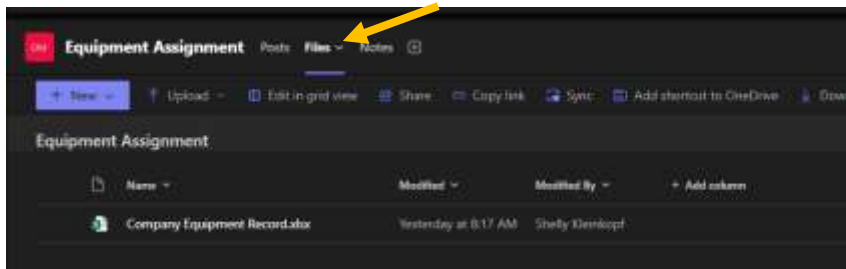
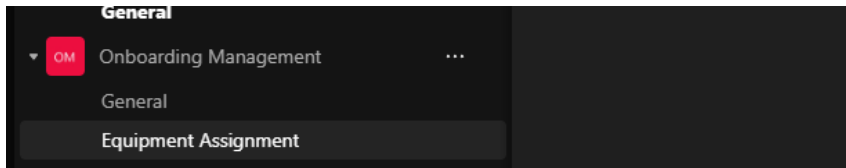
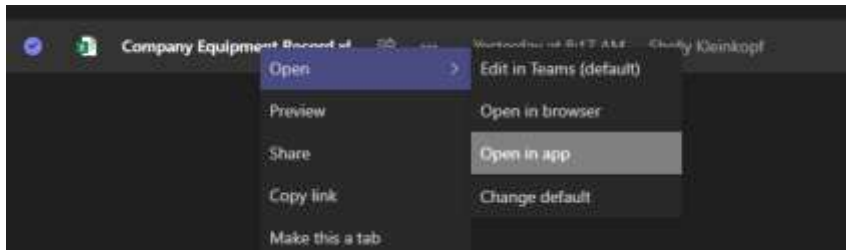


Open TEAMS

Select: Onboarding Management>Equipment Assignment>Files



Select: RIGHT CLICK>Open in app



Select: Your Branch/Department Tab and fill in all areas as seen below:

	A	B	C	D	E	F	G	H	I	J
	Employee Name	Building Key	Workstation Drawer Key	Key Fob	Laptop	Cell Phone	List remote equipment (dock, jetpack, monitors, printer, scanner)	Assigned	Returned	Supervisor
1	Makayla Williams		x	x				x		JB
2	Amy Garland	x		x				x		JB
3	Sierra Thurgood									
4	Chelsea Nieto			x	x			x		JB
5	Shelly Kleinkopf			x	x		Two monitors, scanner, speaker, dock, shredder, keyboard, mouse	x		JB
6										
7										
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UPDATE for EVERY Termination and New Hire