Self-Help Guide

TeamDynamix (TDX): Manage Assets

This self-help guide is for a technician who manages hardware assets in TeamDynamix (TDX). The articles below are only visible to those who have technician access to the TDX Client Portal.

Manage Assets in TDX

Setting up a New Asset

New Asset Records

Create or Update an Asset Record
https://tdx.umn.edu/TDClient/31/Portal/KB/ArticleDet?ID=5458
Deploy a Computer
https://tdx.umn.edu/TDClient/31/Portal/KB/ArticleDet?ID=5438#deployo
Asset Record States and Substates Definitions
https://docs.google.com/spreadsheets/d/1UJ3X7OhVDyAmPn83PM2zacW0I5p8h6gPuA6627i...
Use Type Definitions
https://tdx.umn.edu/TDClient/31/Portal/KB/ArticleDet?ID=5439

Managing a Deployed Asset

Deployed Assets

Search for an Asset Record
https://tdx.umn.edu/TDClient/31/Portal/KB/ArticleDet?ID=5459
Relate an Asset to a Ticket
Concluding an Asset’s Life Cycle

**Asset End of Life Cycle**

- Process a Returned IT Asset for Redeployment  
  [https://tdx.umn.edu/TDClient/31/Portal/KB/ArticleDet?ID=5442](https://tdx.umn.edu/TDClient/31/Portal/KB/ArticleDet?ID=5442)
- Return Defective or Unwanted Items through the Return Material Authorization (R...  
  [https://tdx.umn.edu/TDClient/31/Portal/KB/ArticleDet?ID=5444](https://tdx.umn.edu/TDClient/31/Portal/KB/ArticleDet?ID=5444)
- SOP for Recycling/Donating/Redeploying IT Assets  
  [https://tdx.umn.edu/TDClient/31/Portal/KB/ArticleDet?ID=5366](https://tdx.umn.edu/TDClient/31/Portal/KB/ArticleDet?ID=5366)