

# HT Patient Tablet Ordering

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## ServiceNow ERS HT Patient Tablet Ordering Instructions

Go to ServiceNow <https://fmc4me.fmcna.com/servicenow-bridge> You can also find the link on FMC4ME under IT Services (formerly ServiceNow Tickets) Type Tablet and Carts in the Search Here area. There should be a couple items for each Select Tablets and Carts Complete Required fields with a \* next to them. Whoever's name you enter in the Requested For box, the request will go to their manager for approval. Override Cost Center: you will leave blank Location ID: Clinic will have a 4 or 6 digit Location Number. Example Clinic Location ID 4155 or 101425 (Just Examples Don't Use). Profit Center field auto populates with the Requested For users cost center. Double check it is correct. Select Device Area you can add equipment using the drop down features. All tablets come with a case so you don't need to add a case. HT Patient Cases are only for Replacement and you must know what model iPad you have. You can select a Qty up to 20 items. If you are not sure, review with your manager. Once complete you can submit. You will get an email from the system and your manager will also get an email for approvals. Warning: You are not able to order Tablets, Patient Scanners, or Rounding Carts at the same time as computer equipment. You will need to complete a separate request.

Screen Shots are on the next page.

If you need replacement chargers you will order them on a separate request. USB C charger is for the newest iPad Lightning Charger is for the old units. Make sure which tablet you have before you request.