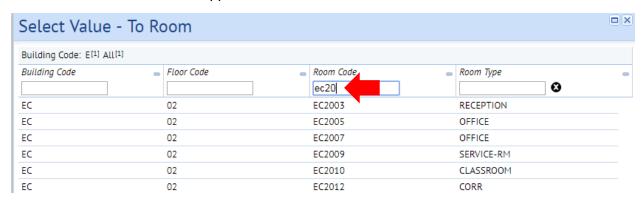


## Submitting an Asset move request

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.



- 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.

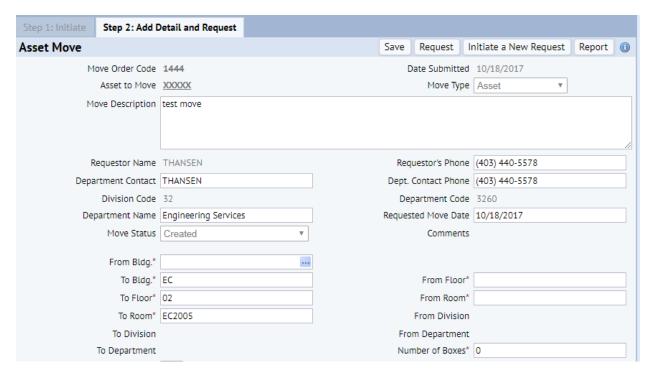
- 6) For the moves description please include any special instructions or details that are different for this move
- 7) Once the **Step 1: Initiate** tab is completed click the **Go to next Step** button in the top RH corner.

## 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.

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- 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.

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