

Submitting an Employee Move request

To submit an Employee Move request you:

- 1) Click on **Create a Service Request**

Step 1: Initiate

- 2) Select **Employee Move**, the *Request and Employee Move, Step 1: Initiate* tab opens.
- 3) Fill in the fields marked with a red Asterix*

- a. To fill in the *Employee, Department Contact* and *To Room* fields select the  button and the corresponding table will open up.

Select Value - Employee

Employee Code: C[1] K[1] M[1] T[3] All[6] Page 1 of 1

Employee Code	Name - First	Name - Last	Email Address	Employee Standard	Building Code	Floor Co
	ti	ha				
KCHAPUT	Katie	Chaput	kchaput@mtroyal.ca	BANNER		
CHAMRELL	Curtis	Hamrell	chamrell@mtroyal.ca	BANNER		
MHAWORTH	Martin	Haworth	mhaworth@mtroyal.ca	BANNER	EB	02
THANEY	Tim	Haney	thane@mtroyal.ca	BANNER	MB	03

- a. 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.
- b. 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.

- 4) Once the employee is selected you will notice that an equipment list populates below the other details.

Employee to Move* THANSEN

Move Description* This is a test move for training purposes.

Requestor Name THANSEN

Department Contact* THANSEN

Requested Move Date* 10/18/2017

To Room* EA1010

To Bldg.* EA

To Floor* 01

Move Equipment Assigned To Employee?

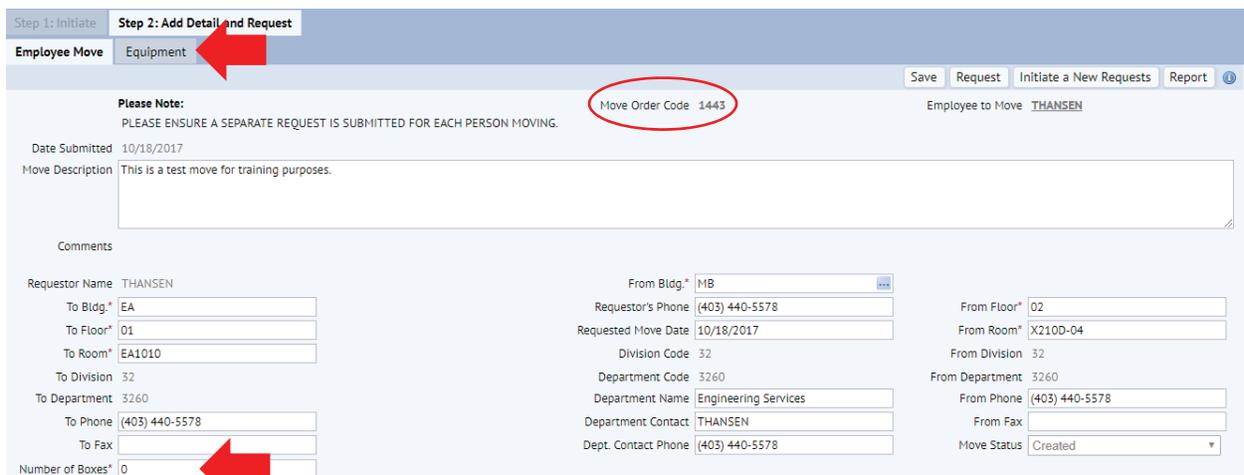
Equipment Code	Equipment Use	From Bldg.	From Floor	From Room
MRDT504734	Data Existence require Validatio	MB	02	X210D-04
MRDT507825	Desktop Computer	MR	02	X210D-04

- 5) For the moves description please include any special instructions or details that are different for this move. Things to include:
 - a. speakers or double monitors,
 - b. desktop printers,
 - c. phone extensions that are shared,

- d. Individuals having two phone extensions,
 - e. Ergonomic equipment that has been bought specifically for the person such as keyboard trays, chairs and foot rests
- 6) 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. Most of the detail should already be filled in.
- 2) Click on the **Equipment** Tab



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

Employee Move | **Equipment**

Save | Request | Initiate a New Requests | Report

Please Note: PLEASE ENSURE A SEPARATE REQUEST IS SUBMITTED FOR EACH PERSON MOVING. Move Order Code: 1443 Employee to Move: THANSEN

Date Submitted: 10/18/2017

Move Description: This is a test move for training purposes.

Comments:

Requestor Name: THANSEN

To Bldg.*: EA | From Bldg.*: MB

To Floor*: 01 | Requestor's Phone: (403) 440-5578 | From Floor*: 02

To Room*: EA1010 | Requested Move Date: 10/18/2017 | From Room*: X210D-04

To Division: 32 | Division Code: 32 | From Division: 32

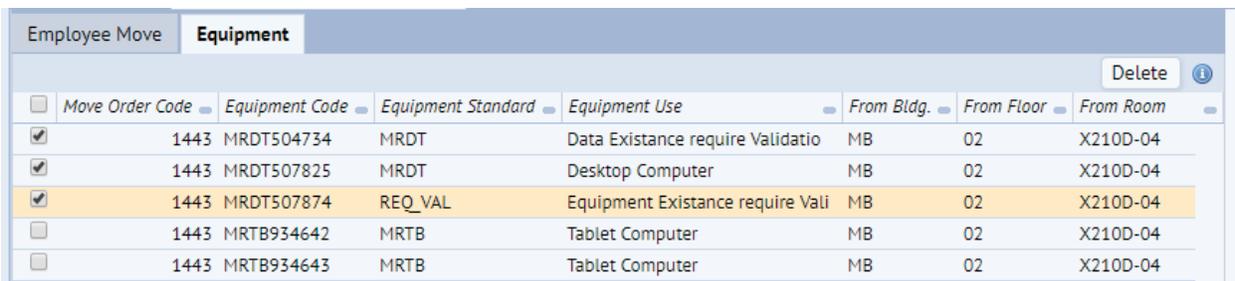
To Department: 3260 | Department Code: 3260 | From Department: 3260

To Phone: (403) 440-5578 | Department Name: Engineering Services | From Phone: (403) 440-5578

To Fax: | Department Contact: THANSEN | From Fax: |

Number of Boxes*: 0 | Dept. Contact Phone: (403) 440-5578 | Move Status: Created

- 3) A list of equipment opens up. This is a list of all the computers/equipment that the employee has signed onto recently.
- 4) Check the boxes of the computers that do NOT belong to the employee and click the **Delete** button.



<input type="checkbox"/>	Move Order Code	Equipment Code	Equipment Standard	Equipment Use	From Bldg.	From Floor	From Room
<input checked="" type="checkbox"/>	1443	MRDT504734	MRDT	Data Existance require Validatio	MB	02	X210D-04
<input checked="" type="checkbox"/>	1443	MRDT507825	MRDT	Desktop Computer	MB	02	X210D-04
<input checked="" type="checkbox"/>	1443	MRDT507874	REQ_VAL	Equipment Existance require Vali	MB	02	X210D-04
<input type="checkbox"/>	1443	MRTB934642	MRTB	Tablet Computer	MB	02	X210D-04
<input type="checkbox"/>	1443	MRTB934643	MRTB	Tablet Computer	MB	02	X210D-04

- 5) Click back on the **Employee Move** Tab.
- 6) Verify data is correct,
- 7) Fill in number of boxes,
- 8) Click **Request** button – you will see the Date Submitted changes to Date Requested at the top portion of your screen

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 the move.