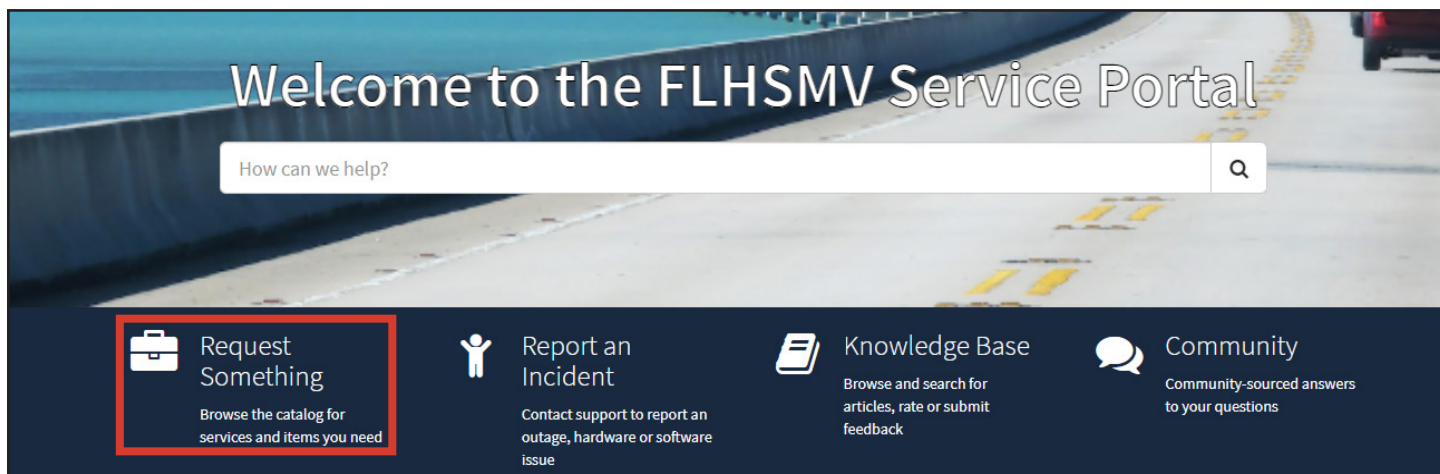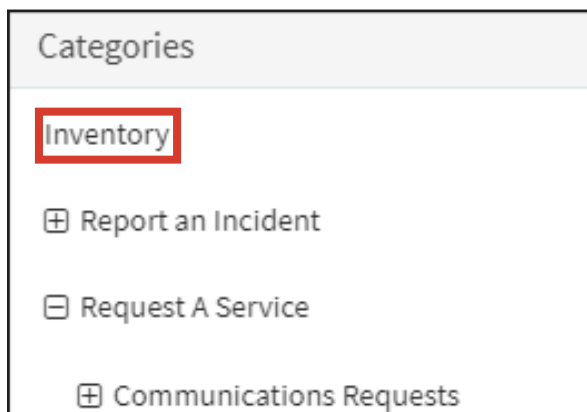# Inventory and Asset Check-In

This procedure will identify the steps needed to process the annual property inventory, as well as assign items to a member, for Custodian Delegates and Inventory Appointees.
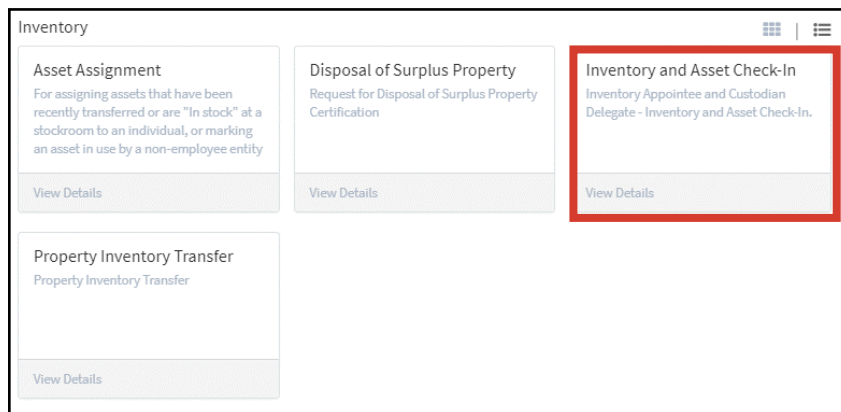
1) Log into the Service Portal and click the Request Something icon.

2) Under Categories, click on Inventory.

3) Click on the Inventory and Asset Check-In Request Option.

4) Select whether you are a Custodian Delegate or Inventory Appointee by clicking the corresponding radio button.

Inventory Appointees will need to enter the name of the Custodian Delegate.

5) Enter the Location Code.

6) A list of all assets assigned will populate here. Under Actions, click on the Edit icon (pencil).

My Managed Assets

	Add	Remove All					

Actions	Updated	Approving Property Custodian	Description	Property Number	Serial Number	Check-In Status
✏ ✖	false		228108 - DELL LATITUDE 5420 LAPTOP	228108	8MDQ3J3	

7) Under Check In Status, click on one of the four choices.

If the items is in use by an employee, the system will require you to select a name under Assigned To. Type the member's first name and select the name from the list.

Edit Row ✕

☑ Updated

Approving Property Custodian

ⓘ Mike Alexander ▾

Description

ⓘ 228108 - DELL LATITUDE 5420 LAPTOP ▾

Property Number

228108

Serial Number

8MDQ3J3

Check-In Status ❓

Asset Custodian, please do not assign assets to yourselves unless it's really an asset you use. You can instead mark the asset "Asset has been located but is NOT currently in use by an employee." or "Asset has been located and is in use by a non-employee entity." ✖

○ Asset has been located and is in use by an employee/contractor.
○ Asset is located and is in use, but not by a single employee. (A shared printer)
○ Asset has been located but is NOT currently in use. (Asset is in stock)
○ Asset was not able to be located and is currently missing.

Location Code

ⓘ 37 Q06717A403 ▾

Assigned To

ⓘ Steve Burch ✖ ▾

Additional Information

Please include any and all relevant information that should be known about this asset. If missing, try to include the last known location/employee

Close | Save

8) Click the Save button.

**9) You will then see and can verify the Check-In Status and the Assigned To columns.**

My Managed Assets

| Add | Remove All | | | | | |

Actions	Updated	Approving Property Custodian	Description	Property Number	Serial Number	Check-In Status
✏ ✖	true	Mike Alexander	228108 - DELL LATITUDE 5420 LAPTOP	228108	8MDQ3J3	Asset has been located and is in u by an employee/contrad

My Managed Assets

| Add | Remove All | | | | | |

ption	Property Number	Serial Number	Check-In Status	Location Code	Assigned To	Additional Information
- DE p	228108	8MDQ3J3	Asset has been located and is in use by an employee/contractor.	37 Q06717A403	Steve Burch	

10) Click on Submit.

Submit

11) Confirm your request has been submitted.

Submitted : 08/27/2021 13:44:23
Request Number : **REQ0032489**
Estimated Delivery : --

Item	Delivery Date	Stage	Quantity
Inventory and Asset Check-In	--	▶ Waiting for Approval	--

12) 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: Inventory and Asset Check-In, 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: Inventory and Asset Check-In, Stage: complete