Standard Inventory Record Tutorial

For anybody new to the Inventory system.

Step-by-step guide

Here is what a blank Inventory page looks like:

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	Room Building	Department		DEPTID			
	۵ ۵	Q		Q			
Scan Info	Scan Exempt? OY ON See	Data Scan Entry	form for more scan	info details			
Machine	Group	Area	Machine C)wner		Config Exception?	
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	Machine Name		Machine Function			Domain?	
	Q		Q]	OY ON	
	Manuf	Model	Serial #		Asset	t Tag	
	Q, 🔻	Q	Q		Q		
	0\$ 0	S Ver	Device Type				
	Q, C	l	Q				
	Date Purchased Warranty	Accor	unt #	Cost	Inventory	Date	
	م م	Q,		Q	Q		
	LAN1 Mac	LAN2 Mac		WiFi or L	AN 3 Mac		
	Q	٩		Q,			
	IP Address 1		IP Address 2		IP Address 3 / Wi Fi		
	Q	Q,		Q,			
Exception Notes	Q						
General Notes	٩						

 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.)

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	LAN1 Mac	LAN2 Mac		WiFi or L	AN 3 Mac	
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Exception Notes	Q					
General Notes	Q					

2. The second	Step is to fill	in specific informa NetID	tion about the ma	chine. Once aga	ain, fields that are ger	nerally not touc	hed are circled in red.	
	User	Q, I	Q,					
		Role		Title		EmailClien	t	
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		Room B	uilding	Department		DEPTID		
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	c	LAN1 Mac		LAN2 Mac		WiFi or L/	AN 3 Mac	
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		IP Address 1		IP Address 2	2	IP Addres	s 3 / Wi Fi	
1		Q,		Q		Q		
	Exception	Q						
	Notes							
	General	Q						
	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-tate-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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User	۵, ۵,	Q,		
	Role	Title	EmailC	lient
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Scan Info	Scan Exempt? OY N See	Data Scan Entry form	for more scan info detail	İs
Machina	Group	Area	Machine Owner	Config Exception?
Info	Q,	Q,	Q,	OYON
line	Machine Name	Mach	ine Function	Domain?
	Q			
	Manuf	Model	Serial #	Asset Tag
	Q. V	٩	Q,	Q
	0\$ 03	S Ver [)evice Type	
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	Date Purchased Warrantv	Account #	Cost	Inventory Date
	Q Q	Q	Q	Q
	LAN1 Mac	LAN2 Mac	WiFi c	vr LAN 3 Mac
	Q	Q	Q	
	IP Address 1	IP Address 2	IP Add	ress 3 / Wi Fi
Step 3	Q	Q	Q,	
Exception Notes	ď,			
General Notes	Q			

Related articles

• Standard Inventory Record Tutorial

Inventory procedures for non-deployed machines