

# Desktops

An employee's basic equipment includes a laptop, but it can be replaced with a desktop computer if necessary. Desktop computers are renewed every five years.

## How to order a desktop computer

1) Computer orders are made through [Customer Support](#) -> Report New Case -> IT Purchase

The screenshot shows the 'Report Helpdesk' form on the Metropolia website. The form is titled 'Customer support' and 'Report Helpdesk'. It includes a sidebar with links: 'Report case', 'Follow up cases', 'Feedback', 'Reset password', 'User account', 'Settings', 'Home', and 'Logout'. The main form area has a header with the Metropolia logo and a note: 'Please use the form below to submit your case information. Fields marked with an asterisk (\*) are mandatory.' The form fields are: \*Location (dropdown menu with 'Myllypuroentie 1' selected), Service Request (dropdown menu with 'Workstation' selected), Specify subject (dropdown menu with 'Other' selected), \*Title (text input with 'Computer for a new worker'), \*Description (text area with 'Jane Doe will start working on August 1, 2022 and she will need a desktop PC.'), Room number (text input with 'MPB1234'), Workstation name (text input), Mobile phone (text input with '040-1234567'), E-mail (text input with 'name.surname@metropolia.fi'), Attach file (button 'Choose...'), Attach (button), Attachments (text input with '( Use the field above to add attachments )' and a 'Remove' button), and a 'Clear' button at the bottom.

2) Include the following information in the purchase request:

- The reason for ordering a new computer, e.g. current computer is older than 5 years or for a new worker
- When the computer should be installed

## Delivery time

Delivery of a new computer is about four week.

## IT Department's compensation in PC purchases

Staff's workstations are renewed every five years.

The IT Department can contribute to the costs of computers purchased by the Degree Programmes, if the workstations are freely available to Metropolia students. Each case is examined separately.

## Pricing

[Price List](#) (log in to IT Services web site to see the price list).

[Pöytäkoneet](#)