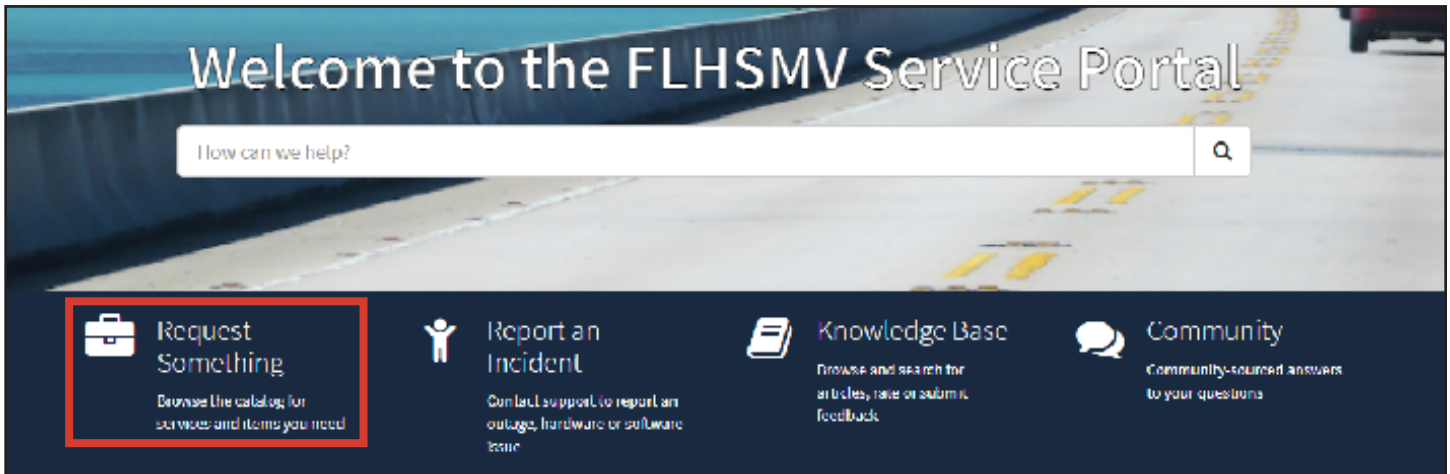


# Asset Assignments

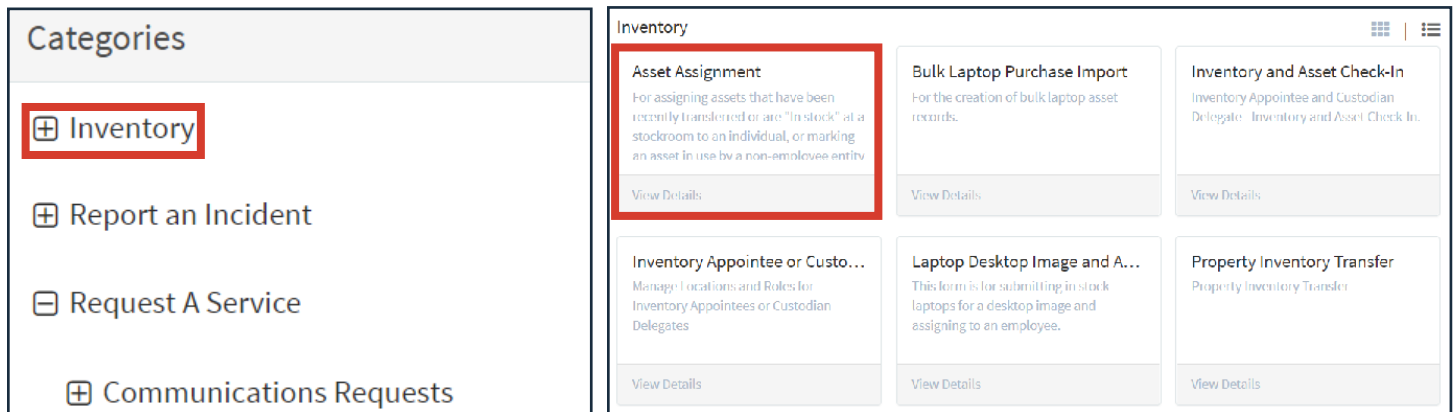
This procedure will identify the steps needed to assign and update location of assets for Inventory Appointees.

1) Log into the Service Portal and click the Request Something icon.



2) Under Categories, click on Inventory.

3) Click on the Asset Assignment request option.



4) Complete all required fields in Asset Assignment.

The screenshot shows the "Asset Assignment" form. The following fields are highlighted with red boxes:

- \* Asset Assignment Initiated by: Karen Yawn
- \* Are you the Custodian Delegate or Inventory Appointee of the Location Code(s) the assets are being assign out from?:  Inventory Appointee
- \* Custodian Delegate: Jennifer Ford
- \* Location Code(s) where Assets are currently located: 37 Q06717B261

Below these fields is the "Assignable Assets" section, which includes an "Add" button (highlighted with a red box) and a "Remove All" button. A table is shown below with the following headers: "n Codes to Assign Assets From", "Asset", "Property Number", "Serial Number", "Location", "Current Location Code", and "New Local". The table currently displays "No data to display".

5) Click Add.

6) Type or select Asset tag number. If it does not display, then the asset may be in another Location Code. Return to step 4 to enter the correct Location Code.

7) You can also update the Location Code by selecting a new one under New Location Code and/or use the drop down on Assigned To to change the member assignment.

Add Row ✕

Approving Property Custodian

Available Location Codes to Assign Assets From

\* Asset

Property Number

Serial Number

Location

Current Location Code

\* New Location Code

\* Assigned To

Asset is being assigned to a non-employee entity

8) Click the Add button once completed. You can add more asset changes as needed.

9) You will then see and can verify the Asset column.

Assignable Assets

Actions	Approving Property Custodian	Available Location Codes to Assign Assets From	Asset	Property Number
	Jennifer Ford	37 Q06717B261	228517 - DELL 5520 LATITUDE	228517

Add attachments



10) Click Submit.

11) Confirm your request has been submitted.


Submitted : 03/11/2022 10:07:21 Request Number : REQ0056705 Estimated Delivery : --			
Item	Delivery Date	Stage	Quantity
Asset Assignment	--	<ul style="list-style-type: none"><li>▼ <span style="color: green;">✔</span> Request Approved (Approved)</li><li>→ <span style="color: blue;">⌚</span> Pending Custodian Delegate's Approval (In progress) Approvers Jennifer Ford (Requested)</li></ul>	--

12) You will receive two email notifications for your request - one notifying you the request was created and one notifying once it is completed.

Your request REQ0056705 has been created!

 TAC <flhsmv@service-now.com>  
To:  Yawn, Karen



[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)  
Fri 3/11/2022 10:08 AM




**Your request [REQ0056705](#) has been created!**

**Requested items:**  
RITM0058789: Asset Assignment, Stage: Pending Custodian Delegate's Approval

Your request REQ0056705 has been completed!

 TAC <flhsmv@service-now.com>  
To:  Yawn, Karen

[↩ Reply](#) [↩ Reply All](#) [→ Forward](#) [⋮](#)  
Fri 3/11/2022 10:08 AM



**Your request [REQ0056705](#) has been completed!**

**Requested items:**