

User Name:

Password:

OK

Cancel

Laptops on hand: Display Count **Show Me The List**

Laptops to be returned today: Count **Show Me The List**

Laptops to be returned later: Count **Show Me The List**

Request Laptop **Approve Laptop** **Issue Laptop** **Collect Laptop**

Request Laptop

- ☐ LP 01
- ☐ LP 02
- ☐ LP 03
- ☐ LP 04

OK **Cancel**

Justification?

Committed Return Date

Phone Extension

Submit Now

Approve Laptop (Lists all requests)

- ☐ Requester Name, Justification and committed date
- ☐ Requester Name, Justification and committed date

Approve **Reject**

Issue Laptop (Lists all approved)

- ☐ Laptop Number, Requester Name
- ☐ Laptop Number, Requester Name

Issue Laptop

Collect Laptop (List all Laptops to be returned)

- ☐ Laptop Number, User Name
- ☐ Laptop Number, User Name

Collect Laptop