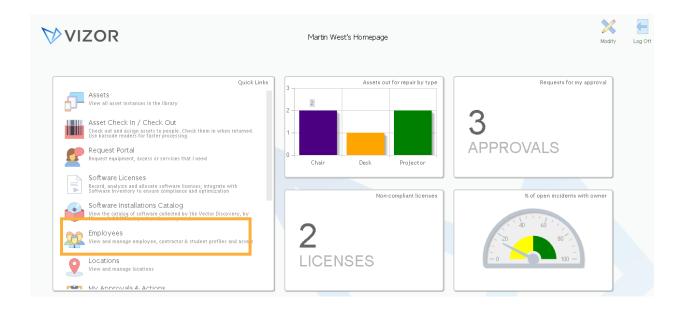
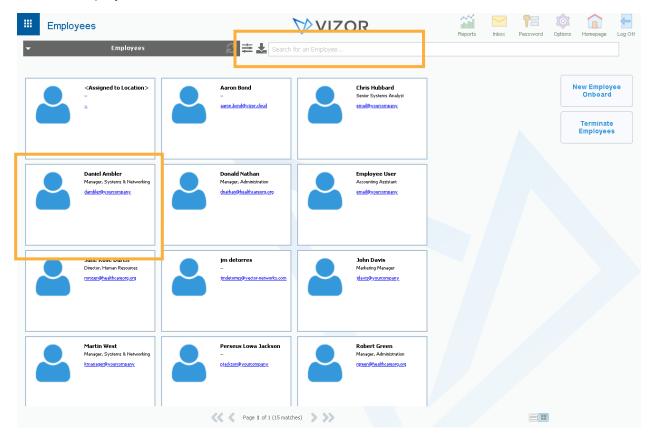
Request an Asset (IT perspective)

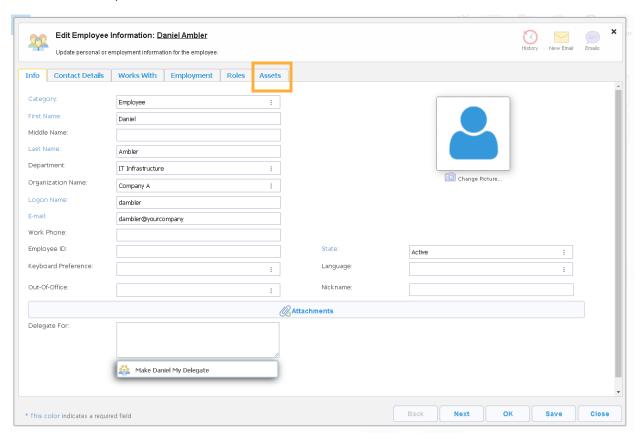
1. If an employee calls you to request an asset you can go right to their account to do so. Click employees.



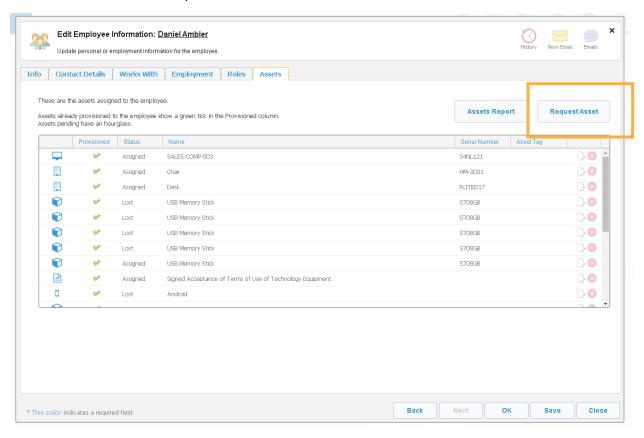
2. The names of your employees will pop up. Search for an employee with the search bar and click the employee account. In this case, let's pick Daniel.



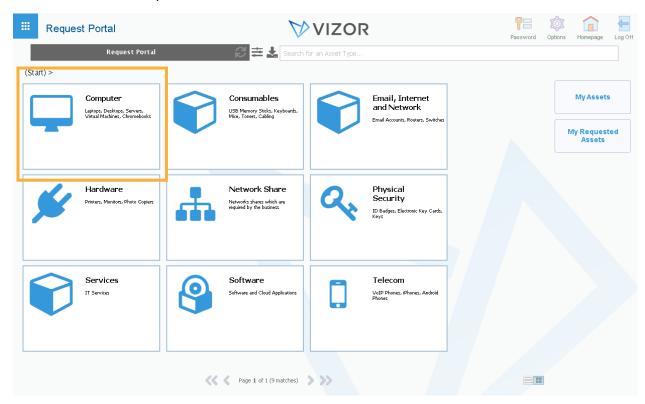
3. In his account, click on the assets tab.



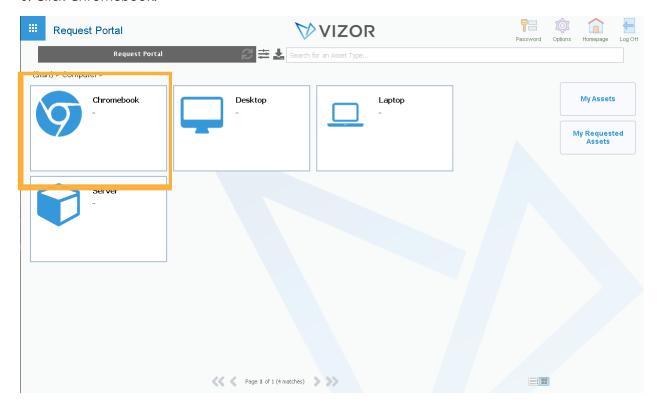
4. In the asset tab, click Request Asset



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



6. Click Chromebook.



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

