Inventory New Devices

How to name new computers, tablets, displays, projectors, and other acquisitions.

- Naming Convention
- Non networked purchases
- Adding Resources and Items to Resource Manager

Naming Convention

Use each of the following separated by a dash.

- Start with the last two digits of fiscal year of purchase
- Device type
  - 01 Laptop
  - 02 Desktop
  - 03 Tablet
  - 04 OPS
  - 05 Docking station
  - 06 TIO Display
  - 07 Touch Display
  - 08 Monitor
- User Type
  - 1 Teacher
  - 2 Staff (Kitchen, Maintenance)
  - 3 Admin (Super's Office, Principals, Office staff)
  - 4 Student
- Funding Code
  - 01 General
  - 02 Special Education
- Sequential three-digit device number

Example:

23-01-4-01-043

Non networked purchases

When purchasing devices (not leased) that are not networked, use the Follett Resource Management barcodes.

Examples:
Audio equipment, Cameras, 3D printers, Laser Cutters, Die cutters

Adding Resources and Items to Resource Manager

Catalog:

Data to enter when we acquire a new model "resource":

"Make": Lenovo

"Model": 300e (School temporary while in covid mode)

"Description": 300e 3rd Gen MP56-10000 touchscreen month/year acquired

"User Type": Student

Staff

District

"Year of Manufacture": 20xx

Data to enter when acquiring a new device "item":

Must have-

"Barcode": Asset tag

"District Identifier": Hostname/ Network address

As of Sept 2023- "Barcode" and "District Identifier" are the same

"Serial Number": Serial number of the computer