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===== 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：

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)
		Desktop		Accenture Owned	DLC0123456789	123456789012	10	Dalian Dgtl Rd	1	ji...yu	12	Dalian Dgtl Rd	1	EO...1

Comments

3 表格填写完毕后, 请点击此处进行验证

Validate

1

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): ...hang

From Career Level: ...

From Facility: Dalian Dgtl Rd

From Workstation No.: 1

To Enterprise ID (Accountable): ...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): ... 有效的wbs code

You have a valid charge code

下项目

离职

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。

CIO ORGANIZATION

THIS IS AN AUTOMATED E-MAIL. PLEASE DO NOT REPLY

Hi svcsmgr110,

This is to notify you that the request below needs your approval.

Request Details:

Service Name	Skype for Business - Phone Edition
Request No	RITM0558098
Facility	Cebu eBloc2
WBS	A0030001
Business Unit	
Required by Date	2017-06-29
Priority	Low
Target Response Time (from/once approved)	Within 2 business days
Target Resolution Time (from/once approved)	Within 7 business days

[Approve](#)
[Reject](#)
[Request Clarification](#)

For questions, please contact your usual support channels. To view your Request, click on the link below.
[RITM0558098](#)

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。

File Message Insert Options Format Text Review Tell me what you want to do

Clipboard Basic Text Names Include Tags Add-ins

Send

To: acninttestoutbox@accenture.com

Cc:

Subject: Re: Approve - RITM0558098

IMPORTANT: Send this message to approve this request. Do not modify the subject line.

Ref:MSG25366483

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 the 'Request for IT Asset Transfer' form. Key fields and annotations include:

- User Details:**
 - Requested for: xinyu.zhang
 - Project name: ISA
 - Workstation details: Building No./Seat No./Contact No. (highlighted with a red box and an arrow pointing to the text below)
 - Shift schedule: Regular
 - WBS element: E0000011 (with the text '有效的WBS Code' next to it)
- Location:** Dalian Digi Rd
- Business unit:** Advanced Technology Centers
- Approver EID/ Sponsor:** Level 7 或以上
- Date required:** 12-09-2019

Below the form, there is a large gray arrow pointing to a box containing four empty rectangular fields, representing the required information for the workstation details.

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.

CIO ORGANIZATION

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Hi svcsmgr110,

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Target Resolution Time (from/once approved)	Within 7 business days

[Approve](#)
[Reject](#)
[Request Clarification](#)

For questions, please contact your usual support channels. To view your Request, click on the link below.
[RITM0558098](#)

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.**

File Message Insert Options Format Text Review Tell me what you want to do

Clipboard Basic Text Names Include Tags Add-Ins

To... acninttestoutbox@accenture.com
Cc...
Subject Re: Approve - RITM0558098

IMPORTANT: Send this message to approve this request. Do not modify the subject line.

Ref:MSG25366483

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

