Asset Usage Request Inbox

Module Guide: Asset Usage Request Inbox

Module Location

Fixed Asset > Asset Usage Request > Asset Request Inbox

Module Objective

The **Asset Usage Request Inbox** module serves as the approval center for all **Asset Usage Requests** that have been submitted. This module is used by a superior or an asset custodian to review, approve, or reject asset borrowing requests from employees.

1. Main View (Request List)

The main page of this module is an "inbox" that displays all asset usage requests requiring your action.

View Explanation

This page provides a summary of all requests that are awaiting approval.

- **Filters**: You can search for a specific document by **Document Number** or a date range (**Start Date / End Date**).
- **Request List**: The table below will display all requests awaiting action, with columns such as **Document Number, Requested by,** and **Approval status**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Asset Usage Request Inbox** module to see the list of requests that require approval.

Step 2: Review the Request Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check which asset is being requested, who is requesting it, and for what period the asset will be used.

Step 3: Provide Approval

After you open and review the request details in Step 2, you will find the buttons to grant approval (e.g., **"Approve"** or **"Reject"** buttons) **within that detail page**. Click the appropriate button to complete the review process.

3. Additional Button Function

- **[Received]**: This button is likely used **after the borrowing period is over**, to mark in the system that the asset has been returned and received back in good condition, thus completing the borrowing cycle.

Tips & Important Notes

- The approval process here ensures that only valid requests that align with asset availability will be processed.
- This module is an important control tool for asset custodians to manage the movement and status of all loaned-out assets.

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