# **Overview**

These Work Instructions were created to guide personnel in four key quality areas: training, reference, problem solving and continuous improvement.

How to

To report lost or stolen IT equipment, complete the following steps:

**Task: Name**

Description.

 **Guide Me**

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| Task Procedures |
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Download article(s) if needed to attach to the Other Request

Create Other Request. This will create a RITM.

Find RITM and change assignment group to SD Documentation.

Open SCTask at bottom of RITM and assign to appropriate group (this will be provided by M. Kern or C. Hurkamp.

This article is set to expire soon, please review this article and its attachment(s) for accuracy, then follow up in one of three ways:

1) If the article requires updates, make these and return to the Technical Writer via this task for assistance with republishing.

2) If the article remains current, indicate so in a Work Note and the article will receive a new 'Valid to' date and will be republished.

3) If the article should be retired, please indicate this in a Work Note and it will be retired.

Thank you. Direct any questions regarding this request through Work Notes in the task.