

## ASSET Change Request Form

We have a new method for staff that wish to make enhancement suggestions to ASSET.

You will see **ASSET Change Request Form** when you are logging into ASSET from the DET (APPS) Application Portal.

The screenshot shows the DET (APPS) Application Portal for Partners & Staff. The page has a dark blue header with the Wisconsin.gov logo and navigation links. Below the header is a search bar and a list of categories: UNEMPLOYMENT, WORKPLACE INJURY, EQUAL RIGHTS, EMPLOYMENT & TRAINING, DISABILITY EMPLOYMENT, and ABOUT DWD. The main content area is titled "DET (APPS) Application Portal for Partners & Staff" and includes a brief description of the portal's purpose. Below this, there is a section titled "Below is a list of the DET applications you have access to:" with a link to "Expand All | Collapse All". The list of applications is organized into sections: "ASSET - Administrator", "DATA DASHBOARDS & REPORTS", and "OTHER DOCUMENTATION & LINKS". The "ASSET - Administrator" section contains a list of links, including "ASSET Production login", "ASSET User Manual", "ASSET Technical Bulletins", "Sign-up for eBlasts", "How to Submit Staff Requests (PDF)", "Performing Customer Searches (PDF)", "ASSET Education (EDU) Login", "WAI ASSET Demo - Recorded in December 2021, this recording identifies changes within ASSET supporting WAI grant activity", "ASSET Document Upload Instructional Video", and "ASSET Change Request Form". A red arrow points to the "ASSET Change Request Form" link. The right sidebar contains a "Hi, Ann Astin" greeting, a "Logout" button, a "To Get Started" section with links to various systems, and a "Contact Information" section with links to email support and security.

This will take you to the Request form where you can enter in your proposed change/addition.

Fill in each section on the form. Requester Area can be left blank if dropdown list does not populate.

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Astin, Ann - DWD

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ACMB Change Request List

Site Contents

Use the form below to submit your ASSET change request. Please be sure to provide a detailed description to help the ASSET Change Management Board assess your request.

**Note:** not all requests may be approved. Approved requests may be modified by the ASSET Change Management Board and implemented based on DET's IT priorities and available resources.

Back to List

ASSET Change Request Form

|                      |                      |
|----------------------|----------------------|
| Title                | <input type="text"/> |
| Requester            | <input type="text"/> |
| Requester Area       | <input type="text"/> |
| What is the request? | <div></div>          |
| Why is it needed?    | <div></div>          |
| Date Submitted       | 2022-08-25T08:09:05  |
| Status:              | 6                    |

Submit

Once a suggestion appears on this list, the ASSET Change Management Board will discuss whether the change might affect other areas and what the impact might be. There might be times that your suggestions may not be approved to be put into production. It will be up to the board member to reach out to the staff who submitted the request to explain why that is or discuss edits to the proposed change.

By clicking the **Back to List** button at the top of the request form, it will take you to the list of requests. You can monitor the status of your request here.