

Inventory procedures for non-deployed machines

Instructions for updating inventory records of scrapped, stock, and missing machines

- [See also](#)
 - [Scrapped Machines](#)
 - [Update the inventory record in FM Pro](#)
 - [Update the DNSDB record for the item](#)
 - [Stock Machines](#)
 - [Update the inventory record in FM Pro](#)
 - [Update the DNSDB record for the item](#)
 - [Missing Machines \(computers or printers\)](#)
 - [Update the inventory record in FM Pro](#)
 - [Update the DNSDB record for the item](#)
 - [Keywords](#)
-

See also

- [Standard Inventory Record Tutorial](#)
- Usage tricks within:
 - [FileMaker Pro installation instructions](#)

Scrapped Machines

Reminder: Hard drives should usually be removed first, especially if easy, as in desktop systems.

- [Disposal, including hard drives](#)

Update the inventory record in FM Pro

For machines (computers and printers) which have been or will be scrapped (disposed/ disposal), update their inventory records as follows:

- All personal info (Upper fields on entry worksheet): Leave blank
- Room and Building: Leave blank
- Group: Leave Blank
- Machine Owner: Leave Blank
- Machine Function: "Scrapped"
- OS and OS Ver.: Leave Blank
- General Notes
 - Include some general notes describing what the machine was previously used for.
 - Note what date the machine was disposed of.
- Immutable machine info (Model, MAC address, Serial #, etc): Leave as is
 - Delete IP address

EXAMPLE:

User Lookup NetID	NetID	FIRST	LAST
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Role	Title	EmailClient
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Room	Building	Department
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	DEPTID		
	<input type="text"/>		
Scan Info	Data Scan Exempt?	See Data Scan Entry form for more scan info details	
	<input checked="" type="radio"/> Y <input type="radio"/> N		
Machine Info	Group	Area	Machine Owner
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Machine Name	Machine Function	Config Exception?
	<input type="text"/>	Scrapped	<input type="radio"/> Y <input checked="" type="radio"/> N
	Manuf	Model	Serial #
	Dell	Optiplex GX520	2L8ZX91
	CU Asset Tag	<input type="text"/>	
	OS	OS Ver	Device Type
	<input type="text"/>	<input type="text"/>	Desktop
	Date Purchased	Warranty	Purchase Account #
	5/2/2006	5/2/2009	<input type="text"/>
	Purchase Cost	Date Verified	
<input type="text"/>	4/14/2015		
LAN1 Mac	LAN2 Mac	WiFi or LAN 3 Mac	
00:13:72:17:64:2C	<input type="text"/>	<input type="text"/>	
IP Address 1	IP Address 2	IP Address 3 / Wi Fi	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Exception Notes	<input type="text"/>		
General Notes	Was AS-CHM-CRAN-06. - removed from service 11/15/11, system scrapped, drive put in storage was Crane group as temporary UDPROC computational machine - NO networking		

Update the DNSDB record for the item

- Task this to a Chemistry IT full-time staff member. (Applies for any machine connected to the network)

Stock Machines

Update the inventory record in FM Pro

For machines (computers and printers) which are in stock, inventory conventions are as follows:

- Last name: "Stock"
- Room: whichever room the machine will be stored in
- Group: "Stock"
- Machine Function: "Stock" (pick the appropriate one between CHM and PHY)
- Verified Date: Update with current date.
- Possibly add a note stating its previous function (if this information would be useful).
 - Usually at least the Machine Name and date of change.
- Clear other fields as needed, including Machine Name, Area, NetID, First, Role, Title, Department, DeptID, Machine Owner.

If machine is coming from a library or another source, take these additional steps:

- Update BIOS
- Change "Integrated NIC" setting to "Enabled" (not Enable w/ PXE) and turn on "SMART reporting"
- Find warranty and MAC address (BIOS->System Info)
- Wipe disk partitions
- Remove any old labels and physically clean machine if necessary

Update the DNSDB record for the item

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Missing Machines (computers or printers)

Occasionally while performing inventory, we will have machines (computers or printers) which we cannot find in person, but that we do not believe have been scrapped.

After ensuring they really can't be found (confirm judgment with Michael Hint or Oliver Habicht), the conventions for these machines are:

Update the inventory record in FM Pro

- Following the convention for scrapped machines move all personal info to the general notes field.
- **General Notes:** (make sure to include the following)
 - Date marked missing
 - Room, building, group, machine function, and machine name.
- **Machine Function:** "Missing"
- Clear **Room**, **Building**, and **Group** fields (To ensure that we are not billing groups for missing machines).
- Clear **Machine Name** (To ensure easier searching and parsing of records).
- **IMPORTANT:** Do not modify the Verified Date. That date is reserved for hands-on/ visual confirmation of the machine's existence.
- If machine is very old (to the degree that it would be immediately scrapped if found now), may want to mark as scrap instead of missing with a note in the general comments.
- Example:

	NetID	FIRST	LAST
User	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lookup NetID	Role	Title	EmailClient
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Room	Building	Department
	<input type="text"/>	<input type="text"/>	DEPTID
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Scan Info	Data Scan Exempt? <input checked="" type="radio"/> Y <input type="radio"/> N See Data Scan Entry form for more scan info details		
Machine Info	Group	Area	Machine Owner
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Machine Name	Machine Function	Config Exception?
	<input type="text"/>	Scrapped	<input type="radio"/> Y <input type="radio"/> N
	Manuf	Model	Serial #
	Dell	Optiplex GX520	2L8ZX91
	OS	OS Ver	Device Type
	<input type="text"/>	<input type="text"/>	Desktop
	Date Purchased	Warranty	Purchase Account #
	5/2/2006	5/2/2009	<input type="text"/>
	Purchase Cost	Date Verified	
	<input type="text"/>	4/14/2015	
	LAN1 Mac	LAN2 Mac	
	00:13:72:17:64:2C	<input type="text"/>	
	WiFi or LAN 3 Mac	<input type="text"/>	
	IP Address 1	IP Address 2	
	<input type="text"/>	<input type="text"/>	
	IP Address 3 / Wi Fi	<input type="text"/>	
Exception Notes	<input type="text"/>		
General Notes	Was AS-CHM-CRAN-06. - removed from service 11/15/11, system scrapped, drive put in storage was Crane group as temporary UDPROC computational machine - NO networking		

Update the DNSDB record for the item

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Keywords

FileMaker, DNSDB