

## 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

<https://tdx.umn.edu/TDClient/31/Portal/KB/ArticleDet?ID=5446>

Manage a Loaner Computer

<https://tdx.umn.edu/TDClient/31/Portal/KB/ArticleDet?ID=5443>

Move IT Assets to/from the Central Warehouse

<https://tdx.umn.edu/TDClient/31/Portal/KB/ArticleDet?ID=5445>

Checklist to Find Missing Computers

<https://tdx.umn.edu/TDClient/31/Portal/KB/ArticleDet?ID=5447>

SOP for Moving Returned IT Assets to Central Inventory

<https://tdx.umn.edu/TDClient/31/Portal/KB/ArticleDet?ID=5359>

SOP for Handling Asset for Forensic Analysis

<https://tdx.umn.edu/TDClient/31/Portal/KB/ArticleDet?ID=5261>

## **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>

Return Defective or Unwanted Items through the Return Material Authorization (R...

<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>