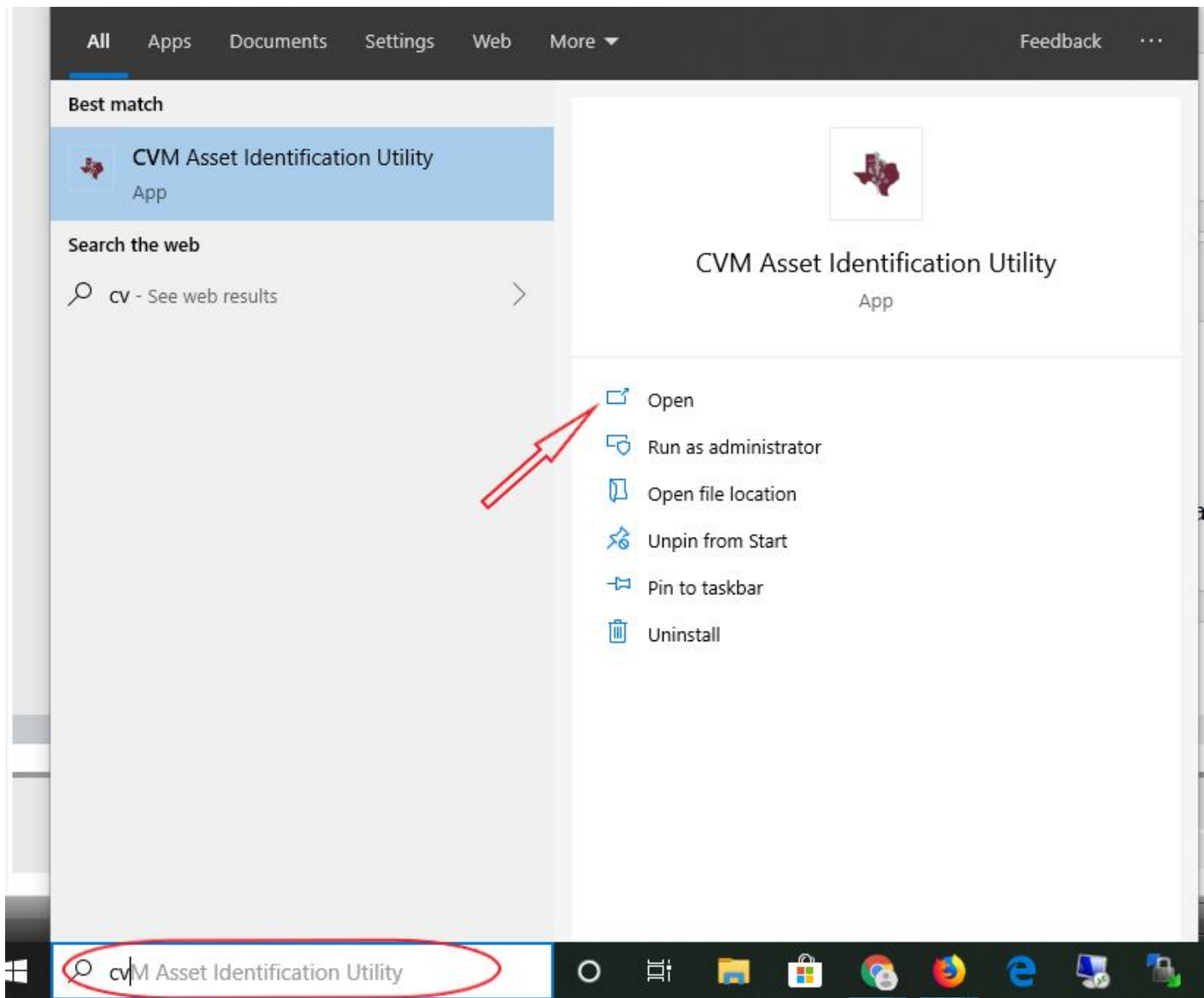


# Finding your Asset Tag on a CVM windows machine

If your computer is already on, find the windows search bar on the bottom left of the screen.



1. Type CVM in the search box.



2. The CVM Asset Identification Utility will then pop up, click the open option.

The screenshot shows a dialog box titled "CVM Asset ID Utility" with a close button (X) in the top right corner. It contains three text input fields, each with a small cartoon character icon to its right. The first field is labeled "Name:" and contains the text "ITSTEC" followed by the character and "AI200T-". The second field is labeled "Asset Tag:" and contains "17002" followed by the character and "87". The third field is labeled "Serial Number:" and contains "CNF" followed by the character and "KH2". At the bottom of the dialog are two buttons: "Request Work Order" on the left and "Close" on the right.

3. You will then see the CVM Asset Identification tool appear with your computer name, asset tag and Serial number, now click the Request Work Order tab.

The screenshot shows a dialog box titled "Create Request" with standard window controls (minimize, maximize, close) in the top right corner. It features several input fields: "First Name", "Last Name", and "Phone Number" are each in a separate text box. Below these, "Building" is a dropdown menu showing "VMTF (1232) Pavillion - Theriogenolog" and "Room Number" is a text box. A large text area labeled "Description of Request/Problem" is positioned below the building and room number fields. At the bottom of the dialog are two buttons: "Submit" on the left and "Cancel" on the right.

4. The create a request window will open and you will have to fill out your information.

**Create Request**

First Name  Last Name  Phone Number

Building  Room Number

Theriogenology Facility, Equine Reprod  
VMTF (1232) Pavillion - Theriogenology  
VENI (1812) Veterinary Education  
MEDL (1509) MSL Medical Sciences L  
VRB2 (1811) RESEARCH BLDG ADDI  
VRB (1197) VETERINARY RESEARCI  
LFB (1187) CALC - Companion Animal  
VTH (0508) VMD - VETERINARY TEA  
VSAH (1085) VSAM - VETERINARY S  
EI3 (0175) Equine Initiative Equestrian/  
ILSB (1530) Interdisciplinary Life Scienc  
VIDI (1813) VIDI  
LARR (0972) LABORATORY ANIMAL  
PHRL (0990) POULTRY HEALTH RES  
WEAC (4542) Wildlife & Exotic Animals  
RSLC (1750) Reproductive Sciences E  
EQOB (0178) Equine Initiative Outreach  
TIPS (1904) Texas A&M Institute of Pre  
Multi-Species Facility (1911) Multi-Spec  
VIV1 (0880) Vivarium I  
VIV2 (1010) Histology Lab  
EQEB (0177) Equine Initiative Educatio  
RSL (1147) REPRODUCTIVE SCIENC  
VMA (1026) VETERINARY MEDICINE  
REYN (1504) REYNOLDS MEDICAL S  
VMSB (1192) VTPK-SURGERY BUILD  
VMP SHOP (0991) VMP SHOP  
VICI (1814) VICI  
VAPA (1184) Veterinary Anatomic Path  
VLAH (1194) VLAM - VETERINARY L  
VM Park (1195) NON SURGICAL ANIM

Cancel

**Create Request**

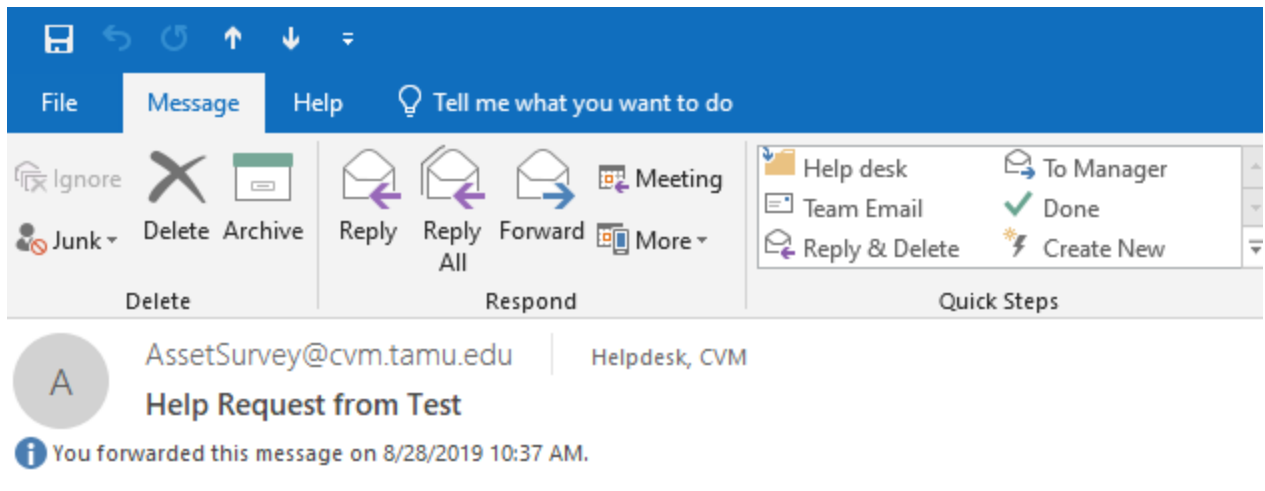
First Name: Springer  
Last Name: Spaniel  
Phone Number: 979 000 000

Building: VIDI (1813) VIDI  
Room Number: 121

Description of Request/Problem  
Ex. I need assistance accessing my share drive.

Submit      Cancel

5. After filling out your information you can hit the submit button and an email will be immediately sent to the CVM Help desk to initiate a work order ticket for our technicians.



Howdy,

A new help request has been submitted through the CVM Asset Identification Utility.

Requesting User: Test

Phone Number: 999 999 9999

Location: VMTF 121

Computer Name: ITSTECH2AI200T-

Asset Tag: 1700230187

Serial Number: CNHCKH2

Current User: AUTH[REDACTED]

Problem/Request Description:

Test for KB 55 Article

6. You now have the confirmation email for your work order from the CVM Help desk.

If you have any issues with this knowledge base or article contact the CVM help Desk at 979 862 4554 or write to us [@helpdesk.cvm.tamu.edu](mailto:@helpdesk.cvm.tamu.edu)