

Check In an Asset

1. Click Asset Check-In/Check-Out

The screenshot shows the VIZOR dashboard for Martin West's Homepage. The dashboard includes a Quick Links menu on the left, a bar chart of assets out for repair, a card for requests for approval, a card for non-compliant licenses, and a gauge chart for open incidents with owners.

Quick Links

- 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.
- Request Portal
Request equipment, access or services that I need
- Software Licenses
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
- My Approvals & Actions

Assets out for repair by type

Asset Type	Count
Chair	2
Desk	1
Projector	2

Requests for my approval

3 APPROVALS

Non-compliant licenses

2 LICENSES

% of open incidents with owner

The gauge chart shows approximately 30% of open incidents with an owner.

2. Find the asset you want to check-out by using the queries, search bar or automatically with a barcode

The screenshot displays the VIZOR Asset Check In / Check Out interface. At the top, there is a navigation bar with the VIZOR logo and several utility icons: Reports, Inbox, Password, Options, Homepage, and Log Off. Below the navigation bar is a search bar with a dropdown menu currently set to 'All'. The main area contains a table of assets with the following columns: Name, Asset Tag, Serial Number, Status, Allocated to Person, Allocated to Device / Computer, Location, Department, and Last Assigned Date. The table lists 20 assets, all of which are 'Assigned'. On the right side of the table, there are three buttons: 'Check Out Multiple Assets', 'Exchange Assets', and 'Employee Assets'. At the bottom of the table, there are navigation arrows and the text 'Page 1 of 2 (114 matches)'.

Name	Asset Tag	Serial Number	Status	Allocated to Person	Allocated to Device / Computer	Location	Department	Last Assigned Date
SAMPLELAPTOP1	LT345	--	Assigned	Donald Nathan	--	--	--	2/24/2019
SAMPLELAPTOP2	LT204	--	Assigned	Employee User	--	USA \ New York	--	5/11/2018
DEV-COMP-001	ACME-2829-232	S4NL111	Assigned	Sarah Smith	--	USA \ New York	--	5/11/2018
CUST-DEMO-003	--	S4NL117	Assigned	Rose Arrington	--	USA \ New York	--	5/11/2018
SALES-COMP-001	--	S4NL119	Assigned	<None>	--	USA \ New York	--	1/8/2019
SALES-COMP-003	--	S4NL121	Assigned	Daniel Ambler	--	USA \ New York	--	11/25/2017
ACCT-COMP-002	ACME-A1819	S4NL125	Assigned	Martin West	--	USA \ New York	General Adminis	1/16/2019
Projector	--	PPX2055	Assigned	--	--	Belgium \ Brussel	--	11/25/2017
USB Memory Stick	--	S708GB	Assigned	Donald Nathan	--	--	--	3/15/2019
Chair	--	--	Assigned	Rose Arrington	--	USA \ New York	--	3/15/2018
Desk	--	--	Assigned	Rose Arrington	--	USA \ New York	--	3/15/2018
Tablet	--	--	Assigned	Rose Arrington	--	USA \ New York	--	3/15/2018
Chair	--	--	Assigned	John Davis	--	USA \ New York	--	3/15/2018
Desk	--	--	Assigned	John Davis	--	--	--	3/15/2018
Landline Phone	--	--	Assigned	John Davis	--	USA \ New York	--	3/15/2018
Android	--	--	Assigned	John Davis	--	USA \ New York	--	3/15/2018
Cell Phone - Basic	--	--	Assigned	Robert Green	--	USA \ New York	--	3/15/2018
Identity Card	--	--	Assigned	Robert Green	--	USA \ New York	--	3/15/2018

3. The search bar and barcode reader can bring you straight the asset you are looking for. However, when using the query, you'll need to select *Assigned* to reveal the assets that are checked out

Asset Check In / Check Out

VIZOR

Reports | Inbox | Password | Options | Homepage | Log Off

Assigned | Search for an Asset...

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Identity Card	--	--	Assigned	Robert Green	--	USA \ New York	--	3/15/2018

Check Out Multiple Assets

Exchange Assets

Employee Assets

Page 1 of 1 (90 matches)

4. Click on the asset you want to check back in. The check in box will pop up, as shown below

Check In Asset: DEV-COMP-001 History

Click on **Check In** to return the asset.

Assigned to:

Employee ID:

Location: USA \ New York

Desktop 7638BV3



Serial Number: S4NL111

Asset Tag: ACME-2829-2323

Return Date:

Location: USA \ New York \ West Campus \ Floor 7

Send For Repair: No Yes


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* This color indicates a required field Check In Close

5. If the asset is coming in for a repair, set the toggle for Send to Repair to Yes. That will automatically send a helpdesk ticket for the repair.

Send For Repair: No Yes

6. Otherwise, just press Check In.