

Asset Movement Request

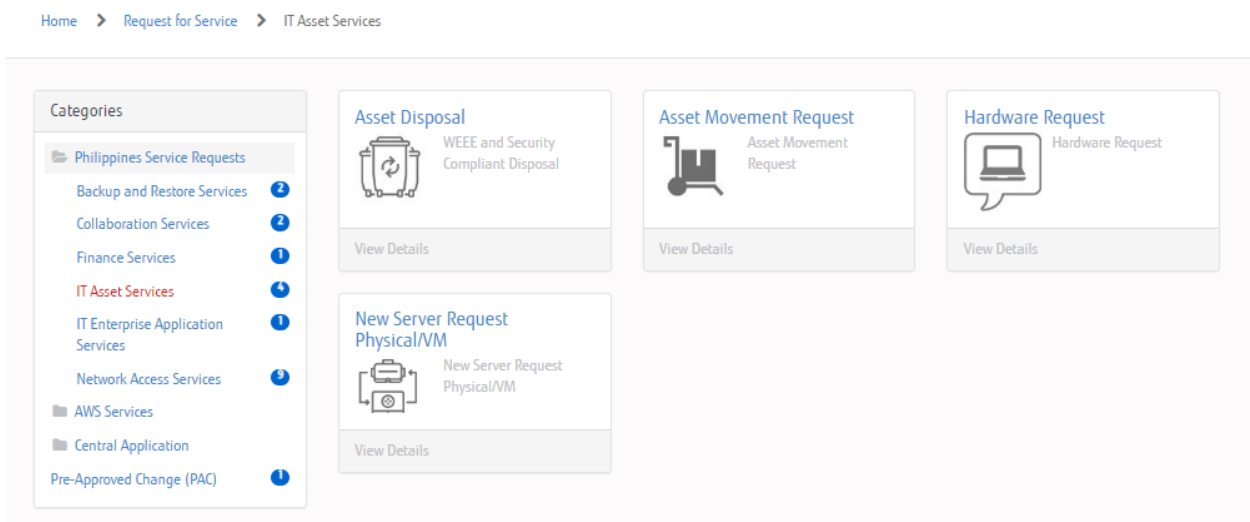
This catalogue is for service requests to move or transfer asset location.

How to create a ticket under Asset Movement Request?

1. Access FJGlobal link – https://fjglobal.service-now.com/fjglobal_csm.
2. Login with your G07 email and password.
3. Choose Request for Service.



4. In Categories, choose IT Asset Services then Asset Movement Request.



5. Fill in the required information.

Requested For User can be modified if you are requesting for your teammates, team members, Managers, etc.

Equipment Details check the box to indicate the description of asset

*Equipment Details:

- ☐ Desktop Set
- ☐ Laptop Set
- ☐ Monitor
- ☐ Keyboard
- ☐ Mouse
- ☐ Headset
- ☐ Desk phone

Relocation Details to be added to identify from and to the asset will be transferred

Relocation Details:

*Existing Location:

*Existing Floor

*New Location:

*New Floor

Business Justification should be added to get more details of ticket

Add Attachment of your Manager's approval

6. Submit ticket.
7. This ticket will be routed for approval of Security Team.
8. Once ticket has been approved, ticket will be assigned to End User Support Onsite Team.