Online Inventory Tool

*UW-Stout Telecommunications and Networking*

*Please note you must be a designated user to access this online tool.*

This tool will allow the user to:

- Record and change the user assigned to a computer
- Record a date the equipment was “verified” for inventory purposes
- Record a single note about each piece of equipment for future reference
- Transfer computer assets between departments
- View the campus’ list of computer assets assigned to each department

**Logging in and accessing departmental computer list**

1. Visit ASK5000’s self-service helpdesk by clicking the “Self Service HelpDesk” link on the ASK5000 home page [http://helpdesk.uwstout.edu/](http://helpdesk.uwstout.edu/)

2. Click the “Inventory Audit” link in the Self Service sidebar

3. Choose the correct department from the drop-down list in the body of the page (if you are designated for only one, that department will automatically appear)
4. The recorded computer assets for the department will display in the body of the page (please note that in most cases the list will span multiple pages)

Using features

Changing assigned user
a. Click the “edit” button for the appropriate computer

<table>
<thead>
<tr>
<th>Edit</th>
<th>Verify</th>
<th>C#</th>
<th>SN</th>
<th>PO#</th>
<th>Pt</th>
</tr>
</thead>
<tbody>
<tr>
<td>edit</td>
<td></td>
<td>C-9560</td>
<td>CND9430293</td>
<td>P000100543</td>
<td>10/1</td>
</tr>
</tbody>
</table>

b. Delete the name of the previous user (if any) and type the (email) username of the new user; please note that a user must be designated
c. Click the “Update” button in the “Edit” column

Verifying (record a date of inventory)
a. Check the box in the “Verify” column of the appropriate computer or printer (you can click multiple computers)

<table>
<thead>
<tr>
<th>Edit</th>
<th>Verify</th>
<th>C#</th>
<th>SN</th>
<th>PO#</th>
<th>Pt</th>
<th>Date Last Verified</th>
<th>Action</th>
</tr>
</thead>
</table>

b. Click the “Verify” button at the top of the page beneath the department name
c. The “Date Last Verified” will be recorded and reflected in the “Date Last Verified” column

Recording a note
a. Click the “edit” button on the appropriate computer line
b. In the “Computer Description” column type a brief note for your future reference (ex. Used by student employees at front desk)
c. Click the “Update” button
Transferring a computer or printer to another department
(Note that the transfer is not complete until it is acknowledged by the recipient)
   a. Click the "edit" button on the appropriate computer line
   b. In the "Department" column, click the drop-arrow and select the name of the department to which you would like to transfer the computer or printer
   c. Click the "Update" button

Acknowledging receipt of a computer or printer from another department
(perform by the recipient of the computer or printer)
   a. Click the box in the "Verify" column of the transferred computer
   b. Click the "Verify" button at the top of the page beneath the department name

Printing a list
(Hint: online list pastes well into Microsoft Excel one page at a time)
   a. Click the "Export to Excel" button
   b. Click Save as
   c. Select a destination and file name
   d. Click Save

Frequently Asked Questions

Q: My department is in possession of a computer that does not appear in our list. What do I do?
A: It is preferable to have the department whose list it does appear in transfer it to your department, but when this is unknown, please create a self service ticket for the ASK5000 Technology Helpdesk and request that it be added to your department’s online inventory.

Q: As an inventory admin how will I know when new computers are added to our departmental inventory?
A: An email will be sent to all designated inventory admins for your department when a new computer is set up and delivered.

Q: How are computers added to our inventory list?
A: All computers are scanned on the receiving dock and immediately receive a C-number for security reasons. The computers are picked up by ASK5000 for initial setup and the user and department assigned prior to delivery.

Q: Are printers required to be inventoried?
A: No. Printers are now considered general office equipment. However, printers valued at $5,000 or more are still subject to capital asset inventory, and Telecommunications and Networking will maintain a functional inventory of networked printers.

Q: How are surplused computers removed from our inventory list?
A: Once you have completed your surplus declaration, please transfer the department to surplus (please see the instructions for “Transferring a computer or printer to another department”). Once Surplus staff receive the computer they will verify receipt and the computer will be removed from your inventory list.
Q: We have computers in our area that we need to keep and have available for hired students to use to do work for us. Whose name should be listed on the inventory for these computers?
A: Computers kept for student use, or even for retiring or exiting employees that you intend to keep in your department must be assigned to someone within your department. This does not mean that person if financially liable for these computers (this is a rumor). But it does provide a ‘go-to’ person that should know where that computer is located during an audit. Note however, computers should not be kept as ‘extras’ or ‘just in case’. Any computers not be used should be surplused so that the campus is able to sell these computers and get the highest sale price possible in order to return money to the Computer Cost Share Program.

Q: Why do we even track computers on inventory, aren’t they just about worthless after the three or four year warranty expires?
A: Inventory of computers is synonymous with data security. UW-Stout would not be good shepherds of our data if we didn’t track our computers and let them simply disappear without knowing about it. Therefore, the campus has made a decision to track via inventory all computers, and data devices.

Q: How many departmental inventory admins can be designated for each department?
A: There is no limit to the number of inventory admins who can be designated. Admins can be added and removed by contacting the ASK5000 Technology Helpdesk (please note that self service tickets are preferred for tracking reasons.)