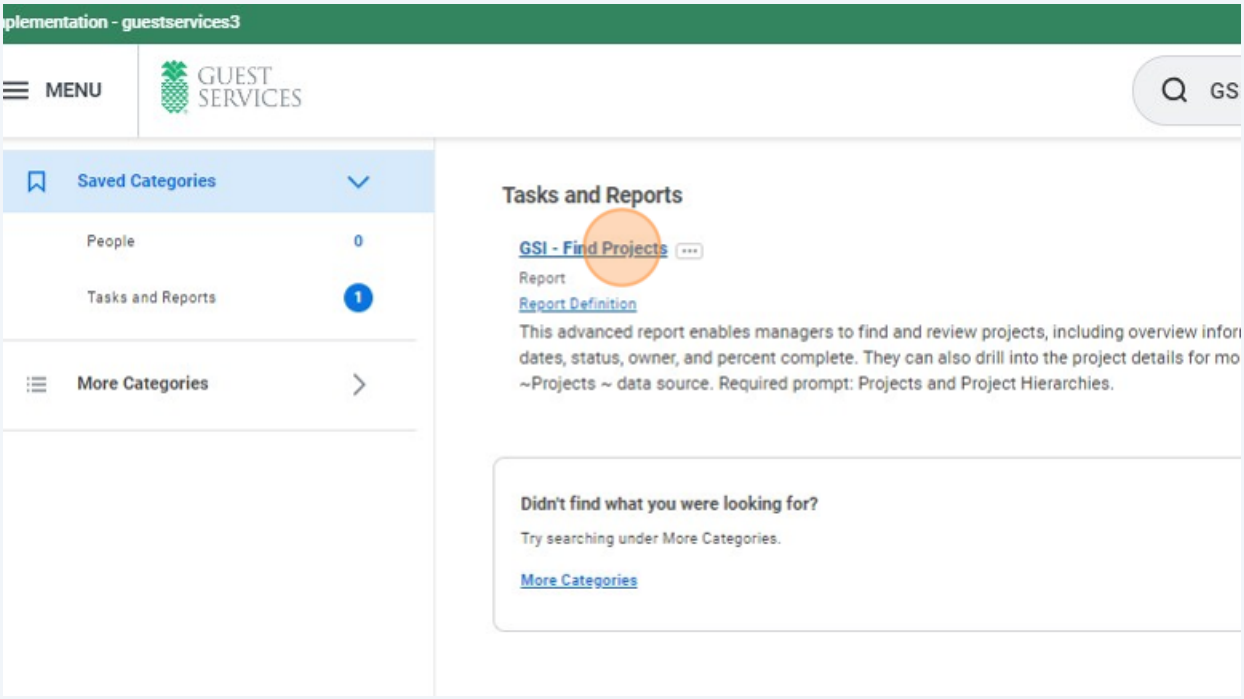
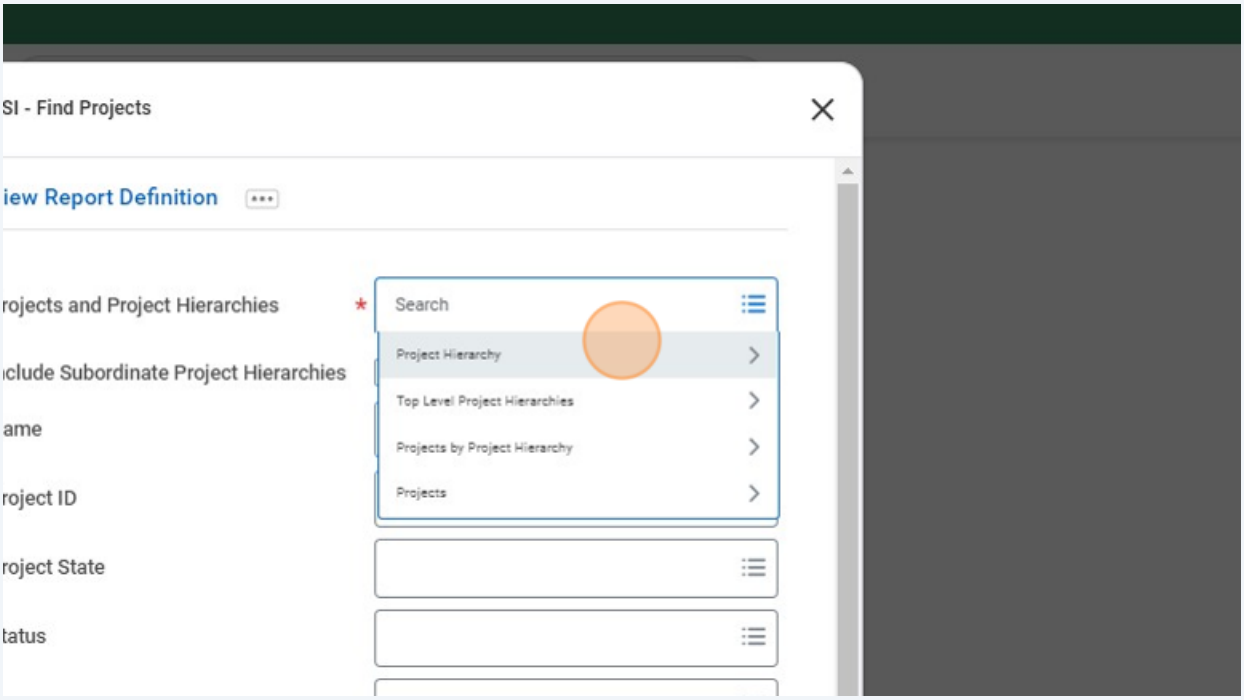
# How to Place an Asset in Service

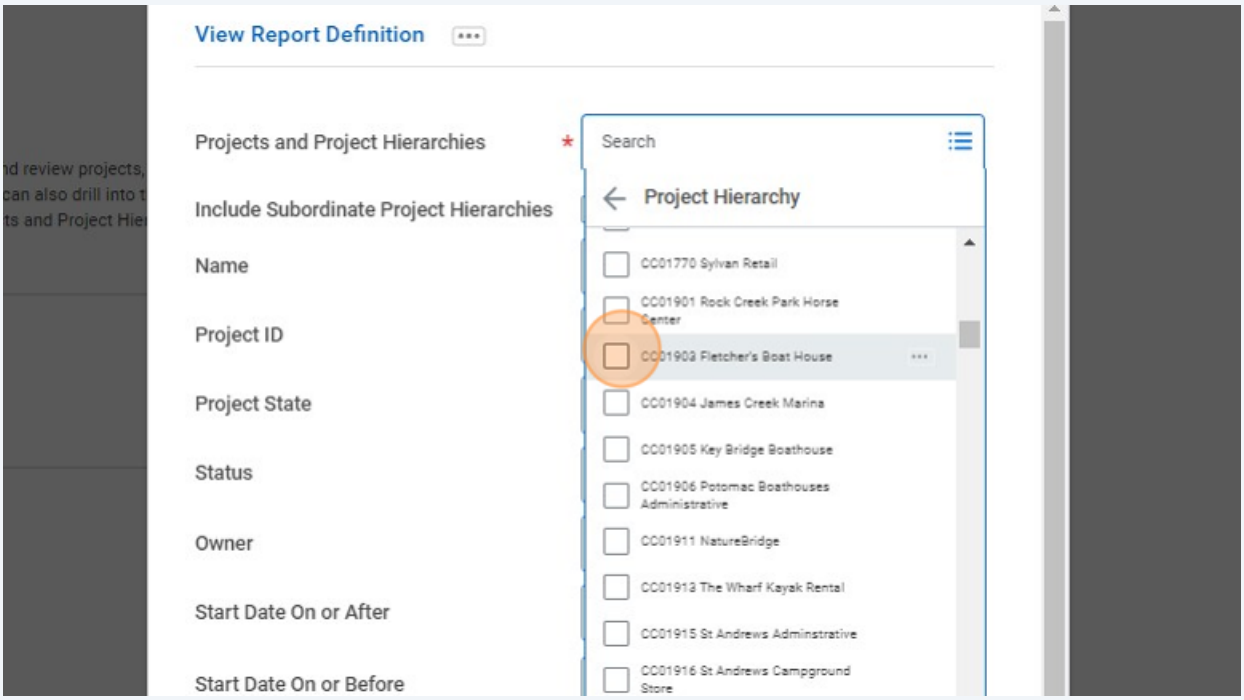
1 In Search box, type in "GSI - Find Projects". Click on "GSI - Find Projects" under Tasks and Reports.



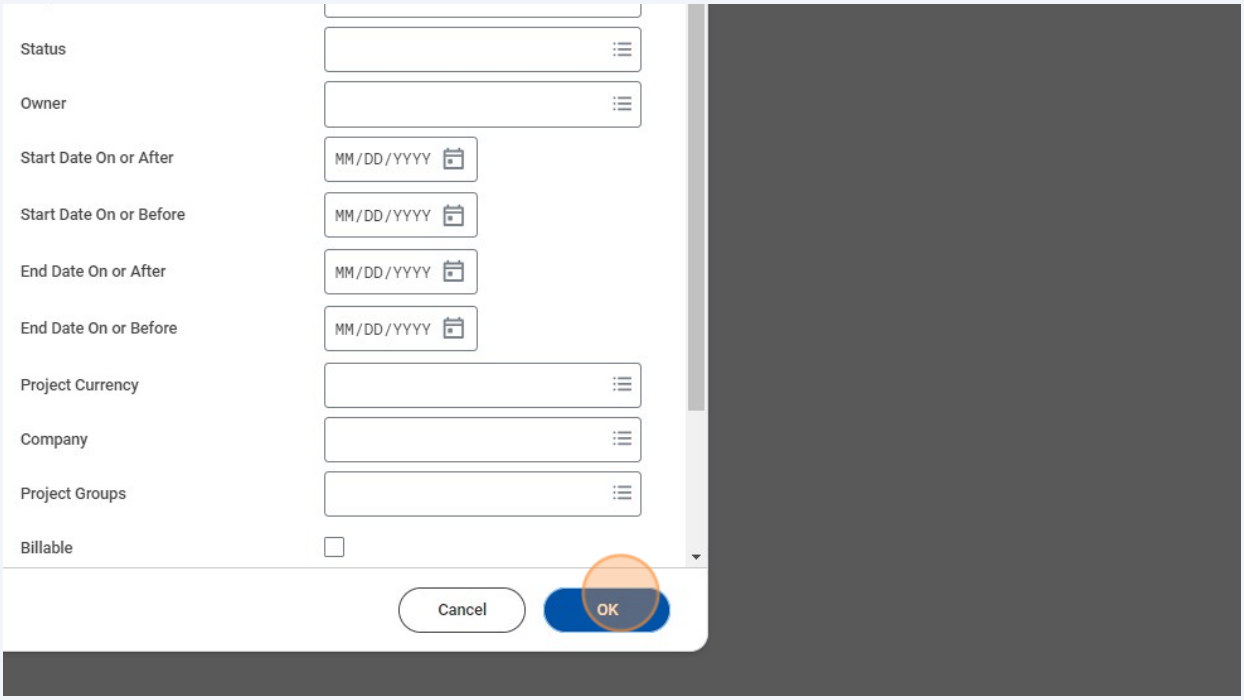
2 In the "Project and Project Hierarchies" field, select "Project Hierarchy".



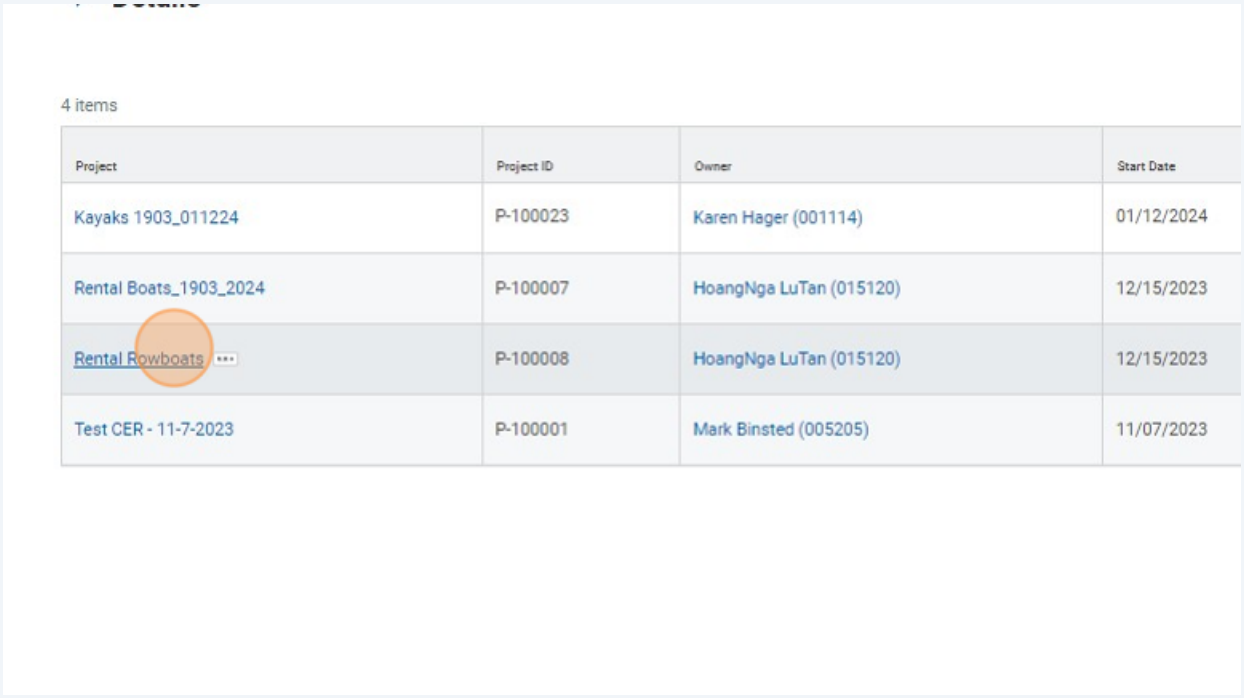

3 Select Cost Center.



## 4 Click "OK"



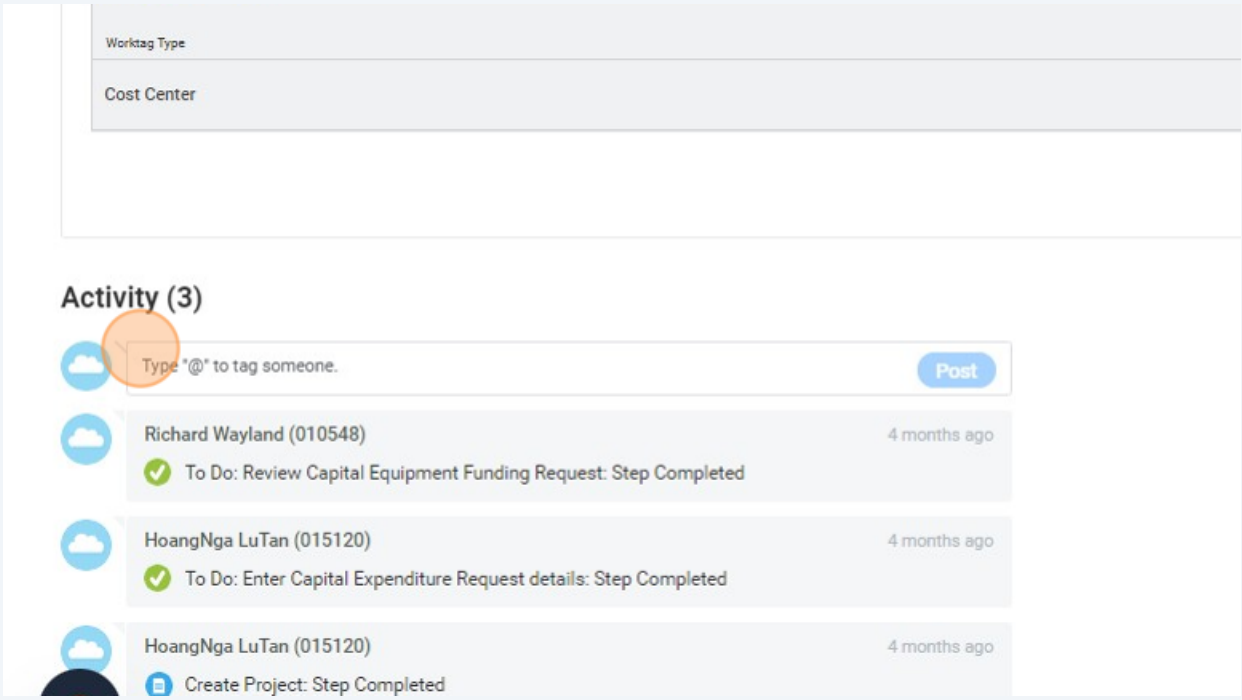

## 5 Select the appropriate project.



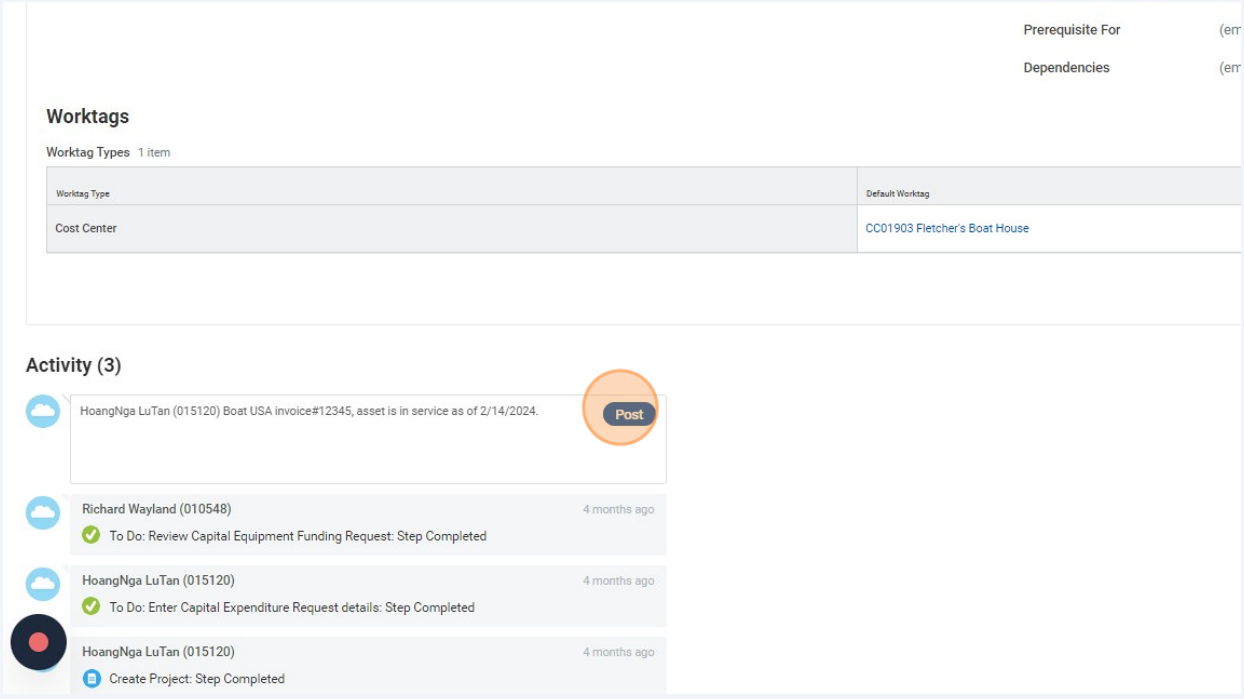
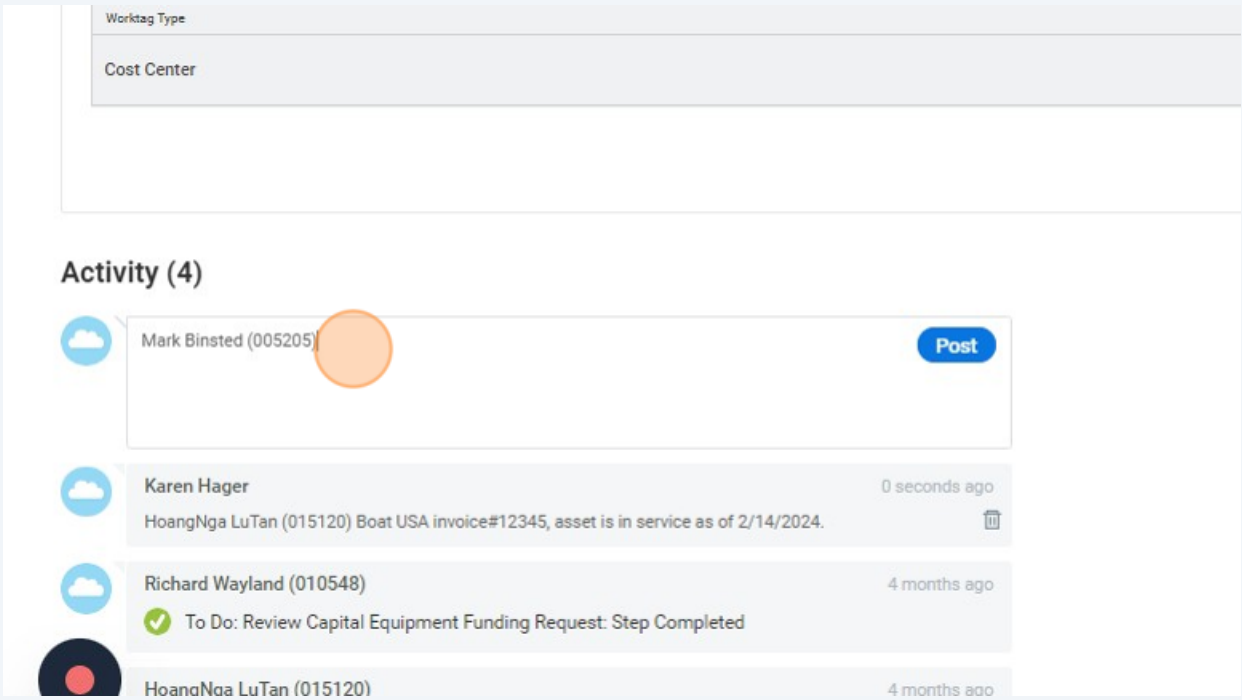
4 items

| Project | Project ID | Owner | Start Date |
|---|---|---|---|
| Kayaks 1903_011224 | P-100023 | Karen Hager (001114) | 01/12/2024 |
| Rental Boats_1903_2024 | P-100007 | HoangNga LuTan (015120) | 12/15/2023 |
| Rental Rowboats | P-100008 | HoangNga LuTan (015120) | 12/15/2023 |
| Test CER - 11-7-2023 | P-100001 | Mark Binsted (005205) | 11/07/2023 |

6 Scroll down to Activity box to send message to the Business Asset Accountant (HoangNga LuTan) to let her know that the asset is in service.




7 Type in "@ LuTan" and her name will appear. Include in the message, the invoice supplier name, invoice number and actual date placed in service. Click on Post to send message.



8 Use the "Activity" box to communicate with the Business Asset Accountant. Any communication coming from the Business Asset Accountant will show in your Workday Notifications .