


Submitting an Asset move request

To submit an Asset Move request you:

Step 1: Initiate

- 1) Select **Request an Asset Move** from the left hand menu, the *Request and Employee Move, Step 1: Initiate* tab opens.
- 2) As you can see the form is very similar to the Employee Moves Form.
- 3) The main difference is that instead of an Employee to move it asks for asset to move.
- 4) Please enter one of the following:
 - a. Computer or printer asset number NOT assigned to an individual
 - b. Phone number NOT assigned to an individual
 - c. A piece of ergonomic equipment
- 5) Fill in the fields marked with a red Asterix*
 - a. To fill in the *Department Contact* and *To Room* fields select the  button and the corresponding table will open up. To select this button hover the mouse over the field and this button will appear.

Select Value - To Room □ ×

Building Code: E[1] ALL[1]

Building Code	Floor Code	Room Code	Room Type
<input type="text"/>	<input type="text"/>	<input type="text" value="ec20"/>	<input type="text" value="RECEPTION"/> *
EC	02	EC2003	RECEPTION
EC	02	EC2005	OFFICE
EC	02	EC2007	OFFICE
EC	02	EC2009	SERVICE-RM
EC	02	EC2010	CLASSROOM
EC	02	EC2012	CORR

- b. The top row of the table is a filter to find the correct information. Simply enter a few characters in the appropriate fields as below. Your search narrows the list down to a few entries.
- c. Click ON the text to auto fill your form.

NOTE: When a room number is selected this way it back fills in the floor and building.

- 6) For the moves description please include any special instructions or details that are different for this move
- 7) Once the **Step 1: Initiate** tab is completed click the **Go to next Step** button in the top RH corner.

Step 2: Add Detail and Request

- 1) **Step 2: Add Detail and Request** tab opens.
- 2) Fill in From Room field as per above. The floor and building will back fill.

Step 1: Initiate **Step 2: Add Detail and Request**

Asset Move Save Request Initiate a New Request Report ⓘ

Move Order Code 1444 Date Submitted 10/18/2017

Asset to Move XXXXX Move Type Asset

Move Description test move

Requestor Name THANSEN Requestor's Phone (403) 440-5578

Department Contact THANSEN Dept. Contact Phone (403) 440-5578

Division Code 32 Department Code 3260

Department Name Engineering Services Requested Move Date 10/18/2017

Move Status Created

From Bldg.* From Floor* From Room* From Division

To Bldg.* EC From Department

To Floor* 02 Number of Boxes* 0

To Room* EC2005

To Division

To Department

- 3) Verify data is correct,
- 4) Fill in number of boxes,
- 5) Click **Request** button – you will see the Date Submitted changes to Date Requested top LH corner.

NOTE: The Moves Coordinator does not receive your request until the **Request** button has been pressed. If you select Save your request will be logged only as created, allowing you to return at a later date to add/edit and request the move.