Check Out 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 *In Stock/Storage* to reveal the assets that are available to check-out

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.

History

×

Assign to: <None>   ⋮
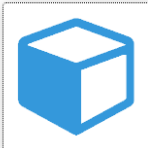
Employee ID:

Location:

Desktop   KN226AAR-ABA m8407c

Serial Number: cNLUnF8eFu

Asset Tag:

Return Date:

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

* This color indicates a required field   Check Out   Close

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

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:	Chris Hubbard ⋮
Employee ID:	
Location:	USA \ New York \ Chelsea Office \ Ground Floor

Desktop	KN226AAR-ABA m8407c
Serial Number:	cNLUnF8eFu
Asset Tag:	
Return Date:	
Location:	USA \ New York \ Chelsea Office \ Ground Floor

6. Click Check Out