OPR For How to Check Out and Check in Asset for Users in Snipe-IT

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| **Subject** | OPR For How to Check Out and Check in Asset for Users in Snipe-IT |
| **Department** | **IT Support** |
| **Recorder** | **Mohamed Rashad** |
| **Approved by** |  |
| **Create Date** | **30/03/2018** |
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| **Path On Network Location** | [**Click Here**](https://cisintlcom.sharepoint.com/:w:/g/itsupport/EeJgDLaRr7dDijWW1O7VhWIBx35YkEW1tMAV2pyTtv9FHw?e=m7ZzaM) |
| **No. of Pages Including this page** | **02** |

**Check-in Asset for Resigned User**

Login to Asset Management Portal – Click to People – Search the User – Select User – Click Asset Tab – Click Checkin - Add Notes if Needed – Click Checkin

**Check-Out Asset for New User**

Login to Asset Management Portal – Go to Assets and List All – Search for Asset – Click Checkout – Select User – Click Checkout