

Set up an Asset Request

1. Click Request Portal

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 Vizion 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. Find the asset type you want to set up. Let's say laptops. Click computers. *Remember: Requests forms are based on asset types.*

Request Portal

VIZOR

Reports Password Options Homepage Log Off

Request Portal Search for an Asset Type...

(Star) Computer

- Chromebook**
..
- Desktop
..
- Laptop
..
- Server
..

My Requested Assets

3. Click laptops. A form will pop up. This is where you will set up the parameter of the request.

Request New Asset: Laptop

Enter the information for the new requested asset.

Request Details

Requested Quantity:	<input type="text" value="1"/>	Associated Cost:	<input type="text"/>
For Travel:	<input type="text"/>		
Accessories Needed:	<input type="text"/>		
Required By Date:	<input type="text"/>	Required By Time:	<input type="text"/>
Return Date:	<input type="text"/>	Litigation software needed:	<input type="text"/>
Content Loaded on Laptop:	<input type="text"/>	Matter Number:	<input type="text"/>
Matter Name:	<input type="text"/>		
Reason for Request:	<input type="text"/>		
Training is Requested?:	<input type="text"/>	Deliver To:	<input type="text"/>
Special Instructions:	<input type="text"/>		

5. For example, if laptops are required to be lent out in a bag. Go to the *accessories needed* field.

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Training is Requested?:	<input type="text"/>	Deliver To:	<input type="text"/>
Special Instructions:	<input type="text"/>		

6. Select the *accessories needed* by highlighting the accessory and pressing the arrow. Then press okay

Select the values for the Accessories Needed field

Filter values where the Value Starts with...

Value

- External CD/DVD Drive
- Laptop Bag (automatically included with travel signout)
- Neoprene Soft Case
- Relativity, West Cast Notebook, or other litigation software
- Secure USB (for confidential data)
- Standard USB (for nonconfidential data)
- Verizon Wireless broadband (air) card*
- WIFI Internet Only (no broadband card needed)
- Wireless Presenter

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Selected values for the Accessories Needed field:

Name

- Laptop Bag (automatically included with travel signout)

OK Cancel

As a result, you set up the request for the asset type for any time an employee needs that type of asset.