

Approve an Asset Request

1. On your dashboard, you will notice your requests for approval in the top right corner. The box can be in another position depending on how you customized your dashboard. It will tell you when to check for requests.

In this case, there are three approvals pending. So, scroll down to *My Approvals and Actions* and click

VIZOR Martin West's Homepage

Modify Log Off

Quick Links

- Software Inventory to ensure compliance and optimization
- Software Installations Catalog
- Employees
- Locations
- My Approvals & Actions** (highlighted)
- Contract Agreements & Purchases
- Roles & Policies
- Help Desk Incidents & Problems

Assets out for repair by type

| Type | Count |
|-----------|-------|
| Chair | 2 |
| Desk | 1 |
| Projector | 2 |

Requests for my approval

3 APPROVALS

Non-compliant licenses

2 LICENSES

% of open incidents with owner

40%

Assets in storage total

19 ASSETS IN STORAGE

2. Click on the request of your choice

My Approvals & Actions VIZOR

Reports Inbox Password Options Homepage Log Off

Requests For My Approval Search for Actions

| ID | Summary | Employee | Required By Date | Required By Time | Progress |
|-----|------------------------------------|-------------|------------------|------------------|---------------------------|
| 363 | Request New Asset: Internet Domain | <None> | 7/27/2017 | 9:00:00 AM | Awaiting Approval - Level |
| 364 | Request New Asset: Internet Domain | <None> | 7/13/2017 | 10:05:00 AM | Awaiting Approval - Level |
| 365 | Request New Asset: Flux Capacitor | Martin West | -- | -- | Awaiting Approval - Level |

3. A window will pop up. It will give you the information about the request for you to make a decision. Click Yes for Approved or No for Not Approved.

The screenshot shows a software window titled "Update Action" with the subtitle "Update the action details". The window has a top bar with icons for "History", "New Email", and "Emails". Below the title bar are three tabs: "Action" (selected), "Comments", and "Approval".

The main content area displays the following information:

- Summary: Request New Asset: Flux Capacitor
- Owner: <None>
- Priority: (empty field)
- Progress: Awaiting Approval - Level 1
- State: Open

A prominent blue banner asks "Do you approve this request?" with a link "Click for more details...".

Below the banner, the following details are shown:

- Requested for: Martin West
- Requested Asset Type: Flux Capacitor
- [View Asset Request Details...](#)
- Complete Provisioning By: (empty field)

At the bottom of the main content area, there are two buttons for decision: "Yes" (with a green thumbs-up icon) and "No" (with a red thumbs-down icon). The "Yes" button is highlighted with an orange border.

At the bottom of the window, there is a footer with the text "* This color indicates a required field" and a row of buttons: "Back", "Next", "OK", "Save", and "Close".

4. Click okay to close the window

Update Action

Update the action details

History New Email Emails

Action Comments Approval

Summary: Request New Asset: Flux Capacitor

Owner: <None> Priority:

Progress: Awaiting Approval - Level 1 State: Open

Do you approve this request?

Click for more details...

Requested for: Martin West

Requested Asset Type: Flux Capacitor

[View Asset Request Details...](#)

Complete Provisioning By:

Yes No

* This color indicates a required field

Back Next **OK** Save Close