

Inventory New Devices

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

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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, found in the SRS Library.

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

Imaging new devices

Fog Server

GLPI

Machines must be turned on and pinged to GLPI before being distributed to students or staff.