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.

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.*