



## Fixed Asset Training Materials for Real Estate Division Data Capture Reporting Field Change

As the result of reviewing the modification of asset records in wvOASIS, and the subsequent reporting of this information, it is necessary to make the following change to the training materials that were released recently.

The **DOCUMENT DESCRIPTION FIELD** on the HEADER should not be used to capture information pertaining to the current use of an asset.

This information should now be captured in the following field:

### **COMPONENT SECTION**

#### **Description 3 field**

Revised training materials can be found at:

[www.wvOASIS.gov](http://www.wvOASIS.gov)

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If you have already added a fixed asset record capturing the information in the Document Description Field, you can add a FM (fixed asset modification) document to capture the information in the Description 3 field on the Component Section of the document. By doing so, this information will be captured for subsequent reporting purposes.