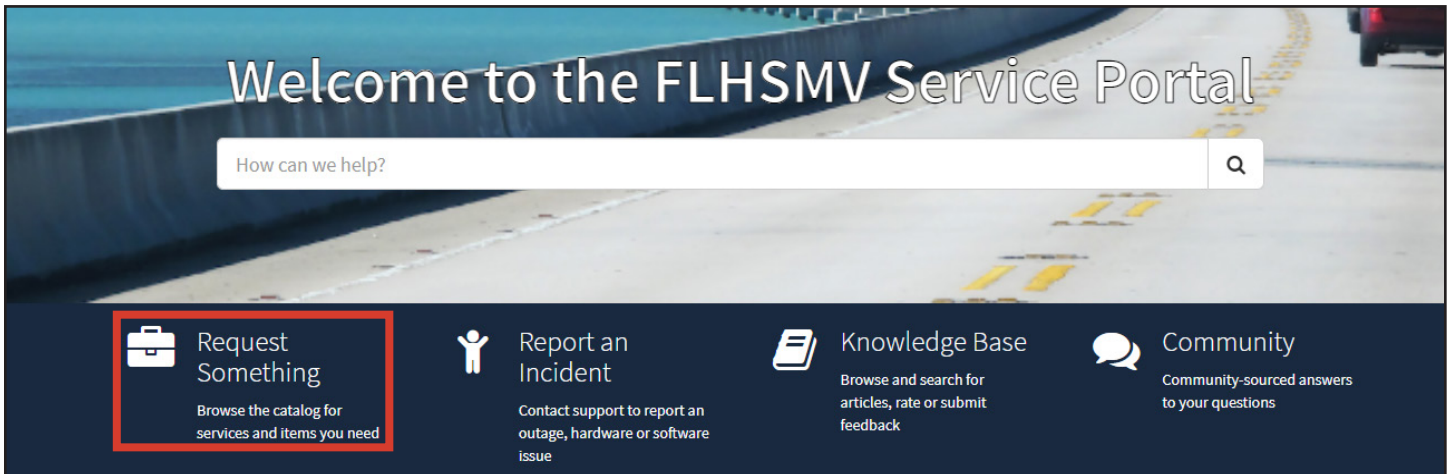


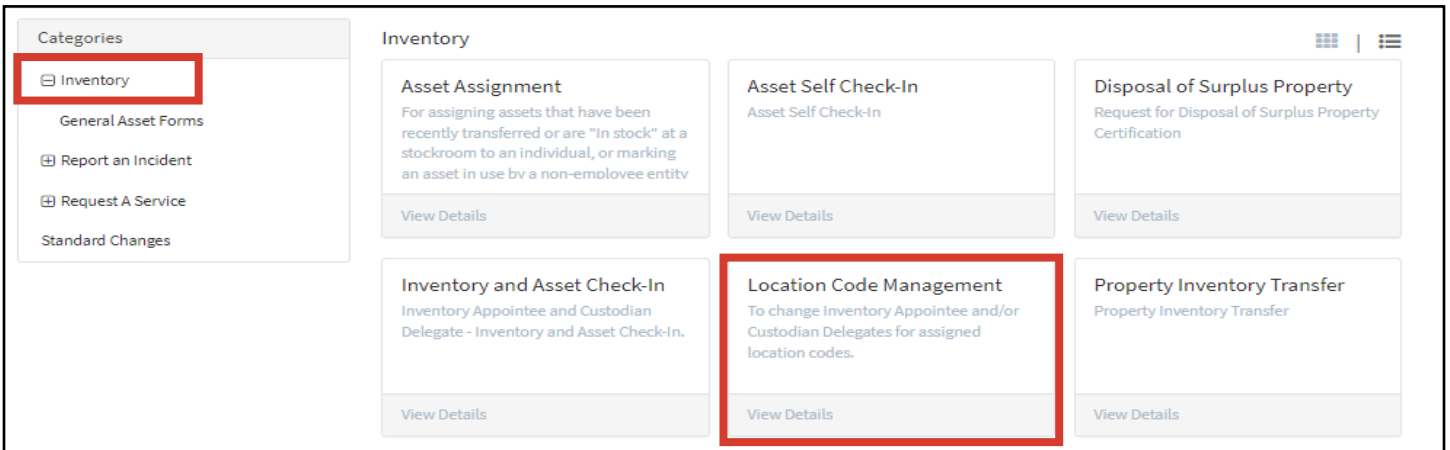
Change Inventory Appointee or Custodian Delegate

This procedure will outline the steps needed for an Inventory Appointee or Custodian Delegate to change an Inventory Appointee and/or Custodian Delegate in the FLHSMV Service Portal.

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



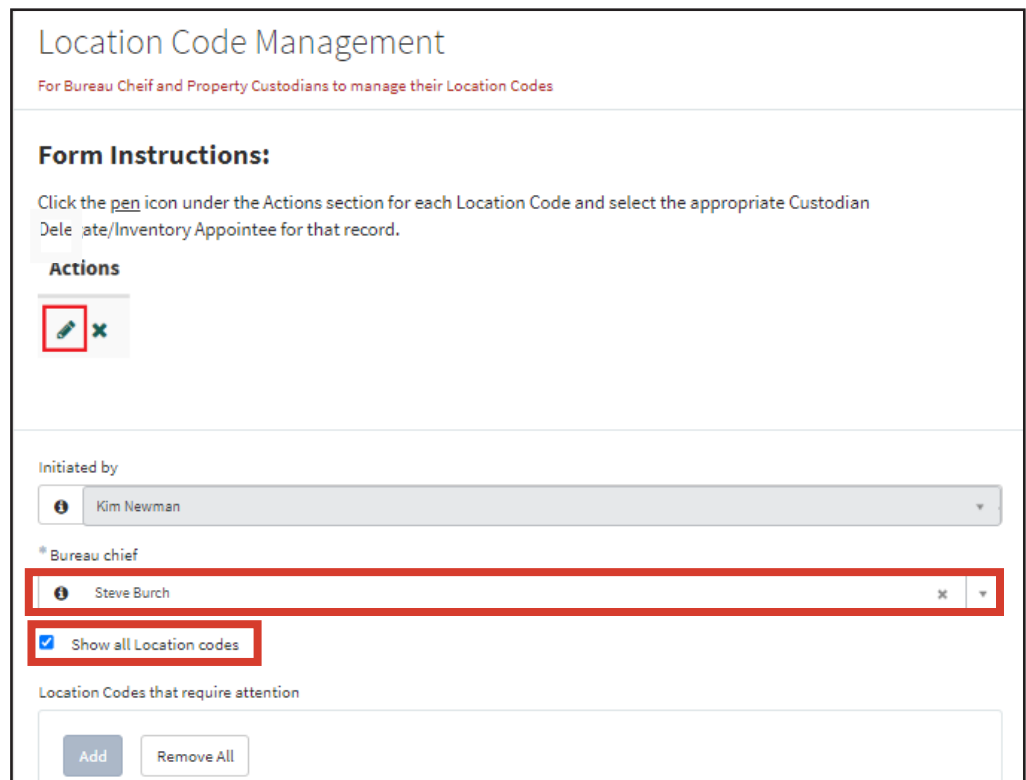
2) Under Categories, click on Inventory. 3) Select the Location Code Management Option.



4) Identify the Bureau Chief for the location code for which you want to request a change.

The system will populate any location codes that need to be addressed.

5) If there are none displayed, select the Show all Location codes checkbox.











6) Select the edit icon to update each location code, as needed.

Show all Location codes

















Location Codes that require attention

Add Remove All

Actions	Updated	Name	Section	Room	Custodian delegate	Inventory appointee	Reason
 		37 Q06717A4121	Accounting	A124	ADELA LEVY	ADELA LEVY	Custodian delegate is no longer active, Inventory appointee is no longer active
 		37 Q06717A410F	Accounting	A10F	ADELA LEVY	Steve Burch	Custodian delegate is no longer active,
 		37 Q06717A410	Accounting	A410	Alyssa Thomas	Winston Hull	Custodian delegate is no longer active,
 		37 Q06717A412H	Accounting	A12H	Winston Hull	Alex Graham	Inventory appointee is no longer active

Location Codes

Add Remove All

Actions	Updated	Name	Section	Room	Custodian delegate	Inventory appointee
 		37 Q06717A104	Accounting	A104	ADELA LEVY	ADELA LEVY
 		07 Q06717A41001	Accounting	A41001	Alessandra Tereles	Adebukola Alan-Debalola
 		37 Q06717A103	Accounting	A103	Mike Alexander	Steve Burch
 		37 Q06717A115B	Accounting	A115B	ALEA DELL'AMICO	ABEYPOPE
 		37 Q06717A410F	Accounting	A410F	ADELA LEVY	Steve Burch
 		07 Q06717A117	Accounting	A117	Winston Hull	Steve Burch
 		37 Q06717A106	Accounting	A106	ANASHIA JONES	Steve Burch
 		37 Q06717A412	Accounting	A412	Winston Hull	Steve Burch

7) From the dropdowns, select the Custodian Delegate and/or the Inventory Appointee that should be assigned to the location code selected.

Updated

Name
37 Q06717A416B

Section
Accounting

Room
A416B

Custodian delegate
Mike Alexander

Inventory appointee
Steve Burch

Close Save

8) Click Save.

9) Click Submit.



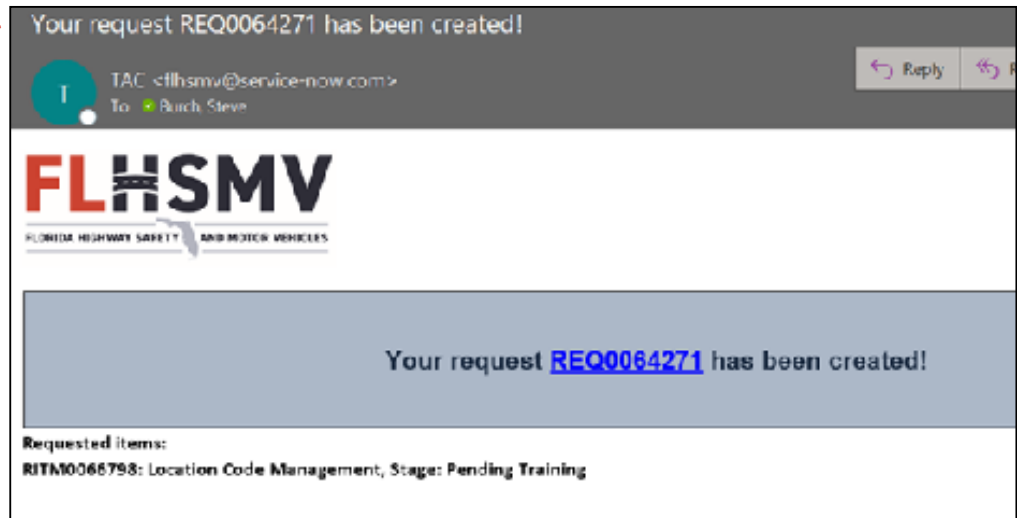
10) Confirm the request has been submitted.

Home > Request Summary

Submitted : 05/20/2022 13:43:06
Request Number : REQ0060177
Estimated Delivery: --

Item	Delivery Date	Stage	Quantity
Location Code Management	--	request_approved	--

12) You will receive an email stating your request has been created.



The approval flow for assigning an Inventory Appointee/Custodian Delegate to Asset Location codes:

If training is needed:

Inventory Appointee/Custodian Delegate -> Bureau Chief -> LDO -> User Completes Training -> ISA updates User Role

If training is not needed:

Inventory Appointee/Custodian Delegate -> Bureau Chief -> ISA updates User Role