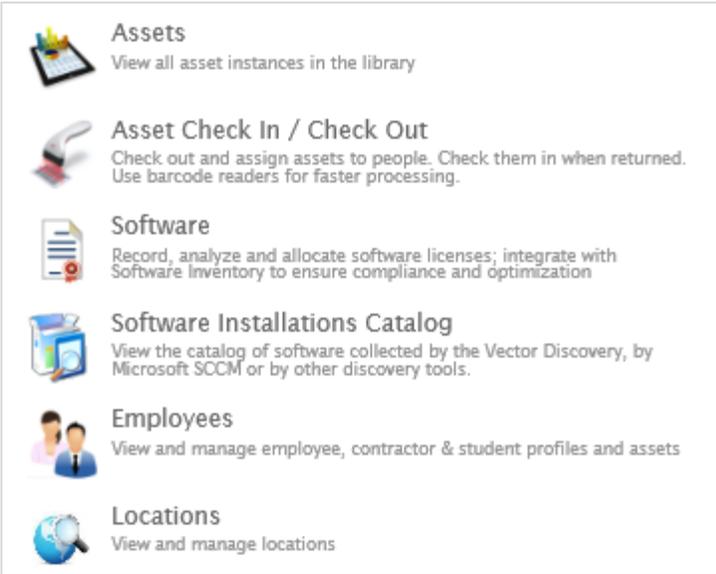


Assets Out For Repair

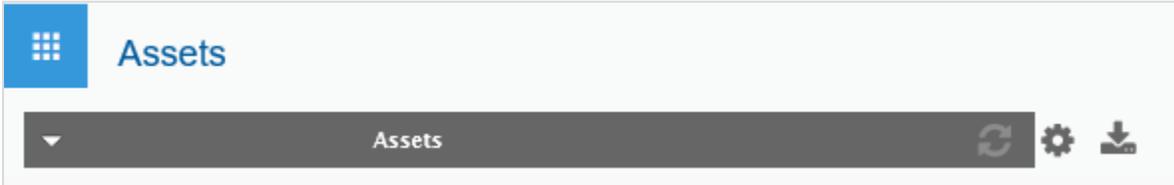
1. Go to your homepage
2. Click the *Assets* Link



A screenshot of the VIZOR Assets menu. The menu is a vertical list of items, each with an icon and a brief description. An orange arrow points from the left towards the menu.

- Assets**
View all asset instances in the library
- Asset Check In / Check Out**
Check out and assign assets to people. Check them in when returned. Use barcode readers for faster processing.
- Software**
Record, analyze and allocate software licenses; integrate with Software Inventory to ensure compliance and optimization
- Software Installations Catalog**
View the catalog of software collected by the Vector Discovery, by Microsoft SCCM or by other discovery tools.
- Employees**
View and manage employee, contractor & student profiles and assets
- Locations**
View and manage locations

3. A list of all your assets will pop up. Make your way to the query section

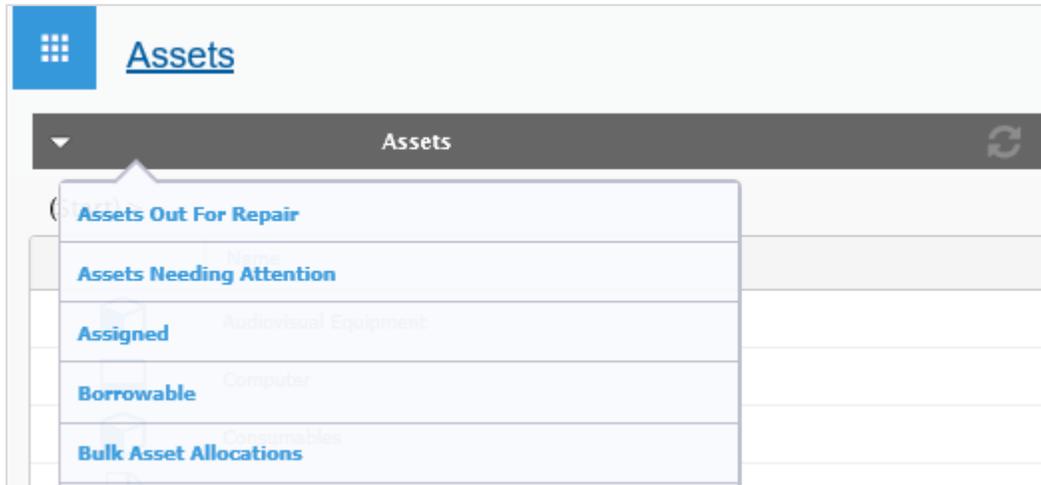


A screenshot of the VIZOR Assets query section. The top bar shows a blue grid icon and the word "Assets". Below it is a dark grey bar with a dropdown menu, the word "Assets", and icons for refresh, settings, and download.



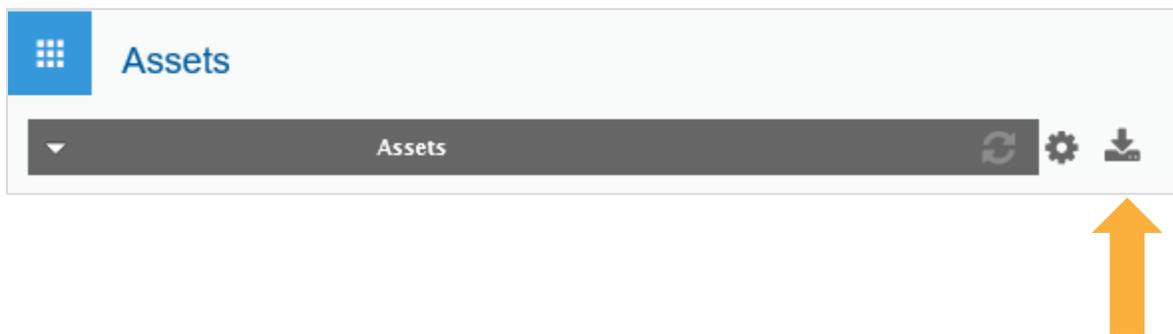
Note: Queries are made to search for groups of assets that have a common characteristic, in this case, they're out for repair

4. Click the drop-down menu and look for *Assets Out For Repair* query



VIZOR will then adjust your list of assets to just show the ones out for repair

5. Export the list by pressing the download button next to the query bar



Note: After you exit this window, VIZOR will remember your last action and save it for when you return to your assets. Those out for repair will be displayed.