Inventory and Asset Check-In This procedure will identify the steps needed to process the annual property inventory, as

well as assign items to a member, for Custodian Delegates and Inventory Appointees.

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

Welcom	ne to th	ne FLHSM	V Service Po	ortal
How can we help?				Q
Request Something Browse the catalog for services and items you need	Report Incide Contact su outage, ha	t an nt pport to report an rdware or software	Knowledge Base Browse and search for articles, rate or submit feedback	Community Community-sourced answers to your questions
2) Under Categories, click on In	ventory.	3) Click on the Inv	entory and Asset Cheo	ck-In Request Option.
Categories		Asset Assignment	Disposal of Surplus Property	Inventory and Asset Check-In
Inventory		For assigning assets that have been recently transferred or are "In stock" a stockroom to an individual, or markin an asset in use by a non-employee en	Request for Disposal of Surplus Property st a Certification 1g tity	Inventory Appointee and Custodian Delegate - Inventory and Asset Check-In.
🕀 Report an Incident		View Details	View Details	View Details
Request A Service		Property Inventory Transfer Property Inventory Transfer		
① Communications Request	sts	View Details		
4) Select whether you are	Inventory Appoint	tee and Custodian Delegate - Inventor	y and Asset Check-In.	
a Custodian Delegate or In- ventory Appointee by click- ing the corresponding radio button.	Form Insti After filling in th populating und	ructions: 1e preliminary info and the Locati 1er My Managed Assets.	ion codes(s) being reviewed, the assets	pending review will auto

Clink the pen icon under the Actions section for each asset and select the appropriate Check In Status for that asset.

ACIO	ons	
ø	×	
*Check	-in Initiated by	
0	Steve Burch	,
*Are yo Inve *Custo	u the Custodian Delegate or Inventory Appointee of the Location Code(s) the assets are being reviewed? Intory Appointee O Custodian Delegate	
0	MikeAlexander	×
*Locati	on Code(s) being reviewed	

5) Enter the Location Code.

Inventory Appointees will need to enter the name of the Custodian Delegate.

6) A list of all assets assigned will populate here. Under Actions, click on the Edit icon (pencil).

Add	Remove A	All				
Actions	Updated	Approving Property Custodian	Description	Property Number	Serial Number	Check-In Statu
∂ X	false		228108 - DELL LATITUDE 5420 LAPTOP	228108	8MDQ3J3	

	Edit F	Row	×				
	🖾 U	pdated					
	Appro	ving Property Custodian					
	0	Mike Alexander	*				
	Descri	ption					
	0	228108 - DELL LATITUDE 5420 LAPTOP	*				
	Prope	rty Number					
	228:	108					
	Serial	Number					
	8MD	Q3.13					
7) Under Check	Check-In Status 🕑						
In Status, click on one of the	Asset locat	Custodian, please do not assign assets to yourselves unless it's really an asset you use. You can instead mark the asset "Asset has been ed but is NOT currently in use by an employee." or "Asset has been located and is in use by a non-employee entity."	×				
iour choices.		Asset has been located and is in use by an employee/contractor. Asset is located and is in use, but not by a single employee. (A shared printer) Asset has been located but is NOT currently in use. (Asset is in stock) Asset was not able to be located and is currently missing.					
If the items is	Locati	on Code					
employee, the	0	37 Q06717A403	*				
system will require	Assign	ed To					
you to select a	0	Steve Burch x	*				
Assigned To. Type	Additi	onal Information					
the member's first	Plea	se include any and all relevant information that should be known about this asset. If missing, try to include the last known location/emplo	ye				
name and select							
the list.		Close Sa	ive				

8) Click the Save button.

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9) You will then see and can verify the Check-In Status and the Assigned To columns.

Add	Remove	All				
Actions	Updated	Approving Property Custodian	Description	Property Number	Serial Number	Check-In Status
# X	true	Mike Alexander	228108 - DELL LATITUDE 5420 LAPTOP	228108	8MDQ3J3	Asset has been located and is in by an employee/contra

Add	Remove All					
ption	Property Number	Serial Number	Check-In Status	Location Code	Assigned To	Additional Information
DE	228108	8MDQ3J3	Asset has been located and is in use by an employee/contractor.	37 Q06717A403	Steve Burch	

10) Click on Submit.

Submit

11) Confirm your request has been submitted.

Submitted : 08/27/2021 13:44:23 Request Number : REQ0032489 Estimated Delivery :			
Item	Delivery Date	Stage	Quantity
Inventory and Asset Check-In		Waiting for Approval	

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

IT Service Desk <flhsmvtest@service-now.com></flhsmvtest@service-now.com>	← Reply	≪ Reply All	\rightarrow Forward	
To Smalley, Renee			Mon 6/28/2021 9	9:42 AM
FLASSAV FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES				
Your request <u>REQ0023074</u> has been created	!			
Requested items: RITM0023551: Inventory and Asset Check-In, Stage: Waiting for Approval				
[EXT] Your request REQ0023074 has been completed				
[EXT] Your request REQ0023074 has been completed IT Service Desk <flhsmvtest@service-now.com></flhsmvtest@service-now.com>	← Reply	« Reply All	\rightarrow Forward	
[EXT] Your request REQ0023074 has been completed IT Service Desk <flhsmvtest@service-now.com> To Smalley, Renee</flhsmvtest@service-now.com>	← Reply	≪ Reply All	→ Forward Mon 6/28/2021	9:45 AM
[EXT] Your request REQ0023074 has been completed IT Service Desk <flhsmvtest@service-now.com> To Smalley, Renee FLESSMV FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES</flhsmvtest@service-now.com>	C Reply	≪	→ Forward Mon 6/28/2021 9	9:45 AM

RITM0023551: Inventory and Asset Check-In, Stage: complete