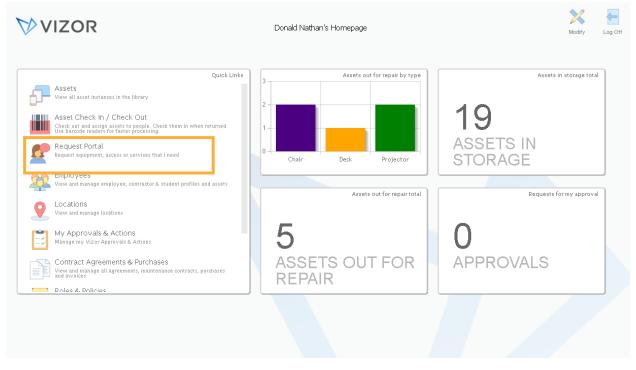
Set up an Asset Request

1. Click Request Portal



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

🗰 Red	quest Portal	7	VIZOR	Reports	Password	Options	Homepage	Log Off
	Request Portal	🔁 🔁 🛃 Sear	h for an Asset Type					
	Chromebook	Desktop 	Laptop			ſ	My Reques Assets	ted
	Server							

	Asset: Laptop n for the new requested asset.			
equest Details				
equested Quantity: or Travel:	1	÷	Associated Cost:	
ccessories Needed:				1
equired By Date: eturn Date:			Required By Time: Litigation software needed:	:
ontent Loaded on aptop:		:	Matter Number:	
fatter Name:				
eason for Request:				
raining is Requested?:		:	Deliver To:	:
pecial Instructions:				

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

						 		_
	Asset: Laptop In for the new requested asset.							×
Request Details								
Requested Quantity: For Travel:	1]	Associated Cost:]	
Accessories Needed:]			i		
Required By Date:				Required By Time:		//	0	
Return Date:				Litigation software needed:		:		
Content Loaded on Laptop:		I		Matter Number:		//]	
Matter Name:		//]					
Reason for Request:							1	
Training is Requested?:		i]	Deliver To:		 		
Special Instructions:					L		1	

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

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

ect the values for the Accessories Needed field		
ilter values where the Value Starts with	<u>ç</u>	Selected values for the Accessories Needed field:
Value		Name
External CD/DVD Drive 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		Laptop Bag (automatically included with travel signout)
< Page 1 of 1 (9 matches)	»>	
		OK

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