



High performance. Delivered.

A large, solid red chevron shape is positioned diagonally across the center of the slide. It points from the top-left towards the bottom-right, with its tip located near the middle of the slide's width and height.

如何提交资产转移申请 :	3
问题描述:	3
指导步骤 :	3
How to Apply Transfer Asset:	7
Issue of Description:	7
Solution:	7

===== Please scroll down for English version =====

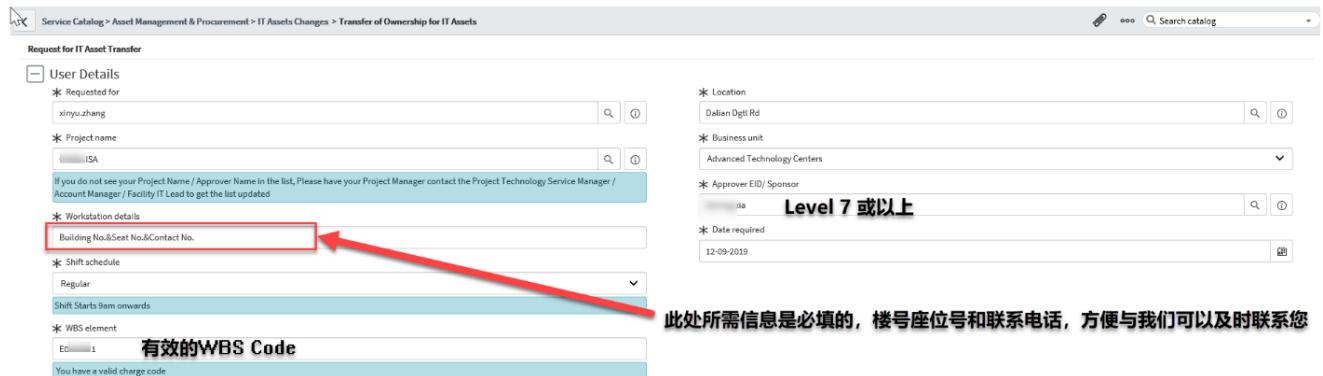
如何申请资产转移：

问题描述：

当用户需要将名下的设备转移到其他用户名下，需提交申请。

指导步骤：

1. 请打开[Transfer of Ownership for IT Assets](#) 填写必要信息，可参考下图，重点部分请注意下面的语言描述：



The screenshot shows a web-based form titled 'Request for IT Asset Transfer'. The 'User Details' section contains fields for 'Requested for' (xmyu.zhang), 'Project name' (ISA), and 'Workstation details' (Building No.&Seat No.&Contact No., Shift schedule, WBS element). The 'Location' and 'Business unit' sections are also visible. A note at the bottom left of the 'User Details' section states: 'If you do not see your Project Name / Approver Name in the list, Please have your Project Manager contact the Project Technology Service Manager / Account Manager / Facility IT Lead to get the list updated'. A note at the bottom right of the page says: '此处所需信息是必填的，楼宇座位号和联系电话，方便与我们可以及时联系您'.

Request Details

Add	Remove All
Actions Error Asset Type Please Specify Asset Type Asset Category Asset Tag No. From Enterprise ID (Accountable) From Career Level From Facility From Workstation No. To Enterprise ID (Accountable) To Career Level To Facility To Workstation No. WBSE (to be used for charging)	
x Desktop	Accenture Owned DLCO XL x zhang 10 Dalian Dgtl Rd 1 ji...yu 12 Dalian Dgtl Rd 1 EO...01

Comments

表格填写完毕后,请点击此处进行验证

③ Validate

* Workstation details

Building No.&Seat No.&Contact No.

* Shift schedule

Regular

Shift Starts from onwards

* WBS element

EO...1

You have a valid charge code

① Add Remove All

Actions Error Asset Type Please Specify Asset Type Asset Category

Comments

② 根据实际机器选择

* Asset Type Desktop

* Asset Category Accenture Owned

* Asset Tag No. DL...Y2L

* From Enterprise ID (Accountable) XL...hang

From Career Level

* From Facility Dalian Dgtl Rd

* To Enterprise ID (Accountable) 1 la.yu 新使用者EID

To Career Level 12

* To Facility Dalian Dgtl Rd

* To Workstation No. 1

* WBSE (to be used for charging) EO...1 有效的wbs code

You have a valid charge code

离职 下项目

④ Close Add

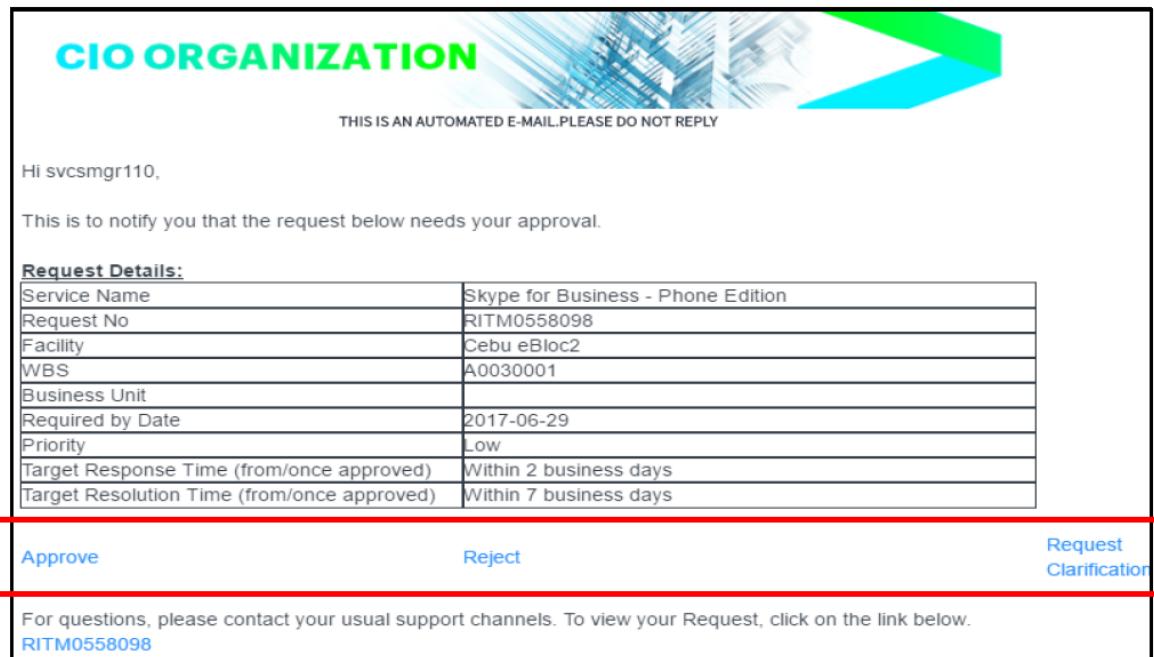
2. 必要信息填写重点如下： Approver EID / Sponsor /WBS Element

- a. **Project Name:** 需要填写准确的项目名，项目名选对，才能找到对应的Approver。例如：ATCC/BPO Dalian XXX或Dalian ATCC/BPO XXX
- b. **Workstation Details:** 需填写楼号、座位号和联系电话
- c. **Business Unit:** BPO-Accenture Operations; CDC-DCN tech
- d. **Approver EID:** *需要Level 7 或以上*. 批准人会收到一封来自于系统的提醒邮件，可以通过邮件获悉如何申请并查看提交人填写的相关申请信息等
- e. **WBS Element :** 一个有效的WBS Code
- f. **Additional approver- Level 7或以上**
- g. Add: 将要转移资产的详细信息，添加到弹出表格里。信息填写完毕后，需要点击Validate进行验证，若信息无误，验证通过即可看见Submit按钮，如果是多个设备可以批量添加。
- h. 如果您转移的是显示器，填写序列号时，请填写**笔记本的序列号**

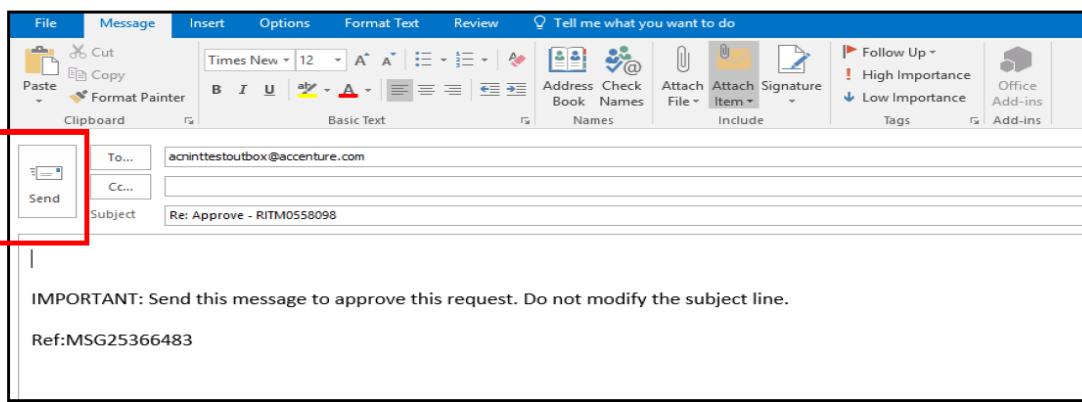
3. Comments

您需要将您的申请需求，简要的在这个位置描述下，方便于您的批准人和负责此申请的IT，可以一目了然您的需求。

4. Approve Request 一旦您的申请表格提交后，您的**批准人**会自动收到一封系统邮件。



批准人根据邮件内容里涉及的申请信息，可以选择**Approve**, **Reject**, or **Request Clarification**，点击电子邮件中相应的链接。点击链接后，一封电子邮件将根据审批人的决定自动生成。审批人需要点击**Send**来处理决定。



注：审批人也可通过埃森哲支持中心进行审批。单击**Tickets**然后单击**Approvals**以查看未完成的审批并对其采取操作。

===== 中文版本, 请参阅上文 =====

How to Apply Asset Transfer:

Issue of Description:

When user need to transfer out assets to other users

Solution:

Create Request

1. Please open [Transfer of Ownership for IT Assets](#), fill in the necessary information, you can refer to the following figure, the key parts please note the following language description:

The screenshot shows a web-based form titled 'Request for IT Asset Transfer'. The form is divided into several sections: 'User Details' (Requested for: xinyu.zhang, Project name: ISA), 'Location' (Dalan Digi Rd, Business unit: Advanced Technology Centers), 'Approver EID/ Sponsor' (Level 7 或以上), and 'Workstation details' (Building No.&Seat No.&Contact No., Shift schedule: Regular, Shift Starts item onwards, WBS element: 有效的WBS Code). A red arrow points from the Chinese note '此处所需信息是必填的, 楼号座位号和联系电话, 方便与我们可以及时联系您' to the 'Building No.&Seat No.&Contact No.' input field.

此处所需信息是必填的, 楼号座位号和联系电话, 方便与我们可以及时联系您



2. Enter necessary information as follows: **Approver EID / Sponsor /WBS Element**

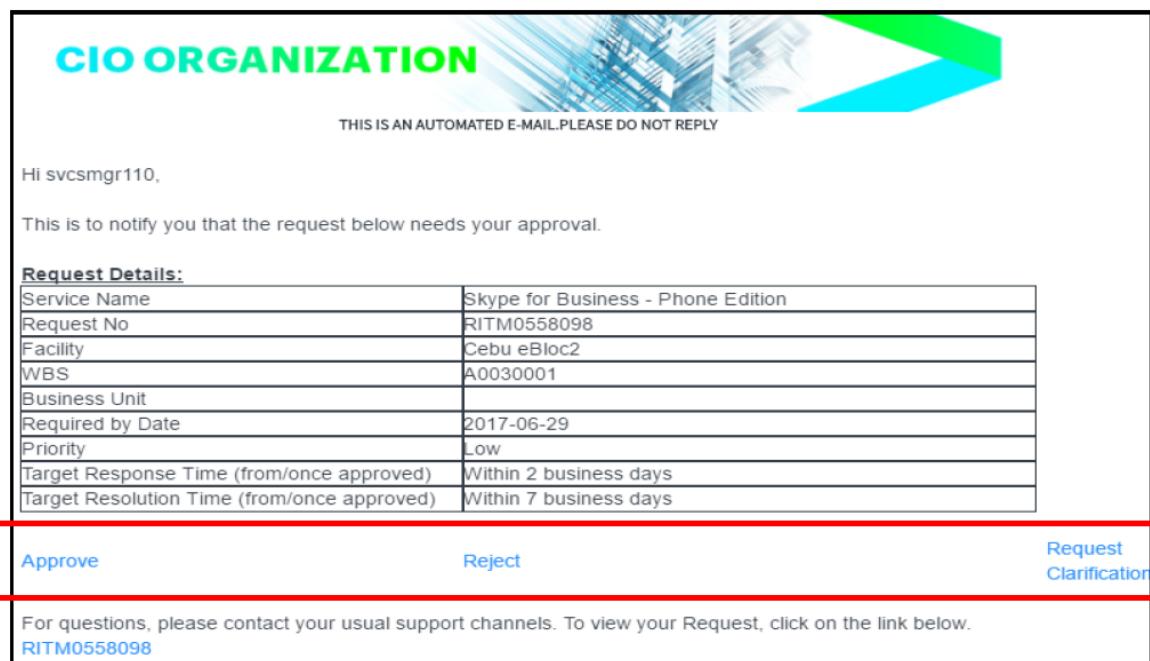
- a. **Project Name:** Correct project name is required
- b. **Workstation Details:** fill in contact number
- c. **Business Unit:** BPO-Accenture Operations; CDC-DCN tech
- d. **Approver EID:** *Level 7 or above.* The approver will receive an email request with details on how to review and approve.
- e. **WBS Element-** A WBS is required for both individual and bulk requests. The WBS element will be validated immediately to confirm that the code inputted is enabled and open. You will not be able to submit the request if the WBS element is not validated successfully.
- f. **Additional approver- Level 7 or above.**
- g. **Add:** Add the details of the assets to be transferred to the pop-up table. After the information is filled in, you need to click Validate to verify, if the information is correct, you can see the **Submit** button after the verification is passed, if it is multiple devices, you can add it in batches.

3. Comments

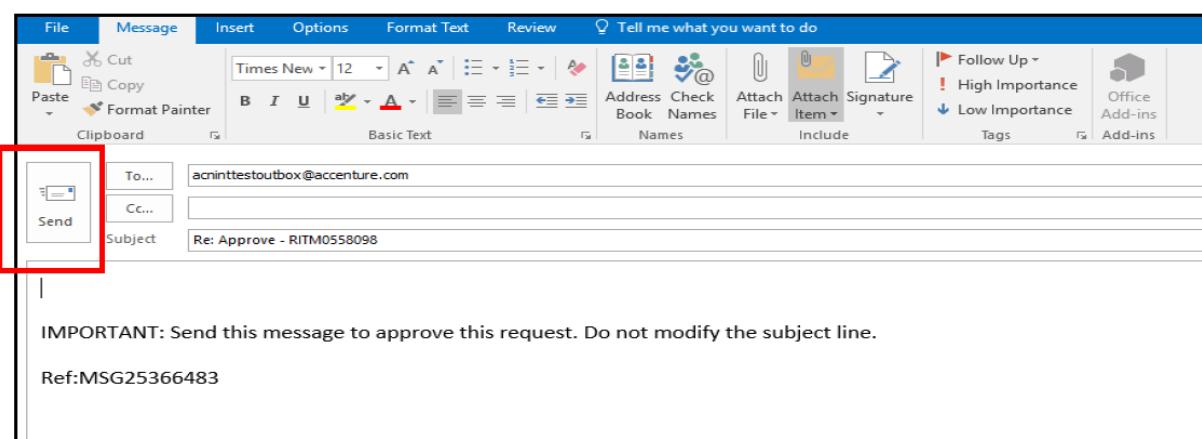
You can input additional information to help your approver validate your request in the free text box at bottom of form.

4. Approve Request

The **Approver** will receive an automated email notification from the CIO Organization once the request is submitted.



The email will include details on the request. Upon reviewing, approver may choose to **Approve, Reject, or Request Clarification**. Click the appropriate link directly in the email. Upon clicking link, an email will automatically generate based on approver's decision. **The Approver need to click Send for the decision to process.**



Note: Approver also approve through Accenture Support. Click Tickets and then Approvals to view and take action on outstanding approvals.

