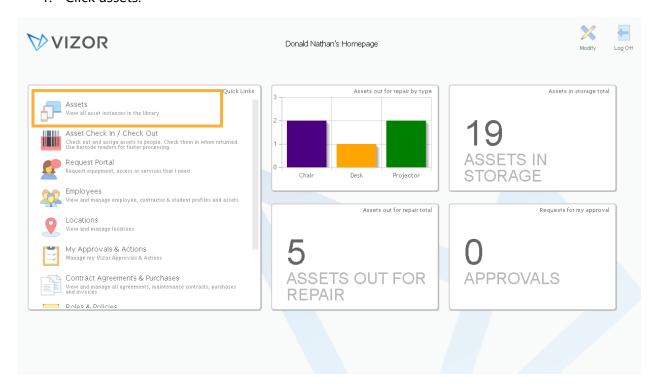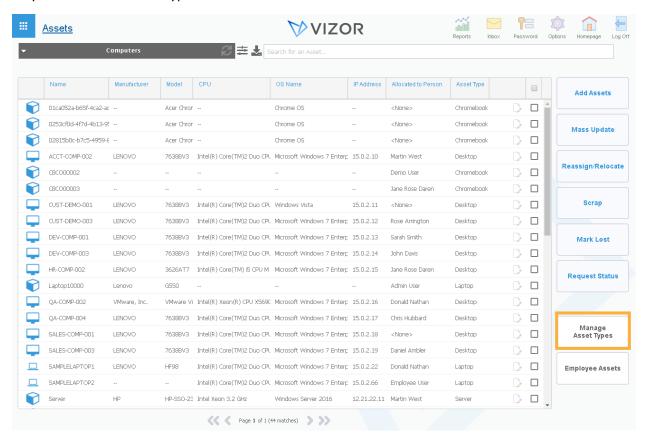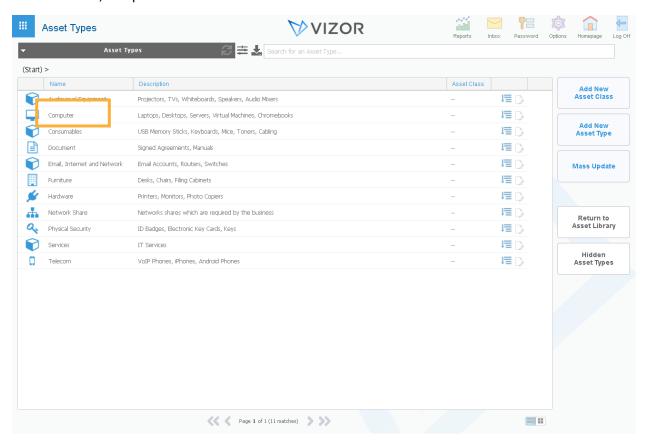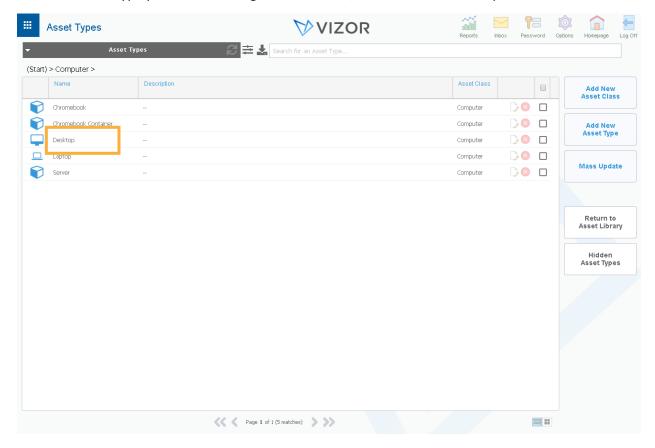# Configure Asset Request Forms

1. Click assets.

2. A list of your assets will show. Click manage Asset Types. Remember: configuring request forms can only be done at the asset type level
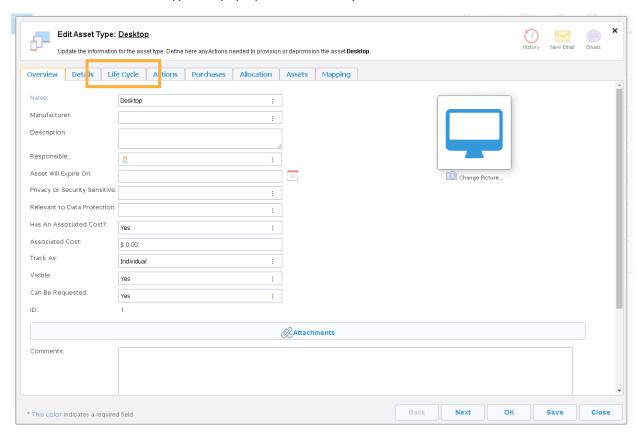
3. Asset Classes will show first. This is the high-level perspective of your assets. Drill down. In this case, we will choose, computers.
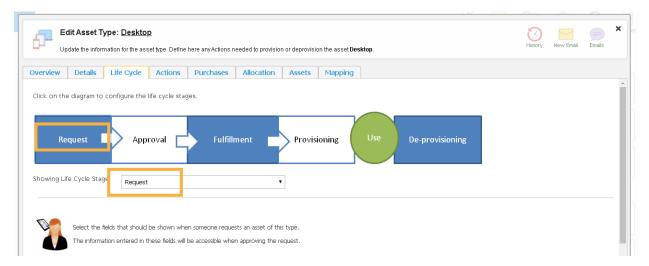
4. Pick the asset type you want to configure. In this case, we will choose, Desktops.
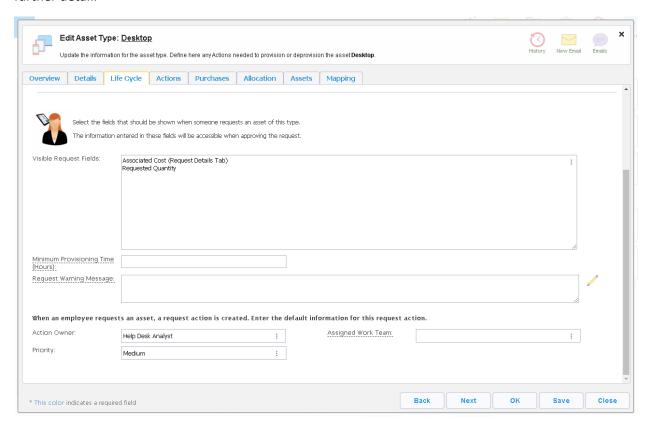
5. The details of the asset type will pop up. Click the Lifecycle tab

6. This is where the lifecycle of the asset type pops up. You can click on any part of the lifecycle to configure it. In this case, click request within the graphic or in the drop down menu right below it.

7. Scroll down the page. This is where you fill out the fields to configure the asset request form. By clicking in the field, a list of options will pop up. Alternatively, the underlined fields are described in further detail.

8. Once you are done filling out the fields, press Save.