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
Manage a Loaner Computer

Move IT Assets to/from the Central Warehouse

Checklist to Find Missing Computers

SOP for Moving Returned IT Assets to Central Inventory

SOP for Handling Asset for Forensic Analysis

SOP for Recycling/Donating/Redeploying IT Assets

Concluding an Asset’s Life Cycle

Asset End of Life Cycle

Process a Returned IT Asset for Redeployment

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