

# Move/Setup Request

## Frequently asked Questions and Answers

Q. Who can submit a move request?

A. You must be a Financial Manager (FM) or set up as a Proxy to submit a move request.

Q. How do I submit a move request?

A. To submit a move request you will log into JagNet and select the Move/Setup Request link, then from the drop-down menu you will select the type of move needed and fill out the form.

Q. Where can I find my request number?

The request number can be found at the top of the workflow page when submitting your request; it is a good idea to write this number down. You will also see this number in the subject line for the workflow approvals and e-mail notifications.

Q. I just need to set up a phone/computer do I need to submit a move request?

A. Yes, to have an employee name set up on the phone or have the computer profiled to employee an Employee Move/ Set up request is required.

Q. I need to make a change to the move request, how can I do this?

A. Once the move request form is submitted no changes can be made, the form will have to be canceled and can be resubmitted with any changes needed. Be sure to double check information before submitting.

Q. Did my request go through?

A. After you submit your move request, go into workflow and complete the FM approval, once this is done the request will automatically be sent to the Facilities Planning & Construction (FPC) department. Utilizing your request number, you can also use the Argos Pending Requests Report to see its current status.

Q. What happens after I submit my move request?

A. Once the request is received by FPC it will be reviewed, this process can take up to 2 weeks depending on the type of move. Once approved, you will receive an e-mail notification with a scheduled date for the move.

Q. I received a Schedule date e-mail, what do I do now?

A. This e-mail is to notify you that your request is approved and IT and Shipping & Receiving will come on the date scheduled to complete the move. You will need to box up any items prior to the move so Shipping & Receiving can assist with moving the boxes.

Q. What is the Completion date notification?

A. This e-mail contains a link to workflow that you will use to select the date the move was completed and close the work order.

Q. Can a Data Drop request be submitted through the Move/Set up system?

A. Yes, you can use the Future Hire move to submit a Data Drop request.

\*For more detailed information on the Move/Setup process please refer to the Move/Setup Instruction Manual.