Disposing of Inventoried Devices

How to document the disposal of devices.

- Computer Disposal

Computer Disposal

Inventory of damaged, malfunctioning, and ready to be recycled items.

Pro tip: Perform these tasks in the "District" level. (Click "List All Sites," then District.) This will ensure computers cataloged at all sites will be recognized. If you perform this at the site level, it will skip items cataloged at other sites.

"Ready for Disposal" in Follett "Item Status"

Before they are picked up by recycling, all computers need to have Ready for Disposal as their item status. You can do this in one batch:

Scan each item into a spreadsheet.

Save the spreadsheet as a .csv.

Under the "Catalog" menu, go to "Update Resources" then select "Batch Update"

Select "Change item fields for" select "Status" to "Ready for "Disposal"

Then click the blue arrow (top right of the page) to move to the next step.

Upload the .csv file and click update.

Update Resources...

Cancel

Step 1 of 2: Specify the information to change.

Resource Types All Resource Types [Update]

Move item to resource [Select]

Change item fields for [Status ▾] to [Ready for Disposal ▾]

[- Select an item field - ▾]
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Add historical note [_____]

Broken or non-functioning computers still on lease

Physical Damage

For computers that have cracked screens, missing keys, or other physical damage: change the Status to "Available for Parts" and condition to "Damaged."

Use the process described above.

Update Resources...

Cancel

Step 1 of 2: Specify the information to change.

Resource Types All Resource Types **Update**

Move item to resource **Select**

Change item fields for Status ▾ to Available for Parts ▾

Condition ▾ to Damaged ▾

- Select an item field - ▾

- Select an item field - ▾

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Malfunction

If a computer has an internal issue such as a bad network card, motherboard, track pad not working, or other issue that does not have obvious physical damage: change the Status to "No Longer in Use" and the Condition to "Unusable."

This will give us an accurate picture of the number of devices available for student use