

Request an Asset (IT perspective)

1. If an employee calls you to request an asset you can go right to their account to do so. Click employees.

VIZOR Martin West'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
- Software Licenses**
Record, analyze and allocate software licenses; integrate with Software Inventory to ensure compliance and optimization
- Software Installations Catalog**
View the catalog of software collected by the Vector Discovery, by
- Employees**
View and manage employee, contractor & student profiles and assets
- Locations**
View and manage locations
- My Approvals & Actions**

Assets out for repair by type

Asset Type	Count
Chair	2
Desk	1
Projector	2

Requests for my approval

3 APPROVALS

Non-compliant licenses

2 LICENSES

% of open incidents with owner

2. The names of your employees will pop up. Search for an employee with the search bar and click the employee account. In this case, let's pick Daniel.

The screenshot displays the VIZOR Employees management interface. At the top, there is a navigation bar with the VIZOR logo and a search bar labeled "Search for an Employee...". The search bar is highlighted with an orange box. Below the search bar, there is a grid of employee cards. The card for Daniel Ambler is highlighted with an orange box. The card for Daniel Ambler contains the following information:

- Profile:** <Assigned to Location>
- Name:** Daniel Ambler
- Title:** Manager, Systems & Networking
- Email:** dambler@yourcompany

Other visible employee cards include:

- Aaron Bond:** Senior Systems Analyst, aaron.bond@vzor.cloud
- Chris Hubbard:** Senior Systems Analyst, email@yourcompany
- Donald Nathan:** Manager, Administration, dnathan@healthcare.org
- Employee User:** Accounting Assistant, email@yourcompany
- John Davis:** Marketing Manager, jdavis@yourcompany
- John Detorres:** Director, Human Resources, jdettorres@vector-networks.com
- Martin West:** Manager, Systems & Networking, mwest@yourcompany
- Perseus Lowa Jackson:** Manager, Administration, pjackson@yourcompany
- Robert Green:** Manager, Administration, rgreen@healthcare.org

At the bottom of the interface, there is a pagination bar showing "Page 1 of 1 (15 matches)" and navigation arrows. On the right side, there are two buttons: "New Employee Onboard" and "Terminate Employees".

3. In his account, click on the assets tab.

Edit Employee Information: Daniel Ambler
Update personal or employment information for the employee.

History New Email Emails

Info Contact Details Works With Employment Roles **Assets**

Category: Employee
First Name: Daniel
Middle Name:
Last Name: Ambler
Department: IT Infrastructure
Organization Name: Company A
Logon Name: dambler
E-mail: dambler@yourcompany
Work Phone:
Employee ID:
Keyboard Preference:
Out-Of-Office:
State: Active
Language:
Nickname:

Change Picture...

Attachments

Delegate For:
Make Daniel My Delegate

* This color indicates a required field

Back Next OK Save Close

4. In the asset tab, click Request Asset

Edit Employee Information: Daniel Ambler
Update personal or employment information for the employee.

History New Email Emails

Info Contact Details Works With Employment Roles **Assets**

These are the assets assigned to the employee.
Assets already provisioned to the employee show a green tick in the Provisioned column.
Assets pending have an hourglass.

Assets Report Request Asset

Provisioned	Status	Name	Serial Number	Asset Tag
	✓	Assigned	SALES-COMP-003	S4NL121
	✓	Assigned	Chair	HM-3001
	✓	Assigned	Desk	FLITED17
	✓	Lost	USB Memory Stick	S708GB
	✓	Lost	USB Memory Stick	S708GB
	✓	Lost	USB Memory Stick	S708GB
	✓	Lost	USB Memory Stick	S708GB
	✓	Assigned	USB Memory Stick	S708GB
	✓	Assigned	Signed Acceptance of Terms of Use of Technology Equipment	
	✓	Lost	Android	

* This color indicates a required field

Back Next OK Save Close

5. Choose the category of asset you need to request. For example, if you need to request a Chromebook, click computers.

The screenshot displays the VIZOR Request Portal interface. At the top, there is a navigation bar with the VIZOR logo and user options: Password, Options, Homepage, and Log Off. Below the navigation bar is a search bar labeled "Request Portal" with a search icon and a search input field containing the text "Search for an Asset Type...".

The main content area is a grid of asset categories, each with an icon and a list of examples:

- Computer** (highlighted with an orange border): Laptops, Desktops, Servers, Virtual Machines, Chromebooks
- Consumables**: USB Memory Sticks, Keyboards, Mice, Toners, Cabling
- Email, Internet and Network**: Email Accounts, Routers, Switches
- 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
- Software**: Software and Cloud Applications
- Telecom**: VoIP Phones, iPhones, Android Phones

On the right side of the grid, there are two buttons: "My Assets" and "My Requested Assets".

At the bottom of the page, there is a pagination control showing "Page 1 of 1 (9 matches)" and a small grid icon.

6. Click Chromebook.

The screenshot displays the VIZOR Request Portal interface. At the top, there is a navigation bar with the VIZOR logo and user options: Password, Options, Homepage, and Log Off. Below the navigation bar is a search bar labeled "Request Portal" with the placeholder text "Search for an Asset Type...". The main content area features a grid of asset categories: Chromebook, Desktop, Laptop, and Server. The Chromebook category is highlighted with an orange border. To the right of the grid are two buttons: "My Assets" and "My Requested Assets". At the bottom of the page, there is a pagination control showing "Page 1 of 1 (4 matches)" and a grid icon.

7. This will open a form specifically for that asset type to fill out. Please fill out the form and press close

The screenshot shows a web form titled "Request New Asset: Chromebook" with a sub-header "Enter the information for the new requested asset." The form is divided into a "Request Details" section. This section contains four input fields: "Required By Date:" (with a calendar icon), "Return Date:" (with a calendar icon), "Required By Time:" (with a clock icon), and an empty text field. A legend at the bottom left states "* This color indicates a required field". At the bottom right, there are two buttons: "Finish" and "Close". The "Close" button is highlighted with an orange border.