# Check In an Asset

1. Click Asset Check-In/Check-Out

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



| | 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 \ Brusse | -- | 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 | |

Check Out Multiple Assets

Exchange Assets

Employee Assets

Page **1** of 2 (114 matches)

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

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

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

History

×

Assigned to: Sarah Smith

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

* 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.