

Configure the Repairs 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 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 allocation details. 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, a pagination control shows 'Page 1 of 1 (44 matches)' with navigation arrows.

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 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 navigation arrows.

Name	Description	Asset Class		
Chromebook	--	Computer		
Chromebook Container	--	Computer		
Desktop	--	Computer		
Laptop	--	Computer		
Server	--	Computer		

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

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. In the third box, this is where you set up the automated actions for a repair. When the actions are listed, you can edit them by clicking on them.

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

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

* This color indicates a required field

Back Next OK Save Close

7. Add another action by clicking add.

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

Action

Add

* This color indicates a required field

Back Next

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)

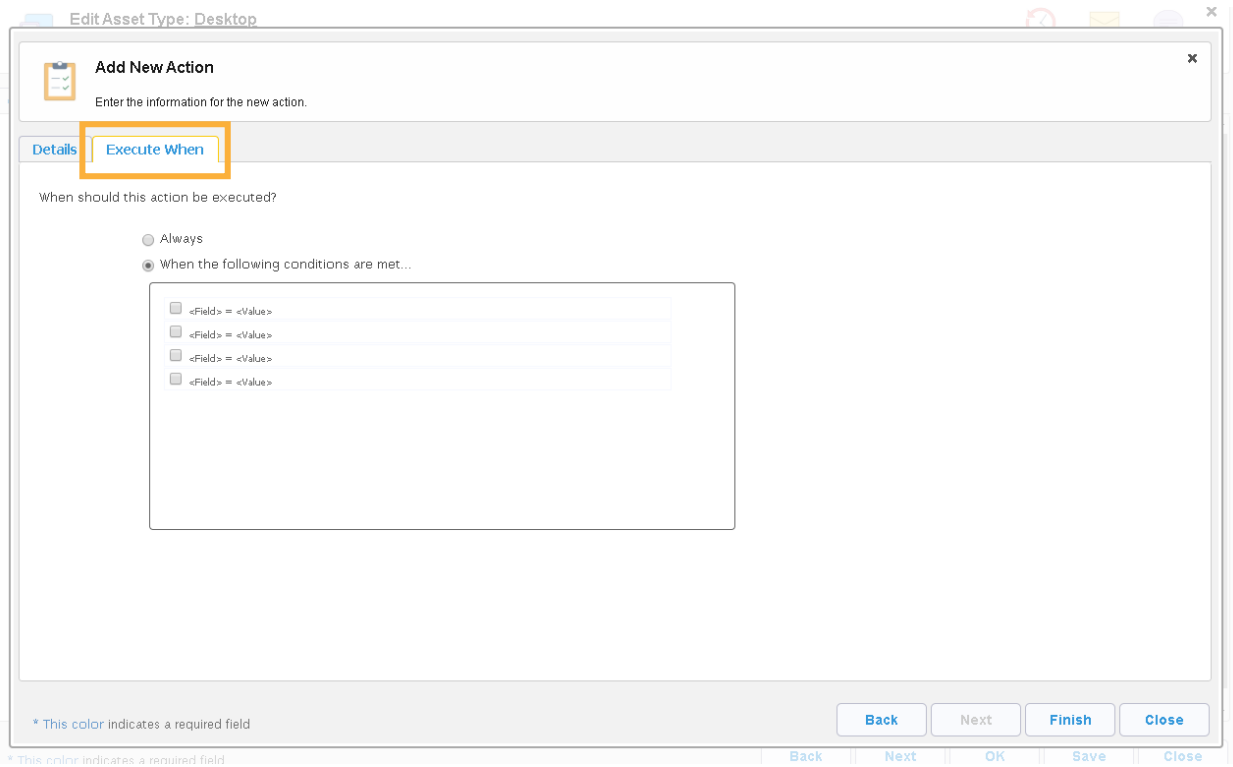
Attachments

Description:

* This color indicates a required field

Back Next Finish Close

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



8. Press finish to save your changes.