

## FIRST

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This is the second online course in the Asset Management section. This course centers around what types of assets must be added to the system manually, and how to add them. In addition, this course covers how to copy an asset in the system, as well as create a Parent-Child relationship between assets. In order to listen to the audio portions of this course, headphones are required.

To enroll, complete the [enrollment form](#) and email to [helpdesk@usg.edu](mailto:helpdesk@usg.edu).  
Once enrolled, you will receive login and course access instructions.

- Identify which assets must be manually added to the system
- Demonstrate how to manually add an asset to the system
- Define Leased Asset
- Demonstrate how to add a leased asset to the system
- Define GSFIC
- Demonstrate how to add a GSFIC-Managed Project Asset
- Define MRR
- Demonstrate how to add an asset acquired with MRR Funds
- Demonstrate how to add an asset with multiple Chartstrings
- Identify how to copy an asset
- Define Parent-Child Asset Relationships
- Demonstrate how to create a Parent-Child Asset Relationship

Lesson 1: Introduction to Creating Assets Manually

