

Check Out 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 for 'Assets out for repair by type', a card for 'Requests for my approval' showing 3 approvals, a card for 'Non-compliant licenses' showing 2 licenses, and a gauge chart for '% of open incidents with owner'.

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
- Mv 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 40% of open incidents with an owner, with the needle pointing to the 40 mark on a scale from 0 to 100.

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 icons for Reports, Inbox, Password, Options, Homepage, and Log Off. Below the navigation bar, there is a search bar with a dropdown menu set to 'All'. The main content area is a table of assets. The table has the following columns: Name, Asset Tag, Serial Number, Status, Allocated to Person, Allocated to Device / Computer, Location, Department, and Last Assigned Date. The table contains 18 rows of asset data. 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 *In Stock/Storage* to reveal the assets that are available to check-out

Asset Check In / Check Out

VIZOR

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

In Stock / Storage Search for an Asset...

	Name	Asset Tag	Serial Number	Status	Allocated to Person	Allocated to Device / Computer	Location	Department	Last Assigned Date	
	SUPPORT-COMP-014	--	cNLUnF8eFu	In Stock / St	<None>	--	USA \ New Yorl	--	--	
	SUPPORT-COMP-015	--	SDKdSmNwrk	In Stock / St	<None>	--	USA \ New Yorl	--	--	
	SUPPORT-COMP-016	--	TJLRztAcLj	In Stock / St	<None>	--	USA \ New Yorl	--	--	
	SUPPORT-COMP-017	--	g2XB09w7QU	In Stock / St	<None>	--	USA \ New Yorl	--	--	
	SUPPORT-COMP-018	--	KJP6ZAXD3y	In Stock / St	<None>	--	USA \ New Yorl	--	--	
	www.vizor.cloud	--	--	In Stock / St	--	--	--	--	4/13/2018	
	AAA Batteries	--	--	In Stock / St	--	--	--	--	2/27/2018	
	AVV Cable Cat 5	--	--	In Stock / St	--	--	--	--	2/27/2018	
	Paper Mate Profile Retracer	--	--	In Stock / St	--	--	--	--	2/27/2018	
	BIC Round Stic Ballpoint I	--	--	In Stock / St	--	--	--	--	2/27/2018	
	Mouse Logitech Simple	--	--	In Stock / St	--	--	--	--	2/27/2018	
	01ca052a-b65f-4ca2-acaf	CB517	NXG55AA01171	In Stock / St	<None>	--	--	--	--	
	02815b0c-b7c5-4959-89	CB698	NXG55AA01171	In Stock / St	<None>	--	--	--	--	
	0253cf0d-4f7d-4b13-95e	CB680	NXG55AA01171	In Stock / St	<None>	--	--	--	--	
	Chair	--	HM-3D01	In Stock / St	--	--	--	--	11/25/2017	
	Desk	--	FLITED17	In Stock / St	--	--	--	--	11/25/2017	
	Desk	--	FLITED17	In Stock / St	--	--	--	--	11/25/2017	
	USB Memory Stick	--	S708GB	In Stock / St	--	--	--	--	11/25/2017	




Check Out Multiple Assets

Exchange Assets

Employee Assets

Page 1 of 1 (19 matches)

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

 **Check Out Asset: SUPPORT-COMP-014**  

Click on **Check Out** to retrieve the asset.

Assign to:

Employee ID:

Location:



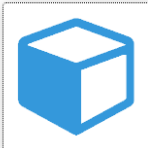
Desktop KN226AAR-ABA m8407c

Serial Number: cNLUf8eFu

Asset Tag:

Return Date:

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

* This color indicates a required field

5. Fill out the information. Make sure you select who you are assigning it to by clicking on the field or press the three dots to select from the entire list of users

Check Out Asset: SUPPORT-COMP-014 History

Click on **Check Out** to retrieve the asset.

Assign to:

Employee ID:

Location:

Desktop

Serial Number:



Asset Tag:

Return Date:

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

User		
<None>		User
Aaron Bond	aaron.bond@vizor.cloud	Employee
Admin User	email@yourcompany	User
Chris Hubbard	email@yourcompany	Employee
Daniel Ambler	dambler@yourcompany	Employee
Demo User	email@yourcompany	User
Donald Nathan	dnathan@thehealthcareero.com	Employee


Page 1 of 1 (21 matches)


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* This color indicates a required field

[Check Out](#) [Close](#)

You'll notice that the location of the asset will change when you select the person you're assigning it to

**Check Out Asset: SUPPORT-COMP-014**
Click on **Check Out** to retrieve the asset.

Assign to:

Employee ID:

Location: USA \ New York \ Chelsea Office \ Ground Floor

Desktop KN226AAR-ABA m8407c

Serial Number: cNLUnF8eFu

Asset Tag:

Return Date:

Location:

6. Click Check Out