

Configure the De-Provisioning of an Asset Type

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 deprovisions 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 several utility icons: Reports, Inbox, Password, Options, Homepage, and Log Off. Below the navigation bar, a dropdown menu is set to 'Computers', and a search bar contains the text 'Search for an Asset...'. The main area features a table with columns for Name, Manufacturer, Model, CPU, OS Name, IP Address, Allocated to Person, and Asset Type. The table lists 18 assets, including Chromebooks, Desktops, and a Server. On the right side, a vertical sidebar contains several action buttons: 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 of the page, there are navigation arrows and the text '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 table of asset types, with the "Computer" row highlighted by an orange box. The table has columns for Name, Description, and Asset Class. 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 (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 displays a table of asset types under the breadcrumb "(Start) > Computer >". The table has columns for Name, Description, and Asset Class. 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 grid 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 a web application window titled "Edit Asset Type: Desktop". The window has a header with a close button and three notification icons: History, New Email, and Emails. Below the header is a sub-header: "Update the information for the asset type. Define here any Actions needed to provision or deprovision the asset Desktop." A navigation bar contains several tabs: Overview, Details, Life Cycle, Actions, Purchases, Allocation, Assets, and Mapping. The "Life Cycle" tab is highlighted with an orange box. The main content area contains a form with the following fields:

- 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

To the right of the form is a placeholder for an image of a desktop monitor with a "Change Picture..." button below it. Below the form is an "Attachments" section with a paperclip icon and a "Comments:" label above a text area. At the bottom of the window, there is a footer with a note: "* This color indicates a required field" and five buttons: Back, Next, OK, Save, and Close.

6. This is where the lifecycle of the asset type pops up. Click de-provision in the graphic or go straight to the actions tab.

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

Click on the diagram to configure the life cycle stages.

Request Approval Fulfillment Provisioning Use De-provisioning

Showing Life Cycle Stage: Approval

Approval Needed For: Manual Requests

Level 1 Approvers: <Employee Manager>

Level 2 Approvers:

Level 3 Approvers:

Minimum Approvers Required:

No Approval Needed Level 1:

No Approval Needed Level 2:

No Approval Needed Level 3:

* This color indicates a required field

Back Next OK Save 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 Life Cycle **Actions** Purchases Allocation Assets Mapping

Associated Actions:
This asset type uses the following provisioning actions:

Action
Set up hardware for new workstation

This asset type uses the following de-provisioning actions:

Action

This asset type uses the following actions when sent for repair:

Action

* This color indicates a required field

Back Next OK Save Close

7. In the second box, this is where you set up the automated actions to de- provision an asset. When there are actions listed, you can edit it by clicking on it.

This asset type uses the following de-provisioning actions:

Action	
	Add

This asset type uses the following actions when sent for repair:

Action	
	Add

8. Add another action by clicking add.

This asset type uses the following de-provisioning actions:

Action	
	Add

This asset type uses the following actions when sent for repair:

Action	
	Add

Here are some examples of what actions you can add. Perhaps, you want to create a helpdesk ticket or send an email.

Edit Asset Type: Desktop

Add New Action

Enter the information for the new action.

Details | **Execute When**

Name:

Action Type:

Action Task:

- Active Directory Automation
- Change Management Ticket
- Charge
- Execute Command
- HelpDesk: Ticket
- Request Asset
- Require Approval

Category:

Sub-Category:

Page 1 of 1 (9 matches)

Attachments

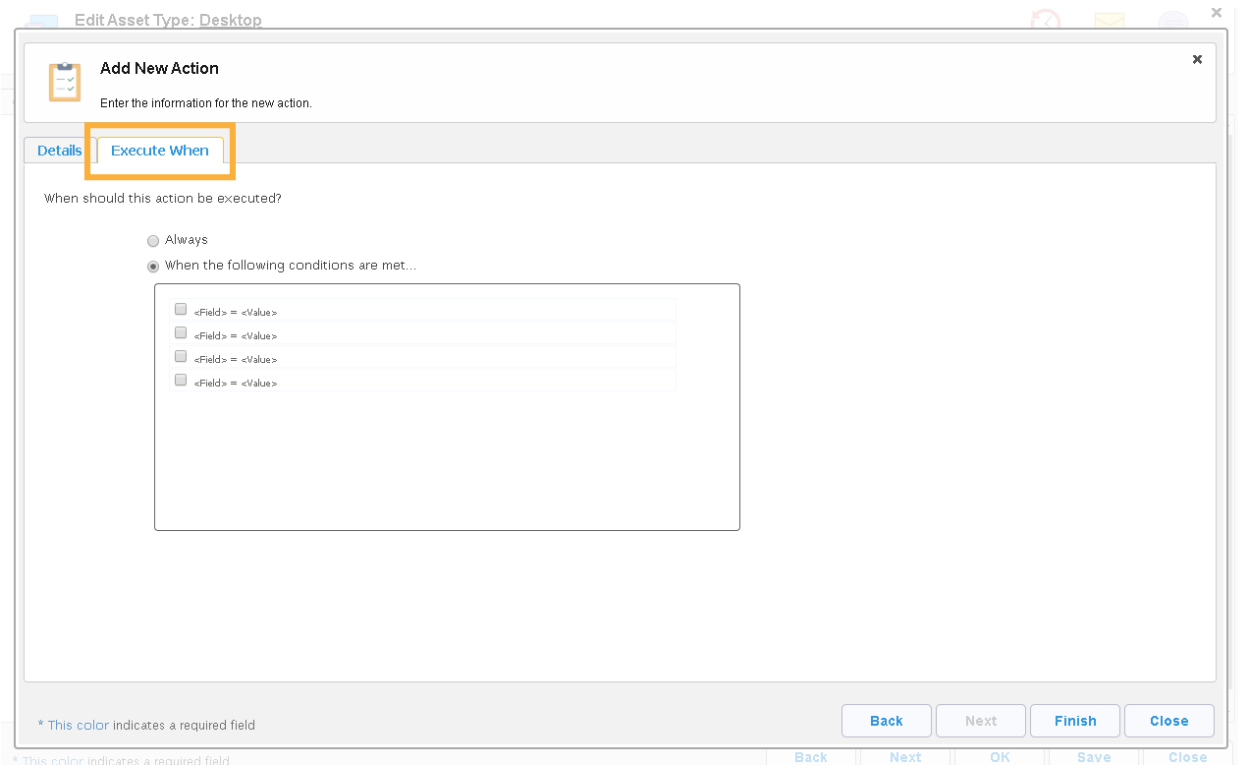
Description:

* This color indicates a required field

Back Next Finish Close

Back Next OK Save Close

Notice the other tab “Execute When” that is where you can set up parameters on when to trigger the actions.



9. Press finish to save your changes.