How to Assign a Custodian to a Pooled Device

Overview

This Quick Reference Guide shows how to assign a custodian to a pooled device in RMU.

A custodian is a staff member who is responsible for managing the devices assigned to them. For example, the school librarian could be assigned the role of custodian for a pool of laptops to be used by staff and students in the library.

Work Instructions

To assign a custodian to a pooled device in RMU, follow the process below:

1. Click the Device tab in the Device Management menu

2. Select Pool from the Device Status drop-down menu and click Search to show all the devices in a pooled status.

3. Locate the device to assign to the custodian too and select the box next to the device, then click Set Staff Custodian.
Note: The device needs to be in a pool status in order to assign a custodian.

4. Search or click the name of the employee you wish to make the Custodian of the Pool device.

5. The device has successfully been assigned to the Custodian.