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.

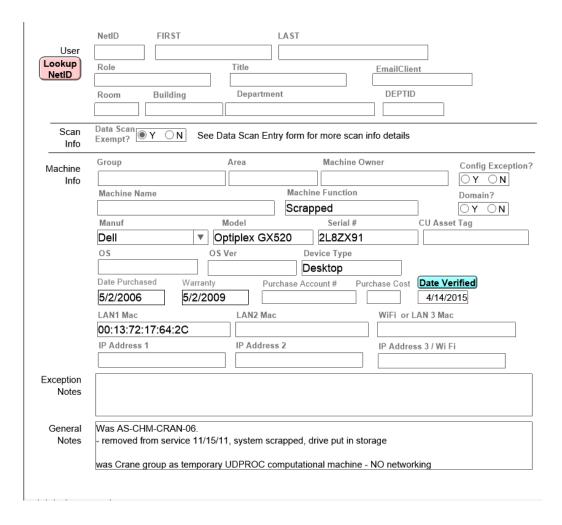
• Disposal, including hard drives

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
 - $^{\circ}$ Include some general notes describing what the machine was previously used for.
 - O Note what date the machine was disposed of.
- Immutable machine info (Model, MAC address, Serial #, etc): Leave as is
 - Delete IP address

EXAMPLE:



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 <u>Machine Name</u>, <u>Area</u>, <u>NetlD</u>, <u>First</u>, <u>Role</u>, <u>Title</u>, <u>Department</u>, <u>DeptlD</u>, <u>Machine Owner</u>.

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

- Undate 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

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

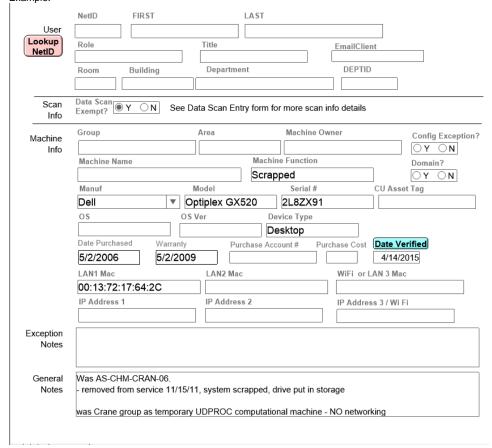
Missing Machines (computers or printers)

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:



Update the DNSDB record for the item

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

Keywords

FileMaker, DNSDB