a red callout box stating 'Used these icons to edit or delete your entry'. The 'Attachments' column shows two links: 'antique-partners-desk.jpg' and 'Lorem ipsum dolor sit amet.doc'. At the bottom right of the table area are 'BACK' and 'NEXT' buttons. The footer contains a 'Save as Draft' button and the text 'Web Form ID: T20141008090117820 Last Saved: 2014-10-08 9:11:18 AM'.

BRITISH COLUMBIA | Asset Disposal | Help | Contact Us | Logout

Prepare ADR | My ADRs | My Approvals | Customer # 1937 | Switch Customer

## Prepare ADR

Originator Info | Custodian Info | Assets | Account Coding | Confirm

Asset List and Details

Please Select an Asset Type: Furniture/Equipment \*

+ Add an Asset

Add

Click to add more assets

Options	Commodity Code	Category	Client Asset Number	Quantity	Description	Attachments
	9950000203	DESK - OFFICE		1	Antique Mahogany Desk, double pedestal, with brushed nickel handles. In good condition.	<a href="#">antique-partners-desk.jpg</a> <a href="#">Lorem ipsum dolor sit amet.doc</a>

Used these icons to edit or delete your entry

BACK NEXT

Save as Draft | Web Form ID: T20141008090117820 Last Saved: 2014-10-08 9:11:18 AM

The asset is now shown in a list along with any attachments.

There is an Edit and a Delete icon to the left if you need to make any changes.

To add more items, click the add button again. When you are done, click "Next"

# Electronic Asset Disposal Report

## Entering in ACK Coding

After clicking the next button you will then enter in the ACK coding for your department.

Then hit the next button to continue your ADR and start entering in your assets.

The screenshot shows the 'Asset Disposal' web application interface. At the top, the British Columbia logo and 'Asset Disposal' title are visible, along with navigation links for 'Help', 'Contact Us', and 'Logout'. Below this is a menu bar with icons for 'Prepare ADR', 'My ADRs', 'My Approvals', 'Customer # 1937', and 'Switch Customer'. The main content area is titled 'Prepare ADR' and includes a breadcrumb trail: 'Originator Info > Custodian Info > Assets > Account Coding > Confirm'. On the left, a preview of a document shows the following information: 'Current Customer: 1937', 'Company/Organization: OFC OF THE ASST DEPUTY MINISTER', and 'Address: 1001 DOUGLAS ST 7TH FLR, VICTORIA, BC, V8W 2G5'. The main form area is titled 'Account Coding' and contains several input fields: 'Fiscal Year' (set to 2015), 'Client/Ministry' (set to 067), 'Responsibility', 'Service Line', 'STOB', and 'Project'. A blue callout box with an arrow points to the 'Client/Ministry' field, containing the text: 'Ministry clients will need to enter their account coding'. At the bottom of the form are 'BACK' and 'NEXT' buttons. A footer bar at the very bottom contains a 'Save as Draft' button, the 'Web Form ID: T20141008090117820', and the text 'Last Saved: Never'.

# Electronic Asset Disposal Report

BRITISH COLUMBIA | Asset Disposal

Help | Contact Us | Logout

Prepare ADR My ADRs Customer # 116607 Switch Customer

## Prepare ADR

Originator Info > Custodian Info > Assets > Account Coding > Confirm

Current Customer: 116607

Company/Organization: GOVT COMM & PUBLIC ENGAGEMENT

Address: 469-617 GOVERNMENT ST  
VICTORIA, BC  
V8W 5V1

### Expense Authority Information

EA Email: joyce.she@gov.bc.ca

Confirm Email: joyce.she@gov.bc.ca

EA Notes: Please approve this request by tomorrow

### Account Coding

Fiscal Year: 2015

Client/Ministry: 067

Responsibility: 32P01

Service Line: 35000

SIC#: 6501

Project: 3200000

BACK NEXT

If you are not an expense authority the system will automatically present you with the Expense Authority Information fields together with the ACK Coding.

After an ADR is submitted to the EA, the EA will receive an email with a link to the ADR details page link. By clicking the link, EA can log into ADR details page, and approve or reject the ADR. After ADR is approved or rejected, the originator will receive an automated confirmation email.

# Electronic Asset Disposal Report

## Confirming ADR

### Prepare ADR

Originator Info · Custodian Info · Assets · Account Coding · Confirm

#### Confirm and Submit

Originator Contact Information	Custodian Contact Information
<b>First Name:</b> Joe <b>Last Name:</b> Test  <b>Company/Organization:</b> CORRECTIONS BRANCH  <b>Address:</b> 2250 TRANS CANADA HWY W KAMLOOPS, BC V2C 5M9  <b>Telephone:</b> (250) 387-6366 <b>Fax:</b> <b>Email:</b> test@test.test	<b>First Name:</b> Joe <b>Last Name:</b> Test  <b>Company/Organization:</b>  <b>Address:</b> 1001 Douglas St 7th FLR VICTORIA, BC V8W 2C5  <b>Telephone:</b> (250) 387-6366 <b>Fax:</b> <b>Email:</b> test@test.test

ADR Information	Expense Authority/Account Coding
<b>Disposal Method:</b> Surplus Assets <b>Assets are coming to AIR facility:</b> Victoria <b>Client To Arrange:</b>  <b>Shipping Instruction:</b>	<b>Fiscal Year:</b> 2015 <b>Client/Ministry:</b> 067 <b>Responsibility:</b> 32P01 <b>Account Number:</b> 35102 <b>STOB:</b> 6501 <b>Project:</b> 3200000

#### List of Assets

Commodity Code	Category	Client Asset Number	Quantity	Description	Attachments
9950000203	Desk - Office		1	Antique Mahogany Desk, double pedestal, with brushed nickel handles. In good condition	<a href="#">antique_desk_1.jpg</a>

← Back Submit

Then confirm all the information is correct and hit the Submit button.

# Electronic Asset Disposal Report

## Confirming ADR

After hitting the submit button a confirmation of the ADR will be presented and it will show that it has now been completed. The ADR number is located in the top left corner.

### ADR Detail

Printer Friendly Page

<b>Web Form ID:</b> T20141128122910073	<b>Customer #:</b> 1759
<b>ADR Number:</b> 1000167 <b>Timestamp:</b> Nov 28, 2014 12:40:30 PM	<b>Status:</b> Submitted <b>Comments:</b>
<p><b>Originator Contact Information</b></p> <p><b>First Name:</b> Joe <b>Last Name:</b> Test</p> <p><b>Company/Organization:</b> CORRECTIONS BRANCH</p> <p><b>Address:</b> 2250 TRANS CANADA HWY W KAMLOOPS, BC V2C 5M9</p> <p><b>Telephone:</b> (250) 387-6366 <b>Email:</b> test@test.test</p>	<p><b>Custodian Contact Information</b></p> <p><b>First Name:</b> Joe <b>Last Name:</b> Test</p> <p><b>Address:</b> 1001 Douglas St 7th FLR VICTORIA, BC V8W 2C5</p> <p><b>Telephone:</b> (250) 387-6366 <b>Email:</b> test@test.test</p>
<p><b>ADR Information</b></p> <p><b>Disposal Method:</b> Surplus Assets <b>Assets are coming to AIR facility:</b> Victoria <b>Client To Arrange</b></p> <p><b>Shipping Instruction:</b></p>	<p><b>Account Coding</b></p> <p><b>Fiscal Year:</b> 2015 <b>Client/Ministry:</b> 067 <b>Responsibility:</b> 32P01 <b>Account Number:</b> 35102 <b>STOB:</b> 6501 <b>Project:</b> 3200000</p>

### List of Assets

Commodity Code	Category	Client Asset Number	Quantity	Description	Attachments	Actions
995000203	Desk - Office		1	Antique Mahogany Desk, double pedestal, with brushed nickel handles. In good condition	<a href="#">antique desk 2.jpg</a>	<a href="#">Edit Attachment</a>

Approval Status: Approved and submitted to AIR on Nov 28, 2014 12:40:30 PM