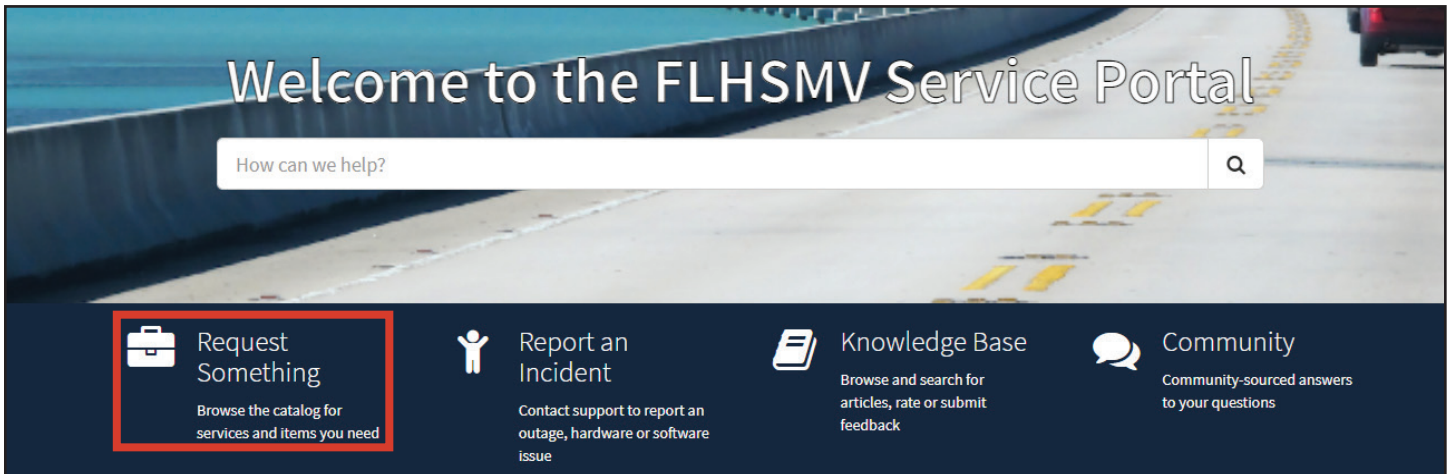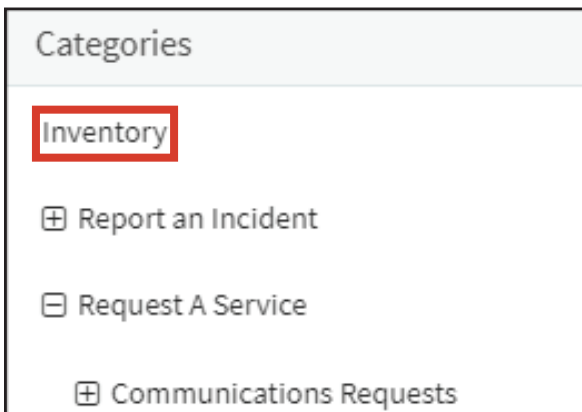# Property Additions Form

This procedure will identify the steps needed to add property assets to the current inventory, for Custodian Delegates and Inventory Appointees.
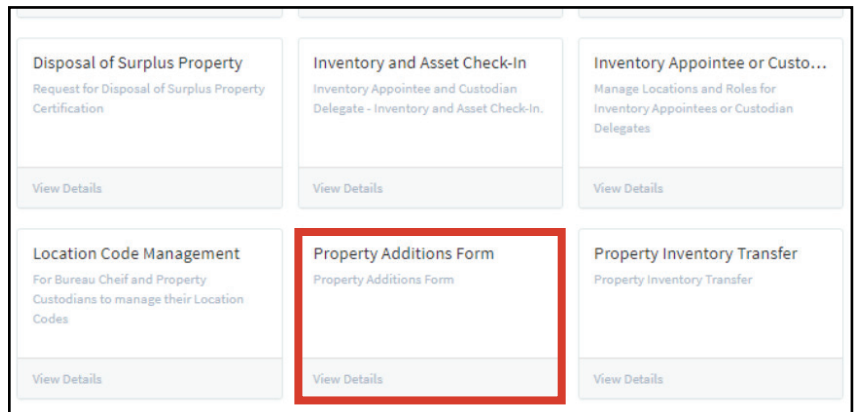
1) Log into the Service Portal and click the Request Something icon.

2) Under Categories, click on Inventory.

3) Click on the Property Additions Form Option.

4) Complete the form by indicating if you are the Custodian Delegate or Inventory Appointee.

5) Select your Custodian Delegate from the dropdown menu.

6) Select the Location Code where you want to add items found, during the inventory process.

7) Click Add to search for the asset in the system.

8) The Additions form will appear. Under Asset, enter the property decal number or serial number. The system will search for the item to see if it is already in ServiceNow.

9) If it is found, the remaining fields will populate. Click Add.

Continue to Step 14.

Add Row   ✕

* Asset ❓

| Search by Property Tag or Serial Number   ✕ |

| ▼ |

Property Number

Serial Number

Location Code on Record

| ▼ |

Current Custodian Delegate

| ▼ |

Current Inventory Appointee

| ▼ |

Close   **Add**

10) If it is not found and the fields do not populate, click Close.

Close   Add

11) Select the checkbox for "I'm still unable to locate Asset(s) in ServiceNow" and then click Add.

* Additional Asset

Add   Remove All

Actions	Asset Type	Property Number	Serial Number	Additional Information
No data to display

☑ I'm still unable to locate Asset(s) in ServiceNow

📎 Add attachments

12) After entering all required asset information, click Add.

Add Row ✕

* Asset Type

EQUIPMENT ▾

* Property Number

228108

* Serial Number

8MDQ313

Additional Information

Found Item

Close | Add

13) Once completed, verify that all information populated on the form is correct.

* Additional Asset

Add | Remove All

Actions	Asset Type	Property Number	Serial Number	Additional Information
✏ ✖	EQUIPMENT	228108	8MDQ313	Found Item

☑ I'm still unable to locate Asset(s) in ServiceNow

🖇 Add attachments

14) Click Submit.

Submit

15) Confirm your request has been submitted.

Home > Request Summary

Search

Submitted : 07/22/2022 10:55:08
Request Number : REQ0071906
Estimated Delivery : --

Item	Delivery Date	Stage	Quantity
Property Additions Form	--	Request Approved (Approved)	--
		Current Custodian Delegate's Approval (Completed)	
		Completed (Pending - has not started)	

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

[EXT] Your request REQ0023074 has been created!

IS IT Service Desk <flhsmvtest@service-now.com>
To Smalley, Renee

↩ Reply   ↩ Reply All   → Forward   •••

Mon 6/28/2021 9:42 AM

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

Your request **REQ0023074** has been created!

Requested items:
RITM0023551: Property Additions Form, Stage: Waiting for Approval

[EXT] Your request REQ0023074 has been completed

IS IT Service Desk <flhsmvtest@service-now.com>
To Smalley, Renee

↩ Reply   ↩ Reply All   → Forward   •••

Mon 6/28/2021 9:45 AM

FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

Your request **REQ0023074** has been completed!

Requested items:
RITM0023551: Property Additions Form, Stage: Complete