Creating a Responsible Person Change Document in Kuali

First you need to find the asset you wish to change the responsibility for. On the Main Menu screen under the **Lookup and Maintenance** box in the middle of the screen look under the **Capital Asset Management** heading and click on **Asset**.
Search by entering the CSU decal number into the **Tag Number** field.

Once you find your asset, click on **Edit** in the actions to the left. You will see the following screen.
As with all other documents in Kuali, you will need to enter a Description in the Document Overview tab. **Example:** Updating Responsible Party

You can use the explanation field (also located in the Document Overview tab) to put in any specific notes about why you are changing the responsible party.

If the asset is changing locations then update the physical location where the asset is moving to on the Asset Location tab. If the asset is not changing locations then skip this step. The Building Code and Building Room Number fields will need to be filled in. You can search for these codes by clicking on the magnifying glass and searching by building name.
The next step is to update the person responsible for the asset in the **Organization Information** tab. You will need to delete the current name from the **Asset Representative Principal Name** field and click on the magnifying glass to the right of the field to search for your new responsible person’s name. Click on **return value** when you have found the new name.

If you need to attach any documentation to your document you will do so in the **Notes and Attachments** field. You must remember to click on the **Add** button after you have attached your file or your attachment will be lost!
Click on submit when you are finished. You should see the message **Document was successfully submitted** at the top of the document. If not you will instead see in red lettering an explanation of the problem – correct the error and resubmit.