

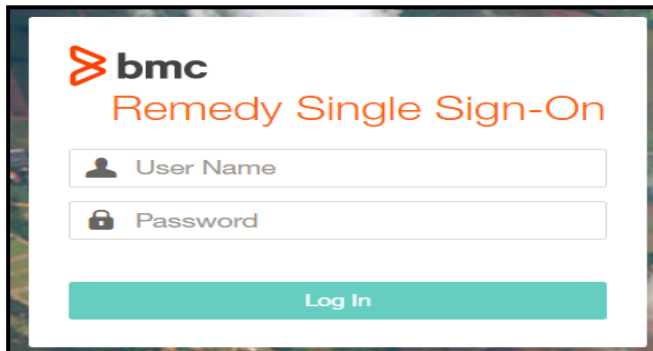


SECTION 13: ADD DEVICE TO INVENTORY

Step 1

REMEDY SINGLE SIGN-ON

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



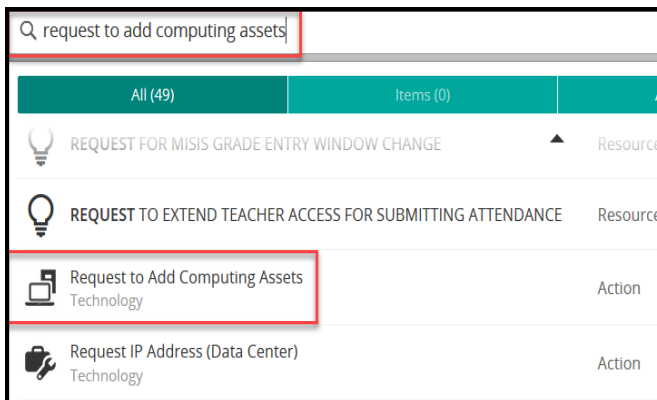
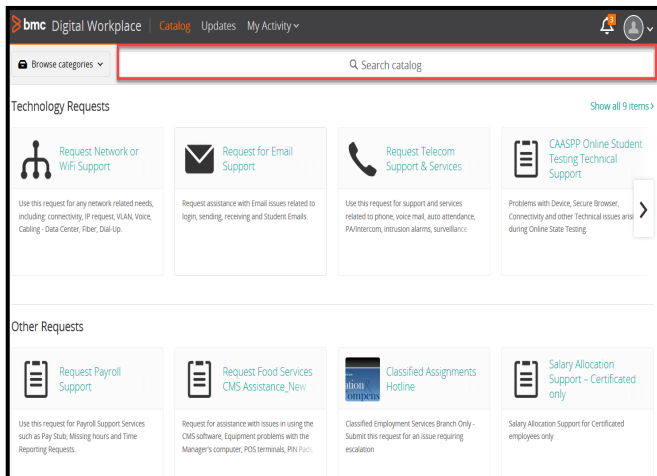
Step 2

SEARCH FOR REQUEST

- In search box, type in **Request to Add Computing Assets**
- Click **Request to Add Computing Assets** from search results

Below is a list of assets that can be imported to Remedy:

- Access Point
- Cart
- Desktop
- Dock
- Laptop
- Medical AED
- Monitor
- Netbook
- Point of Sales
- Printer
- Projector
- Server
- Tablet
- TV Player



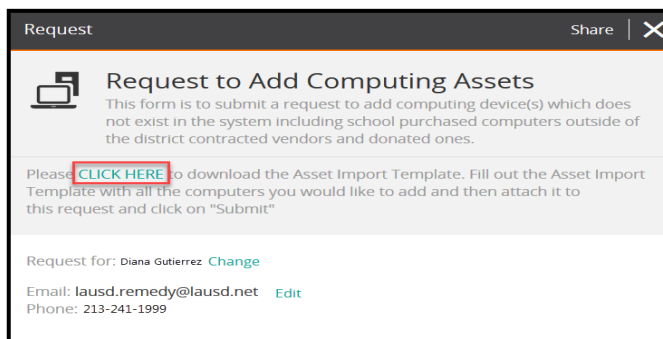


SECTION 13: ADD DEVICE TO INVENTORY

Step 3

REQUEST TO ADD

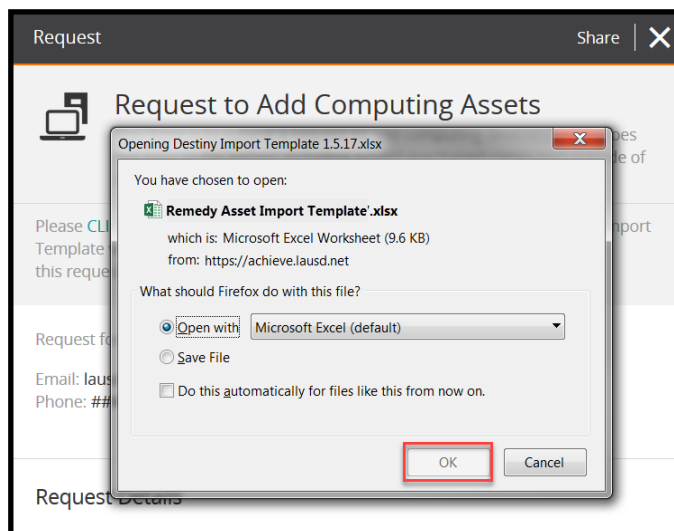
- Click on **CLICK HERE** to download asset import template
 - * A pop up window will appear



Step 4

IMPORT FILE

- Click **OK** to download template
- Fill in the required fields
 - Cost Center
 - Purchase Order Number
 - Model
 - Model Description
 - Asset Type
 - Manufacturer
 - Serial Number
 - LAUSD Asset Tag (If not available, IT Asset Management will assign)
 - Warranty End Date
 - Purchase Price
 - Delivery Date
- Save template once complete



Remedy Asset Import Template for Computing Devices												
COST_CENTER	PURCHASE_ORDER#	MODEL	MODEL_DESCRIPTION	ASSET_TYPE	MANUFACTURER	CASE_TAG	SERIAL_NUMBER	LAUSD_ASSET_TAG	WARRANTY_END_DATE	PURCHASE_PRICE	DELIVERY_DATE (Date device was received)	MONITOR_SERIAL_NUMBER
Required	Required	Required	Required	Required	Required	Optional	Required	Required	Required	Required	Required	Optional
Design cost center code for your location	Use: "Donation" for donated computer	Refer to PO for model number	Refer to PO for model description	PICK from the following: Desktop, Laptops, Netbooks or Tablets				Refer to PO for warranty information. If not available, IT Asset Management will assign upon	Refer to PO for warranty information. If donated, N/A	If donated, enter estimated value.		If the Desktop has a monitor, enter serial number.
<i>Sample data below:</i>												
1846201	4500330961	412327LJJA	IMAC	Desktop	APPLE	C999999	0029000G0424	LAUSD0006170	1/12/2020	1772.96	6/9/2016	MONITOR12233



SECTION 13: ADD DEVICE TO INVENTORY

Step 5

REQUEST DETAILS

- Click **yes** if site name and contact information are correct
- If **no**, select correct site
- Enter an **alternate phone number**
- Click **yes** if asset import template has been completed and attached
- If **no**, request will not be processed
- Click on **Attach a file to this request** and select saved excel template
- Click on **Submit Request**

Request Details

Site Name:
Drew Middle School

Is the site/ Location above correct for your request? *

Yes
 No

Is the site/ Location above correct for your request? *

Yes
 No

Select your Site name from drop-down menu: *

107th Street Elementary

Q Search

- 0787 Stockroom
- 102nd Street Early Education Center
- 107th Street Cal State Preschool Program
- 107th Street Elementary
- 107th Street Elementary Math/Science/Technology Magnet
- 109th Street Elementary
- 10TH ST EL
- 10th St Pre-Kinder Family Literacy Program
- 112th Street Early Education Center
- 112th Street Elementary

Alternate Phone Number:
213-241-1999

Did you fill out the requested information within the Asset Import Template and attach it to this request? *

Yes
 No

Note:
Please click on Submit Request

Drew MS- Destiny Import File.xlsx Remove

Attach a file to this request

Large attachments (2 MB and more) can take more time to upload

Submit Request Cancel

Step 6

CONFIRMATION

- Request to add device is completed when message "Your request has been submitted" appears

Confirmed

Your request has been submitted



SECTION 13: ADD DEVICE TO INVENTORY

Step 7

MY ACTIVITY

- Select **My Activity**
- Click on **Request**
- To locate ticket, type **Request to Add Computer Assets** in search box or scroll down to date and time of submission
- If status is complete, device has been added to site inventory
- If status is initiated, device is pending to be added to site inventory

