

Greetings! You are now the Inventory Contact for your department. You may be wondering exactly what these duties entail, what sort of training may be required, and so forth.

The following links will clarify your new duties, let you know what training may be required depending upon your department's needs, and provide some tools to make things easier.

- The Inventory Contact checklist covers your main duties, and their related links: <http://f2.washington.edu/fm/eio/inventory-contact>
- You may need access to our OASIS asset management system; here is our training overview page: <http://f2.washington.edu/fm/eio/training-opportunities>
- Have any other asset management roles changed in your department? Use our change form to see what roles may need updating: <https://f2.washington.edu/fm/eio/department-contact-change-form/department-contact-change-form>
- Definitions to various terms relating to asset management may be found here: <http://f2.washington.edu/fm/eio/definitions>
- Our Frequently Asked Questions page is here: <http://f2.washington.edu/fm/eio/faq>
- On the right hand side of every page of the EIO website you will find a 'Contact Us' box, and below that a 'Quick Links' box that has a list of pages that are most frequently used.

We encourage our campus partners to contact us with questions, but we ask you to peruse our website first. If you feel that something is not included that should be, please let us know.