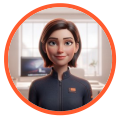


USER GUIDE

Equipment Loans: user guide

Find a laptop, phone or accessory, request it in two steps, get it approved by your manager and track it until it comes back. Every screen in this guide is a real screenshot of the working app.



Built by Dex, mcp for work

Power Apps canvas app with a Power Automate approval

INSIDE

- 1 Home
- 2 Find equipment in the Catalogue
- 3 Request it
- 4 Track it in My requests
- 5 Approver: approve in Approvals or the Approvals app
- 6 What happens automatically
- 7 Reference and troubleshooting

STEP 1

Home

Open Equipment Loans. Home shows what you have borrowed and what you asked for.

The screenshot shows the 'Equipment Loans' Home page. On the left is a sidebar menu with 'Home' (highlighted), 'Catalogue', 'Request', 'My requests', and 'Approvals'. The main header says 'Good morning, Nawaf' and 'Sunday, October 25 | Here is everything you have borrowed and asked for.' A '+ Request equipment' button is in the top right. Below the header are three summary cards: 'On loan to you' (6), 'Waiting for approval' (2), and 'Available to borrow' (21). A 'Your requests by status' section shows chips for 'Requested 2', 'Approved 6', 'Rejected 1', and 'Returned 2'. The 'My active loans' section lists four items: MacBook Pro 14 M3 (IT-L-003), Dell Latitude 7440 (IT-L-002), HP EliteBook 840 G10 (IT-L-005), and Lenovo ThinkPad X1 Carbon Gen 11 (IT-L-004), each with a due date and purpose. A red box on the right highlights the overdue status for the first two items: 'Overdue by 15 days' and 'Overdue by 6 days'. The bottom left shows the user 'Nawaf Sheikh' is signed in.

- 1 The menu: Home, Catalogue, Request, My requests and Approvals. The current screen is highlighted.
- 2 Request equipment starts a new request from anywhere on Home.
- 3 Your numbers at a glance: items on loan to you, requests waiting for approval, items free to borrow.
- 4 Your requests by status. Click a chip to open My requests filtered to that status.
- 5 My active loans, each with its due date. Red means overdue: bring it back or ask IT to extend.
- 6 You are signed in with your work account. The app only shows your own requests.

STEP 2

Find equipment in the Catalogue

Everything the IT desk lends out, with what is free right now.

The screenshot shows the 'Equipment Loans' interface. On the left is a sidebar with navigation links: Home, Catalogue (active), Request, My requests, and Approvals. The main area is titled 'Catalogue' with the subtitle 'Everything the IT desk lends out. Pick an item to request it.' Below this is a search bar (1) and filter tabs (2) for All, Laptops, Phones, and Other. A badge (6) indicates '40 items'. The catalogue displays a grid of equipment items. Each item card shows an icon, a status badge (3) for Available, On loan, or Retired, the item name, and its category and serial number. A 'Request this' button (4) is present on available items, while unavailable items show a 'Not available' message (5). The user profile 'Nawaf Sheikh' is visible at the bottom left.

Item Name	Category	Serial Number	Status	Action
Anker 737 power bank (IT-O-010)	Other	SN SN-710966	Available	Request this
Dell Latitude 5420 (IT-L-006)	Laptop	SN DL5420-77310	Retired	Not available
Dell Latitude 7440 (IT-L-001)	Laptop	SN DL7440-A1042	On loan	Not available
Dell Latitude 7440 (IT-L-002)	Laptop	SN DL7440-A1043	On loan	Not available
Dell Latitude 7440 (IT-L-007)	Laptop	SN SN-544758	Available	Request this
Dell Latitude 7440 (IT-L-008)	Laptop	SN SN-497540	Available	Request this
			Available	
			Available	
			Available	

- 1 Search by name, for example Dell or iPhone.
- 2 Filter by type: All, Laptops, Phones or Other.
- 3 Status of each item: Available, On loan or Retired.
- 4 Request this opens the request form with the item already picked.
- 5 Items on loan or retired show Not available and cannot be requested.
- 6 How many items match your search and filter.

STEP 3

Request it

A two-step form. Pick the item on the left, fill the loan details on the right.

Equipment Loans
IT lending desk

Home

Catalogue

+ Request

My requests

Approvals

N

Nawaf Sheikh
nawaf@nawafsheikhliv...

Request equipment

Choose an item, tell us when you need it and why. Your manager gets an approval straight away.

1 Choose equipment 21 available

1

Anker 737 power bank (IT-O-010)
Other | SN SN-710966

✓

2

Dell Latitude 7440 (IT-L-007)
Laptop | SN SN-544758

3

Dell Latitude 7440 (IT-L-008)
Laptop | SN SN-497540

4

Dell UltraSharp U2723QE monitor (IT-O-...)
Other | SN CN0W7R2K

5

Dell UltraSharp U2723QE monitor (IT-O-...)
Other | SN SN-894508

6

Dell XPS 13 (IT-L-017)
Laptop | SN SN-956185

7

Google Pixel 8 (IT-P-004)
Phone | SN 39201FDJG004ZL

2 Loan details

2

Anker 737 power bank (IT-O-010)
Serial SN-710966

3

WHO IS IT FOR

Nawaf Sheikh

4

FROM

Mon 26 Oct 2026

UNTIL

Mon 9 Nov 2026

5

WHY DO YOU NEED IT

A sentence is enough, for example onboarding a new starter

6

Loan length 15 days

7

Submit request

- Step 1, Choose equipment: only available items are listed. The one you pick gets a tick.
- Who is it for: filled with your name. Change it if you ask on behalf of someone.
- Why do you need it: one sentence is enough.
- Submit request lights up once everything is filled. Your manager is asked to approve straight away.

- Step 2, Loan details: confirms the item and its serial number.
- From and Until: the dates you need it. From must be today or later.
- Loan length is worked out from your dates.

Equipment Loans: user guide

Demo tenant, demo data.

4 / 9

STEP 4

Track it in My requests

Every loan you asked for, newest first. Select one to see the detail.

Equipment Loans
IT lending desk

Home

Catalogue

Request

My requests

Approvals

N

Nawaf Sheikh
nawaf@nawafsheikhliv...

My requests

Every loan you have asked for, newest first. Select one to see the detail.

All

Requested

Approved

On loan

Rejected

Returned

Dell Latitude 7440 (IT-L-008)

26 Oct to 9 Nov 2026

Requested

Dell Latitude 7440 (IT-L-007)

26 Oct to 9 Nov 2026

Approved

Laptop 14in demo (IT-L-DEMO)

26 Oct to 2 Nov 2026

Approved

Lenovo ThinkPad X1 Carbon Gen 11 (I...

24 Oct to 31 Oct 2026

On loan

HP EliteBook 840 G10 (IT-L-005)

24 Oct to 31 Oct 2026

On loan

iPhone 15 (IT-P-001)

3 Aug to 17 Aug 2026

Returned

Samsung Galaxy S24 (IT-P-002)

1 Sep to 15 Sep 2026

Returned

Dell Latitude 7440 (IT-L-008)

Asked on Sun 25 Oct 2026

Requested

WHAT

Dell Latitude 7440 (IT-L-008)

REQUEST

Dell Latitude 7440 (IT-L-008) for Alex Demo

DATES

Mon 26 Oct 2026 to Mon 9 Nov 2026

REASON

DEMO DATA. Spare laptop for Alex Demo, fictional test.

DECISION BY

Waiting for your approver

DECIDED ON

Not decided yet

1 Filter by status: All, Requested, Approved, On loan, Rejected or Returned.

3 The detail panel shows the current status of the selected request.

2 Your new request is at the top with the status Requested.

4 Decision by and Decided on stay empty until your approver answers. Then they show who and when.

STEP 5

Approver: see what is waiting

For managers. The Approvals screen lists requests waiting for a decision.

Equipment Loans
IT lending desk

Home
Catalogue
+ Request
My requests
Approvals

Approvals
Requests waiting for a decision. Approvers answer in the Approvals app or the approval email.

Google Pixel 8 (IT-P-004)
Wed 28 Oct to Wed 11 Nov 2026
Test the mobile app release on a current Android device.
Waiting 1 d

Dell UltraSharp U2723QE monitor (IT-O-002)
Mon 2 Nov to Fri 6 Nov 2026
Temporary second screen while the office desk is refitted.
Waiting 1 d

Avery Test
Asked Sun 25 Oct, 09:04
New today
iPhone 15 (IT-P-005)
Fri 20 Nov to Sun 20 Dec 2026
Fictional demo request by Avery Test.

Jamie Sample
Asked Sun 25 Oct, 09:04
New today
iPhone 14 (IT-P-009)
Wed 11 Nov to Wed 18 Nov 2026
Fictional demo request by Jamie Sample.

Jamie Sample
Asked Sun 25 Oct, 09:04
New today
iPhone 14 (IT-P-009)
Mon 5 Oct to Wed 4 Nov 2026
Fictional demo request by Jamie Sample.

Riley Placeholder
Asked Sun 25 Oct, 09:04
New today
Poly Voyager Focus 2 headset (IT-O-009)
Wed 18 Nov to Wed 25 Nov 2026
Fictional demo request by Riley Placeholder.

Nawaf Sheikh
nawaf@nawafsheikhliv...

Open Approvals app

- 1 Open Approvals in the menu.
- 2 Each card shows who asked, for which item, the dates and the reason.
- 3 How long it has waited: New today, or Waiting and the number of days.
- 4 Open Approvals app takes you to Power Automate Approvals to answer. The approval email works too.

STEP 5

Approver: approve in the Approvals app

Power Automate, Approvals, Received. The same request also arrives by email.

The screenshot shows the Power Automate interface with the 'Approvals' app selected in the left-hand menu. The main area displays the 'Received' tab, which lists approval requests. A specific request, 'Equipment loan: Laptop 14in demo (IT-L-DEMO)', is highlighted. A modal window titled 'Respond: Approve' is open on the right, showing details of the request and options to 'Approve' or 'Reject' with a 'Confirm' button.

Power Automate Interface:

- Left Menu:** Home, Create, Templates, Learn, My flows, **Approvals** (highlighted), Solutions, Automation center, Process mining, AI hub, More, Power Platform.
- Top Bar:** Power Automate, Search for helpful resources, Environments, Nawaf Sheikh's Environ...
- Approvals Tab:** Approve, Reject, ...
- Received Tab:** Request, Received
- Request List:**
 - Equipment loan: Laptop 14in demo (IT-L-DEMO) (highlighted)
- Respond: Approve Modal:**
 - Details:** Requester: Nawaf Sheikh | Equipment: Laptop 14in demo (IT-L-DEMO) | From: 2026-10-26 until 2026-11-02 | Reason: DEMO DATA. Alex Demo needs a laptop for onboarding week.
 - Choose your response *:** Approve (selected)
 - Add a comment:** Demo approval (DEMO DATA)
 - Buttons:** Confirm, Cancel

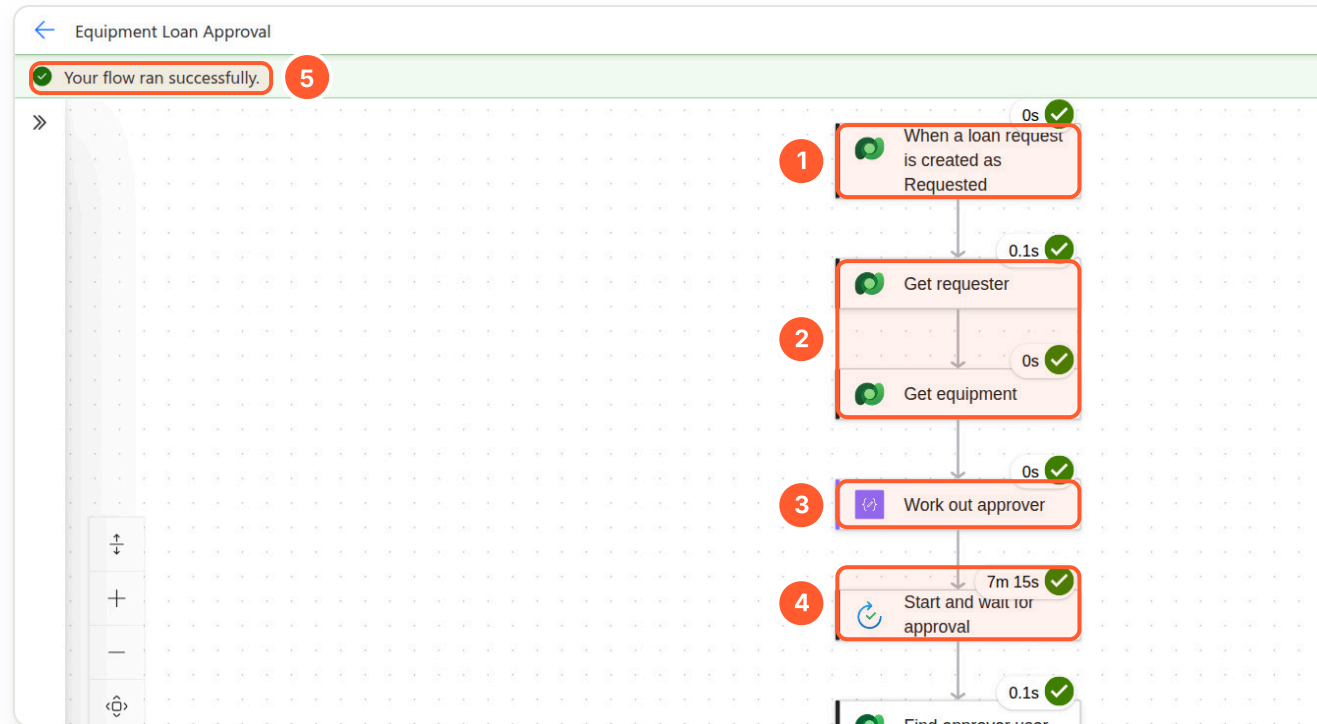
- 1 Approvals in the Power Automate menu.
- 2 The Received tab lists approvals assigned to you.
- 3 Click the request, Equipment loan and the item name, or use the tick and cross on the row.
- 4 Details: requester, equipment, dates and reason.
- 5 Choose your response: Approve or Reject.
- 6 Add a comment if you want. It is saved with the approval.
- 7 Confirm. The request in the app updates within seconds.

STEP 6

What happens automatically

Nobody has to chase the request. A Power Automate flow does it in the background.

THE APPROVAL FLOW RUN



THE REQUEST AFTERWARDS, IN MY REQUESTS

Laptop 14in demo (IT-L-DEMO)
 Asked on Sun 25 Oct 2026

Approved
 6

WHAT
 Laptop 14in demo (IT-L-DEMO)

REQUEST
 Alex Demo: Laptop 14in demo (DEMO DATA)

DATES
 Mon 26 Oct 2026 to Mon 2 Nov 2026

REASON
 DEMO DATA. Alex Demo needs a laptop for onboarding week.

DECISION BY
 Nawaf Sheikh

DECIDED ON
 Sun 25 Oct 2026, 07:15

- Submitting a request saves it as Requested. That starts the Equipment Loan Approval flow.
- The flow reads the requester and the item.
- It picks the approver: the requester's manager, or the IT desk's fallback approver if no manager is set.
- It sends the approval and waits for the answer. Here the approver answered after 7 minutes.
- The run finished without errors. Below this, the flow writes the decision back.
- Approved: the request shows Approved and the item becomes On loan, so nobody else can book it.
- Who decided and when are saved on the request. Rejected requests show who declined and when.

Reference and troubleshooting

What each status means, who approves, and what to check when something looks stuck.

Who approves

The requester's manager, as set on their user record. If the requester has no manager, the request goes to the IT desk's fallback approver set in the flow.

The approver can reassign the request to someone else from the Approvals app.

Approvers answer in Power Automate, Approvals, Received, or straight from the approval email.

Request statuses

- **Requested:** waiting for the approver.
- **Approved:** yes, and the loan has not started yet.
- **On loan:** approved and the start date has come.
- **Overdue:** on loan and past the due date. Shown in red on Home.
- **Rejected:** declined by the approver.
- **Returned:** the item is back with IT.

Troubleshooting

- **Submit request stays grey.** Pick an item and fill Who is it for, both dates and a reason. From must be today or later, and Until on or after From.
- **Item missing from the form.** Only Available items are listed. The Catalogue shows the rest as Not available.
- **Still Requested after a while.** Your approver has not answered yet. Check the Approvals screen for how long it has waited.
- **No approval arrived.** Check that the Equipment Loan Approval flow is turned on and look at its run history.
- **Wrong approver.** Set the requester's manager on their user record, or reassign in the Approvals app.
- **Could not send the request.** The message says why. Check your connection and submit again.

Screens in the app

Home: your numbers, your requests by status, your active loans.

Catalogue: every item, with search and type filters. **Request:** the two-step form.

My requests: your history and the detail of each request. **Approvals:** what is waiting for a decision.

Equipment statuses

Available: free to request. **On loan:** out with someone; set automatically on approval. **Retired:** no longer lent.

When an item comes back, IT sets the request to Returned and the item to Available again.