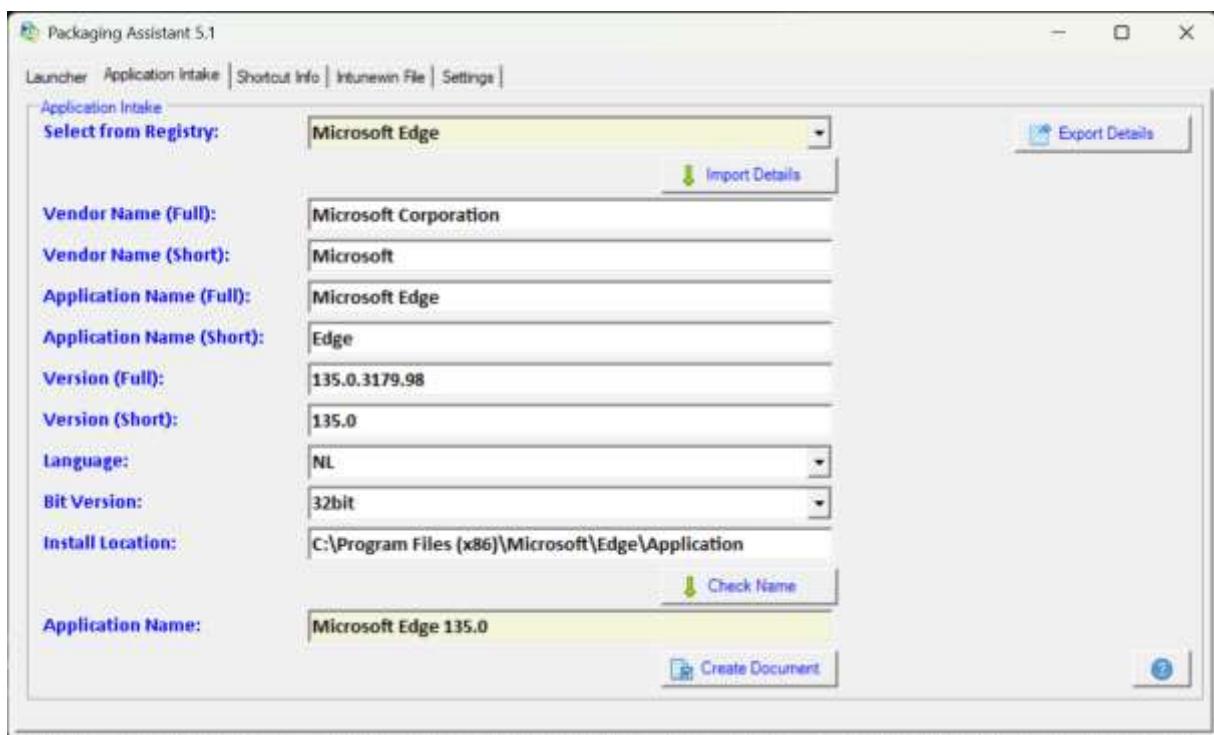


Module Application Intake

Introduction

This module **creates a Word document** containing the Application information from the input fields.

It can also export the Application information from the Registry.



Instructions

Select an Application from the dropdown list labeled '**Select from Registry**'. (This list contains the names of the locally installed applications.)

Then click on '**Import Details**'. The Application information is now shown in the input fields.

Fill the fields ending with **(Full)** with the **formal** names of the Vendor/Application. These will be used to fill certain fields inside the Word document.

Fill the fields ending with **(Short)** with the **shortened** names of the Vendor/Application. These will be used to create the Asset ID.

Click '**Check Name**'.

The **Application Name** is now shown in the bottom field.

Click '**Create Document**'.

The Word document will be created and filled with the Application information.

To export the Application information to a text file, click '**Export Details**'.