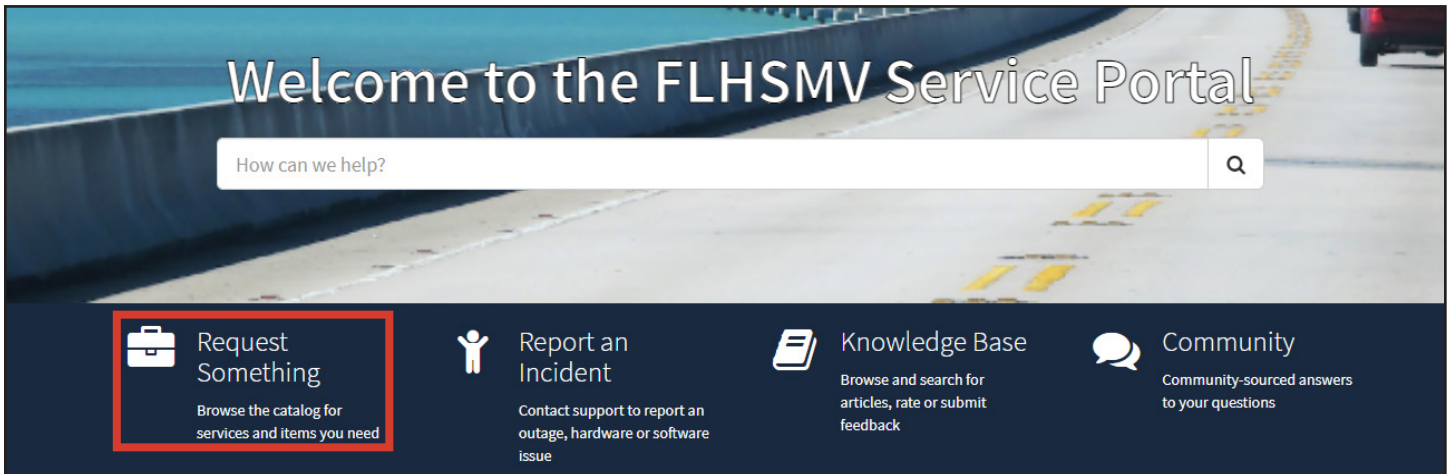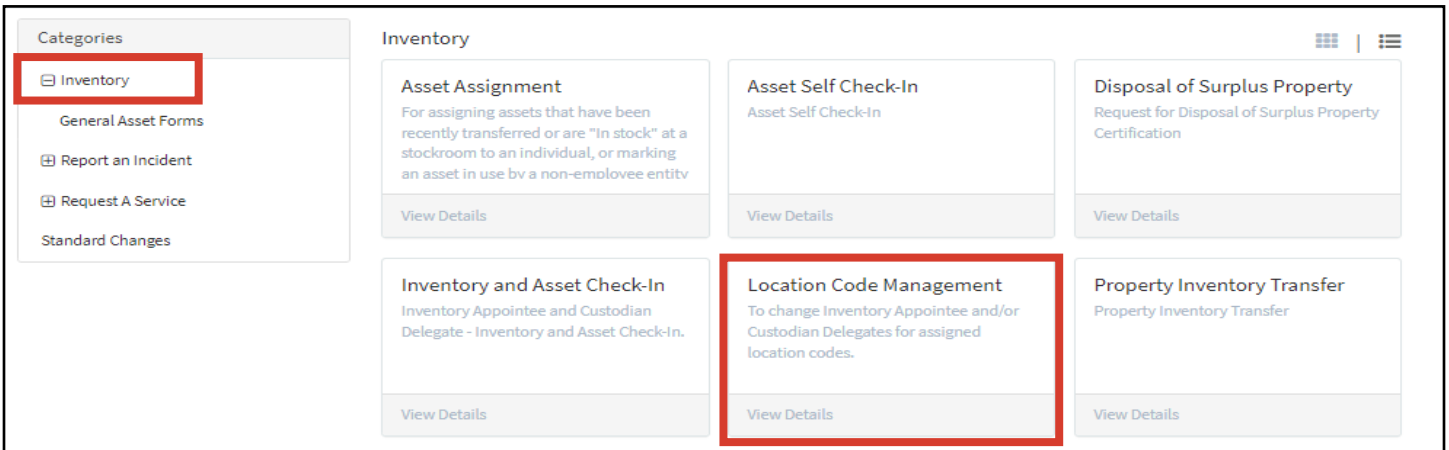# Change Inventory Appointee or Custodian Delegate

This procedure will outline the steps needed for an Inventory Appointee or Custodian Delegate to change an Inventory Appointee and/or Custodian Delegate in the FLHSMV Service Portal.

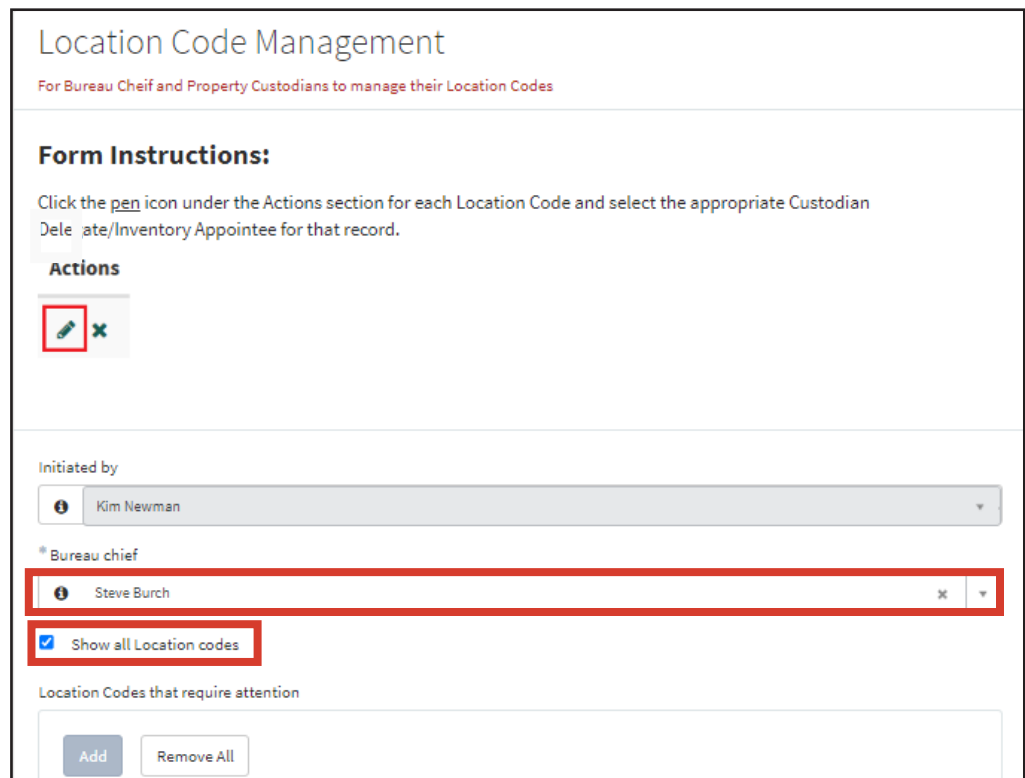**1) Log into the Service Portal and click the Request Something icon.**

Welcome to the FLHSMV Service Portal

How can we help?

Request Something
Browse the catalog for services and items you need

Report an Incident
Contact support to report an outage, hardware or software issue

Knowledge Base
Browse and search for articles, rate or submit feedback

Community
Community-sourced answers to your questions

2) Under Categories, click on Inventory.   **3) Select the Location Code Management Option.**

Categories
- ☐ Inventory
  - General Asset Forms
- ⊞ Report an Incident
- ⊞ Request A Service
- Standard Changes

Inventory

Asset Assignment
For assigning assets that have been recently transferred or are "In stock" at a stockroom to an individual, or marking an asset in use by a non-employee entity
View Details

Asset Self Check-In
Asset Self Check-In
View Details

Disposal of Surplus Property
Request for Disposal of Surplus Property Certification
View Details

Inventory and Asset Check-In
Inventory Appointee and Custodian Delegate - Inventory and Asset Check-In.
View Details

Location Code Management
To change Inventory Appointee and/or Custodian Delegates for assigned location codes.
View Details

Property Inventory Transfer
Property Inventory Transfer
View Details

Location Code Management
For Bureau Cheif and Property Custodians to manage their Location Codes

4) Identify the Bureau Chief for the location code for which you want to request a change.

Form Instructions:

Click the pen icon under the Actions section for each Location Code and select the appropriate Custodian Delegate/Inventory Appointee for that record.

Actions

✏ ✗

The system will populate any location codes that need to be addressed.

Initiated by

ⓘ Kim Newman

5) If there are none displayed, select the Show all Location codes checkbox.

* Bureau chief

ⓘ Steve Burch

☑ Show all Location codes

Location Codes that require attention

Add   Remove All

☑ Show all Location codes

Location Codes that require attention

| Add | Remove All |

| Actions	Updated	Name	Section	Room	Custodian delegate	Inventory appointee	Reason
✏ ✖		37 Q06717A124	Accounting	A124	ADELA LEVY	ADELA LEVY	Custodian delegate is no longer active, Inventory appointee is no longer active
✏ ✖		37 Q06717A410F	Accounting	M10F	ADELA LEVY	Steve Burch	Custodian delegate is no longer active,
✏ ✖		37 Q06717A416	Accounting	A416	Aleyna Thomas	Winston Hull	Custodian delegate is no longer active,
✏ ✖		37 Q06717A418H	Accounting	M18H	Winston Hull	Alex Graham	Inventory appointee is no longer active

Location Codes

| Add | Remove All |

Actions	Updated	Name	Section	Room	Custodian delegate	Inventory appointee
✏ ✖		37 Q06717A124	Accounting	A124	ADELA LEVY	ADELA LEVY
✏ ✖		37 Q06717A410G1	Accounting	A410G1	Alessandra Paredes	Adebukola Akin-Babalola
✏ ✖		37 Q06717M03	Accounting	M03	Mike Alexander	Steve Burch
✏ ✖		37 Q06717A115B	Accounting	A115B	ALBA DELL-AMICO	ABBY POPE
✏ ✖		37 Q06717A410F	Accounting	A410F	ADELA LEVY	Steve Burch
✏ ✖		37 Q06717A117	Accounting	A117	Winston Hull	Steve Burch
✏ ✖		37 Q06717M10G	Accounting	M10G	ANESHIA JONES	Steve Burch
✏ ✖		37 Q06717A418	Accounting	A418	Winston Hull	Steve Burch

6) Select the edit icon to update each location code, as needed.

7) From the dropdowns, select the Custodian Delegate and/or the Inventory Appointee that should be assigned to the location code selected.

8) Click Save.

9) Click Submit.

10) Confirm the request has been submitted.

12) You will receive an email stating your request has been created.
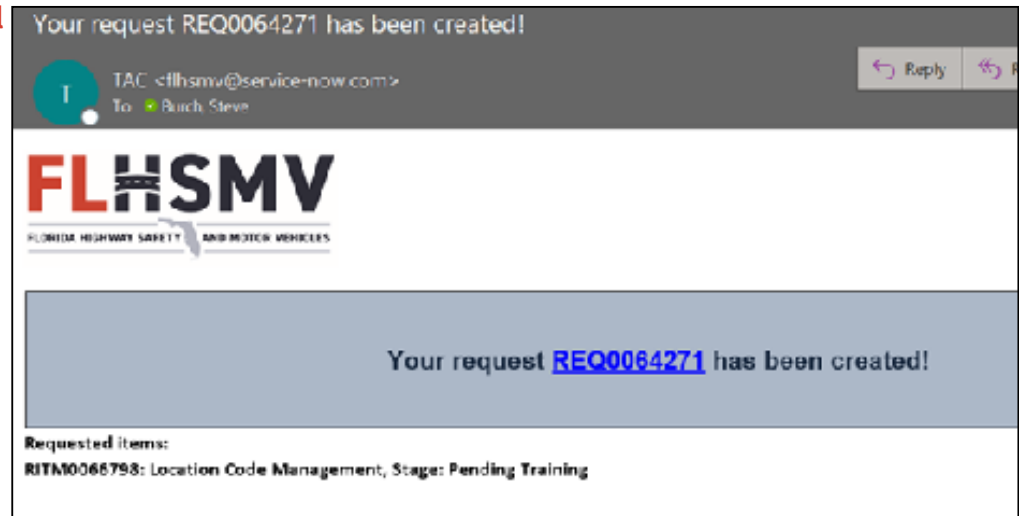
The approval flow for assigning an Inventory Appointee/Custodian Delegate to Asset Location codes:

If training is needed:
Inventory Appointee/Custodian Delegate -> Bureau Chief -> LDO -> User Completes Training -> ISA updates User Role

If training is not needed:
Inventory Appointee/Custodian Delegate -> Bureau Chief -> ISA updates User Role