

Configure Asset Request Forms

1. Click assets.

VIZOR Donald Nathan's Homepage Modify Log Off

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
- Employees**
View and manage employee, contractor & student profiles and assets
- Locations**
View and manage locations
- My Approvals & Actions**
Manage my Vizor Approvals & Actions
- Contract Agreements & Purchases**
View and manage all agreements, maintenance contracts, purchases and invoices
- Rules & Policies**

Assets out for repair by type

Asset Type	Count
Chair	2
Desk	1
Projector	2

Assets in storage total

19
ASSETS IN STORAGE

Assets out for repair total

5
ASSETS OUT FOR REPAIR

Requests for my approval

0
APPROVALS

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

The screenshot displays the VIZOR Assets management interface. At the top, there is a navigation bar with the VIZOR logo and various utility icons (Reports, Inbox, Password, Options, Homepage, Log Off). Below the navigation bar, a dropdown menu is set to 'Computers', and a search bar is available. The main area contains a table of assets with columns for Name, Manufacturer, Model, CPU, OS Name, IP Address, Allocated to Person, and Asset Type. A sidebar on the right provides several management actions: Add Assets, Mass Update, Reassign/Relocate, Scrap, Mark Lost, Request Status, **Manage Asset Types** (highlighted with an orange border), and Employee Assets. At the bottom, a pagination indicator shows 'Page 1 of 1 (44 matches)'.

Name	Manufacturer	Model	CPU	OS Name	IP Address	Allocated to Person	Asset Type
01ca052a-b65f-4ca2-ac	--	Acer Chror	--	Chrome OS	--	<None>	Chromebook
0253cf0d-4f7d-4b13-9f	--	Acer Chror	--	Chrome OS	--	<None>	Chromebook
02815b0c-b7c5-4959-4	--	Acer Chror	--	Chrome OS	--	<None>	Chromebook
ACCT-COMP-002	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo CPl	Microsoft Windows 7 Enterp	15.0.2.10	Martin West	Desktop
CBCO00002	--	--	--	--	--	Demo User	Chromebook
CBCO00003	--	--	--	--	--	Jane Rose Daren	Chromebook
CUST-DEMO-001	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo CPl	Windows Vista	15.0.2.11	<None>	Desktop
CUST-DEMO-003	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo CPl	Microsoft Windows 7 Enterp	15.0.2.12	Rose Arrington	Desktop
DEV-COMP-001	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo CPl	Microsoft Windows 7 Enterp	15.0.2.13	Sarah Smith	Desktop
DEV-COMP-003	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo CPl	Microsoft Windows 7 Enterp	15.0.2.14	John Davis	Desktop
HR-COMP-002	LENOVO	3626AT7	Intel(R) Core(TM) i5 CPU M	Microsoft Windows 7 Enterp	15.0.2.15	Jane Rose Daren	Desktop
Laptop10000	Lenovo	G550	--	--	--	Admin User	Laptop
QA-COMP-002	VMware, Inc.	VMware Vi	Intel(R) Xeon(R) CPU X5690	Microsoft Windows 7 Enterp	15.0.2.16	Donald Nathan	Desktop
QA-COMP-004	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo CPl	Microsoft Windows 7 Enterp	15.0.2.17	Chris Hubbard	Desktop
SALES-COMP-001	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo CPl	Microsoft Windows 7 Enterp	15.0.2.18	<None>	Desktop
SALES-COMP-003	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo CPl	Microsoft Windows 7 Enterp	15.0.2.19	Daniel Ambler	Desktop
SAMPLELAPTOP1	LENOVO	HF98	Intel(R) Core(TM)2 Duo CPl	Microsoft Windows 7 Enterp	15.0.2.22	Donald Nathan	Laptop
SAMPLELAPTOP2	--	--	Intel(R) Core(TM)2 Duo CPl	Microsoft Windows 7 Enterp	15.0.2.66	Employee User	Laptop
Server	HP	HP-S80-25	Intel Xeon 3.2 GHz	Windows Server 2016	12.21.22.11	Martin West	Server

3. Asset Classes will show first. This is the high-level perspective of your assets. Drill down. In this case, we will choose, computers.

The screenshot shows the VIZOR Asset Types management 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 labeled "Search for an Asset Type...". The main content area displays a list of asset classes under the heading "(Start) >". The "Computer" asset class is highlighted with an orange box. To the right of the list is a sidebar with several action buttons: "Add New Asset Class", "Add New Asset Type", "Mass Update", "Return to Asset Library", and "Hidden Asset Types". At the bottom of the page, there is a pagination indicator showing "Page 1 of 1 (11 matches)".

Name	Description	Asset Class
Audiovisual Equipment	Projectors, TVs, Whiteboards, Speakers, Audio Mixers	--
Computer	Laptops, Desktops, Servers, Virtual Machines, Chromebooks	--
Consumables	USB Memory Sticks, Keyboards, Mice, Toners, Cabling	--
Document	Signed Agreements, Manuals	--
Email, Internet and Network	Email Accounts, Routers, Switches	--
Furniture	Desks, Chairs, Filing Cabinets	--
Hardware	Printers, Monitors, Photo Copiers	--
Network Share	Networks shares which are required by the business	--
Physical Security	ID Badges, Electronic Key Cards, Keys	--
Services	IT Services	--
Telecom	VoIP Phones, iPhones, Android Phones	--

4. Pick the asset type you want to configure. In this case, we will choose, Desktops.

The screenshot shows the VIZOR Asset Types management 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 labeled "Search for an Asset Type...". The main content area shows a breadcrumb trail "(Start) > Computer >" and a table of asset types. The "Desktop" row is highlighted with an orange box. To the right of the table is a sidebar with several action buttons: "Add New Asset Class", "Add New Asset Type", "Mass Update", "Return to Asset Library", and "Hidden Asset Types". At the bottom of the page, there is a pagination control showing "Page 1 of 1 (5 matches)" and a list view icon.

Name	Description	Asset Class		
Chromebook	--	Computer	<input type="checkbox"/>	<input type="checkbox"/>
Chromebook Container	--	Computer	<input type="checkbox"/>	<input type="checkbox"/>
Desktop	--	Computer	<input type="checkbox"/>	<input type="checkbox"/>
Laptop	--	Computer	<input type="checkbox"/>	<input type="checkbox"/>
Server	--	Computer	<input type="checkbox"/>	<input type="checkbox"/>

5. The details of the asset type will pop up. Click the Lifecycle tab

The screenshot shows the 'Edit Asset Type: Desktop' form with the 'Lifecycle' tab selected. The form contains various input fields for asset details. The 'Lifecycle' tab is highlighted with an orange box. A 'Change Picture...' button is visible next to a computer monitor icon. At the bottom, there are buttons for 'Back', 'Next', 'OK', 'Save', and 'Close'.

Edit Asset Type: Desktop
Update the information for the asset type. Define here any Actions needed to provision or deprovision the asset Desktop.

History New Email Emails

Overview **Details** **Lifecycle** Actions Purchases Allocation Assets Mapping

Name: Desktop
Manufacturer:
Description:
Responsible:
Asset Will Expire On:
Privacy or Security Sensitive:
Relevant to Data Protection:
Has An Associated Cost?: Yes
Associated Cost: \$ 0.00
Track As: Individual
Visible: Yes
Can Be Requested: Yes
ID: 1

Change Picture...

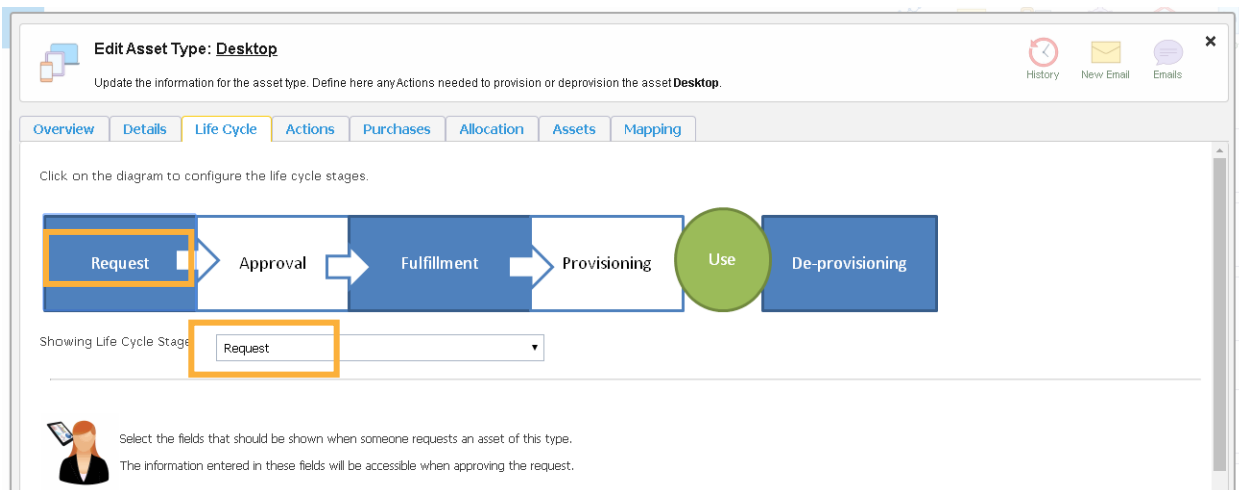
Attachments

Comments:

* This color indicates a required field

Back Next OK Save Close

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.

Edit Asset Type: Desktop

Update the information for the asset type. Define here any Actions needed to provision or deprovision the asset Desktop.

History New Email Emails

Overview Details **Life Cycle** Actions Purchases Allocation Assets Mapping

Select the fields that should be shown when someone requests an asset of this type.
The information entered in these fields will be accessible when approving the request.

Visible Request Fields:

- Associated Cost (Request Details Tab)
- Requested Quantity

Minimum Provisioning Time (Hours):

Request Warning Message:

When an employee requests an asset, a request action is created. Enter the default information for this request action.

Action Owner: Help Desk Analyst Assigned Work Team:

Priority: Medium

* This color indicates a required field

Back Next OK Save Close

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