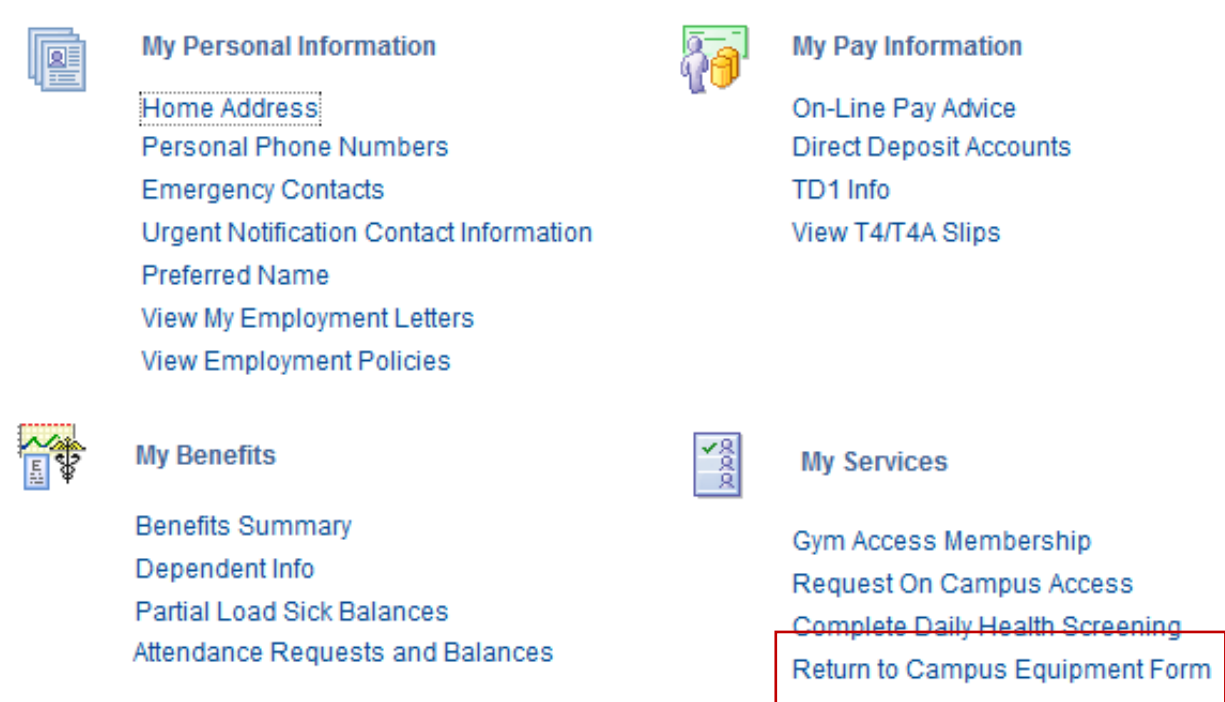


Return to Campus Equipment Form

The return to campus equipment form can be used to declare all ITS, and FMS equipment that a Niagara College Employee, or faculty member has taken home from the college.

The form can be found on the Employee Self-Serve Page. The link is labeled “Return to Campus Equipment Form”, and is located under the Daily Health Screening Link shown in figure 1



The screenshot displays the Employee Self-Serve Page with four main categories of services:

- My Personal Information** (represented by a document icon):
 - Home Address
 - Personal Phone Numbers
 - Emergency Contacts
 - Urgent Notification Contact Information
 - Preferred Name
 - View My Employment Letters
 - View Employment Policies
- My Pay Information** (represented by a person and money icon):
 - On-Line Pay Advice
 - Direct Deposit Accounts
 - TD1 Info
 - View T4/T4A Slips
- My Benefits** (represented by a bar chart and medical icon):
 - Benefits Summary
 - Dependent Info
 - Partial Load Sick Balances
 - Attendance Requests and Balances
- My Services** (represented by a checklist icon):
 - Gym Access Membership
 - Request On Campus Access
 - Complete Daily Health Screening
 - Return to Campus Equipment Form

Figure 1- Employee Self-Serve Page

With the form open, select either the “ITS Items”, or “FMS Items” tabs at the top of the page, shown in figure 2, to select with type of equipment you want to add. FMS equipment has items such, as office chairs, desks, and other types of furniture, while ITS equipment are items such as desktop computers, laptops, tablets, etc.

FMS Items
ITS Items

Brett Didemus

Supervisor Cole Hayes

Supervisor Name (Other)

Department Information Technology Svcs

Use the tabs at the top of the page to switch between ITS and FMS item grids.
If you don't have any items to record, just click submit.
Submit

FMS Items				
		*Furniture	*Quantity	
1	<input style="width: 95%;" type="text"/>	▼	1	<input type="button" value="+"/> <input type="button" value="-"/>

[FMS Items](#) | [ITS Items](#)

Figure 2- FMS/ITS Page Tabs

Using the grid on the pages add, or remove items using the + and – buttons to the right side of the grid, as shown in figure 3, and 4. Once a row has been added, select the type of item, how many you have.

FMS Items

ITS Items

Brett Didemus

Supervisor Cole Hayes

Supervisor Name (Other)

Department Information Technology Svcs

Use the tabs at the top of the page to switch between ITS and FMS item grids.
If you don't have any items to record, just click submit.

Submit

FMS Items

	*Furniture	*Quantity		
1	<input type="text"/>	1	<input type="button" value="+"/>	<input type="button" value="-"/>

FMS Items | ITS Items

- 2 Drawer Pedestal
- 3 Drawer Pedestal
- 4' Open Shell Desk
- 4' Table
- 5' x 30" Open Shell Desk
- Abitibi Highback Chair
- Desk
- Double Ped 5' Desk
- Office Chair
- Other

Figure 3- FMS Equipment Grid

Brett Didemus

Supervisor Cole Hayes

Supervisor Name (Other)

Department Information Technology Svcs

Use the tabs at the top of the page to switch between ITS and FMS item grids.
If you don't have any items to record, just click submit.

Submit

ITS Equipment

	*Item	*Quantity	Additional Info		
1	Desktop Computer (Specify Tag) <input type="text"/>	<input type="text" value="1"/>	18D22341 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	Monitor <input type="text"/>	<input type="text" value="2"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
3	Keyboard <input type="text"/>	<input type="text" value="1"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
4	Mouse <input type="text"/>	<input type="text" value="1"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
5	<input type="text"/>	<input type="text" value="1"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

FMS Items | **ITS Items**

- Cable
- Camera
- Desktop Computer (Specify Tag)
- Docking Station
- Headset
- Keyboard
- Laptop Computer (Specify Tag)
- Monitor
- Mouse
- Other
- Printer
- Tablet, iPad, or Digitizer

Figure 4- ITS Item Grid

For desktops and laptops, the tag number is required to be specified. The tag number of the computer can be found on a Niagara College sticker affixed somewhere on the computer.

To submit the form, click the submit button at the top of the page. It doesn't matter which tab you are on, when you click submit; data from both grids will be saved. **If you do not have any items to declare just click submit without adding anything to the item grid.** Once submitted, the number of items you

have added, and the date, and time you last submitted the form will be displayed as shown in figure 5. You can return to this form at any time and update it as needed.

Brett Didemus

Supervisor Cole Hayes

Supervisor Name (Other)

Department Information Technology Svcs

Form Last Submitted 03/19/21 9:59:57AM

Number of Items 7

Use the tabs at the top of the page to switch between ITS an FMS item grids.
If you don't have an items to record, just click submit.

Submit

Figure 5 - Saved Form Header