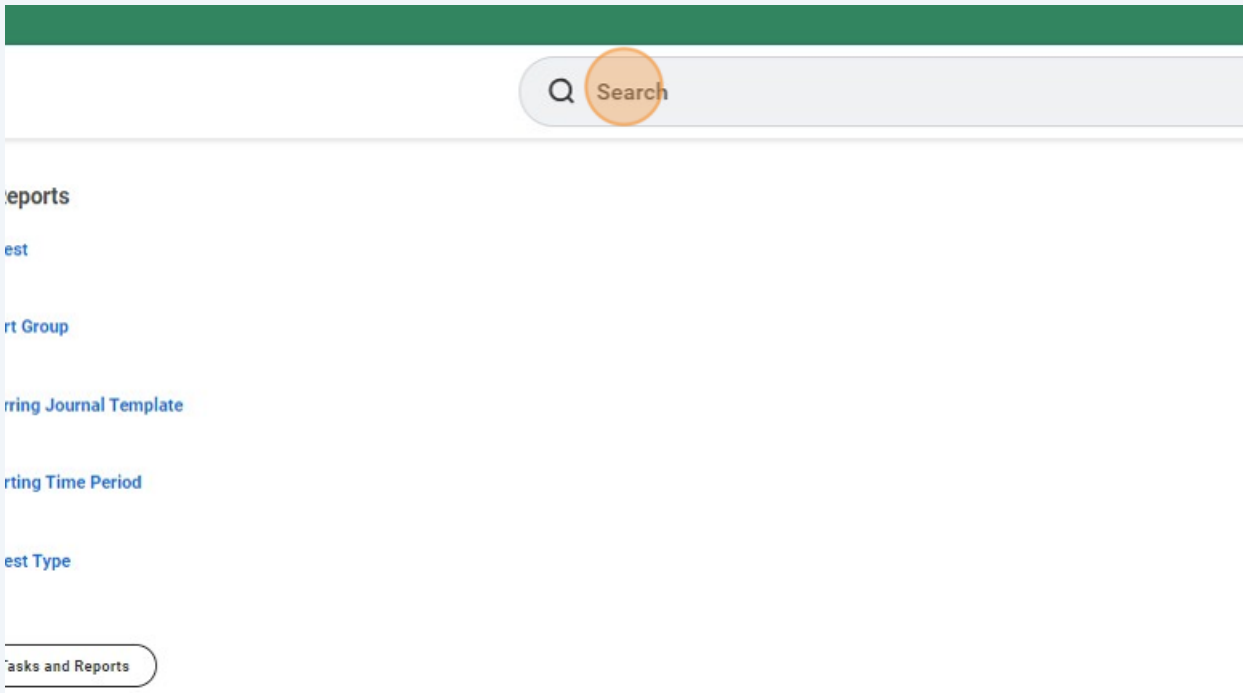


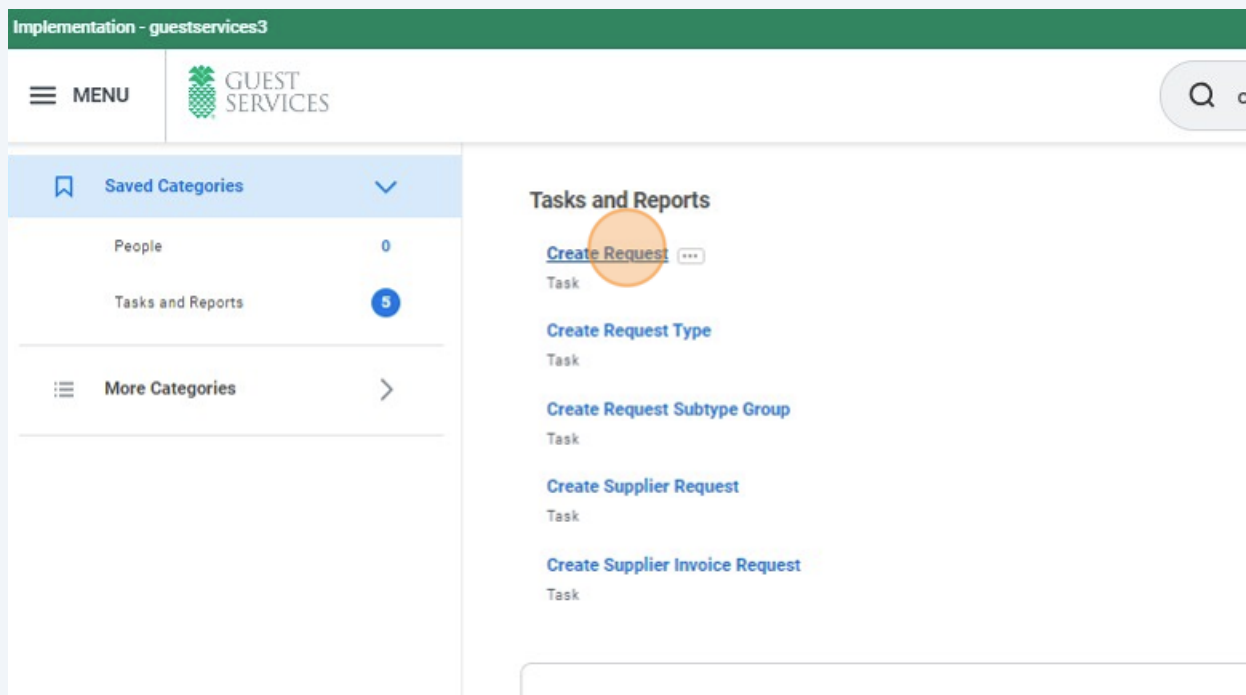
Create Request for Asset Transfer

1 Click the "Search" field.

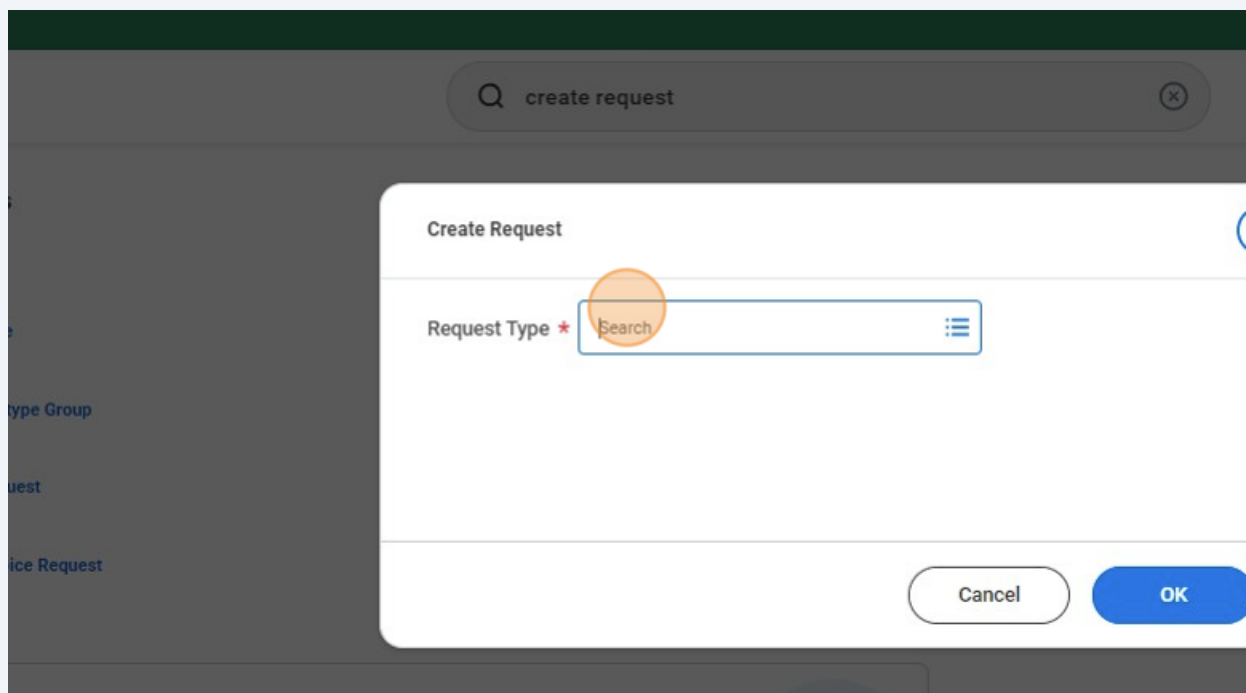


2 Type "create request" then hit **enter**

3 Click "Create Request" field.

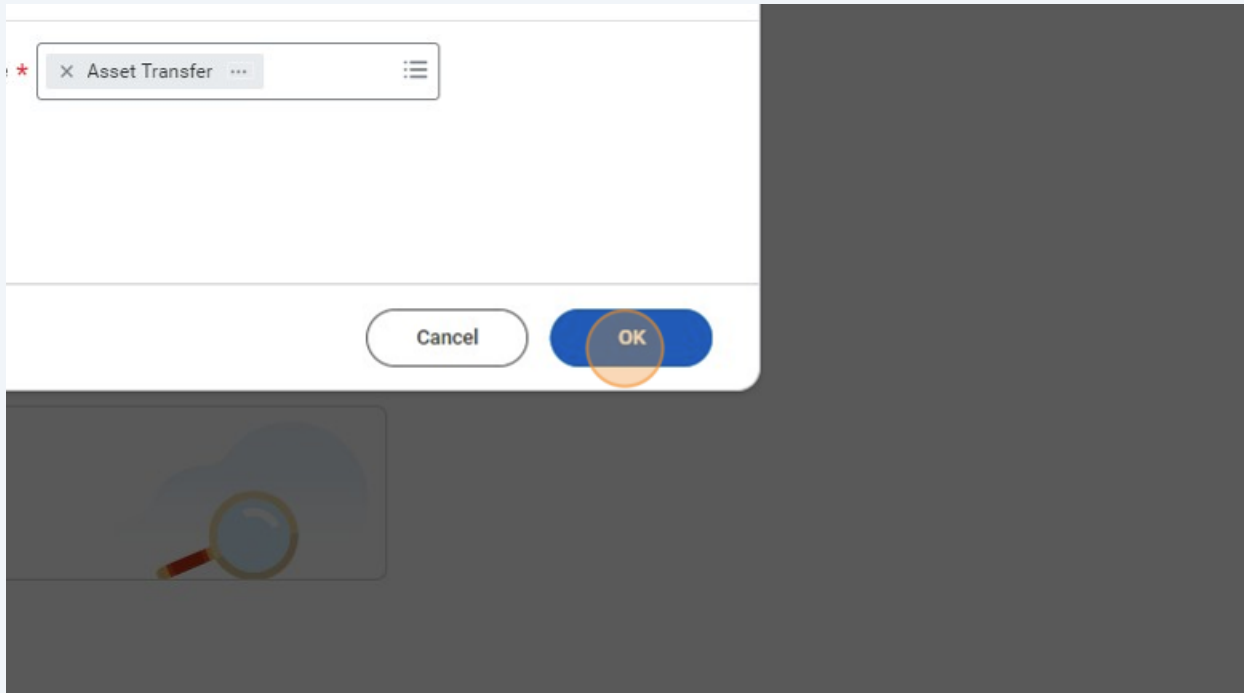


4 Click the "Request Type" field.

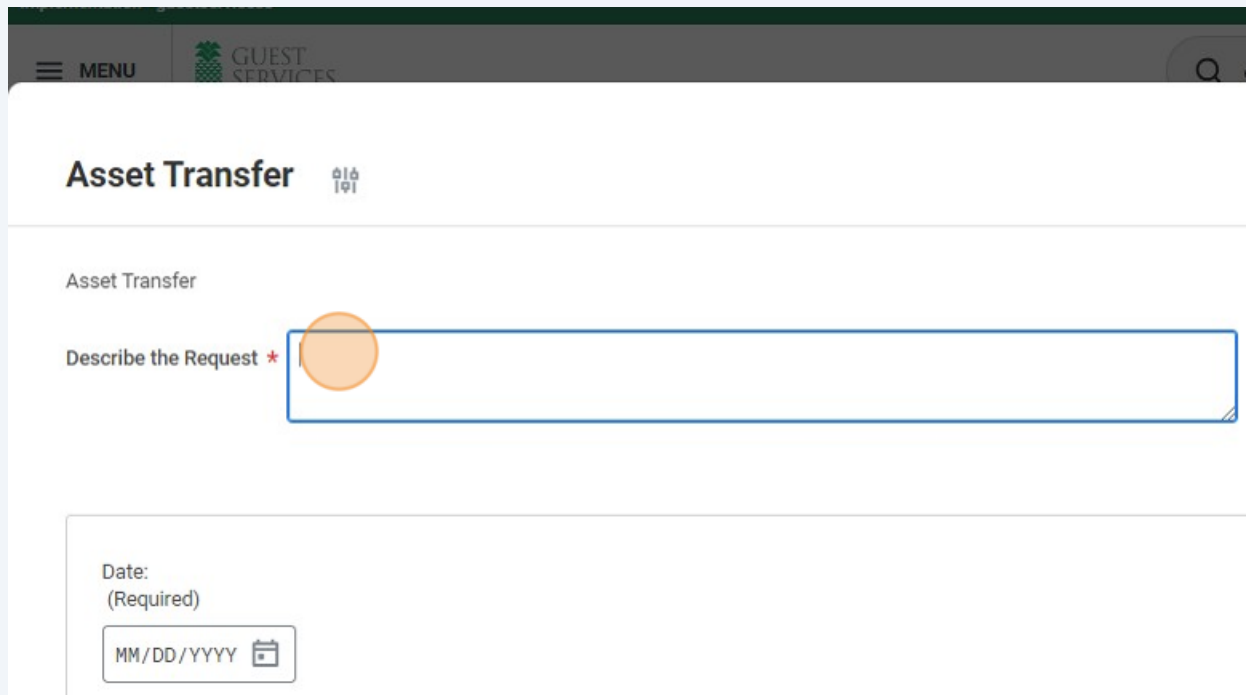


5 Type "asset transfer".

6 Click "OK".



- 7 Enter information in the "Describe the Request" field.



The screenshot shows the 'Asset Transfer' form. At the top, there is a header with a menu icon, the text 'MENU', a logo with a pineapple and the text 'GUEST SERVICES', and a search icon. Below the header, the title 'Asset Transfer' is displayed with a small icon. The form contains a section labeled 'Asset Transfer' with a sub-label 'Describe the Request *'. The text input field for 'Describe the Request' is highlighted with an orange circle. Below this, there is a 'Date: (Required)' section with a text input field showing 'MM/DD/YYYY' and a calendar icon.


- 8 Enter today's date.




The screenshot shows the 'Asset Transfer' form with the 'Describe the Request' field filled with the text 'Transfer turbo oven to CC3095'. Below this, the 'Date: (Required)' section is highlighted with an orange circle. The text input field for 'Date' shows 'MM/DD/YYYY' and a calendar icon. Below the date field, there is an 'Asset ID (Required)' section with a text input field.

9 Enter "Asset ID" field.

Date:
(Required)

04/25/2024 

Asset ID
(Required)




Asset Description
(Required)

10 Enter "Asset Description" field.


Asset ID
(Required)

ASSET-00007896

Asset Description
(Required)



From Cost Center
(Required)

 [Submit](#) [Save for Later](#) [Cancel](#)

11 Enter cost center number and name in the "From Cost Center" field.




Asset ID
(Required)

ASSET-00007896

Asset Description
(Required)

turbo oven

From Cost Center
(Required)

12 Enter cost center number and name in the "To Cost Center" field.

From Cost Center
(Required)

1973, De Leon Springs F&B

To Cost Center
(Required)

Reason For Asset Transaction
(Required)

13 Enter the "Reason for Asset Transaction" field.

The screenshot shows a form with the following elements:

- An empty text input field at the top.
- A label "To Cost Center (Required)" above a text input field containing "3095, Boeing East".
- A label "Reason For Asset Transaction (Required)" above a text input field. This field is highlighted with an orange circle.
- At the bottom, there are three buttons: "Submit" (blue with a red circle icon), "Save for Later" (white with a grey border), and "Cancel" (white with a grey border).

14 Enter Quantity.

The screenshot shows a form with the following elements:

- A text input field containing "getting new oven" under the label "Reason For Asset Transaction (Required)".
- A text input field containing "01" under the label "Quantity (Required)". This field is highlighted with an orange circle.
- A text input field under the label "Asset Cost (Required)".

15 Enter "Asset Cost" field.

Quantity
(Required)

Asset Cost
(Required)

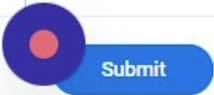


Asset NBV
(Required)

16 Enter "Asset NBV" field.

(Required)


Asset Cost
(Required)

Asset NBV
(Required)

17 Click "Submit".

enter your comment



Attachments

Drop files here

or

Select files

