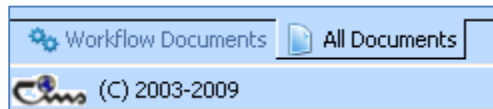
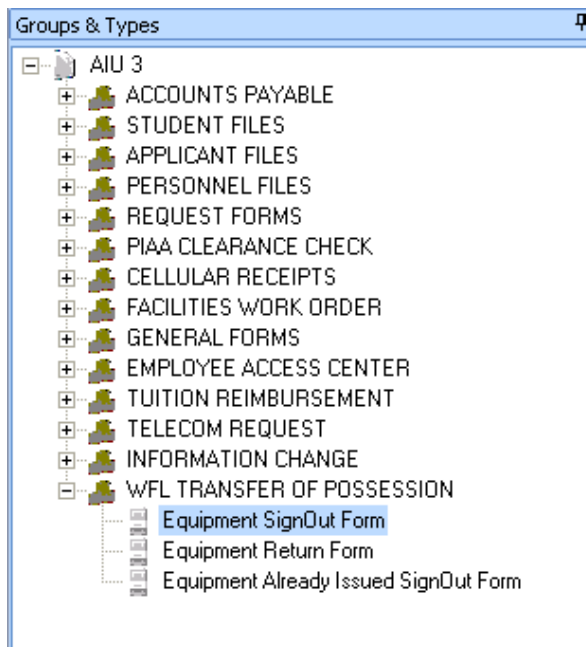


Equipment Sign-Out Form

1. WFL Staff member needs equipment.
2. WFL Tech gathers the equipment and initiates the Equipment Sign-Out form.
(<http://docuclass.aiu3.net/e-forms/dcfomssserver.exe?action=webform&formid=44&documentid=0>)
3. With the WFL Staff member present, both the WFL Tech & Staff member complete, digitally sign, and then submit the form.
4. Both the WFL Staff member and the WFLHelp account receives a copy of the submitted form.
5. WFL Tech can view the documents anytime within DocuClass:
 - a. Launch the DocuClass portal.
 - b. Click on the **Workflow Client** link located in the Process Automation section.
 - c. Click the **Login** button.
 - d. Once in the client, at the very bottom of the screen, click the **All Documents** tab:



- e. On the All Documents tab, go up to the Groups & Types section and expand the **WFL Transfer of Possession** group and click on the **Equipment SignOut Form** type link.



- f. The list of forms for this type are now displayed in the **Documents List** located just to the right of the Groups & Types section.

Documents List			
Drag a column header here to group by that column.			
Document ID	Revision	Pages	Last Name
360375	1	1	Stuckey

- g. To view the form, click once within the row and the form will be displayed in the **Last Selected Document** area located to the right of the Documents List section.

Last Selected Document (Document ID: 360375)

Transfer of Possession
Waterfront Learning Station
Equipment Sign Out Form

Waterfront Representative Name: Date Signed Out:

EQUIPMENT TYPE

Kit (Computer, Charger, Mouse, Bag, and Printer goes with all pack of) Kit ID:

Printer USB Cable

Air Card Air Card ID:

STATE FINDER CONTACT INFORMATION

First Name: Last Name:

Address 1:

Address 2:

City: State: Zip:

Home Phone: Cell Phone:

Personal Email: Confirm Personal Email:

AJLS Email: Confirm AJLS Email:

ACCEPTABLE USE POLICY

The above article governed by the AUI Acceptable Use Policy. Failure to read the agreement will be held responsible for any misuse of equipment. Rights reserved on any device or media type. The original replacement cost for all equipment which is the responsibility of the user and number, is: \$600 (Laptop) - \$600 (Power Supply) - \$400 (Bag) - \$150

SIGNATURES

State Member: I Accept


Waterfront Representative: I Accept

*If checking the "I Accept" box, you are signing that you understand and agree to the terms and conditions of the acceptable use policy.

1 / 1 140%

h. When finished viewing the document, exit out of the All Documents screen by clicking on

the **Close Browser** button  located in the tool bar.

i. To exit the Workflow Client, click on the **Exit** button  located in the tool bar.