

# Configure the Provisioning of an Asset Type

1. Click assets

The screenshot shows the VIZOR dashboard for Donald Nathan's Homepage. The dashboard includes a Quick Links sidebar, a bar chart for 'Assets out for repair by type', and three summary cards: 'Assets in storage total' (19), 'Assets out for repair total' (5), and 'Requests for my approval' (0).

**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 provisions 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 various assets, including Chromebooks, Desktops, and Laptops, with their respective specifications and assigned users. 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 C	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 C	Windows Vista	15.0.2.11	<None>	Desktop
CUST-DEMO-003	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo C	Microsoft Windows 7 Enterp	15.0.2.12	Rose Arrington	Desktop
DEV-COMP-001	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo C	Microsoft Windows 7 Enterp	15.0.2.13	Sarah Smith	Desktop
DEV-COMP-003	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo C	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 C	Microsoft Windows 7 Enterp	15.0.2.17	Chris Hubbard	Desktop
SALES-COMP-001	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo C	Microsoft Windows 7 Enterp	15.0.2.18	<None>	Desktop
SALES-COMP-003	LENOVO	7638BV3	Intel(R) Core(TM)2 Duo C	Microsoft Windows 7 Enterp	15.0.2.19	Daniel Ambler	Desktop
SAMPLELAPTOP1	LENOVO	HF98	Intel(R) Core(TM)2 Duo C	Microsoft Windows 7 Enterp	15.0.2.22	Donald Nathan	Laptop
SAMPLELAPTOP2	--	--	Intel(R) Core(TM)2 Duo C	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 types under the heading "(Start) >". The list is organized into columns: Name, Description, and Asset Class. The "Computer" asset type 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 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 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

**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

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. Click 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 first box, this is where you set up the automated actions after an asset is provisioned, or allocated. In this case, there is already one present, "Set up hardware at workstation." You can edit it by clicking on it.

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

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  




Add

8. Add another action by clicking add.

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

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  

Add

Here are some examples of what actions you can add. Perhaps, you want to create a helpdesk ticket or require an approval at this point in the lifecycle.

**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:

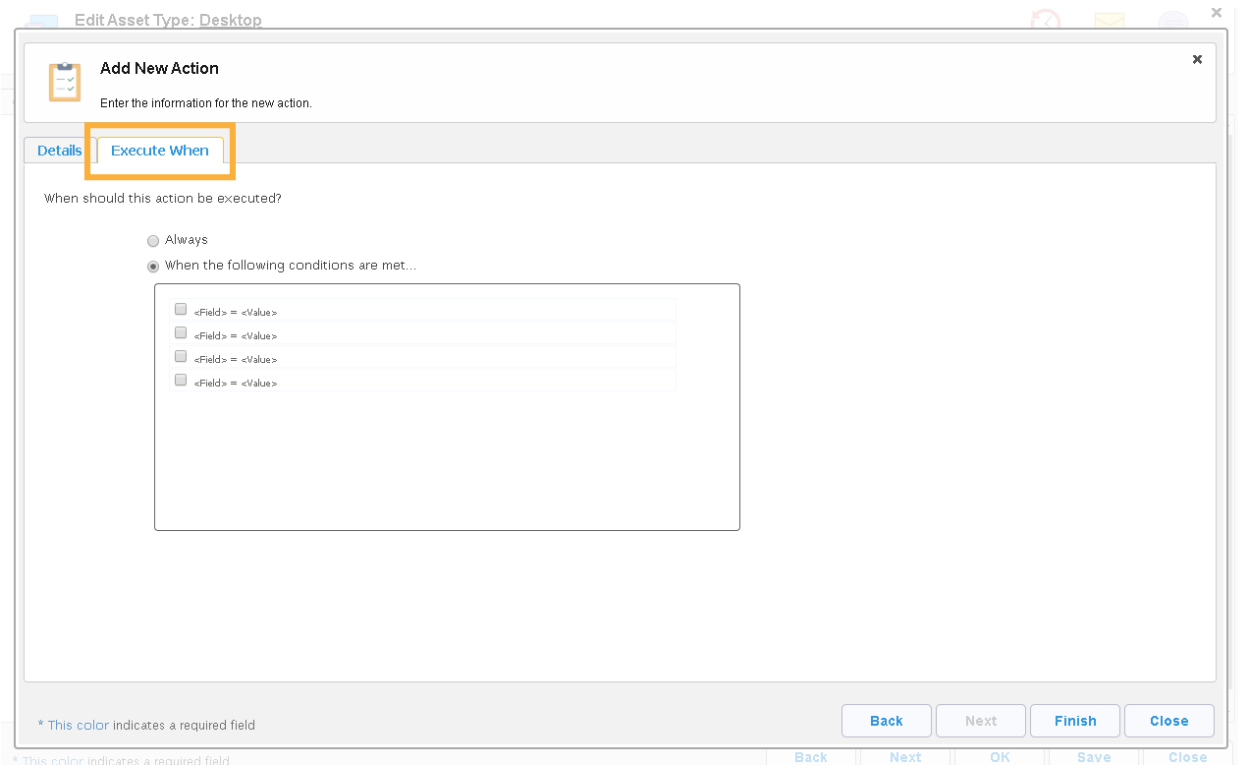
\* This color indicates a required field

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.