

# Software Request Overview

## Overview

The Property Accountability module Software Request process provides the ability to request software not currently listed in the catalog.

## Navigation

Asset Management > IT Management > Software Request > Software Request Submit / Request History page

## Procedures

### Create a Software Request

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select the Software Request hyperlink. *The Your Request History grid appears.*

Your Request History

Pending (2) Completed (0)

The records below are your pending software requests waiting for processing by the administrator.

Sftwr Name	Sftwr Ver	Mfr Name	Rqestd Dt	Status
Flare	2024	MacCap	12/21/2023	PENDING
Example	2024	Pidge	1/08/2024	PENDING


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2. View the Pending tab.

### 3. View the Completed tab.

Your Request History

Pending (2) **Completed (0)**

 The records below are your completed software requests. Completed requests can be denied, exists or approved. The records can be added directly to Hardware or License. Select the necessary records and click: 'Add to Hardware' or 'Add to License'.

<input type="checkbox"/>	Stwr Name	Stwr Ver	Mfr Name	Request Dt	Status
No Completed Requests Found.					

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# Request New Software

## Navigation


Asset Management > IT Management > Software Request Submit / Request History >



> Software Request page

## Procedures

### Create a Software Request

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select . The **Software Request** page appears.

**Software Request**  
 Enter information about the software you are requesting.

**Software Information**

* Sftwr Name	<input type="text"/>	* Sftwr Type	<input type="text" value="Select an Item"/>
* Sftwr Ver	<input type="text"/>	* Func Area	<input type="text" value="Select an Item"/>
* Mfr Name	<input type="text"/>	Website	<input type="text"/>
DADM Id	<input type="text"/>	Sftwr Desc	<input type="text"/>



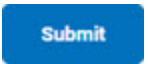
**Requestor Information**

* Name	<input type="text"/>	Remarks <input style="width: 100%; height: 40px;" type="text"/>
* Phone	<input type="text"/>	
* E-mail	<input type="text"/>	

2. Enter the SFTWR NAME in the field provided. *This is a 100 alphanumeric character field.*
3. Enter the SFTWR VER in the field provided. *This is a 100 alphanumeric character field.*
4. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*



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5. Use  to select the Sftwr Type.
6. Use  to select the Func Area.
7. Enter the Name in the field provided. *This is a 50 alphanumeric character field.*
8. Enter the Phone in the field provided. *This is a 19 alphanumeric character field.*
9. Enter the E-MAIL in the field provided. *This is an 80 alphanumeric character field.*
10. Select . The **Software Request Details** page appears, and the request goes to the Production Support Administrator.





# Software Request Details

## Navigation

Asset Management > IT Management > Software Request > [Submit](#) > Software Request Details page


## Procedures

### View a Software Request

Selecting [Back](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select [Submit](#). The **Software Request Details** page appears, and the request goes to the Production Support Administrator.

Request Details

	Sftwr Name: Excel	Mfr Name: Microsquish	Rqestg Contact: PIDGE@GROCE.COM, - 555-1212
	Sftwr Ver: 2024	DADMS Id: --	


2. Review the Request Details grid.
3. Review the Your Request History grid.



A. View the Similar Software tab.

Your Request History

Similar Software (10) Pending (1) Completed (0) Similar Requests (0)

 These records below are from the software catalog. Your request was used to search the software catalog and find software with similar information. Verify your software is not already in the catalog.


<input type="checkbox"/>	Stfwr Name	Stfwr Ver	Mfr Name
<input type="checkbox"/>	MICROSOFT EXCEL	2010	MICROSOFT
<input type="checkbox"/>	MICROSOFT EXCEL 2003	11.8324.8324.SP3	MICROSOFT
<input type="checkbox"/>	MICROSOFT EXCEL 2003	11.8211.8202.SP3	MICROSOFT
<input type="checkbox"/>	MICROSOFT EXCEL 2003	11.6359.6360.SP1	MICROSOFT
<input type="checkbox"/>	MICROSOFT EXCEL 2003	11.5612.5606	MICROSOFT

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B. View the Pending tab.

Your Request History

Similar Software (0) Pending (1) Completed (0) Similar Requests (0)

 The records below are your pending software requests waiting for processing by the administrator.


Stfwr Name	Stfwr Ver	Mfr Name	Rqestd Dt	Status
Flare	2024	MadCap	12/21/2023	PENDING

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C. View the Completed tab.

Your Request History

Similar Software (0) Pending (0) Completed (0) Similar Requests (0)

 The records below are your completed software requests. Completed requests can be denied, exists or approved. The records can be added directly to Hardware or License. Select the necessary records and click "Add to Hardware" or "Add to License".

<input type="checkbox"/>	Stfwr Name	Stfwr Ver	Mfr Name	Rqestd Dt	Status
No Completed Requests Found.					

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D. View the Similar Requests tab.



## Help Reference Guide

### Your Request History

Similar Software (0) Pending (0) Completed (0) **Similar Requests (0)**



These records below are completed software requests submitted by other users in the enterprise. The requests have qualities similar to the request you are submitting. Verify a similar request has not been submitted.

Sttwr Name	Sttwr Ver	Mfr Name	Rqestd Dt	Status
No Similar Requests Found.				

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Make Request

- E. Select [Make Request](#). The **Software Request Overview** page appears, with the new request at the bottom.

