

Asset Assignments

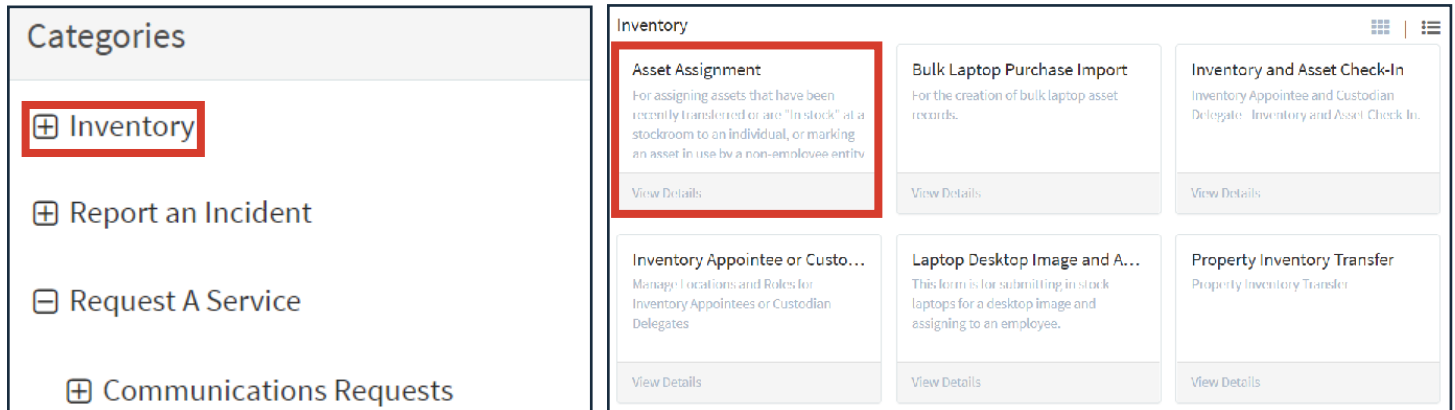
This procedure will identify the steps needed to assign and update location of assets for Inventory Appointees.

1) Log into the Service Portal and click the Request Something icon.



2) Under Categories, click on Inventory.

3) Click on the Asset Assignment request option.



4) Complete all required fields in Asset Assignment.

* Asset Assignment Initiated by
Karen Yawn

* Are you the Custodian Delegate or Inventory Appointee of the Location Code(s) the assets are being assign out from?
 Custodian Delegate Inventory Appointee

* Custodian Delegate
Jennifer Ford

* Location Code(s) where Assets are currently located
37 Q06717B261

Assignable Assets

Add Remove All

n Codes to Assign Assets From	Asset	Property Number	Serial Number	Location	Current Location Code	New Local
No data to display						

5) Click Add.

6) Type or select Asset tag number. If it does not display, then the asset may be in another Location Code. Return to step 4 to enter the correct Location Code.

7) You can also update the Location Code by selecting a new one under New Location Code and/or use the drop down on Assigned To to change the member assignment.

Add Row ✕

Approving Property Custodian
Jennifer Ford

Available Location Codes to Assign Assets From
37 Q06717B261

* Asset
228517 - DELL 5520 LATITUDE

Property Number
228517

Serial Number
B1Z1VG3

Location
KIRKMAN

Current Location Code
37 Q06717B261

* New Location Code
37 Q06717B261

* Assigned To
Colleen Ochinerio

Asset is being assigned to a non-employee entity



Close **Add**

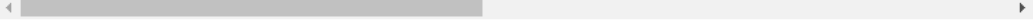
8) Click the Add button once completed. You can add more asset changes as needed.


9) You will then see and can verify the Asset column.

Assignable Assets

Add Remove All

Actions	Approving Property Custodian	Available Location Codes to Assign Assets From	Asset	Property Number
 	Jennifer Ford	37 Q06717B261	228517 - DELL 5520 LATITUDE	228517



 Add attachments

10) Click Submit.



Submit

11) Confirm your request has been submitted.


Submitted : 03/11/2022 10:07:21 Request Number : REQ0056705 Estimated Delivery : --			
Item	Delivery Date	Stage	Quantity
Asset Assignment	--	<ul style="list-style-type: none">▼ ✔ Request Approved (Approved)→ ⌚ Pending Custodian Delegate's Approval (In progress) Approvers Jennifer Ford (Requested)	--

12) You will receive two email notifications for your request - one notifying you the request was created and one notifying once it is completed.

Your request REQ0056705 has been created!

 TAC <flhsmv@service-now.com>
To  Yawn, Karen



[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)
Fri 3/11/2022 10:08 AM




Your request [REQ0056705](#) has been created!

Requested items:
RITM0058789: Asset Assignment, Stage: Pending Custodian Delegate's Approval

Your request REQ0056705 has been completed!

 TAC <flhsmv@service-now.com>
To  Yawn, Karen

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)
Fri 3/11/2022 10:08 AM



Your request [REQ0056705](#) has been completed!

Requested items: