

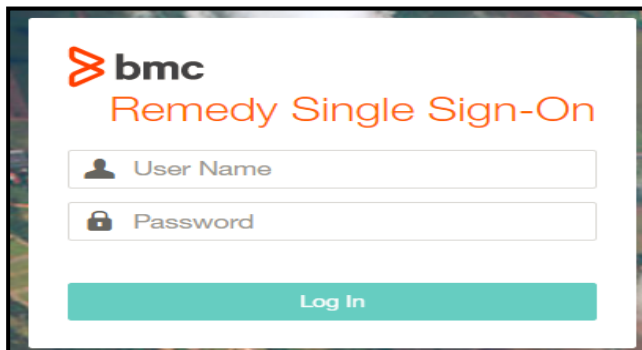


SECTION 10: UPDATE DEVICE FOR SALVAGE

Step 1

REMEDY SINGLE SIGN-ON

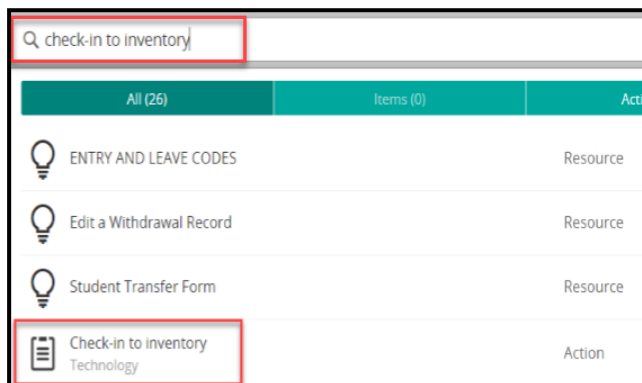
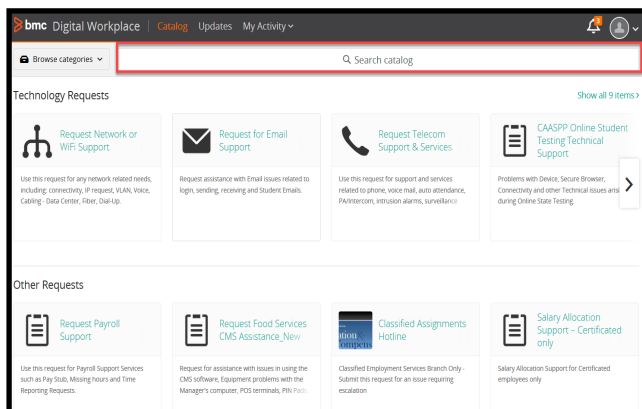
- Go to <https://lausd-myit.onbmc.com/>
- Sign in using your single sign-on
- Click **Log In**



Step 2

SEARCH FOR REQUEST

- In search box, type in **Check-in to Inventory**
- Select **Check-in to Inventory** from search results





SECTION 10: UPDATE DEVICE FOR SALVAGE

Step 3

SALVAGED LOCATION

- Select from dropdown the **site** of device being updated
- Select **Salvage** from room dropdown

The screenshot shows a web form titled "Request" with a sub-header "Check-in to inventory". Below this, there are fields for "Requested By" and "Requested For", both set to "IDM User1". There are three green circular icons under "Attachments". The "Select asset site*" dropdown is set to "Windsor Elementary Math/Science Aerospace Magnet". The "Room*" dropdown is set to "Salvage". Below these is an "Asset Tag" input field. At the bottom, there is a table with columns: Asset Tag, Asset Serial, Product Name, Model, Make, PO#, Student/Employee ID, Name. A "Refresh" button is to the right of the table. A message "Table has not been loaded" is displayed above the table.

Step 4

ASSET INFORMATION

- Scan or enter **asset tag or case tag**
- Press **Enter**
 - * Maximum of 40 devices can be scanned or entered per transaction
 - * Asset data will be displayed
- Click **Submit**

This screenshot shows the same form as Step 3, but with the "Asset Tag" field filled with "YM05021MKNV". Below the form, a table displays search results. The table has columns: Asset Tag, Asset Serial, Product Name, Model, Make, PO#, Student/Employee ID, Name, Site Selected, Room Selected. One result is shown: Asset Tag: YM05021M, Asset Serial: YM05021MK, Product Name: IMAC, Model: Desktop, Make: APPLE, Site Selected: Windsor Elementari, Room Selected: Salvage. A "Submit" button is visible at the bottom right.

Step 5

CONFIRMATION

- Device information is updated when message *"Your request REQ_____ has been submitted"* appears
- Click **OK**

The screenshot shows a blue-bordered dialog box titled "BMC Remedy User - Note". It contains an information icon (i) and the text: "Your Request REQ000000596664 has been submitted. (ARNOTE 45352)". At the bottom center, there is an "OK" button.