

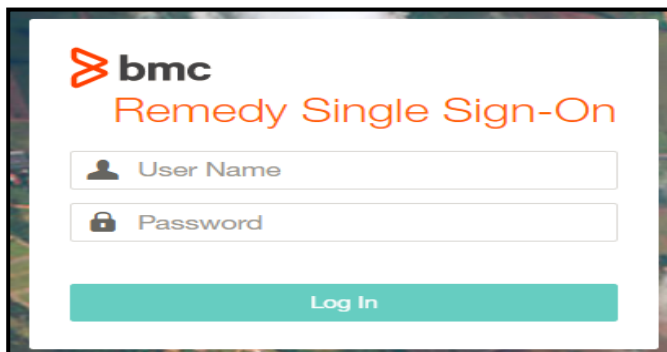


### SECTION 5: CHANGE DEVICE LOCATION WITHIN THE SITE

#### Step 1

##### REMEDY SINGLE SIGN-ON

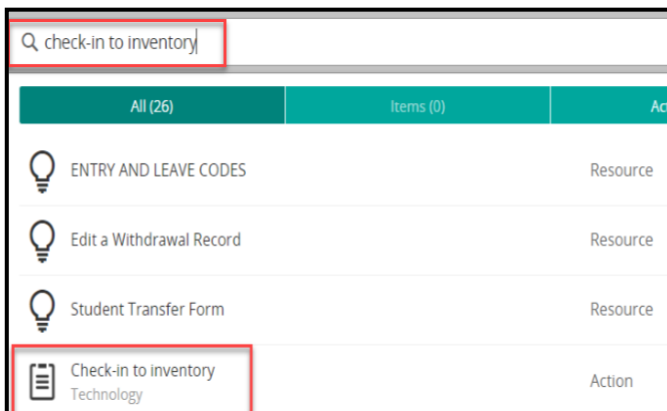
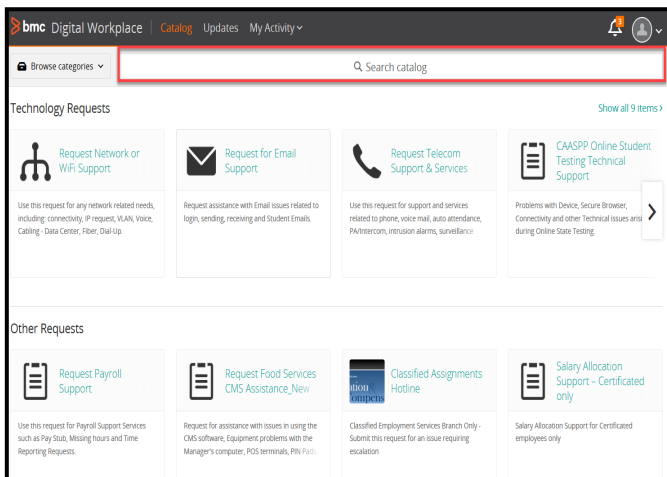
- Go to <https://lausd-myit.onbmc.com>
- Sign in using your single sign-on
- Click **Log In**



#### Step 2

##### SEARCH FOR REQUEST

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





SECTION 5: CHANGE DEVICE LOCATION WITHIN THE SITE

Step 3

LOCATION INFORMATION

- Select from dropdown the **site** device belongs
- Select from dropdown the **room** where device will be stored

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

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 search results for the asset tag "YM05021MKNV". The "Select asset site\*" dropdown is "Windsor Elementary Math/Science Aerospace Magnet" and the "Room\*" dropdown is "Safe Room". The "Asset Tag" field contains "YM05021MKNV". Below the input fields is a table with the message "1 of 1 results" and a "Refresh" button. The table headers are "Asset Tag", "Asset Serial", "Product Name", "Model", "Make", "PO#", "Student/Employee ID", and "Name". The table contains one row of data: "YM05021MKI", "YM05021MKN", "IMAC", "Desktop/ly", "APPLE". At the bottom of the form are "Close" and "Submit" buttons.

Step 5

CONFIRMATION

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

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