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

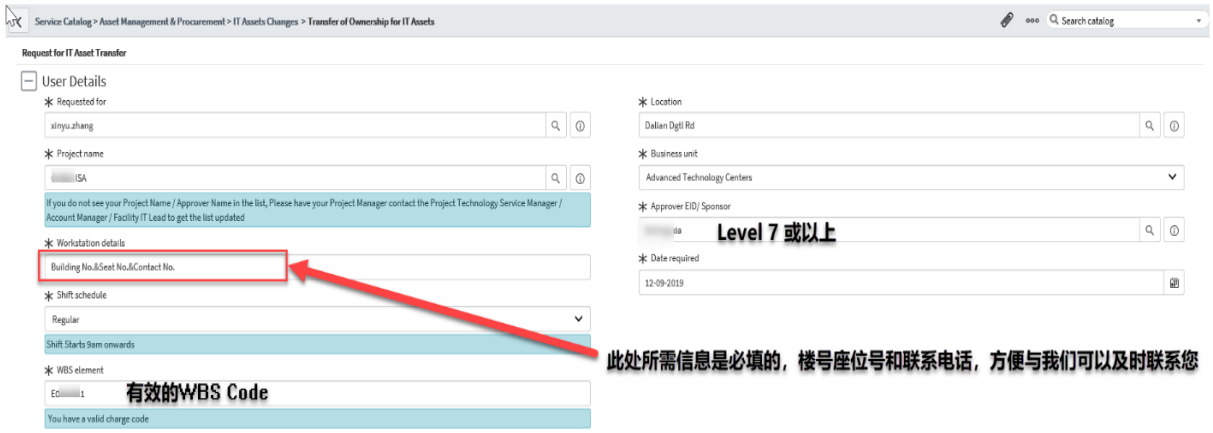
如何申请设备：

问题描述:

当用户借用，申请显示器，适配器，鼠标，键盘等，如何提交申请

指导步骤：

1. 请打开Request For Asset Device 填写具体信息。



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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***

3. 确认信息无误后，点击**Submit** 即可。提交成功后，您携带**RITM** 单号到您办公所在的**IT** 服务中心签字领取设备即可。

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========== *中文版本，请参阅上文* ==========

How to Apply Asset Device:

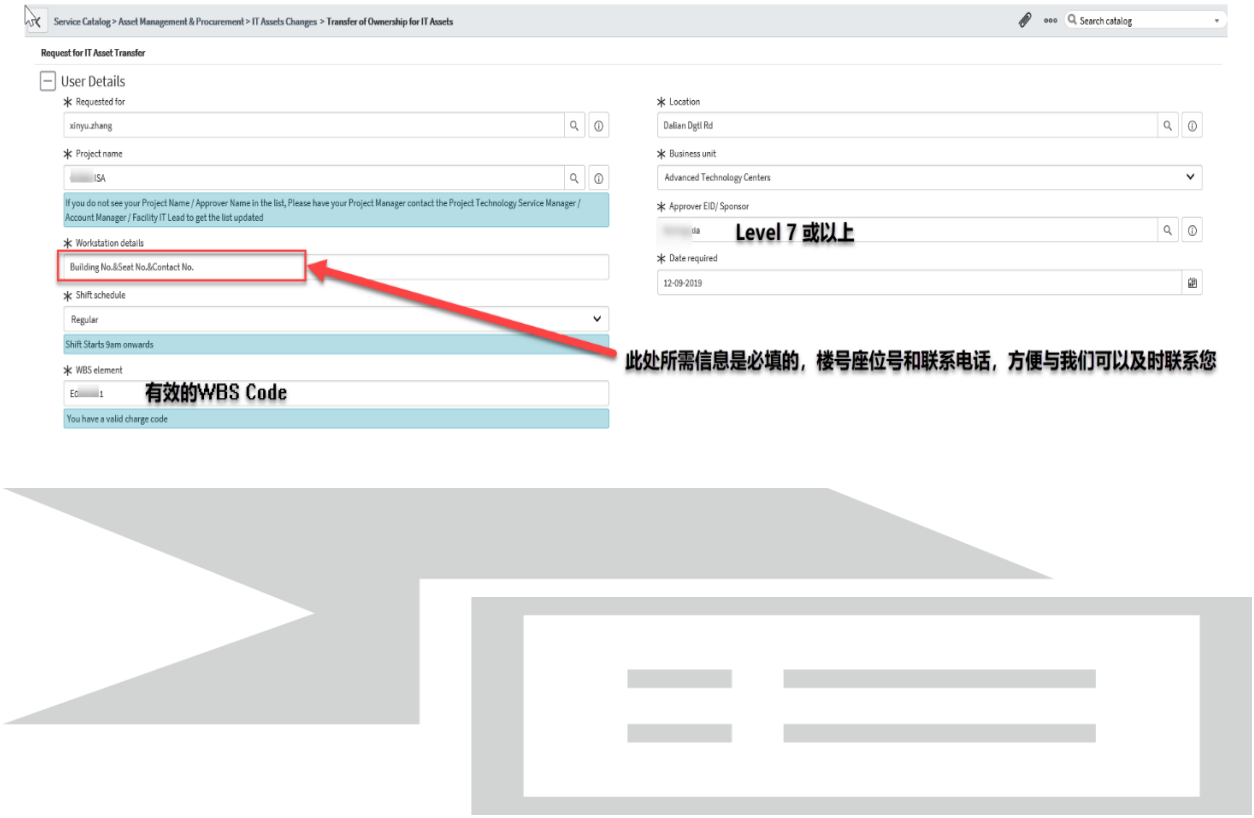
When users borrows, applies monitor, charger, mouse, keyboard and so on, how to log request.

Issue of Description:

Solution:

Create Request

1. Go to Request For Asset Device to fill in the necessary information



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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 input 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***.

3. Once you have confirmed that the information is correct, click **Submit**. After successfully submitted, you can bring your RITM ticket number to the IT service center where your office is located to sign and pick up the device.

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