

Standard Inventory Record Tutorial

For anybody new to the Inventory system.

Step-by-step guide

Here is what a blank Inventory page looks like:

User	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	DEPTID
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Scan Info	Scan Exempt?	<input type="radio"/> Y <input type="radio"/> N			See Data Scan Entry form for more scan info details
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Machine Info	Group	Area	Machine Owner	Config Exception?	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Y <input type="radio"/> N	
	Machine Name	Machine Function		Domain?	
	<input type="text"/>	<input type="text"/>		<input type="radio"/> Y <input type="radio"/> N	
	Manuf	Model	Serial #	Asset Tag	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	OS	OS Ver	Device Type		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Date Purchased	Warranty	Account #	Cost	Inventory Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	LAN1 Mac	LAN2 Mac	WiFi or LAN 3 Mac		
	<input type="text"/>	<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

General Notes

1. the First Step will be to fill in the personal information of the person currently using the machine as well as the current location and department of the machine as shown in the highlighted areas below. the fields circled in red can be left blank for the most part as they are not that important. (Note: scan info will normally not be touched as it applies mostly to old Windows XP machines.)

Step
1

	NetID	FIRST	LAST	
User	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Role	<input type="text"/>	<input type="text"/>		EmailClient
Room	Building	Department		DEPTID
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Scan Info	Scan Exempt? <input type="radio"/> Y <input type="radio"/> N See Data Scan Entry form for more scan info details			

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	OS	OS Ver	Device Type		
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	Date Purchased	Warranty	Account #	Cost	Inventory Date
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LAN1 Mac	LAN2 Mac	WiFi or LAN 3 Mac			
<input type="text"/>	<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	<input type="text"/>				

2. The second Step is to fill in specific information about the machine. Once again, fields that are generally not touched are circled in red.

Step 2

User		NetID	FIRST	LAST
Role		Title		EmailClient
Room	Building	Department		DEPTID

Scan Info Scan Exempt? ☐ Y ☐ N See Data Scan Entry form for more scan info details

Machine Info	Group		Area	Machine Owner	Config Exception? <input type="radio"/> Y <input type="radio"/> N Domain? <input type="radio"/> Y <input type="radio"/> N Asset Tag
	Machine Name		Machine Function		
	Manuf	Model	Serial #		
	OS	OS Ver	Device Type		
	Date Purchased	Warranty	Account #	Cost	Inventory Date
	LAN1 Mac	LAN2 Mac	WiFi or LAN 3 Mac		
	IP Address 1	IP Address 2	IP Address 3 / Wi Fi		
	Exception Notes				
	General Notes				

Part A: Is the first part of machine info that should be filled out. It includes:

- The research group that the computer is part of
- Area of the college that the computer is involved in (Department use, Instruction, or Research.
- The Machine Owner is the department that actually owns the machine and is usually Chemistry or Physics
- The Machine Name is the Name of the machine and can usually be found on a label on top of the machine or in System properties
- Machine Function is simply the current function that the machine is serving.

Part B: is essential information about the machine that includes:

- Manufacturer: The maker of the machine
- Model of the machine
 - Apple: The Apple EMC number is best since the "normal" model numbers (such as "A1418", or "Late 2013 iMac") are sometimes not adequately unique for most tasks, such as upgrading the RAM and other identifiers are better for more precision. Example <<http://www.everymac.com/systems/apple/imac/imac-aluminum-tapered-edge-faq/differences-between-imac-aluminum-late-2013-models.html>>. In that case, "The "Late 2013" iMac models share model numbers with the previous "Late 2012" iMac line. Specifically, these 21.5-Inch models share model number A1418 and these 27-Inch models share model number A1419."
 - With a serial number, you can look up the model (EMC) number to add to our inventory information. Useful for upgrading RAM and getting other technical specifications:
 - <http://www.everymac.com/ultimate-mac-lookup/>
- The machine's serial number
 - For Dell computers this can be found by looking on the top of the computer, or by going into command prompt and typing this command: wmic bios get serialnumber
 - for Apple computers the serial number can be found by clicking the apple on the finder bar and clicking "about this computer"
 - Apple serial numbers never have the letter "O". They will only have a "0" (zero).
 - <https://support.apple.com/en-us/HT201626>
 - AppleCare registration numbers and Apple hardware product serial numbers sometimes include the number "0" (zero), but not the letter "O".
 - See also:
 - [Finding serial numbers on Cornell computers](#) (a public page, unlike this one)

- Operating System: found by booting the computer
- Operating system Version: can be found in system preferences
- Device Type: Type of device (desktop or laptop)
- Date Purchased and Warranty: Easier to find for Dell computers, can be found by clicking on the Dell support button (top right corner) and entering the serial number into the appropriate boxes.
 - Dell: <<http://www.dell.com/support/home/us/en/04>>
 - <https://www.it.cornell.edu/services/hardware_repair/howto.cfm>. Gives purchase and coverage dates, to the day, whether under coverage or not.
 - Apple: <<https://checkcoverage.apple.com/>>. Only gives coverage date if device is covered when doing the look-up! Otherwise just tells you device not covered (90 days/ 1 year has passed, or 3 years has passed if AppleCare was purchased).
 - Apple: <<https://checkcoverage.apple.com/>>
- Inventory Date: Date the record WAS LAST UPDATED. This allows us to see how current the record is. If you are simply editing a record, update this date.

Part C: Essential network information about the machine

- Mac and IP addresses: can be found by using the command *ipconfig /all* in command prompt.

3. Step 3 is to simply write down any extra information pertaining to the machine, such as what it was used for in the past, if it is scrapped etc.

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	Date Purchased	Warranty	Account #	Cost
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	Inventory Date			
	<input type="text"/>			
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Exception Notes	<input type="text"/>			
	<input type="text"/>			
General Notes	<input type="text"/>			

Related articles

- [Standard Inventory Record Tutorial](#)

[Inventory procedures for non-deployed machines](#)