



**High performance. Delivered.**

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

## 笔记本申请-中文版本:

1. 请打开[Laptop Request](#)申请表格界面，提交申请
2. 根据网站申请表格界面需求，您需要填写必要申请信息来完成申请

## User Details

## \* Requested for

xue.k.zhang \* ▼

## \* Project name

**a** ▼

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

## \* Business unit

-- None **c** ▼

## \* Approver EID/ sponsor

**d** ▼

## \* Date required

2022-03-03

## Request Details

## \* Type of Request

Laptop ▼

## \* Reason for Request

Service Unit ▼

**f**

-- None --

**New Joiner/External Hire**

New Roll-In/Internal Transfer

Shared Laptop

Training

Desktop to a Laptop

Service Unit

1. Only one data file can be attached per template.
2. Data file must have at least 1 row.
3. Data file can only contain a single record.
4. Data file will not be partially processed i.e. if there are any errors during file validation, records with valid data will also not be submitted.

点击此处下载表格

Link to download template	Mandatory	Template Details
<a href="#">Request for Laptop - Service Unit.xlsx</a>	Yes	Request for Laptop - Service Unit
<b>Validate Attachment</b>		

A	B	C	D	E	F	G
Assignee EID	Accountable EID	Cubicle No of Assignee	Lease Type	Image To Use	Domain	Domain Name
xi ang	ang		1 Dedicated	Accenture Standard	DIR	NA

## 附件填写样本

点击此处上传附件

Add attachments



Submit

1. Only one data file can be attached per template.
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点击此处下载表格

Link to download template	Mandatory	Template Details
<a href="#">Request for Laptop - Service Unit.xlsx</a>	Yes	Request for Laptop - Service Unit

Validate Attachment

填写上传完毕后点击此处校验

- Project Name:** 需要填写准确的项目名，项目名和approver是对应的，项目名正确，才能找到对应的approver。例如：ATCC/BPO Dalian XXX或Dalian ATCC/BPO XXX
- Workstation Details:** 需填写楼号、座位号和联系电话
- Business Unit:** BPO-Accenture Operations; ATCC-DCN tech
- 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
- WBS Element-**一个有效的WBS code
- Reason for Request-**根据您的申请需求，选择对应的选项。不同的选项，网站会跳转出不同的申请表格

- 如果您打算租赁一台笔记本，请在Reason for Type选择 “Service Unit”，并填写下表信息，并将其复制黏贴到Comments 区域

- 如果您申请refresh笔记本，请在Reason for Type选择 “Service Unit” , 并在Comments区域描述清楚即可

g. **Comments:** 如果您打算租赁一台机器，请填写下表信息，并将其复制黏贴到 Comments 区域；如果您有 PO number, 请也填写到 Comments 区域。

User EID	
Leasing Start Day	
Leasing End Day	
WBS Code	
Building number	


h. 从页面上方，下载Request for Laptop.xlsx, 然后填写必填信息。（excel表格要求必填信息不得少于一行。如果上传excel附件后，填写的信息有任何错误，会导致申请表格无法成功提交）

**\*\* 注意:** 请不要将Excel重命名. 如果填写在Excel里的信息有任何错误，在点击完**validate attachment**，你会在下载该Excel的位置下方，看见网站自动提供的报错信息。

i. Excel填写完毕后，请上传到网页上，然后点击Validate Attachment。一旦您在页面上看见 “Data has been validated successfully for data file” ,请点 Submit

### 3. 批准申请

a. 申请提交完毕后，批准人会自动收到一封来自于CIO Organization的系统邮件



**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.

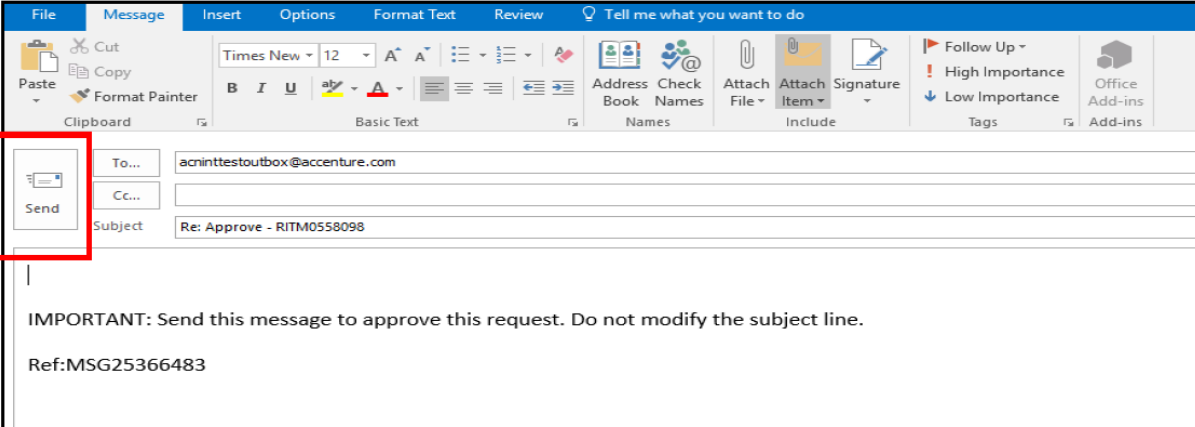
**Request Details:**

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](#)

- b. 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**



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

Clipboard   Basic Text   Names   Include   Tags   Office Add-ins

To...   acninttestoutbox@accenture.com

Cc...


Subject   Re: Approve - RITM0558098

Send

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

Ref:MSG25366483

- c. 一旦PC准备完毕或者需要您更新额外信息去准备机器，您会收到一封来自于 CIO Organization的系统提醒邮件，具体可以参照下图：

AS **Accenture Support**  
Reminder: RITM2236310 - Request for Desktop - Awaiting User Info  
To  **lingzhang**  
Archive 11/30/2018

## CIO ORGANIZATION

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

Hi x lingzhang,

This is to notify that the request submitted needs additional information.

### **Request Details:**

Service Name	Request for Desktop
Clarification details	PC is ready
Request No	RITM2236310
Facility	Dalian Dgtl Rd
WBS	EC201204
Business Unit	Intelligent Operations Centers
Priority	Low
Assigned To	lingzhang
Target Response Time (from/once approved)	Within 2 business days
Target Resolution Time (from/once approved)	Within 7 business days

For questions, please contact your usual support channels. To view your Request, click on the link below.

[RITM2236310](#)

注意: 您也可以在系统中更新您的信息, 点击 **RITMXXX** 链接, 然后在 **Comments** 更新, IT 这边会看到您更新的 Comments



===== 中文版本，请参阅上文 =====

## Request a Laptop- English Version :

1. Go to [Laptop Request](#), then fill in the required information on this page.
2. **Approver EID / Sponsor /WBS Element**

### User Details

#### \* Requested for

xue,k.zhang

#### \* Location

Dalian Tower 28

#### \* Project name

**a**

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

#### \* Workstation details

**b**

#### \* Shift schedule

-- None --

#### \* Business unit

-- None **c**

#### \* WBS element

**e**

#### \* Approver EID/ sponsor

**d**

#### \* Date required

2022-03-03

### Request Details

#### \* Type of Request

Laptop

#### Request Details

#### \* Type of Request

Laptop

#### \* Reason for Request

**f**

- New Joiner/External Hire
- None --
- New Joiner/External Hire
- New Roll-in/Internal Transfer
- Shared Laptop
- Training
- Desktop to a Laptop
- Service Unit
- WFH Laptop

**New hire laptop**

**New roll-in user**

**shared laptop**

**from desktop to laptop**

**rent/refresh a laptop**

**request a laptop for working from home**

4. Data file will not be partially processed i.e. if there are any errors during file validation, records with valid data will also not be submitted.

Link to download template	Mandatory	Template Details
<a href="#">Request for Laptop - Service Unit.xlsx</a>	Yes	Request for Laptop - Service Unit
<div>Validate Attachment</div> <div>Click here to download</div>		

## Sample Excel

AutoSave Request for Laptop - Service Unit - Saved

File Home Insert Page Layout Formulas Data Review View Help Search

Clipboard Font Alignment Sensitivity Number Styles Cells Editing

C9

Not set Unrestricted Confidential Highly Confidential Restricted

	A	B	C	D	E	F	G	H
1	Assignee EID	Accountable EID	Cubicle No of Assignee	Lease Type	Image To Use	Domain	Domain Name	Incident Ticket No
2	x.zhang	x.zhang		1 Dedicated	Accenture Standard	DIR	NA	NA
3								
4								
5								

### Guidance

- Only one data file can be attached per template.
- Data file must have at least 1 row.
- Data file can only contain a single record.
- Data file will not be partially processed i.e. if there are any errors during file validation, records with valid data will also not be submitted.

Link to download template	Mandatory	Template Details
<a href="#">Request for Laptop - Bulk.xlsx</a>	Yes	Request for Laptop - Bulk
<div>Validate Attachment</div>		

- Project Name:** Correct project name is required (ATC/BPO Dalian XXX)
- Workstation Details:** fill in contact number, building number and seat number.
- Business Unit:** BPO-Accenture Operations; ATCC-DCN tech
- Approver EID: Level 7 or above.** The approver will receive an email request with details on how to review and approve.
- 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.
- Reason for Request-**select the related option you needed. Different option, you will be directed to different necessary form.

- If you would like to **rent a laptop**, please select “**Service Unit**” in **Reason for Type** and fill in below table, then update it in **Comments Field**

- If you would like to **refresh a laptop**, please select “**Service Unit**” in **Reason for Type** and update details in **Comments** Field

- g. **Comments:** For laptop rental, please fill in below table, then update it in **Comments** Field. If you have **PO number**, please fill into the Comments field as well.

User EID	
Leasing Start Day	
Leasing End Day	
WBS Code	
Building number	

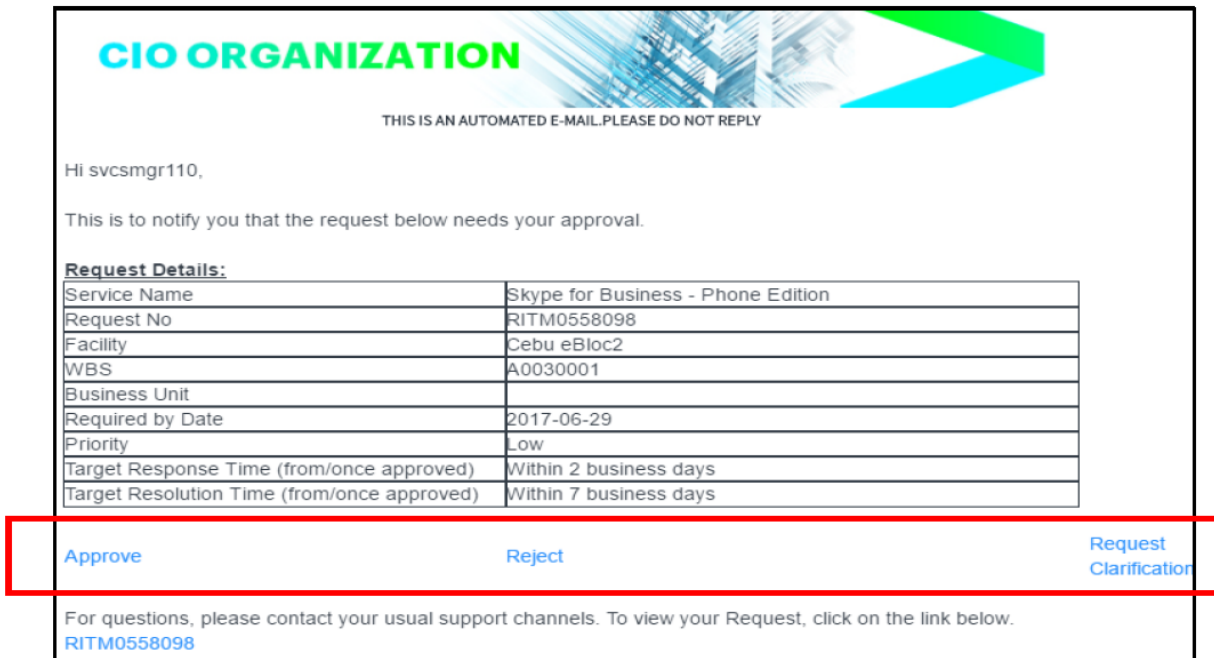
- h. Download **Request for Laptop.xlsx** at the top of the page, then fill in the required data in this excel. (data file must at least 1 rom; if there is any error inputted, records with valid data will also not be submitted)

**\*\* Note:** Please don't rename the excel. If the there is any incorrect information you fulfilled in the excel. There will an error message in the page after you click the **validate attachment**.

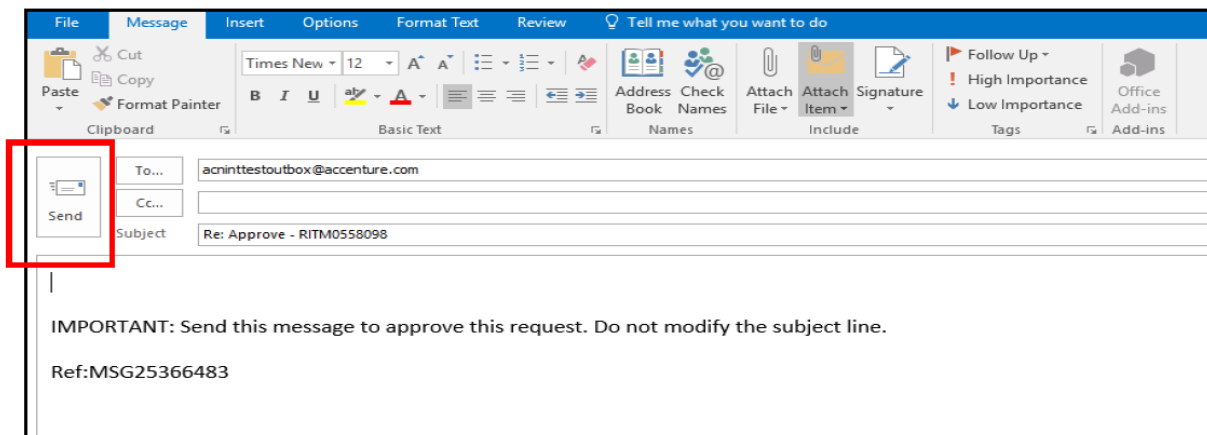
- i. After excel fulfilled, upload it to the website, then click **Validate Attachment**. Once you see the “Data has been validated successfully for data file” in the website, you'll be able to click **Submit**

### 3. Approve Request

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



- b. 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.





- c. Once PC is ready for picking up or need additional information from user end, you will receive an automated email notification from the CIO Organization (Accenture Support) with information as below screenshot.

AS

Accenture Support

Reminder: RITM2236310 - Request for Desktop - Awaiting User Info

To   ..

Archive 11/30/2018



Hi x ..,

This is to notify that the request submitted needs additional information.

**Request Details:**

Service Name	Request for Desktop
Clarification details	PC is ready
Request No	RITM2236310
Facility	Dalian Dgtl Rd
WBS	EQ201001
Business Unit	Intelligent Operations Centers
Priority	Low
Assigned To	xingzhang
Target Response Time (from/once approved)	Within 2 business days
Target Resolution Time (from/once approved)	Within 7 business days

For questions, please contact your usual support channels. To view your Request, click on the link below.

[RITM2236310](#)

**Note:** User also through Accenture Support to update your comments. Click **RITMXXX** with the hyperlink button and then input your comments in **Comments** field. Once you click update, IT will be able to see your comments.