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## 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。

Service Catalog > Asset Management & Procurement > IT Assets Changes > Transfer of Ownership for IT Assets

Request for IT Asset Transfer

☐ User Details

\* Requested for  
xinyu.zhang

\* Project name  
ISA

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  
Building No.&Seat No.&Contact No.

\* Shift schedule  
Regular

Shift Starts from onwards

\* WBS element  
EC0000001

You have a valid charge code

\* Location  
Dalian Dgli Rd

\* Business unit  
Advanced Technology Centers

\* Approver EID/ Sponsor  
isa Level 7 或以上

\* Date required  
12-09-2019

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

☐ Request Details

\* Asset Type  
Laptop Lock 根据需求自行选择。其中，耳机/DVD/充电器不支持外借

\* Reason  
Borrow

\* Quantity  
2 需要几个可以先填写几个，实际以IT库存为准

Comments

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。

===== 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

Service Catalog > Asset Management & Procurement > IT Assets Changes > Transfer of Ownership for IT Assets

Request for IT Asset Transfer

User Details

\* Requested for  
xinyu.zhang

\* Project name  
ISA

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  
Building No.&Seat No.&Contact No.

\* Shift schedule  
Regular

Shift Starts from onwards

\* WBS element  
E000001 有效的WBS Code

You have a valid charge code

Location

\* Location  
Dalian Dgtl Rtd

\* Business unit  
Advanced Technology Centers

\* Approver EID/ Sponsor  
isa Level 7 或以上

\* Date required  
12-09-2019

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 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.