

IDT Hardware Inventory Application Main Menu

The IDT Hardware Inventory Application allows IDT to track their customer's hardware assignments from purchase arrival to surplus removal, and provide reports for the department and campus.

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Tip: Data can be entered in Uppercase or Upper/lowercase, but all displays of Data are in Uppercase. Display exceptions are E-Mail Addresses and Web Addresses.

Tip: Field Labels that are preceded by an asterisk are required fields. Field Labels without asterisks are optional fields.

Tip: To exit from a screen, always use the screen's **Cancel** or **CANCELADD** button. There is only one instance where a browser's **BACK** button can be used to exit a screen in this application. See **Hardware Inventory**

Reports for its requirements. This was done to prevent the accumulation of empty record containers in the Oracle tables.

Tip: When printing any IDT Hardware Inventory Application screen, use landscape orientation and 78% as the minimum options.

Hardware Inventory Processing

These links support the creation, modification, and deletion of Library equipment in support of the IDT Hardware Inventory Application.

Tip: Hardware Inventory Processing requires MAINT level security or above access to delete, while MAINTLESS can add and modify.

Single Record - Add

Tip: Use the above link, if you have a unique item (nothing like it in the database) to add.

This link on the application's Main Menu is used to add a new record in the Oracle Hardware Inventory Table, so it immediately moves you to an empty Inventory record container for some preliminary data. The fields for the *Add Single Record Preliminary Info in IDT Hardware Inventory* screen are:

New Bar Code Number	Required. Text field; This is a 17-character number beginning with 306500; Enter/scan without spaces and the program will supply the necessary spacing.
New State Found Number	Optional; Text field; a 7-character number on a yellow tag beginning with E and supplied by MMO at arrival, if the item costs more than \$1500.
Room Number	Required. Dropdown of available Room Numbers; Make a selection.
Wall Jack Location and Customer	Optional for most equipment; it is geared towards CPUs and their IP Addresses. Dropdown from the Facilities application that shows available Room Number – Wall direction – Jack Number – Port Number – Customer – Phone/IP Address information.
Manufacturer	Required. Dropdown of available Vendors; selection depends on the vendor who manufactured the equipment.
Warranty Vendor	Optional; Dropdown of available Vendors; selection depends on the vendor who repairs the equipment.
Customer	Required. Dropdown of available Customers; Make a selection.

Clicking the **GO** button will then display the *Add Single Record Info in IDT Hardware Inventory* screen with the preliminary data and the following additional empty or display only fields are as follows:

Bar Code Number	Display Only of the 17-character number beginning with 306500.
State Found Number	Optional; Text field; a 7-character number on a yellow tag beginning with E and supplied by MMO at arrival, if the item costs more than \$1500.
Serial Number	Text field; Optional on some equipment, as not all vendors provide S/Ns for their equipment.
Division Number	Text field; Used as a shorthand method to group equipment used by the same person; leftover from terminal days of old.
Cluster	Text field; Only for Public workstations in areas that have clusters of workstations (i.e. Reference Services).
Machine	Text field; For CPU only and usually not until it is assigned to other than Hardware Inventory. This is the CPU Machine name entered into its OS and the EdBootP; supplied by technicians or found via getmac command on Bootp server.
Location	Display Only of the Preliminary Information for this record.
Wall Jack Number	Display Only of the Preliminary Information for this record.
Hardware (Mac) Address	Text field; For CPU only and usually not until it is assign to other than Hardware Inventory. This is the CPU Machine Network Port Address and entered into the EdBootP; supplied by technicians or found via getmac command on Bootp server.
IP Address	Display Only of the Preliminary Information for this record.
Equipment Type	Required. <i>Tip:</i> Dropdown of available Equipment Types or Text field for a new Type; <u>Use the Text field as last resort.</u>
Description	Required. <i>Tip:</i> Dropdown of available Descriptions or Text field for a new Description; <u>Use the Text field as last resort.</u>
Model	Required. <i>Tip:</i> Dropdown of available Models or Text field for a new Model; <u>Use the Text field as last resort.</u>
Model Number	Required. <i>Tip:</i> Dropdown of available Model Numbers or Text field for a new Model Number; <u>Use the Text field as last resort.</u>
Speed	<i>Tip:</i> Dropdown of available Speeds for the CPU, modem, or Printer, or Text field for a new Speed; <u>Use</u>

	<i>the Text field as last resort.</i>
Size	Sizes of hard drive, floppy drive, or monitor, or dpi of the printer. Tip: Dropdown (6) of available Sizes or Text field (3) combination, but only a total of 6 will be used; <u>Use the Text field as last resort.</u>
Interfaces	The items inside the equipment and connection options. Tip: Dropdown (6) of available Interfaces or Text field (3) combination, but only a total of 6 will be used; <u>Use the Text field as last resort.</u>
Peripherals	The items outside the equipment, but are associated with the equipment. Tip: Dropdown (6) of available Peripherals or Text field (3) combination, but only a total of 6 will be used; <u>Use the Text field as last resort.</u>
Manufacturer	Display Only of the Preliminary Information for this record.
Dell Express Service	Text field; Used by Dell CPUs for a vendor-supplied code number required for service.
Warr. Vendor	Display Only of the Preliminary Information for this record.
Warr. Contact & Phone	Display Only. Matching info for the Warr. Vendor is pulled from the Vendor Contact Table. Tip: <i>for editing information in this field, see the support files processing for Vendor Contact.</i>
Warr. Restrictions	Text field; Enter any restrictions on the warranty for this piece of equipment.
Warr. Expiration Date	Date field; Use format MM/DD/YYYY. Date the warranty expires for this piece of equipment.
Warr. Comments	Text field; Any extra information concerning the warranty activities of this piece of equipment.
Req. Number	Text field; Enter the Requisition number/SR number used for the purchase.
P.O. Number	Text field; Enter the Purchase Order number used for the purchase.
Date Received	Date field; Use format MM/DD/YYYY. Date the equipment was initially received.
Fiscal Year	Display Only of the current Fiscal Year. Tip: <i>If this was an add after the fact for some other Fiscal Year, this field will need immediate modification using the MODIFY screen, since it defaults at add to current Fiscal Year.</i>
Customer	Display Only of the Preliminary Information for this record.
Unit / Group	Display Only. Matching info for the Customer is pulled from the Customer Table. Tip: <i>for editing information in this field, see the Shared Data Application for the specific Customer.</i>

Phone	Display Only. Matching info for the Customer is pulled from the Customer Table. <i>Tip: for editing information in this field</i>
Location	Display Only. Matching info for the Customer is pulled from the Customer Table. <i>Tip: for editing information in this field</i>
Comments	Text field; Enter any other comments about the equipment.
Owning Org. Code	Dropdown of the available Owning Org. Codes; defaults to 40111 – Library Administration ; used by MMO to track the department that actually paid for the equipment; Make a selection, if incorrect.
Modified By	Required. Dropdown of available data modifiers; Defaults to login user.
Date Checked (Creation Date)	Display Only. Date field; Default is Today's Date. Uses format MM/DD/YYYY. Date the equipment was last checked or record modified.

Once the data above is chosen/entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Inventory record and return you to another new empty Inventory record container.

If you **do NOT** want to add the new Inventory record, clicking the **CANCELADD** button will delete the current empty record container and return you to the IDT Hardware Inventory Application Main Menu.

***Tip:** **CANCELADD** is a process that deletes an empty record container and is very important to the health of the database's data.*

Single Record - Modify/Delete

This link on the application's Main Menu goes to the *Lookup for Modify/Delete Existing Record Info in IDT Hardware Inventory* screen, where the selection can be made from 6 **OR** choices. Search requires at least one choice be entered. Enter complete values to Lookup a specific record. More than one field can be selected except where text and dropdown represent the same field. The fields are:

Customer – Type – Bar Code Number	Dropdown of available Customer – Equipment Type – Bar Code Number OR
Bar Code Number	Text field; Enter/scan in without spaces the associated Bar Code Number of the equipment to be modified, OR
State Found Number	Text field; Enter/scan in the associated State Found Number, OR
Serial Number	Text field; Enter/scan in the associated Serial Number, OR

Division Number	Text field; Enter in the associated Division Number, OR
IP Address	Text field; Enter in the associated IP Address

Clicking the **GO** button will then display the *Modify/Delete Existing Record in IDT Hardware Inventory* screen ready for modification or deletion. The Modify/Delete process is presented in 2 screens; just like the ADD process.

To modify the Preliminary Information fields click the **Change Room/Manuf/Cust** button (one at the top and at the bottom of the screen for convenience). This will present the *Modify/Delete Existing Record Preliminary Info in IDT Hardware Inventory* screen with the following fields:

Room Number	Required. Dropdown of available Room Numbers.
Wall Jack Location and Customer	Optional for most equipment; it is geared towards CPUs and their IP Addresses. Dropdown from the Facilities application that shows available Room Number – Wall direction – Jack Number – Port Number – Customer – Phone/IP Address information.
Manufacturer	Dropdown of available Vendors; selection depends on the vendor who manufactured the equipment – NOT necessarily the vendor the equipment was purchased from.
Warr. Vendor	Dropdown of available Vendors; selection depends on the vendor who repairs the equipment.
Customer	Required. Dropdown of available Customers; Make a selection.

Clicking the **GO** button on this screen will return to the *Modify/Delete Existing Record in IDT Hardware Inventory* screen for this record with the displayed required Bar Code and the following editable fields.

Bar Code Number	Required. Text field that displays the chosen/entered Bar Code Number.
State Found Number	Optional; Text field; a 7-character number on a yellow tag beginning with E and supplied by MMO at arrival, if the item costs more than \$1500.
Serial Number	Text field; Optional on some equipment, as not all vendors provide S/Ns for their equipment.
Division Number	Text field; Used as a shorthand method to group equipment used by the same person; leftover from terminal days of old.
Cluster	Text field; Only for Public workstations in areas that have clusters of workstations (i.e. Reference Services).
Machine	Text field; For CPU only and usually not until it is assigned to other than Hardware Inventory. This is

	the CPU Machine name entered into its OS and the EdBootP; supplied by technicians or found via getmac command on Bootp server.
Location	Display Only of the Preliminary Information for this record. <i>Tip: Can be reached for modification via the Change Room/Manuf/Cust button.</i>
Wall Jack Number	Display Only of the Preliminary Information for this record. <i>Tip: Can be reached for modification via the Change Room/Manuf/Cust button.</i>
Hardware (Mac) Address	Text field; For CPU only and usually not until it is assign to other than Hardware Inventory. This is the CPU Machine Network Port Address and entered into the EdBootP; supplied by technicians or found via getmac command on Bootp server.
IP Address	Display Only of the Preliminary Information for this record. <i>Tip: Can be reached for modification via the Change Room/Manuf/Cust button.</i>
Equipment Type	Dropdown of available Equipment Types with current selection displayed.
Description	Dropdown of available Descriptions with current selection displayed.
Model	Dropdown of available Models with current selection displayed.
Model Number	Dropdown of available Model Numbers with current selection displayed.
Speed	Dropdown of available Speeds for the CPU, modem, or Printer with current selection displayed.
Size	Dropdown (6) of available Sizes with current selection displayed.
Interfaces	Dropdown (6) of available Interfaces with current selection displayed.
Peripherals	Dropdown (6) of available Peripherals with current selection displayed.
Manufacturer	Display Only of the Preliminary Information for this record. <i>Tip: Can be reached for modification via the Change Room/Manuf/Cust button.</i>
Dell Express Service	Text field with current data displayed; Used by Dell CPUs for a vendor-supplied code number required for service.
Warr. Vendor	Display Only of the Preliminary Information for this record. <i>Tip: Can be reached for modification via the Change Room/Manuf/Cust button.</i>
Warr. Contact & Phone	Display Only. Matching info for the Warr. Vendor is pulled from the Vendor Contact Table. <i>Tip: for editing information in this field, see the support files processing for Vendor Contact.</i>
Warr. Restrictions	Text field with current data displayed; Any restrictions

	on the warranty for this piece of equipment.
Warr. Expiration Date	Date field; Uses format MM/DD/YYYY with current data displayed. Date the warranty expires for this piece of equipment.
Warr. Comments	Text field with current data displayed; Any extra information concerning the warranty activities of this piece of equipment.
Equipment Attached To	Dropdown (6) of available equipment with current selections displayed. If record is for a CPU, then select the attached Monitor, Printer, Scanner, etc. Bar Codes in that order.
Req. Number	Text field with current data displayed; Enter the Requisition number/SR number used for the purchase.
P.O. Number	Text field with current data displayed; Enter the Purchase Order number used for the purchase.
Date Received	Date field; Uses Format MM/DD/YYYY with current data displayed. Date the equipment was initially received.
Fiscal Year	Dropdown of available Fiscal Years beginning with 1985 – 1986. Tip: <i>If this was an add after the fact, this field will need immediate modification using the MODIFY screen, since it defaults at add to current Fiscal Year.</i>
Customer	Display Only of the Preliminary Information for this record. Tip: <i>Can be reached for modification via the Change Room/Manuf/Cust button.</i>
Unit / Group	Display Only. Matching info for the Customer is pulled from the Customer Table. Tip: <i>for editing information in this field, see the Shared Data Application for the specific Customer.</i>
Phone	Display Only. Matching info for the Customer is pulled from the Customer Table. Tip: <i>for editing information in this field, see the Shared Data Application for the specific Customer.</i>
Location	Display Only. Matching info for the Customer is pulled from the Customer Table. Tip: <i>for editing information in this field, see the Shared Data Application for the specific Customer.</i>
Comments	Text field with current data displayed. Any other comments about the equipment.
Owning Org. Code	Dropdown of the available Owning Org. Codes; defaults to 40111 – Library Administration ; used by MMO to track the department that actually paid for the equipment.
Modified By	Required. Dropdown of available data modifiers; Displays current data.
Date Checked	Display Only. Date field; Default is Today's Date.

	Uses format MM/DD/YYYY. Date the equipment was last checked or record modified.
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At the bottom of the screen, there are the following buttons:

1. Changing the current data and clicking the **Modify** button, will submit the information, modify the record and return you to the previous *Lookup screen*.
2. There is a 2nd **Change Room/Manuf/Cust** button to save the trouble of scrolling up to the top, and will do the same thing as the one at the top of the screen.
3. There is a **Delete** button – ***Tip: DO NOT USE IT.***

If you **do NOT want** to modify the Inventory record, clicking the **Cancel** button will return you to the previous Lookup screen. You can either chose another record to modify or click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

Multiple Record - Add

***Tip:** Use this Link when you have to add multiple records for similar pieces of equipment and there is nothing like them in the current Hardware Inventory records. For example: 20 identical but new model printers arrive from the same Vendor/PO and all of their information is the same except for Bar Code, State Found Number, and/or Serial Number, **and there is NOTHING** that matches most of what must be entered for the new ones.*

This link on the application's Main Menu goes to the *Add Preliminary Info in IDT Hardware Inventory - Multiple Record* screen, where unique new data is entered into fields:

New Bar Code Number	Required. Text field; This is a 17-character number beginning with 306500; Enter/scan without spaces and the program will supply the necessary spacing.
New State Found Number	Optional; Text field; a 7-character number on a yellow tag beginning with E and supplied by MMO at arrival, if the item costs more than \$1500.

If this type of add is not wanted, click the **Cancel** button to return to the application's Main Menu. Clicking the **GO** button will then display the *Add Multiple Record Info in IDT Hardware Inventory* screen with the preliminary data and the following additional empty fields:

Bar Code Number	Required. Text Field displaying the preliminary info previously entered; 17-character number beginning with 306500.
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State Found Number	Optional; Text field; a 7-character number on a yellow tag beginning with E and supplied by MMO at arrival, if the item costs more than \$1500.
Serial Number	Text field; Optional on some equipment, as not all vendors provide S/Ns for their equipment.
Division Number	Text field; Used as a shorthand method to group equipment used by the same person; leftover from terminal days of old.
Location	Dropdown of available Room Numbers.
Equipment Type	Required. <i>Tip:</i> Dropdown of available Equipment Types or Text field for a new Type; <u>Use the Text field as last resort.</u>
Description	Required. <i>Tip:</i> Dropdown of available Descriptions or Text field for a new Description; <u>Use the Text field as last resort.</u>
Model	Required. <i>Tip:</i> Dropdown of available Models or Text field for a new Model; <u>Use the Text field as last resort.</u>
Model Number	Required. <i>Tip:</i> Dropdown of available Model Numbers or Text field for a new Model Number; <u>Use the Text field as last resort.</u>
Speed	<i>Tip:</i> Dropdown of available Speeds for the CPU, modem, or Printer, or Text field for a new Speed; <u>Use the Text field as last resort.</u>
Size	Sizes of hard drive, floppy drive, or monitor, or dpi of the printer. <i>Tip:</i> Dropdown (6) of available Sizes or Text field (3) combination, but only a total of 6 will be used; <u>Use the Text field as last resort.</u>
Interfaces	The items inside the equipment and connection options. <i>Tip:</i> Dropdown (6) of available Interfaces or Text field (3) combination, but only a total of 6 will be used; <u>Use the Text field as last resort.</u>
Peripherals	The items outside the equipment but are associated with the equipment. <i>Tip:</i> Dropdown (6) of available Peripherals or Text field (3) combination, but only a total of 6 will be used; <u>Use the Text field as last resort.</u>
Manufacturer	Dropdown of available Vendors; selection depends on the vendor who manufactured the equipment – NOT necessarily the vendor the equipment was purchased from.
Dell Express Service	Text field; Used by Dell CPUs for a vendor-supplied code number required for service.
Warr. Vendor	Dropdown of available Vendors; selection depends on the vendor who repairs the equipment.
Warr. Expiration Date	Date field; Use format MM/DD/YYYY. Date the warranty expires for this piece of equipment.
Warr. Restrictions	Text field; Any restrictions on the warranty for this

	piece of equipment.
Equipment Attached To	Dropdown (2) of available equipment with current selections displayed. If record is for a CPU, then select the attached Monitor, Printer, Scanner, etc. Bar Codes in that order. Tip: <i>Since this is a multiple add and not all adds will be attached to the same piece of equipment, this is Optional.</i>
Warr. Comments	Text field; Any extra information concerning the warranty activities of this piece of equipment.
Req. Number	Text field; Enter the Requisition number/SR number used for the purchase.
P.O. Number	Text field; Enter the Purchase Order number used for the purchase.
Date Received	Date field; Use format MM/DD/YYYY. Date the equipment was initially received.
Fiscal Year	Display Only of the current Fiscal Year. Tip: <i>If this was an <u>add after the fact</u> for some other Fiscal Year, this field will need immediate modification using the MODIFY screen, since it defaults at add to current Fiscal Year.</i>
Customer	Dropdown of the available Customers. Choose the customer who will initially be assigned the equipment
Comments	Text field; Enter any other comments about the equipment.
Owning Org. Code	Dropdown of the available Owning Org. Codes; defaults to 40111 – Library Administration ; used by MMO to track the department that actually paid for the equipment; Make a selection, if incorrect.
Modified By	Required. Dropdown of available data modifiers; Defaults to login user.
Date Checked (Creation Date)	Display Only. Date field; Default is Today's Date. Uses format MM/DD/YYYY. Date the equipment was last checked or record modified.

Once the data above is chosen/entered, click the appropriate button:

1. The **ADDMULTIPLE** button will submit the information as a new Inventory record and return you to another *Add Preliminary Info in IDT Hardware Inventory - Multiple Record* screen, where the unique new data for the next record is entered for:

New Bar Code Number	Required. This is a 17-character number beginning with 306500; enter/scan without spaces and the program will supply the necessary spacing.
New State Found Number	Optional; Text field; a 7-character number on a yellow tag supplied by MMO at arrival, if the item costs more

than \$1500.

Clicking the **GO** button will then display the *Add Multiple Record in IDT Hardware Inventory* screen with the preliminary data from the previous screen and the duplicated data from the first added record. Then add any unique data as required, visually verify the duplicated data and correct any data that should not be duplicated. When this is done, click the **ADDMULTIPLE** button again to repeat the process. To end the multiple-add process, click the **CANCELADD** button.

2. If you **do NOT** want to add the new Inventory record, clicking the **CANCELADD** button will delete the current empty record container and return you to the IDT Hardware Inventory Application Main Menu.

Tip: **CANCELADD** is a process that deletes an empty record container and is very important to the health of the database's data.

Multiple Record - Lookup Add

Tip: Use this Link when you have to add multiple records for similar pieces of equipment and there is something that closely matches them in the current Hardware Inventory records. For example: 20 identical printers arrive from the same Vendor/PO and they match an existing model, and all of their information is the same except for Bar Code, State Found Number, and/or Serial Number, **and there is an existing record** that matches most of what must be entered for the new ones.

This link on the application's Main Menu goes to the *Multiple Record Lookup Add in IDT Hardware Inventory* screen, where a choice (between 4 **OR** options) will lookup an existing record to use its data for the multiple adds. Enter complete values to Lookup a specific record. More than one field can be selected except where text and dropdown represent the same field. The fields are:

Customer – Type – Bar Code Number	Dropdown of Customer – Equipment Type – Bar Code OR
Bar Code Number	Text field; Type/scan in without spaces the associated Bar Code of the equipment to be modified, OR
State Found Number	Text field; Type/scan in the associated State Found Number, OR
Serial Number	Text field; Type/scan in the associated Serial Number.

If this type of add is not wanted, click the **Cancel** button to return to the application's Main Menu. If you are ready to proceed, click the **GO** button to display the *Add Preliminary Info in IDT Hardware Inventory - Multiple Record* screen. Enter data for the new record in the following fields:

New Bar Code Number	Required. Text field; This is a 17-character number beginning with 306500; enter/scan without spaces and the program will supply the necessary spacing.
New State Found Number	Optional; Text field; a 7-character number on a yellow tag supplied by MMO at arrival, if the item costs more than \$1500.

If this type of add is not wanted, click the **Cancel** button to return to the application's Main Menu.

If you are ready to proceed, click the **GO** button to display the *Add Multiple Record Info in IDT Hardware Inventory* screen. This screen will have the preliminary information and data from the lookup record the new record is based on. The fields are:

Bar Code Number	Required. Text field that displays the entered New Bar Code Number; 17-character number beginning with 306500.
State Found Number	Optional; Text field; a 7-character number on a yellow tag beginning with E and supplied by MMO at arrival, if the item costs more than \$1500.
Serial Number	Text field; Optional on some equipment, as not all vendors provide S/Ns for their equipment.
Division Number	Text field; Tip: <i>Has info from the record used as the Lookup Add and will probably need to be edited.</i> Used as a shorthand method to group equipment used by the same person; leftover from terminal days of old.
Location	Dropdown of available Locations; Displays info from the record used as the Lookup Add and will probably need to be edited.
Equipment Type	Required. Dropdown of available Equipment Types or Text field for a new Type. Tip: <i>Use the Text field as last resort.</i>
Description	Required. Dropdown of available Descriptions or Text field for a new Description. Tip: <i>Use the Text field as last resort.</i>
Model	Required. Dropdown of available Models or Text field for a new Model. Tip: <i>Use the Text field as last resort.</i>
Model Number	Required. Dropdown of available Model Numbers or Text field for a new Model Number. Tip: <i>Use the Text field as last resort.</i>
Speed	Dropdown of available Speeds for the CPU, modem, or Printer or Text field for a new Speed. Tip: <i>Use the Text field as last resort.</i>
Size	Dropdown (6) of available Sizes or Text field (3) combination. Use any combination, if the lookup data

	is not correct – But for every text field used, one of the dropdowns must be set to default. Tip: <u>Use the Text field as last resort.</u>
Interfaces	Dropdown (6) of available Interfaces or Text field (3) combination. Use any combination, if the lookup data is not correct – But for every text field used, one of the dropdowns must be set to default. Tip: <u>Use the Text field as last resort.</u>
Peripherals	Dropdown (6) of available Peripherals or Text field (3) combination. Use any combination, if the lookup data is not correct – But for every text field used, one of the dropdowns must be set to default. Tip: <u>Use the Text field as last resort.</u>
Manufacturer	Dropdown of available Vendors; selection depends on the vendor who manufactured the equipment – NOT necessarily the vendor the equipment was purchased from; generally this must be edited as the lookup data may not be correct for the new equipment.
Dell Express Service	Text field; Edit, if the lookup data not correct for the new equipment.
Warr. Vendor	Dropdown of available Vendors; selection depends on the vendor who repairs the equipment; generally this must be edited as the lookup data may not be correct for the new equipment.
Warr. Expiration Date	Date field; Uses format MM/DD/YYYY. Date the equipment's warranty expires . If the lookup data not correct, edit it.
Warr. Restrictions	Text field; Edit, if the lookup data not correct.
Equipment Attached To	Dropdown (2) of available equipment with current selections displayed. Edit, if the lookup data not correct. If record is for a CPU, then select the attached Monitor, Printer, Scanner, etc. Bar Codes in that order. Tip: <i>Since this is a multiple add and not all adds will be attached to the same piece of equipment, this is Optional.</i>
Warr. Comments	Text field; Any extra information concerning the warranty activities of this piece of equipment. Edit, if the lookup data not correct.
Req. Number	Text field; Enter the Requisition number/SR number used for the purchase. Edit, if the lookup data not correct.
P.O. Number	Text field; Enter the Purchase Order number used for the purchase. Edit, if the lookup data not correct.
Date Received	Date field; Uses format MM/DD/YYYY. Date the equipment was initially received. If the lookup data not correct, edit it.
Fiscal Year	Display Only of the current Fiscal Year; generally

	this must be modified after the record is added. Tip: <i>If this was an <u>add after the fact</u> for some other Fiscal Year, this field will need immediate modification using the MODIFY screen, since it defaults at add to current Fiscal Year.</i>
Customer	Dropdown of the available Customers. Choose the customer who will initially be assigned the equipment
Comments	Text field; Enter any other comments about the equipment, if the lookup data is not correct.
Owning Org. Code	Dropdown of the available Owning Org. Codes; defaults to 40111 – Library Administration ; used by MMO to track the department that actually paid for the equipment; Make a selection, if incorrect.
Modified By	Required. Dropdown of available data modifiers; Defaults to login user.
Date Checked (Creation Date)	Display Only. Date field; Default is Today's Date. Uses format MM/DD/YYYY. Date the equipment was last checked or record modified.

Once the data above is chosen/entered, click the appropriate button below:

1. The **ADDMULTIPLE** button will submit the information as a new Inventory record and return you to another *Add Preliminary Info in IDT Hardware Inventory - Multiple Record* screen, where the unique new data for the next record is entered for:

New Bar Code Number	Required. Text field; This is a 17-character number beginning with 306500; enter/scan without spaces and the program will supply the necessary spacing.
New State Found Number	Optional; Text field; a 7-character number on a yellow tag supplied by MMO at arrival, if the item costs more than \$1500.

Clicking the **GO** button will then display the *Add Multiple Record Info in IDT Hardware Inventory* screen with the preliminary data from the previous screen and the duplicated data from the first added record. Then add any unique data as required, visually verify the duplicated data and correct any data that should not be duplicated. When this is done, click the **ADDMULTIPLE** button again to repeat the process. To end the multiple-add process, click the **CANCEL** button.

2. If you do NOT want to add the new Inventory record, clicking the **CANCELADD** button will delete the current empty record container and return you to the IDT Hardware Inventory Application Main Menu.

Tip: **CANCELADD** is a process that deletes an empty record container and is very important to the health of the database's data.

Multiple Record - Modify/Delete

Tip: Use this link when multiple records have the same data field(s) that need a correction or are bad records that need to be removed.

This link on the application's Main Menu goes to the *Multiple Record Modify/Delete Lookup in IDT Hardware Inventory* screen, where criteria can be set for a search of matching records. Select from the dropdown boxes or type in partial values (Exception - Bar Code Number requires full value) to lookup multiple records for Modify/Delete. Checking an adjacent checkbox will Negate the selection or data entered. The fields are:

Bar Code Number	Text field; Enter/scan without spaces the 17-character number beginning with 306500; The program will supply the necessary spacing when the search begins. Tip: Requires a full value and if scanned, the existing 306500 must be deleted first.
State Found Number	Text field; Enter/scan a State Found Number.
Serial Number	Text field; Enter/scan a Serial Number.
Division Number	Text field; Enter a Division Number.
Building	Dropdown of available Buildings; Make a selection.
Room Number	Dropdown of available Room Numbers; Make a selection.
Equipment Type	Text field; Enter in a Equipment Type.
Description	Text field; Enter a Description.
Model	Text field; Enter a Model.
Model Number	Text field; Enter a Model Number.
Speed	Dropdown of available Speeds; Make a selection.
Warr. Vendor	Text field; Enter a Warr. Vendor.
Warr. Restrictions	Text field; Enter any Warr. Restrictions.
Warr. Comments	Text field; Enter any Warr. Comments.
Comments	Text field; Enter any Comments.
Req. Number	Text field; Enter a Req Number.
P.O. Number	Text field; Enter a PO Number.
Customer	Dropdown of available Customers; Make a selection.
Or Customer's Last Name	Text field; Enter a Customer's Last Name.
Unit	Dropdown of available Units.
Owning Org. Code	Dropdown of available Owning Org. Codes; Make a selection.
Modified By	Dropdown of available data modifiers; Make a selection.
Date Checked	Date field; Uses format MM/DD/YYYY. Type a single Date Checked OR a series of dates separated by commas, NO spaces OR two dates separated by a semicolon for range.

Once the criteria is set, clicking either the **Match Any Field Entered** or **Match All Fields Entered** button will display a Pop-Up *Multiple Record Modify/Delete Lookup Report* to verify your selection and present the *Multiple Record Modify/Delete in IDT Hardware Inventory* screen for the changes to be selected.

Using this screen's text fields or dropdowns, make the necessary corrections to the data. Remember you are making these changes to all of the found records based on your criteria and shown in the Pop-Up report. Be sure it is a field that does not require unique data on each record. The fields are:

Bar Code Number	Display Only of the first record's Bar Code Number that matches the search criteria.
State Found Number	Display Only of the first record's State Found Number that matches the search criteria.
Serial Number	Display Only of the first record's Serial Number that matches the search criteria.
Division Number	Text field with adjacent checkbox for multiple modify; Used as a shorthand method to group equipment used by the same person; leftover from terminal days of old.
Cluster	Text field with adjacent checkbox for multiple modify; Only for Public workstations in areas that have clusters of workstations (i.e. Reference Services).
Machine Name	Display Only of the first record's Machine Name that matches the search criteria.
Equipment Location	Dropdown of available Room Numbers with adjacent checkbox for multiple modify.
Wall Jack Number	Display Only of the first record's Wall Jack Number that matches the search criteria.
Hardware (Mac) Address	Display Only of the first record's Hardware (MAC) Address that matches the search criteria.
Equipment Type	Required. Dropdown of available Equipment Types with current selection displayed and adjacent checkbox for multiple modify.
Equipment Description	Required. Dropdown of available Equipment Descriptions with current selection displayed and adjacent checkbox for multiple modify.
Model Name	Required. Dropdown of available Model Names with current selection displayed and adjacent checkbox for multiple modify.
Model Number	Required. Dropdown of available Model Numbers with current selection displayed and adjacent checkbox for multiple modify.
Speed	Dropdown of available Speeds for the CPU, modem, or Printer with current selection displayed and

	adjacent checkbox for multiple modify.
Manufacturer	Dropdown of available Manufacturers with current selection displayed and adjacent checkbox for multiple modify.
Dell Express Service	Display Only of the first record's Hardware (MAC) Address that matches the search criteria.
Warr. Vendor	Dropdown of available Manufacturers with current selection displayed and adjacent checkbox for multiple modify.
Warr. Contact & Phone	Display Only of the first record's Warr. Contact & Phone that matches the search criteria.
Warr. Restrictions	Text field with current information displayed and adjacent checkbox for multiple modify.
Warr. Expiration Date	Date field; Uses format MM/DD/YYYY with current data displayed and adjacent checkbox for multiple modify.
Warr. Comments	Text field with current data displayed and adjacent checkbox for multiple modify.
Equipment Attached To	Display Only of the first record's Equipment Attached To that matches the search criteria.
Req. Number	Text field with current data displayed and adjacent checkbox for multiple modify.
P.O. Number	Text field with current data displayed and adjacent checkbox for multiple modify.
Date Received	Display Only of the first record's Date Received that matches the search criteria.
Fiscal Year	Display Only of the first record's Fiscal Year that matches the search criteria.
Assigned Customer	Dropdown of available Customers with current selection displayed and adjacent checkbox for multiple modify.
Comments	Text field with current data displayed and adjacent checkbox for multiple modify.
Owning Org. Code	Dropdown of the available Owning Org. Codes; defaults to 40111 – Library Administration and adjacent checkbox for multiple modify.
Modified By	Required. Dropdown of available data modifiers; Displays current data.
Date Checked	Display Only. Date field; Default is Today's Date. Uses format MM/DD/YYYY.

Tip: To modify a field on multiple records, a check in the adjacent checkbox is required for each field you want to change for all found records. Without the check in the adjacent checkbox, the modified fields won't be changed on the found records.

Once your corrections have been entered/selected, clicking the **MODIFYMULTIPLE** button will change all found records with the new data that coincides with the checks in the checkboxes. Afterwards you are returned to the *Multiple Record Modify/Delete Lookup in IDT Hardware Inventory* screen to repeat the process. If you are done, clicking the **Cancel** button will return you to the IDT Hardware Inventory Application Main Menu.

If on the other hand your intention is to eliminate the found records from IDT Hardware Inventory Application, clicking the **DELETEMULTIPLE** button will remove all found records from the database. Be sure that is what you want before clicking this button; there is no **UNDO**.

If neither is desired, clicking the **Cancel** button will return you to the IDT Hardware Inventory Application Main Menu.

Tip: *The search results displayed in the Pop-Up report will need to have the Pop-up window closed manually – Click the Pop-Up window's **Close** button.*

Multiple Record - Modify Loop

Tip: *Use this link when multiple records have different data field(s) needing a correction.*

This link on the application's Main Menu goes to the *Multiple Record Modify Loop Lookup in IDT Hardware Inventory* screen, where criteria can be set for a search of matching records. Select from the dropdown boxes or type in partial values (Exception - Bar Code Number requires full value) to lookup multiple records for a Modify Loop. Checking an adjacent checkbox will Negate the selection or data entered. The fields are:

Bar Code Number	Text field; Enter/scan without spaces the 17-character number beginning with 306500; The program will supply the necessary spacing when the search begins. Tip: <i>Requires a full value and if scanned, the existing 306500 must be deleted first.</i>
State Found Number	Text field; Enter/scan a single number OR a series of State Found Numbers separated by commas, NO spaces.
Serial Number	Text field; Enter/scan a Serial Number.
Division Number	Text field; Enter a Division Number.
Building	Dropdown of available Buildings; Make a selection.
Room Number	Dropdown of available Room Numbers OR Text field; enter a Room Number OR a series of Room Numbers separated by commas, NO spaces.
IP Address	Text field; Enter an IP Address.
Equipment Type	Text field; Enter in a Equipment Type OR a series of

	Equipment Types separated by commas,NO spaces.
Description	Text field; Enter a Description OR a series of Descriptions separated by commas,NO spaces.
Cluster	Text field; Enter a Cluster OR a series of Clusters separated by commas,NO spaces.
Model	Text field; Enter a Model OR a series of Models separated by commas,NO spaces.
Model Number	Text field; Enter a Model Number OR a series of Model Numbers separated by commas,NO spaces.
Speed	Dropdown of available Speeds; Make a selection.
Size	Dropdown of available Sizes; Make a selection.
Interfaces	Dropdown of available Interfaces; Make a selection.
Peripherals	Dropdown of available Peripherals; Make a selection.
Req. Number	Text field; Enter a Req Number
P.O. Number	Text field; Enter a PO Number
Warr. Restrictions	Text field; Enter any Warr. Restrictions.
Warr. Vendor	Text field; Enter a Warr. Vendor.
Warr. Comments	Text field; Enter any Warr. Comments.
Comments	Text field; Enter any Comments.
Fiscal Year	Dropdown of available Fiscal Years; Make a selection.
Customer	Dropdown of available Customers; Make a selection.
Or Customer Category	Text field; Enter a Customer Category OR a series of Customer Categories separated by commas,NO spaces.
Or Customer's First Name	Text field; Enter a Customer's First Name.
Or Customer's Last Name	Text field; Enter a Customer's Last Name.
Unit	Dropdown of available Unit Names – Unit Numbers OR Enter a series of Unit Numbers separated by commas,NO spaces.
Owning Org. Code	Dropdown of available Owning Org. Codes; Make a selection.
Modified By	Dropdown of available data modifiers; Make a selection.
Date Checked	Date field; Uses format MM/DD/YYYY. Type a single Date Checked OR a series of dates separated by commas,NO spaces OR two dates separated by a semicolon for range.

Once the criteria is set, clicking either the **Match Any Field Entered** or **Match All Fields Entered** button will display a Pop-Up *Multiple Record Modify Loop Lookup Report* to verify your selection and present the *Multiple Record Modify Loop in IDT Hardware Inventory* screen one record at a time in the loop until all have been presented. The fields on this screen are:

Bar Code Number	Required. Text field; The 17-character number
------------------------	--

	beginning with 3 0650 00 with necessary spacing must be there.
State Found Number	Text field; Optional as MMO does not issue a State Found Number for every piece of equipment.
Serial Number	Text field; Optional on some equipment, as not all vendors provide S/Ns for their equipment.
Division Number	Text field; Used as a shorthand method to group equipment used by the same person; leftover from terminal days of old.
Cluster	Text field; Only for Public workstations in areas that have clusters of workstations (i.e. Reference Services).
Machine	Text field; For CPU only and usually not until it is assign to other than Hardware Inventory. This is the CPU Machine name entered into its OS and the EdBootP; supplied by technicians or found via getmac command on Bootp server.
Location	Display Only of the Preliminary Information for this record. <i>Tip: Can be reached for modification via the Change Room/Manuf/Cust button.</i>
Wall Jack Number	Display Only of the Preliminary Information for this record. <i>Tip: Can be reached for modification via the Change Room/Manuf/Cust button.</i>
Hardware (Mac) Address	Text field; For CPU only and usually not until it is assign to other than Hardware Inventory. This is the CPU Machine Network Port Address and entered into the EdBootP; supplied by technicians or found via getmac command on Bootp server.
IP Address	Display Only of the Preliminary Information for this record. <i>Tip: Can be reached for modification via the Change Room/Manuf/Cust button.</i>
Equipment Type	Required. Dropdown of available Equipment Types with current selection displayed.
Description	Required. Dropdown of available Descriptions with current selection displayed.
Model	Required. Dropdown of available Models with current selection displayed.
Model Number	Required. Dropdown of available Model Numbers with current selection displayed.
Speed	Dropdown of available Speeds for the CPU, modem, or Printer with current selection displayed.
Size	Dropdown (6) of available Sizes with current selection displayed.
Interfaces	Dropdown (6) of available Interfaces with current selection displayed.
Peripherals	Dropdown (6) of available Peripherals with current selection displayed.

Manufacturer	Display Only of the Preliminary Information for this record. <i>Tip:</i> Can be reached for modification via the Change Room/Manuf/Cust button.
Dell Express Service	Text field with current data displayed; Used by Dell CPUs for a vendor-supplied code number required for service.
Warr. Vendor	Display Only of the Preliminary Information for this record. <i>Tip:</i> Can be reached for modification via the Change Room/Manuf/Cust button.
Warr. Contact & Phone	Display Only. Matching info for the Warr. Vendor is pulled from the Vendor Contact Table. <i>Tip:</i> for editing information in this field, see the support files processing for Vendor Contact.
Warr. Restrictions	Text field with current data displayed; Any restrictions on the warranty for this piece of equipment.
Warr. Expiration Date	Date field; Uses format MM/DD/YYYY with current data displayed. Date the warranty expires for this piece of equipment.
Warr. Comments	Text field with current data displayed; Any extra information concerning the warranty activities of this piece of equipment.
Equipment Attached To	Dropdown (6) of available equipment with current selections displayed. If record is for a CPU, then select the attached Monitor, Printer, Scanner, etc. Bar Codes in that order.
Req. Number	Text field with current data displayed; the Requisition number/SR number used for the purchase.
P.O. Number	Text field with current data displayed; the Purchase Order number used for the purchase.
Date Received	Date field; Uses Format MM/DD/YYYY with current data displayed. Date the equipment was initially received.
Fiscal Year	Dropdown of available Fiscal Years beginning with 1985 – 1986. <i>Tip:</i> If this was an <u>add after the fact</u> , this field will need immediate modification using a MODIFY screen, since it defaults at add to current Fiscal Year.
Customer	Display Only of the Preliminary Information for this record. <i>Tip:</i> Can be reached for modification via the Change Room/Manuf/Cust button.
Unit / Group	Display Only. Matching info for the Customer is pulled from the Customer Table. <i>Tip:</i> for editing information in this field, see the Shared Data Application for the specific Customer.
Phone	Display Only. Matching info for the Customer is pulled from the Customer Table. <i>Tip:</i> for editing information in this field, see the Shared Data

	<i>Application for the specific Customer.</i>
Location	Display Only. Matching info for the Customer is pulled from the Customer Table. Tip: for editing information in this field, see the <i>Shared Data Application for the specific Customer.</i>
Comments	Text field with current data displayed. Any other comments about the equipment.
Owning Org. Code	Dropdown of the available Owning Org. Codes; defaults to 40111 – Library Administration ; used by MMO to track the department that actually paid for the equipment.
Modified By	Required. Dropdown of available data modifiers; Displays current data.
Date Checked	Display Only. Date field; Default is Today's Date. Uses format MM/DD/YYYY. Date the equipment was last checked or record modified.

To modify the Preliminary Information fields on any record presented in the Modify Loop, click the **Change Room/Manuf/Cust** button (one at the top and at the bottom of the screen for convenience). This will present the *Modify/Delete Existing Record Preliminary Info in IDT Hardware Inventory* screen with the following fields:

Room Number	Required. Dropdown of available Room Numbers.
Wall Jack Location and Customer	Optional for most equipment; it is geared towards CPUs and their IP Addresses. Dropdown from the Facilities application that shows available Room Number – Wall direction – Jack Number – Port Number – Customer – Phone/IP Address information.
Manufacturer	Required. Dropdown of available Vendors; selection depends on the vendor who manufactured the equipment – NOT necessarily the vendor the equipment was purchased from.
Warr. Vendor	Dropdown of available Vendors; selection depends on the vendor who repairs the equipment.
Customer	Required. Dropdown of available Customers; Make a selection.

Using this screen's text fields or dropdowns, make the necessary corrections to the data on the first record displayed. Once your corrections have been entered/selected, click the **GO** button to return to the records previous screen. Now clicking the **MODIFYLOOP** button will change this record and present the next record in the loop to repeat the process.

If the presented record DOES NOT REQUIRE a change on either screen, click the **NEXTRECORD** button. This button will move you to the next record in the loop without making any change (including Date Checked) to the previous record.

Using the **MODIFYLOOP** or **NEXTRECORD** buttons on each record presented, until the message “All Selected Records Processed” appears, will complete a Modify Loop process.

If neither is desired or you want to stop the loop, clicking the **Cancel** button will return to the *Modify Loop Multiple Records Lookup to IDT Hardware Inventory* screen, where criteria can be set for another search of matching records. Here clicking the **Cancel** button will return you to the IDT Hardware Inventory Application Main Menu.

Tip: *The search results displayed in the Pop-Up report will need to have the Pop-up window closed manually – Click the window’s **Close** button.*

Hardware Inventory Reports

These links are used to provide information for Library management and IDT staff, as well as for inquiries from and reports to other campus entities (IACC, MWSSLS, etc.).

Tip: *Hardware Inventory Reports requires USER level security or above access.*

Tip: *Any report with multiple criteria/report options will allow the browser’s **BACK** button to be used between the actual report and the previous lookup screen to preserve the criteria/report used. This way minor changes in the criteria can be made without starting from scratch or a second report can be chosen using the same criteria. This is the only instance where a browser’s **BACK** button can be used.*

Inventory Status

Tip: *INVENTORY Status displays the corresponding Software Key (of any associated software for the hardware record) just above Date Checked. Currently, it is the only IDT Hardware Inventory Application screen that does. Use the Software key to retrieve software from the Software File Cabinets in LL-406.*

This link on the application’s Main Menu goes to the *IDT Hardware INVENTORY Status Report Lookup* screen, where the selection can be made from 1 of the following 6 **OR** choices.

Customer – Type – Bar Code Number	Dropdown of Customer – Equipment Type – Bar Code Number OR
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Bar Code Number	Text field; Type/scan in without spaces the associated Bar Code Number of the equipment to be modified, OR
State Found ID Number	Text field; Type/scan in the associated State Found Number, OR
Serial Number	Text field; Type/scan in the associated Serial Number, OR
Division Number	Text field; Type in the associated Division Number, OR
IP Address	Text field; Type in the associated IP Address

Enter complete values to Lookup a specific record. More than one field can be selected except where text and dropdown represent the same field. Clicking the **GO** button will search for a **match against Hardware Inventory** and display the single record in a 2-column display only of the fields.

Clicking the **Cancel** button will return you to the *IDT Hardware INVENTORY Status Report Lookup* screen, where another selection can be made. Here clicking the **Cancel** button will return you to the IDT Hardware Inventory Application Main Menu.

Archive Status

Tip: *ARCHIVE Status displays the corresponding Software Key field just above Date Checked, but there will be NO data. When hardware records are moved to ARCHIVE, they are no longer in the Library's possession and the software files/media are gone as well. If there is some data, it usually means there was more than one of the same item purchased and the rest is still in INVENTORY.*

This link on the application's Main Menu goes to the *IDT Hardware ARCHIVE Status Report Lookup* screen, where the selection can be made from 1 of 4 **OR** choices.

Customer – Type – Bar Code Number	Dropdown of Customer – Equipment Type – Bar Code Number OR
Bar Code Number	Text field; Type/scan in without spaces the associated Bar Code Number of the equipment to be modified, OR
State Found ID Number	Text field; Type/scan in the associated State Found Number, OR
Serial Number	Text field; Type/scan in the associated Serial Number.

Enter complete values to Lookup a specific record. More than one field can be selected except where text and dropdown represent the same field. Clicking the **GO** button will search for a **match against Hardware Archive** then display the single record in a 2-column display of its fields.

Clicking the **Cancel** button will return you to the *IDT Hardware ARCHIVE Status Report Lookup* screen, where another selection can be made. Here clicking the **Cancel** button will return you to the IDT Hardware Inventory Application Main Menu.

Departmental & Unit/Customer Reports

This link on the application's Main Menu goes to the *Departmental & Unit/Customer Report Selection Lookup* screen, where criteria can be selected for a search against hardware records that are currently in Hardware Inventory. Selection can be made from either the drop down boxes or by typing in partial values to choose report criteria. Checking an adjacent checkbox will Negate the selection or data entered. The fields for selection are

Bar Code Number	Text field; Enter/scan without spaces the 17-character number beginning with 306500; The program will supply the necessary spacing when the search begins. Tip: Requires a full value and if scanned, the existing 306500 must be deleted first.
State Found Number	Text field; Enter/scan a single number OR a series of State Found Numbers separated by commas,NO spaces.
Serial Number	Text field; Enter/scan a Serial Number.
Division Number	Text field; Enter a Division Number.
Building	Dropdown of available Buildings; Make a selection.
Room Number	Dropdown of available Room Numbers OR Text field; enter a Room Number OR a series of Room Numbers separated by commas,NO spaces.
IP Address	Text field; Enter an IP Address.
Equipment Type	Text field; Enter in a Equipment Type OR a series of Equipment Types separated by commas,NO spaces.
Description	Text field; Enter a Description OR a series of Descriptions separated by commas,NO spaces.
Cluster	Text field; Enter a Cluster OR a series of Clusters separated by commas,NO spaces.
Model	Text field; Enter a Model OR a series of Models separated by commas,NO spaces.
Model Number	Text field; Enter a Model Number OR a series of Model Numbers separated by commas,NO spaces.
Speed	Dropdown of available Speeds; Make a selection.
Size	Dropdown of available Sizes; Make a selection.
Interfaces	Dropdown of available Interfaces; Make a selection.
Peripherals	Dropdown of available Peripherals; Make a selection.
Req. Number	Text field; Enter a Req. Number.
P.O. Number	Text field; Enter a P.O. Number.
Warr. Restrictions	Text field; Enter any Warr. Restrictions.
Warr. Vendor	Text field; Enter a Warr. Vendor.

Warr. Comments	Text field; Enter any Warr. Comments.
Comments	Text field; Enter any Comments.
Fiscal Year	Dropdown of available Fiscal Years; Make a selection.
Customer	Dropdown of available Customers; Make a selection.
Or Customer Category	Text field; Enter a Customer Category OR a series of Customer Categories separated by commas,NO spaces.
Or Customer's First Name	Text field; Enter a Customer's First Name.
Or Customer's Last Name	Text field; Enter a Customer's Last Name.
Unit	Dropdown of available Unit Names – Unit Numbers OR Enter a series of Unit Numbers separated by commas,NO spaces.
Owning Org. Code	Dropdown of available Owning Org. Codes; Make a selection.
Modified By	Dropdown of available data modifiers; Make a selection.
Date Checked	Date field; Uses format MM/DD/YYYY. Type a single Date Checked OR a series of dates separated by commas,NO spaces OR two dates separated by a semicolon for range.

When the criteria are selected, you must select a Departmental or a Unit/Customer report (see the choices below). Click the radio button on the report you want to run and only one report can be run at a time. Some of the reports require specialized criteria and are so noted and all are run as needed.

DEPARTMENTAL REPORTS

- **Full Bar Code Report** (***Tip:** This report used as a hardcopy record in the Software File Cabinets during the purchase receiving process.*)
- **Operational Count By Type/Desc** (This report is for equipment that has been assigned.)
- **Non-Operational Count By Type/Desc** (This report is for equipment that has NOT been assigned and required Customer = Hardware Inventory or SCC Inventory.)
- **Purchase Warranty Report By Req and PO Numbers** (***Tip:** This report used as a hardcopy record in the Software File Cabinets during the purchase receiving process.*)
- **Network List By IP Address** (A partial IP address **MUST** be entered in the "Hardware IP Address" text box above.)
- **Survey By State_Found/Barcode** (At least one room **MUST** be entered in the Room Number Text Box for this to run. ***Tip:** This report used as a hardcopy record for surplus requests sent to Bea Briggs.*)
- **Inventory Speed/Sizes Report** (This report is for equipment review based on Speed or Sizes.)

- **Inventory Interfaces/Peripherals Report** *(This report is for equipment review based on Interfaces or Peripherals.)*

UNIT/CUSTOMER REPORTS

The following reports are used to display information of assigned equipment:

- **Unit By Current Assign**
- **Current Assign By Bar Code**
- **Current Assign By Division Number**
- **Public Use - Printers By Barcode**
- **Public Use - All By Current Assign/Type/Loc**
- **Public Use - Selected Current Assign By Type/Loc**

Once a report choice is made, click either the **Match Any field Entered** or **Match All Fields Entered** button to begin the search and display the report.

Tip: Clicking the **Match All Fields Entered** button with no criteria selections equals ALL records for the requested report.

Surplus Processing

Tip: Surplus Processing requires MAINT level security or above access.

These links support the retiring and deletion of the records in the IDT Hardware Inventory Application. Every time IDT weeds out equipment that is broken beyond repair or still could have life for some other department, Surplus Processing is used to move their matching inventory records to Archive. See **Steps for Hardware Inventory Surplus Processing** procedure for further details.

Simple Archive

Tip: **DO NOT click this command unless you are very sure of the results, as it can mean a lot of work if you are wrong.**

This link on the application's Main Menu activates an automatic run of surplus processing on any records that meet the Simple Archive criteria of 1 of 3 locations:

- LOVE LIBRARY - LL-459
- LOVE LIBRARY - NOT FOUND
- VENDOR - RETURNED

After verifying that records were found, it appends all the found records to the INVENTORY ARCHIVE table. Next, it deletes all the found records from the

HARDWARE INVENTORY table. Finally, it generates a report popup window showing all the records that were appended.

Selected Archive Lookup

This link on the application's Main Menu goes to the *Inventory To ARCHIVE Selection* screen, where criteria can be set for the surplus processing of either a single record or multiple records.

Single Record - The 4 criteria fields for a single record lookup allow for an OR choice, but all typed data must be complete (no partial data) so the exact single record can be found. More than one field can be selected except where text and dropdown represent the same field. The fields are:

Customer – Type – Bar Code Number	Dropdown of Customer – Equipment Type – Bar Code Number OR
Bar Code Number	Type/scan in without spaces the associated Bar Code Number of the equipment to be modified, OR
State Found Number	Type/scan in the associated State Found Number, OR
Serial Number	Type/scan in the associated Serial Number.

With selection criteria complete, click either the **Match Any Field Entered** or the **Match All Fields Entered** button for the search. Found record is displayed on the Pop-Up *Inventory To Archive Lookup Report* for verification and presented in the *Inventory to Archive Confirmation* screen. If this is the correct record, click the **Confirm** button to send the record to ARCHIVE.

If not click the **Cancel** button to return to the previous lookup screen for another search. If done, click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

Tip: *The search results displayed in the Pop-Up report will need to have the Pop-up window closed manually – Click the Pop-Up window's **Close** button.*

Multiple Records - The 4 criteria fields for multiple record lookup are separate choices with only 3 having the ability to be negated. More than one field can be selected. The fields are:

Location	Dropdown of available Locations.
Comments	Text field; Enter any comments about the equipment (I.E. STATE SURPLUS JULY 2007 or GIVEN TO CHEMIDTRY/KEN LONG); Data can be partial, but must be unique enough to find the correct records.
Date Checked	Date field; Uses format MM/DD/YYYY. Type a single Date Checked OR a series of dates separated by

	commas,NO spaces OR two dates separated by a semicolon for range.
Modified By	Dropdown of available data modifiers.

With selection criteria complete, click either the **Match Any Field Entered** or the **Match All Fields Entered** button for the search. Found records are displayed on the Pop-Up *Inventory To Archive Lookup Report* for verification and presented in the *Inventory to Archive Confirmation* screen. This screen displays the first record of the found set and asks for confirmation.

If these are the correct record(s), click the **Confirm** button to send the records to ARCHIVE. When the **Confirm** button is clicked, the program continues the deleting of all found records in INVENTORY and moves the found records to ARCHIVE. **DO NOT click this command unless you are very sure of the results, as it can mean a lot of work if you are wrong.**

If not click the **Cancel** button to return to the previous lookup screen for another search. If done, click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

Tip: *The search results displayed in the Pop-Up report will need to have its Pop-up window closed manually – Click the Pop-Up window’s **Close** button.*

Selected Reverse Archive Lookup

This link on the application’s Main Menu goes to an *Archive to INVENTORY Selection* screen, where criteria can be set **for an UNDO** of the surplus processing of either a single record or multiple records.

Single Record - The 4 criteria fields for a single record lookup allow for an OR choice, but all typed data must be complete (no partial data) so the exact single record can be found. More than one field can be selected except where text and dropdown represent the same field. The fields are:

Customer – Type – Bar Code Number	Dropdown of Customer – Equipment Type – Bar Code Number OR
Bar Code Number	Type/scan in without spaces the associated Bar Code Number of the equipment to be modified, OR
State Found Number	Type/scan in the associated State Found Number, OR
Serial Number	Type/scan in the associated Serial Number.

With selection criteria complete, click either the **Match Any Field Entered** or the **Match All Fields Entered** button for the search. Found record is displayed on the Pop-Up *Archive To Inventory Lookup Report* for verification and presented in the *Archive to Inventory Confirmation* screen. If this is the correct record, click the **Confirm** button to send the record to INVENTORY.

If not click the **Cancel** button to return to the previous lookup screen for another search. If done, click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

Tip: *The search results displayed in the Pop-Up report will need to have the Pop-up window closed manually – Click the Pop-Up window's **Close** button.*

Multiple Records - The 4 criteria fields for multiple record lookup are separate choices with only 3 having the ability to be negated. More than one field can be selected. The fields are:

Location	Dropdown of available Locations.
Comments	Text field; Enter any comments about the equipment (I.E. STATE SURPLUS JULY 2007 or GIVEN TO CHEMIDTRY/KEN LONG); Data can be partial, but must be unique enough to find the correct records.
Date Checked	Date field; Uses format MM/DD/YYYY. Type a single Date Checked OR a series of dates separated by commas, NO spaces OR two dates separated by a semicolon for range.
Modified By	Dropdown of available data modifiers.

With selection criteria complete, click either the **Match Any Field Entered** or the **Match All Fields Entered** button for the search. Found records are displayed on the Pop-Up *Archive To Inventory Lookup Report* for verification and presented in the *Archive to Inventory Confirmation* screen. This screen displays the first record of the found set and asks for confirmation.

If these are the correct record(s), click the **Confirm** button to send the records to ARCHIVE. When the **Confirm** button is clicked, the program continues the move of the found records to INVENTORY and deletes the found records in ARCHIVE. **DO NOT click this command unless you are very sure of the results, as it can mean a lot of work if you are wrong.**

If not click the **Cancel** button to return to the previous lookup screen for another search. If done, click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

Tip: *The search results displayed in the Pop-Up report will need to have its Pop-up window closed manually – Click the Pop-Up window's **Close** button.*

Surplus Reports

These links are used to provide information for IDT on the surplus/archiving processing, as well as reconcile data with MMO reports.

Tip: *Surplus Reports requires MAINT level security or above access.*

Tip: *Any report with multiple criteria/report options will allow the browser's **BACK** button to be used between the actual report and the previous lookup screen to preserve the criteria/report used. This way minor changes in the criteria can be made without starting from scratch or a second report can be chosen using the same criteria. This is the only instance where a browser's **BACK** button can be used.*

Archive Comments Report

Tip: *This report is used to locate specific hardware records in the Archive table.*

This link moves you to the *Archive Comments Report Selection Lookup* screen, where criteria can be selected for a search against Archive records. Selection can be made from either the drop down boxes or by typing in values to choose report criteria. The fields are:

Location	Dropdown of the available Locations (Only LL-459, LL-461, NOT FOUND, and VENDOR RETURNED choices).
Comments	Text field.
Checked Date	Text field for (1) a single Date Checked OR (2) a series of dates separated by commas, NO spaces OR (3) two dates separated by a semicolon for range.

Then click either the **Match Any field Entered** or **Match All Fields Entered** button to begin the search and display the report. Clicking the **Match All Fields Entered** button with no selections equals ALL records for the requested report. Found records are displayed as an *Archive Comments Report*.

Archive Reports

This link moves you to the *Archive Reports Selection Lookup* screen, where criteria can be selected for a search against hardware records that have already been sent to Archive. Selection can be made from either the drop down boxes or by typing in partial values to choose report criteria. Checking an adjacent checkbox will Negate the selection or data entered. The fields for selection are the same as the ones used in the *Departmental and Unit/Customer Reports Selection Lookup* screen:

Bar Code Number	Text field; Enter/scan without spaces the 17-character number beginning with 306500; The program will supply the necessary spacing when the search begins. <i>Tip: Requires a full value and if scanned, the existing 306500 must be deleted first.</i>
State Found Number	Text field; Enter/scan a single number OR a series of State Found Numbers separated by commas,NO spaces.
Serial Number	Text field; Enter/scan a Serial Number.
Division Number	Text field; Enter a Division Number.
Building	Dropdown of available Buildings; Make a selection.
Room Number	Dropdown of available Room Numbers OR Text field; enter a Room Number OR a series of Room Numbers separated by commas,NO spaces.
IP Address	Text field; Enter an IP Address.
Equipment Type	Text field; Enter in a Equipment Type OR a series of Equipment Types separated by commas,NO spaces.
Description	Text field; Enter a Description OR a series of Descriptions separated by commas,NO spaces.
Cluster	Text field; Enter a Cluster OR a series of Clusters separated by commas,NO spaces.
Model	Text field; Enter a Model OR a series of Models separated by commas,NO spaces.
Model Number	Text field; Enter a Model Number OR a series of Model Numbers separated by commas,NO spaces.
Speed	Dropdown of available Speeds; Make a selection.
Size	Dropdown of available Sizes; Make a selection.
Interfaces	Dropdown of available Interfaces; Make a selection.
Peripherals	Dropdown of available Peripherals; Make a selection.
Req. Number	Text field; Enter a Req. Number.
P.O. Number	Text field; Enter a P.O. Number.
Warr. Restrictions	Text field; Enter any Warr. Restrictions.
Warr. Vendor	Text field; Enter a Warr. Vendor.
Warr. Comments	Text field; Enter any Warr. Comments.
Comments	Text field; Enter any Comments.
Fiscal Year	Dropdown of available Fiscal Years; Make a selection.
Customer	Dropdown of available Customers; Make a selection.
Or Customer Category	Text field; Enter a Customer Category OR a series of Customer Categories separated by commas,NO spaces.
Or Customer's First Name	Text field; Enter a Customer's First Name.
Or Customer's Last Name	Text field; Enter a Customer's Last Name.
Unit	Dropdown of available Unit Names – Unit Numbers OR Enter a series of Unit Numbers separated by

	commas,NO spaces.
Owning Org. Code	Dropdown of available Owning Org. Codes; Make a selection.
Modified By	Dropdown of available data modifiers; Make a selection.
Date Checked	Date field; Uses format MM/DD/YYYY. Type a single Date Checked OR a series of dates separated by commas,NO spaces OR two dates separated by a semicolon for range.

When the criteria are selected, you must select a report:

- **Archive Bar Code Report** (*by Bar Code.*)
- **Archive Purchase Warranty Report** (*by Req. and P.O. Numbers.*)

Click the radio button on the report you want to run. Only one report can be run at a time. Then click either the **Match Any field Entered** or **Match All Fields Entered** button to begin the search and display the report.

Tip: Clicking the **Match All Fields Entered** button with no criteria selections equals ALL records for the requested report.

Duplicate Archive/Inventory Records Report

This link on the application's Main Menu goes to an automatic report of duplicate Archive records in Inventory with the Archive table as the MASTER. The fields displayed are: Bar Code Number, State Found Number, Serial Number, Division Number, Equipment Type, Date Received, Customer, Location Name, Date Checked, and Comments.

Tip: If the duplicate should only be in Archive, then the Inventory record must be deleted.

Duplication is possible, because barcodes (which are NOT a File Key) are used for lookup. So sometimes 2 records with the same barcode causes problems. Reasons for this could include a new barcode being mistyped or an old barcode with different information was re-added. See **Steps for Hardware Inventory Surplus Processing** procedure for further details.

Duplicate Inventory/Archive Records Report

This link on the application's Main Menu goes to an automatic report of duplicate Inventory records in Archive with the Inventory table as the MASTER. The fields displayed are: Bar Code Number, State Found Number, Serial Number, Division Number, Equipment Type, Date Received, Customer, Location Name, Date Checked, and Comments.

Tip: If the duplicate should only be in Inventory, then the Inventory record must be deleted and a Selected Reverse Archive Lookup process needs to be run in order to pull the matching Archive record back into Inventory.

Duplication is possible, because barcodes (which are NOT a File Key) are used for lookup. So sometimes 2 records with the same barcode cause problems. Reasons for this could include a new barcode being mistyped or an old barcode with different information was re-added. See **Steps for Hardware Inventory Surplus Processing** procedure for further details.

MMO Reports

This link on the application's Main Menu goes to the *MMO Reports Lookup in IDT Hardware Inventory* screen, where criteria can be selected for a search against hardware records that are currently in Inventory. Selection can be made from either the drop down boxes or by typing in partial values to choose report criteria. The fields are:

State Found Number	Text field. Checking an adjacent checkbox will Negate the selection or data entered.
Owning Org. Code	Dropdown of the available Owning Org. Codes or Text field.
Building Code -- Name	Dropdown of the available Building code -- Name or Text field.
Room Number	Dropdown of the available Room Number or Text field.
Reporting Table	Dropdown choice of either the ARCHIVE or INVENTORY table to select the records set for the search.

When the criteria are selected, you must select a report from the following list:

- **MMO Report by State Found Number**
- **MMO Report by Building Code and Room Number**
- **MMO Report by Room Number**
- **MMO Report by Owning Org Code**

Click the radio button on the report you want to run. Only one report can be run at a time. Then click either the **Match Any field Entered** or **Match All Fields Entered** button to begin the search and display the report. Clicking the **Match All Fields Entered** button with no selections equals ALL records for the requested report.

Depending on your selection of Reporting Table, your report title will reflect the Table and report choice (*i.e. INVENTORY MMO Reports REPORT 1: MMO Report by State Found Number*). These reports match the look of similar ones that MMO provides. By comparing our reports to theirs, corrections that are needed can be found and identified. Corrections for MMO need to be sent to David Del Rio in

MMO, after completing the necessary MMO forms. See **Steps for Hardware Inventory Surplus Processing** procedure for further details.

Support File Processing

These links support the creation, modification, and deletion of the information in the necessary dropdown lists in support of the IDT Hardware Inventory Application.

Tip: Support Files Processing requires MAINT Level security or above access.

Equipment Description Add

This link on the application's Main Menu goes to the *Add Information to IDT Hardware Inventory - Equipment Description* screen and opens to a new empty record container. The field is:

Equipment Description	Required. Text field; Enter a unique Equipment Description.
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Once the data above is entered, click the appropriate button:

1. The **Add** button will submit the information as a new Equipment Description record and return you to another new empty record container.

If you do NOT want to add a new Equipment Description record, clicking the **CancelAdd** button will delete the current empty record container and return you to the IDT Hardware Inventory Application Main Menu.

Equipment Description Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to IDT Hardware Inventory - Equipment Description* screen, and allows a selection from a dropdown of the current Equipment Descriptions. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The field is:

Equipment Description	Required. Text field; Enter a unique Equipment Description.
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Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Equipment Description record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Equipment Type Add

This link on the application's Main Menu goes to the *Add Information to IDT Hardware Inventory - Equipment Type* screen and opens to a new empty record container. The field is:

Equipment Type	Required. Text field; Enter a unique Equipment Type
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Once the data above is entered, click the appropriate button:

1. The **Add** button will submit the information as a new Equipment Type record and return you to another new empty record container.

If you do NOT want to add a new Equipment Type record, clicking the **CancelAdd** button will delete the current empty record container and return you to the IDT Hardware Inventory Application Main Menu.

Equipment Type Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to IDT Hardware Inventory - Equipment Type* screen and allows a selection from a dropdown of the current Equipment Types. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The field is:

Equipment Type	Required. Text field; Enter a unique Equipment Type
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Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Equipment Type record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Interface Names Add

This link on the application's Main Menu goes to the *Add Information to IDT Hardware Inventory - Interface Names* screen and opens to a new empty record container. The field is:

Interface Name	Required. Text field; Enter a unique Interface Name.
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Once the data above is entered, click the appropriate button:

1. The **Add** button will submit the information as a new Interface Name record and return you to another new empty record container.

If you do NOT want to add a new Interface Name record, clicking the **CancelAdd** button will delete the current empty record container and return you to the IDT Hardware Inventory Application Main Menu.

Interface Names Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to IDT Hardware Inventory - Interface Name* screen and allows a selection from a dropdown of the current Interface Names. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The field is:

Interface Name	Required. Text field; Enter a unique Interface Name.
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Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Interface Name record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Model Names Add

This link on the application's Main Menu goes to the *Add Information to IDT Hardware Inventory - Model Names* screen and opens to a new empty record container. The field is:

Model Name	Required. Text field; Enter a unique Model Name.
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Once the data above is entered, click the appropriate button:

1. The **Add** button will submit the information as a new Model Name record and return you to another new empty record container.

If you do NOT want to add a new Model Name record, clicking the **CancelAdd** button will delete the current empty record container and return you to the IDT Hardware Inventory Application Main Menu.

Model Names Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to IDT Hardware Inventory – Model Names* screen and allows a selection from a dropdown of the current Model Names. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The field is:

Model Name	Required. Text field; Enter a unique Model Name.
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Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Model Name record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Model Numbers Add

This link on the application's Main Menu goes to the *Add Information to IDT Hardware Inventory – Model Numbers* screen and opens to a new empty record container. The field is:

Model Number	Required. Text field; Enter a unique Model Number.
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Once the data above is entered, click the appropriate button:

1. The **Add** button will submit the information as a new Model Number record and return you to another new empty record container.

If you do NOT want to add a new Model Number record, clicking the **CancelAdd** button will delete the current empty record container and return you to the IDT Hardware Inventory Application Main Menu.

Model Numbers Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to IDT Hardware Inventory – Model Numbers* screen and allows a selection from a dropdown of the current Model Numbers. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The field is:

Model Number	Required. Text field; Enter a unique Model Number.
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Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Model Number record and return you to the Lookup

screen. You can either chose another record or click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Owning Org Codes - Add

Tip: While this originates in the Shared Data Application, there is full access here with MAINT level security or above access. **NOTE:** This field is now used by MMO.

This link on the application's Main Menu goes to the *Add Information to Shared Data – Owning Org Codes* screen and opens to a new empty record container. The fields are:

Org Code	Required. Text field; Enter a unique owning org code; supplied by MMO.
Description	Required. Text field; Enter a corresponding description of the Org Code; supplied by MMO.

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Owning Org Codes record and return you to another new empty record container.

If you do NOT want to add a new Owning Org Codes record, clicking the **CANCELADD** button will delete the current empty record container and return you to the Shared Data Application Main Menu.

Tip: **CANCELADD** is a process that deletes an empty record container and is very important to the health of the database's data.

Owning Org Codes – Modify/Delete

Tip: While this originates in the Shared Data Application, there is full access here with MAINT level security or above access. **NOTE:** This field is now used by MMO.

This link on the application's Main Menu goes to the *Modify/Delete Information to Shared Data – Owning Org Codes* screen, and allows a selection from a dropdown of the Owning Org Codes. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The fields are:

Org Code	Required. Text field; Enter a unique owning org code; supplied by MMO.
Description	Required. Text field; Enter a corresponding description of the Org Code; supplied by MMO.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Owning Org Codes record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the Shared Data Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Peripheral Names Add

This link on the application's Main Menu goes to the *Add Information to IDT Hardware Inventory – Peripheral Names* screen and opens to a new empty record container. The field is:

Peripheral Name	Required. Text field; Enter a unique Peripheral Name.
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Once the data above is entered, click the appropriate button:

1. The **Add** button will submit the information as a new Peripheral Name record and return you to another new empty record container.

If you do NOT want to add a new Peripheral Name record, clicking the **CancelAdd** button will delete the current empty record container and return you to the IDT Hardware Inventory Application Main Menu.

Peripheral Names Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to IDT Hardware Inventory – Peripheral Names* screen and allows a selection from a dropdown of the current Peripheral Names. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The field is:

Peripheral Name	Required. Text field; Enter a unique Peripheral Name.
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Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Peripheral Names record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Size Names Add

This link on the application's Main Menu goes to the *Add Information to IDT Hardware Inventory – Size Names* screen and opens to a new empty record container. The field is:

Size Name	Required. Text field; Enter a unique Size Name.
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Once the data above is entered, click the appropriate button:

1. The **Add** button will submit the information as a new Size Name record and return you to another new empty record container.

If you do NOT want to add a new Size Name record, clicking the **CancelAdd** button will delete the current empty record container and return you to the IDT Hardware Inventory Application Main Menu.

Size Names Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to IDT Hardware Inventory – Size Names* screen and allows a selection from a dropdown of the current Size Names. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The field is:

Size Name	Required. Text field; Enter a unique Size Name.
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Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Size Name record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Speed Names Add

This link on the application's Main Menu goes to the *Add Information to IDT Hardware Inventory – Speed Names* screen and opens to a new empty record container. The field is:

Speed Name	Required. Text field; Enter a unique Speed Name.
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Once the data above is entered, click the appropriate button:

1. The **Add** button will submit the information as a new Speed Name record and return you to another new empty record container.

If you do NOT want to add a new Speed Name record, clicking the **CancelAdd** button will delete the current empty record container and return you to the IDT Hardware Inventory Application Main Menu.

Speed Names Modify/Delete

This link on the application's Main Menu goes to the *Modify/Delete Information to IDT Hardware Inventory – Speed Names* screen and allows a selection from a dropdown of the current Speed Names. After making a selection, click the **GO** button. This moves to a second screen, where a change or a deletion can be made. The field is:

Speed Name	Required. Text field; Enter a unique Speed Name.
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Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Speed Name record and return you to the Lookup screen. You can either chose another record or click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

If you want to delete the chosen record instead, clicking the **DELETE** button will delete the record and return you to the Lookup screen. Or clicking the **Cancel** button will also return you to the Lookup screen, if neither is desired.

Vendor – Add

Tip: *The Vendor support processing/reports can be reached from both the IDT Purchasing Application and the IDT Hardware Inventory Application with MAINT level security or above access.*

This link on the application's Main Menu goes to the *Add Information to IDT Purchasing – Vendors* screen and opens to a new empty record container. The fields are:

Vendor	Required. Text field; Enter the Vendor's Name. Do NOT use commas or periods (i.e., INC.) in the text.
Products	Optional. Text field; Enter primary type of products or brand name of product. Separate products with commas.
Address Line 1	Text field; Enter primary address information. Do NOT use commas or periods (i.e., ST.) in the text.

Address Line 2	Text field; Enter additional address information. Do NOT use commas or periods (i.e., ATTN.) in the text.
City	Text field; Enter the City name
State	Dropdown of available States. Select the State (or foreign country) needed.
Zip Code	Text field; Enter the postal Zip Code
Country	Text field; Defaults to USA, but can be changed if foreign country.
Web Site	Text field; Enter URL in lower case include the html coding necessary to open a new window when the URL is clicked. I.E. http://www.apple.com/support
Vendor Comments	Optional. Text field; Enter any additional comments about the Vendor.
Modified By	Dropdown of available data modifiers; Defaults to login user.
Date Created	Display Only. Date field; Today's Date in format MM/DD/YYYY.

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Vendor record and return you to another new empty record container.

If you do NOT want to add a new Vendor record, clicking the **CANCELADD** button will delete the current empty record container and return you to the IDT Purchasing Application Main Menu.

OPTIONAL Vendor Contact Add - If you also have Contact information for this Vendor, click the **ADD CONTACT** button in the lower right of the screen. This will add the Vendor record and move you to an empty record container for Vendor Contact with the Vendor Name chosen from the Vendor record you just added. On this *Add Information to IDT Purchasing - Vendor Contacts* screen, you can complete the remaining fields of *Contact Name, Phone Number, Fax Number, E-Mail Address, and Modified-By*, and click the **ADD** button to add the Vendor Contact. The process returns to another empty record container for Vendor Contact. Here you can either chose/enter information for another Vendor Contact, or click the **CANCELADD** button to return to the IDT Hardware Inventory Application Main Menu.

Tip: **CANCELADD** is a process that deletes an empty record container and is very important to the health of the database's data.

Vendor – Modify/Delete

Tip: The Vendor support processing/reports can be reached from both the IDT Purchasing Application and the IDT Hardware Inventory Application with MAINT level security or above access.

This link on the application's Main Menu goes to the *Modify/Delete Lookup Information to IDT Purchasing – Vendors* screen, and allows a selection from a dropdown of the current Vendors.

After making a selection, click the **Go** button. This moves to another screen, where a change or a deletion can be made. The fields are:

Vendor	Required. Text field; Enter the Vendor's Name. Do NOT use commas or periods (i.e. , INC.) in the text.
Products	Optional. Text field; Enter primary type of products or brand name of product. Separate products with commas.
Address Line 1	Text field; Enter primary address information. Do NOT use commas or periods (i.e. ST.) in the text.
Address Line 2	Text field; Enter additional address information. Do NOT use commas or periods (i.e., ATTN.) in the text.
City	Text field; Enter the City name
State	Dropdown of available States. Select the State (or foreign country) needed.
Zip Code	Text field; Enter the postal Zip Code
Country	Text field; Defaults to USA, but can be changed if foreign country.
Web Site	Text field; Enter URL in lower case include the html coding necessary to open a new window when the URL is clicked. I.E. http://www.apple.com/support
Vendor Comments	Optional. Text field; Enter any additional comments about the Vendor.
Modified By	Dropdown of available data modifiers; Defaults to login user.
Date Modified	Display Only. Date field; Today's Date in format MM/DD/YYYY.

Once the data is modified, click the **MODIFY** button. This will submit your information as a changed Vendor record and return you to the Lookup screen.

If deleting the Vendor is desired, clicking the **DELETE** button will delete that Vendor record and return you to the previous Lookup screen. However, if the Vendor has associated Contact records, you will need to delete the associated Contacts before you will be allowed to delete the corresponding Vendor.

If neither modifying or deleting, clicking the **Cancel** button will return you to the Lookup screen. Here you can either chose another Vendor, or click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

OPTIONAL Vendor Contact Modify - If you also have changes in Contact information for this Vendor, click the **MODIFY CONTACT** button in the lower right of the screen. This will modify the Vendor record and move you to the *Modify/Delete Lookup Information to IDT Purchasing - Vendor Contacts* screen for a selection from a Vendor Contact Name dropdown containing just the contacts for that vendor.

Clicking the **GO** button after making a selection will move you to the *Modify/Delete Information to IDT Purchasing - Vendor Contacts* screen, you can complete the modifying of the remaining fields of *Contact Name, Phone Number, Fax Number, E-Mail Address, and Modified-By*, and click the **MODIFY** button to modify the Vendor Contact. The process returns to previous lookup screen. Here you can either select another Vendor Contact, or click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

Tip: *If there are no names in the Modify/Delete Lookup Information to IDT Purchasing - Vendor Contacts screen's Vendor Contact Name dropdown, it means this Vendor currently does NOT have any Contacts in the database. A Vendor Contact record needs to be added before there can be a record to modify.*

If deleting the Vendor Contact is desired, clicking the **DELETE** button will delete that Vendor Contact record and return you to the previous Lookup screen. Here you can either chose another Vendor Contact (if any), or click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

Vendor Contacts – Add

Tip: *The Vendor Contact support processing/reports can be reached from both the IDT Purchasing Application and the IDT Hardware Inventory Application with MAINT level security or above access.*

This link on the application's Main Menu goes to the *Add Information to IDT Purchasing – Vendor Contacts* screen and opens to a new empty record container. The fields are:

Vendor	Required. Dropdown of available Vendors. Select the Vendor's Name needed.
Contact	Text field; Enter the name of the contact. Web Pricing or Web Store, Sales, Customer Service, Tech Support can be used if no person given.
Phone Number	Text field; Enter the Contact's phone. ONLY used hyphens to separate the number sets. NO ()'s for area

	codes.
Fax Number	Text field; Enter the Contact's fax. ONLY used hyphens to separate the number sets. NO ()'s for area codes.
E-Mail Address	Text field; Enter the Contact's email address.
Modified By	Dropdown of available data modifiers; Defaults to login user.
Date Created	Display Only. Date field; Today's Date in format MM/DD/YYYY.

Once the data above is entered, click the appropriate button:

1. The **ADD** button will submit the information as a new Vendor Contacts record and return you to another new empty record container.

If you do NOT want to add a new Vendor Contacts record, clicking the **CANCELADD** button will delete the current empty record container and return you to the IDT Hardware Inventory Application Main Menu.

Tip: **CANCELADD** is a process that deletes an empty record container and is very important to the health of the database's data.

Vendor Contacts – Modify/Delete

Tip: The Vendor Contact support processing/reports can be reached from both the IDT Purchasing Application and the IDT Hardware Inventory Application with MAINT level security or above access.

This link on the application's Main Menu goes to the *Modify/Delete Lookup Information to IDT Purchasing – Vendor Contacts* screen, and allows a selection from a dropdown of the available Vendor Contacts. After making a selection, click the **Go** button.

This moves to the *Modify/Delete Information to IDT Purchasing - Vendor Contacts* screen, where a change or a deletion can be made. The fields are:

Vendor	Required. Dropdown of available Vendors. Select the Vendor's Name needed.
Contact	Text field; Enter the Contact Name. Web Pricing or Web Store, Sales, Customer Service, Tech Support can be used if no person given.
Phone Number	Text field; Enter the Contact's phone. ONLY used hyphens to separate the number sets. NO ()'s for area codes.
Fax Number	Text field; Enter the Contact's fax. ONLY used hyphens to separate the number sets. NO ()'s for area codes.
E-Mail Address	Text field; Enter the Contact's email address.

Modified By	Dropdown of available data modifiers; Displays existing data modifier's name
Date Modified	Display Only. Date field; Today's Date in format MM/DD/YYYY.

You can complete the modifying of the remaining fields of *Contact*, *Phone Number*, *Fax Number*, *E-Mail Address*, and *Modified-By*, and click the **MODIFY** button to modify the Vendor Contact. The process returns to previous lookup screen. Here you can either select another Vendor Contact, or click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

Tip: *If there are no names in the Modify/Delete Lookup Information to IDT Purchasing - Vendor Contacts screen's Vendor Contact Name dropdown, it means this Vendor currently does NOT have any Contacts in the database. A Vendor Contact record needs to be added before there can be a record to modify.*

If deleting the Vendor Contact is desired, clicking the **DELETE** button will delete that Vendor Contact record and return you to the previous Lookup screen. Here you can either chose another Vendor Contact (if any), or click the **Cancel** button to return to the IDT Hardware Inventory Application Main Menu.

Support File Reports

These reports are mostly used for verification of the information necessary dropdown lists supporting IDT Hardware Inventory Application.

Tip: *Support File Reports requires MAINT level security or above access.*

Tip: *Any report with multiple criteria/report options will allow the browser's **BACK** button to be used between the actual report and the previous lookup screen to preserve the criteria/report used. This way minor changes in the criteria can be made without starting from scratch or a second report can be chosen using the same criteria. This is the only instance where a browser's **BACK** button can be used.*

Equipment Description

This link on the application's Main Menu goes straight to IDT Hardware Inventory – Equipment Description Report (a list of the Equipment Descriptions) and list the total number of Equipment Description records.

1000 WATTS
1250 WATTS

1400 WATTS
1500 VA

2200 WATTS
250 WATTS
300 WATTS
400 WATTS
600 WATTS
650 WATTS
68K MAC
800 WATTS
80386
80486
900 WATTS
APC
AUDIO CONTROL
BARCODE READER
BATTERY CHARGER
BLACK/WHITE
BRIDGE-DV
BRIDGE-MPEG ENCODER
CAMERA-DIGITAL
CAMERA-HI8 ANALOG
CAMERA-HI8 DIGITAL
CAMERA-MINI DV
CAMERA-MINI DVD
CAMERA-VHSC ANALOG
CARD READER/WRITER-USB
CART-NOTEBOOK
CD-MULTI
CD-SINGLE
CELERON 256
CELERON 500
COLOR
CONCENTRATOR
CONVERTER-SLIDE TO VIDEO
CONVERTER-VHS
COPIER
COUNTER/REPEATER
DISC CHANGER
DOCKING STATION
DUAL PROCESSOR
DUPLICATOR-DVD/CD
DVD RW/R/CD DOUBLE LAYER
E-POWER
EGA
EXT-DRIVE
EXT-DUAL INTERFACE DRIVE
EXT-FIXED DISK
EXT-STORAGE SUBSYSTEM
FAX

FAX/MODEM
FAX/PRINTER
FAX/PRINTER/SCANNER
FILM VIEWER-DIGITAL
FLAT SCREEN
FLATBED COLOR
FLATBED COLOR USB
FLOPPY
GRAPHICS TABLET
HUB 12-PORT
HUB 4-PORT
HUB 6-PORT
HUB 8-PORT
HUB PRINT SERVER
IMAC/MAC MINI
IMPACT
INKJET
INTEL CORE 2 DUO-PC
INTEL CORE DUO-MAC
INTEL DUAL CORE-PC
INTERACTIVE PEN DISPLAY
IPOD
KEYBOARD-SECURITY
LAPTOP-MAC
LAPTOP-PC
LASERDISK AUTOCHANGER SYSTEM
LCD PANEL
LIGHT PEN
MODEM
MONOCHROME
MULTI-PORT
NETPORT
NETWORK ASSIDTANT
ORGANIZER
OTHER
PENTIUM
PENTIUM 4
PENTIUM 4 CELERON
PENTIUM DUAL
PENTIUM II
PENTIUM III
PHONE CORDLESS-DIGITAL
PHOTO
PLAYER-CD/RECORDER-CASS COMBO
PLAYER-TV/VCR
PLAYER-VCR
PLAYER-VCR DUAL DECK
PLAYER-VCR VHS

PLAYER-VCR/DVD COMBO
PLAYER/RECORDER-CD
PLAYER/RECORDER-DVD
PLOTTER
PPC MAC
PROJECTION SYSTEM-CEILING
MOUNT
PROJECTION SYSTEM-DESKTOP
PROJECTION SYSTEM-OVERHEAD
PROJECTION TOOL
RAID ARRAY
REMOVABLE
RF SYSTEM
RGB
RISC PAC
ROBOTIC TAPE JUKEBOX
SERVER
SHEETFEEDER
SLIDE
SPARC
SUN
SVGA

SWITCH-CONSOLE
SWITCH-DESKTOP
TAPE-CARTRIDGE
TAPE-DAT
TAPE-DAT LIBRARY
TERMINAL SERVER
THERMAL
TOWER-120V
TOWER-TWIN CD
TURBO 9 PIN
ULTRA
ULTRA SPARC
ULTRABASE
VESA
VGA
WEDGE
WHITEBOARD
WYSE
X TERMINAL
X TERMINAL SPARC
XSERVE DUAL

Equipment Type

This link on the application's Main Menu goes straight to IDT Hardware Inventory – Equipment Type Report (a list of the Equipment Types) and list the total number of Equipment Type records.

CPU
DRIVE
MONITOR
MULTIMEDIA A/V
NETWORK
OTHER
PRINTER
SCANNER
SCIENTIFIC
TERMINAL
UPS

Interface Names

This link on the application's Main Menu goes straight to IDT Hardware Inventory – Interface Names Report (a list of the Interface Names) and list the total number of Interface Names records.

CONTROLLER-EMBEDDED RAID
 CONTROLLER-QUADFAST ETHERNET
 PCI
 CONTROLLER-SINGLE RAID CARD
 DAUGHTERBOARD-2 MB MVP
 DAUGHTERBOARD-G3 CARD
 ETHERNET 10/100 BASE-T
 ETHERNET 10/100/1000 BASE-T
 ETHERNET-DUAL ON-BOARD NIC
 ETHERNET-GIGABIT
 ETHERNET-NIC 16 BIT
 ETHERNET-NIC 3COM
 ETHERNET-NIC 8 BIT
 ETHERNET-NIC NEW BUS
 ETHERNET-TRANSCEIVER
 GRAPHICS ACCELERATOR-128 BIT
 GRAPHICS ACCELERATOR-32 BIT
 GRAPHICS ACCELERATOR-64 BIT
 I/O INTERFACE-ATA CARD
 I/O INTERFACE-BUS MOUSE CARD
 I/O INTERFACE-IDE CARD
 I/O INTERFACE-PROPRIETARY CARD
 I/O INTERFACE-RLL/MFM CARD
 I/O INTERFACE-SCSI CARD
 I/O INTERFACE-SERIAL CARD
 MOTHERBOARD-ACTIVE EMBEDDED
 RAID
 MOTHERBOARD-DUAL PROCESSOR
 MOTHERBOARD-INTEGRATED AUDIO
 MOTHERBOARD-INTEGRATED NIC
 MOTHERBOARD-INTEGRATED VIDEO
 MOTHERBOARD-SOUND CARD
 PORT REPLICATOR
 PORT REPLICATOR W/ETHERNET
 PORT/PLUG-AV
 PORT/PLUG-DIGITAL VIDEO
 INTERFACE ADAPTER
 PORT/PLUG-FAST WIDE SCSI
 ADAPTER
 PORT/PLUG-FIREWIRE
 PORT/PLUG-FIREWIRE 2
 PORT/PLUG-FIREWIRE 3
 PORT/PLUG-INTEL PRO 100S W/IPSEC
 NETWORK ADAPTOR
 PORT/PLUG-MONITOR
 PORT/PLUG-MOUSE/KEYBOARD
 PORT/PLUG-PARALLEL & SERIAL

PORT/PLUG-PARALLEL 1
 PORT/PLUG-PRINTER
 PORT/PLUG-PS2
 PORT/PLUG-SCSI 1
 PORT/PLUG-SCSI 2
 PORT/PLUG-SCSI 3
 PORT/PLUG-SERIAL 1
 PORT/PLUG-SERIAL 2
 PORT/PLUG-USB & PS/2
 PORT/PLUG-USB 1
 PORT/PLUG-USB 2
 PORT/PLUG-USB 3
 PORT/PLUG-USB 4
 PORT/PLUG-USB 5
 PORT/PLUG-USB 6
 PORT/PLUG-USB 8
 RISER CARD-RISER W/PCI-X
 SUPPORT
 SLOTS-PCI 3
 SOUND-16 BIT & MODEM CARD
 SOUND-16 BIT CARD
 SOUND-32 BIT CARD
 SOUND-BLASTER AUDIO
 SOUND-INTEGRATED AUDIO
 VIDEO CARD-ATI RAGE
 VIDEO CARD-ATI AGP
 VIDEO CARD-ATI RADEON
 VIDEO CARD-CREATOR 3D GRAPHICS
 VIDEO CARD-DIGITAL VIDEO
 INTERFACE
 VIDEO CARD-EGA
 VIDEO CARD-GRAPHICS MEDIA
 ACCELERATOR 950
 VIDEO CARD-ISA 1 MB
 VIDEO CARD-MONO
 VIDEO CARD-NVIDIA AGP GRAPHICS
 VIDEO CARD-NVIDIA GEFORCE 64MB
 GRAPHICS
 VIDEO CARD-NVIDIA GEFORCE FX
 5200
 VIDEO CARD-NVIDIA GEFORCE2 MX
 VIDEO CARD-NVIDIA GRAPHICS
 VIDEO CARD-PBX GRAPHICS
 VIDEO CARD-PCI
 VIDEO CARD-PCI 1 MB
 VIDEO CARD-PCI 2 MB
 VIDEO CARD-PCI 4 MB

VIDEO CARD-PERMEDIA II
 VIDEO CARD-RADEON GRAPHICS
 VIDEO CARD-RAGE GRAPHICS
 VIDEO CARD-RGB
 VIDEO CARD-SVGA
 VIDEO CARD-TG
 VIDEO CARD-VGA

WIRELESS-INTEGRATED 802.11B/G
 NETWORKING CARD
 WIRELESS-INTEL PRO/3945
 INTERNAL WIRELESS
 XXVIDEO - MOTHERBOARD-
 INTEGRATED VIDEO

Model Names

This link on the application's Main Menu goes straight to IDT Hardware Inventory – Model Names Report (a list of the Model Names) and list the total number of Model Names records.

1000/1400 SMART UPS
 3M
 ABS DX
 ABS SX
 ADDONICS USB CD-
 POCKET EXTENSION
 ALERA 1:3
 ALLEGRO
 ALPHASCAN
 APC BACK-UP
 APPLE
 APPLE STUDIO
 DISPLAY
 APPLEVISION
 APS BACK-UPS
 ART PAD
 AUDIOVISION
 BACK UPS
 BELKIN
 BH SHOWMATE4
 BOOKEYE COLOR
 BROTHER
 BUBBLEJET
 BUSLINK
 CANON
 CANOSCAN
 CATALYST
 CENTRECOM
 CLASSIC
 CLONE
 CLUB MAC
 COMPACT DISC
 COMPUDX

CPS CHALKBOARD
 CTX
 DATASTATION
 DAZZLE HOLLYWOOD
 DEC ALPHAS
 DELL
 DELL INSPIRON
 DELL INSPIRON DUO
 PROCESSOR
 DELL LATITUDE
 DELL SMALL FORM
 FACTOR
 DELL ULTRASHARP
 DESKJET
 DESKWRITER
 DFI DESKTOP
 DFI FULL TOWER
 DFI MEDIUM TOWER
 DIAMOND PRO
 DIMENSION
 DISCPORT
 DISK PORT PRO
 DITTO EASY
 DRX
 DSR
 EGAN
 EIKI
 ELMO
 EPSON
 EPSON
 ESPRIT
 EVERVIEW
 EVOLUTION

EXEC
 EXPLORAPRO
 EXTREME STORAGE
 FPD
 FUJIFILM FINEPIX
 FUJITSU
 FUJITSU SCAN
 PARTNER
 FUSION
 FX
 GATEWAY
 GATEWAY DESKTOP
 GATEWAY MID-TOWER
 GATEWAY SFF
 GATEWAY SOLO
 GENUINE INTEL - 586
 GOLDSTAR
 GOVIDEO
 GRAPHON
 GYROMOUSE
 HITACHI
 HP
 HP DESIGNJET 1055CM
 HP DVD WRITER
 HP JETDIRECT
 HP KEYWAND
 HP LH3000
 HP NET SERVER
 HP PROLIANT G5
 SERVER
 HP35380A
 HP35480A
 HPSEVER TC4100

I.LINK/USB2.0
IBM
IBM - THINKPAD
IBM THINKPAD
ICT
IICI
IICX
IISI
IMAC
IMAC/MAC MINI INTEL
CORE 2 DUO
IMAGEMATE
IMAGEWRITER LQ
IMATION
INDUS BOOKSCANNER
5002
INKJET
INTEL CORE 2 DUO
INTELLIFAX
INTERMEC
INTUOS2
IOMEGA
IPX
KODAK DC ZOOM
KODAK DICONIX
KX-P
KXP
LACIE
LAN
LASER
LASERJET
LASERWRITER
LC III
LCV
LEXMARK
LIBRARY PRO
LITEPRO
LOW PROFILE
DESKTOP
LQ
LR
LS 4008I
LS1006
LS2000II
LS2000MX
LS2048
LS2080
LS2080MX

LS2208
LS4004
LS4004-10000
LS4006I
LX
MAC MINI
MAC PLUS
MATRIX
MCX
MCXL
MICROLINE
MIMIO XI
MIMIO XI DMA-01
MINOLTA
MMX
MOVIEBOX
MOVIEBOX DELUXE
MOVIEBOX DV
MR9T
MS2000II-
MULTISCAN
MULTISCAN 17
MULTISCAN 20
MULTISYNC
NCD
NEC
NEC-PORTABLE
NOTEVISION DLP
PROJECTOR
OKIDATA
OKIFAX
OMNIVIEW PRO
OMNIVISION
ONE TOUCH
OPTIPLEX
OPTIPLEX 745
MINITOWER
OPTIPLEX SFF
OPTIPLEX-GX1
OPTIQUEST
OPTRA
PALM
PANASONIC
PAPERPORT
PCTV DELUXE
PERCON
PERSONALWRITER
PHILIPS CDRW

PINWRITER
PIXMA
PORT REPLICATOR
POWER EDGE
POWER MAC
POWERBOOK
POWEREDGE
POWERMAC
PROFESSIONAL SERIES
PROXIMA
PT2000
QIC
QUADRA
QUALSTAR
QUANTUM PRO DIRECT
QUE!DRIVE
QUICKTAKE
QUME
RADION LT
REBUILT
REWRITABLE CD RW
SAMSUNG
SATELLITE 486
SCANJET
SCANJET PLUS
SCANMAKER IIXE
SE
SE/30
SEAGATE
SEAGATE/SCSI
SERIAL THERMAL
RECEIPT
SERVER
SFF
SHARP
SMART BOARD
SMART DISK
SMART SYMPODIUM
SMART UPS
SMART UPS V/S
SMARTCELL
SMARTMODEM
SONY
SONY CAMCORDER
SONY FD MAVICA
SONY HANDYCAM
SONY HI-8

SONY VAIO RB SERIES
 DESKTOP
 SONY-VAIO NOTEBOOK
 P4
 SONY-VAIO NOTEBOOK
 PIII
 SONY-VAIO NOTEBOOK
 PM730
 SPARC
 SPARC-N
 SPARCSTORAGE
 SPECTRALOGIC
 SPRINT SCAN
 SSD
 ST200
 STACKABLE
 STAR
 STATION
 STORAGE EXPRESS
 SUN
 SUN /SCSI

SUN BLADE
 SUNFIRE
 SUPERSCAN ELITE
 SYNCMASTER
 Sony Digital 8
 TATUNG
 TEST HP SURESTORE
 THINKJET
 THINKPAD
 TOSHIBA PORTEGE
 TPS
 TRINITRON
 TURBO
 ULTRA
 ULTRA 5
 ULTRA1
 ULTRALIGHT
 ULTRASCAN
 ULTRASERVER
 UNISCAN
 US ROBOTICS

VALUEWRITER300
 VIDEO MATE
 VIEWSONIC
 VISUAL PRESENTER
 VORTEX
 WESTERN DIGITAL
 WESTERN SCIENTIFIC
 WHISPERWRITER
 WORKGROUP SERVER
 WRITEMAN
 WYSE
 X200 LCD PROJECTOR
 X300 LCD PROJECTOR
 X390 LCD PROJECTOR
 XEROX PHASER
 XTURBO
 ZIP
 ZIP PLUS
 ZOOM

Model Numbers

This link on the application's Main Menu goes straight to IDT Hardware Inventory – Model Numbers Report (a list of the Model Numbers) and list the total number of Model Numbers records.

-71OUL
 000839-0X
 1
 10+
 10/100
 100
 1000
 1000E
 1000XL
 1003CD
 1050
 1120C
 1124
 12-IN-ONE
 12/640PS
 120
 1200
 1200C
 1250

1320TN
 14 DISPLAY
 140
 1400
 1400NET
 15 - FLAT SCREEN
 15 ES
 15 GA
 150
 1500
 1501FP
 1504FP
 151S
 15AV
 15D
 15ES
 15G
 15GA
 1640 XL

17
 17 /16
 1700
 1703FP
 1704FPT
 1705
 1707FP
 1710 AV
 1710AV
 1710N
 1785GMD
 17GMD
 17PS
 180 SI
 1850
 1901FP
 1902AA
 1905FP
 1907FP

1908FP	3012T	55
1950	30375E	550
200 MMX	32 CD	5500
2001FP	320	560C
2005FPW	3200	570
2007WFP	330	590
2030	35 /ES	5SI
2040-I100A	360	5SI/MX
2040-I100AG	393	5SIMX
2060U	393+	60
2080-I100AG	395	600
2080-I200AG	3C	600C
21	3XP	610
2100TN	4	6100/660
2100XI	4+	6100/660AV
21PS	4/600 PS	6145/2
2200	40	620C
2200D	400	6300
2200DN	4039 10+	6318-001
2200NET	42-000-00	6350CXI
2225C	4250DTN	6400
2225D	4250N	6430
2300	4500DN	650
2300 DTN	4550DN	6600
24-BAY	4600	660C
2400ML	4600C	6X8 USB
2405WFP	466/MXE	700
2407WFP	4800	700L
2420DN	4850	700Lb
2430DTN	4L	700S
2450	4M	700SB
250	4M+	7070
2500SE	4MM	7100/80
25RT59	4P	7200
2600	4SI	7200TC
2650	4SIMX	7300
2750	5	745
2800DTN	5 FX1-85-32-P46	7450C
2850	5/133 LS2	7500
286	50	7704Z
286E	500	8
292	500X	80
2950	510	8000
300	5110CN	8000DN
3000	5150	800F SERIES 828F1
3000I	5300 XL	80GB IPOD
3000VA	540	810
300982U	540C	8100N

8150/110	CB 13746	E-4650
8150N	CB 13747	E-5200
8400DP	CB 13748	E-6300 7 BAY
8400N	CCD-TRV318	E152FP
8500	CDR-3600U INTERNAL	E4000
8550	CDVR7	E450
8600/200	COPY TOWER PRO	E6400
8600/200 (604E)	260132	E655
880	D1526T-HS	E75F
900 AJD	D820	E770
9000	D830	E770P
9000N	D845GRGL	EA771
900W	DC 240	ENDEVOR
9050DN	DC 260	ES-1200C PRO/ MAC
9050N	DC 280	EV-400 AF
908 JD	DC 290	EV700
9150	DC4800	EV910
9195A	DCR-DVD100	EXPRESSION 10000 XL
920	DCR-TRV350	FBD1785
940C	DDS4	FI-4340C
9510	DDV3110	FIREWIRE
9510-	DFV	FIREWIRE HUB
955	DL380	FLAT SCREEN
9550	DOCK	FLOPPY DRIVE
97SYS	DP9310	TITANIUM
9900F	DPORT	FLOPPY DRIVE VST
A2	DRIVE	FLOPPY DRIVE WHITE
A3500	DRM 600	FPD1520
AD-285	DRM 604X	FPD1530
AG-1320	DRM 624X	FPD1700
AG-DVC30P	DV	FPD1730
AIT-3	DVD/CD REWRITABLE	FPD1765
AITLP3L119TB	DRIVE	FPD1830
ALR 8200	DVD200E	FPD1930
B112	E	FPD1965
BASE STATION	E+	G3
BE2-BC-A2M	E-1400 600	G3 SERVER
BJ130	E-1600 ES	G4
BJ200E	E-1600 XL	G4050
BJ200EX	E-3600	G5
BK350	E-4000	G5-INTEL
BK600	E-4100	G653
BX1000	E-4200	G73F
C	E-4200 500	G771
C600	E-4300 4-BAY	G810
C6075A	E-4300 6-BAY	G90F
C910	E-4400 XL	GA655
CAPELLA II	E-4600 SE	GDM 5010PT

GX100T 220-6397
 GX110S
 GX110S 220-3244
 GX110S 220-6591
 GX110S 220-6594
 GX115S
 GX270
 GX280
 GX520
 GX620
 HD180E-MAC
 HL-1240
 HP 166 MMX
 HP-L3550H DX
 HP5133
 I000
 I100
 I200A
 I200AG
 IBOOK
 ID250
 ID350
 II
 III
 IIIX
 IN-HOUSE BUILT
 IP6700D
 J3265A
 KM-710L
 KX-B530
 KX-TG5421S
 L SERIES
 LCD1700V
 LIDE 35
 LR 510
 LS2208-SR20007
 LVP-X200A
 LVP-X300U
 LVP-X390U
 LXI+
 LXN+
 M1612LL/A
 M2612LL/B
 M285-E
 M460ESB
 M770
 M781P
 MAC

MAC USB
 MACBOOK PRO
 ML320 D
 MMP
 MP5100
 MP590
 MP7630
 MRS-600ZS
 MULTIPACK
 MULTIPACKX5515A
 MVC-FD75
 N1240U
 NC1782CA
 NP2000
 NT
 NTX
 OL 820
 OPTIPLEX GX1
 P3330
 P655
 P780
 P7TWKP
 P810
 PC E-Z READER
 PCG-6L1L
 PCG-954A
 PCG-FX140
 PCGA-PRFX1
 PERFECTION 1200U
 PERFECTION V750-M
 PRO
 PIII/1400 PED
 PIII/733 M1
 PRO
 PRO PRESENTER
 PROFILE 6
 PROTOTYPE
 PS/2
 PS3000
 PS7000
 PS775
 PT775
 PV-C1343
 PV-GS55
 PV-L352D
 Q115
 QPS-525
 R+

RUGGED
 RX580
 SC1275
 SDMX73B
 SERIES 10
 SLV-D300P
 SONY-VAIO NOTEBOOK
 P4
 SP5100-2
 ST12400
 ST41200N
 ST446452W
 STORAGE BRICK
 STROBE PRO
 SU1000
 SU1400NET
 SU2200NET
 SUA1500
 SUPER DISK
 SV-5000W
 SX260
 SZ670N/C (PCG-6S1L)
 T-300
 T17GS
 T1950CT
 T2000
 T23
 T40
 TLS-5466
 TP133
 TSP 743D
 ULTRA II
 ULTRA10
 UNIPACK
 US-200
 USB 2.0
 USB FLOPPY
 USB HUB
 USB KIT
 USB PORTABLE
 USB2
 V.34.BIS
 V240
 V445
 VERSA NOTE PII
 VGB-RB38G
 VGN-FS530B
 VGN-FS540P

VGN-FZ190	VX700	XA305
VGN-S260P	VX720	XLC
VGN-S270	VX920	XMT/590
VGN-SZ340	WD1200B006-RNN	XQ
VGN-TZ100	WD1600B008-RNN	XR-10X-L
VGP-PRS1	WINDOWS	XSERVE
VID-P100	WINDOWS USB	Z100PLUS
VP6120	WRITEMASTER	Z100USBS
VP6220	X350	ZIP250
VST	X522Q	ZR-300
VX1110	X660U	ZR-800

Owning Org Codes

This link on the application's Main Menu goes straight to *Shared Data – Owning Org Codes Report* (a list of the Owning Org Codes) and lists the total number of Owning Org Codes records.

Tip: While this originates in the Shared Data Application, there is full access here with MAINT level security or above access. **NOTE:** This field is now used by MMO.

Org Code	Description
40050	SENATE
40111	LIBRARY ADMINISTRATION
40199	LIBRARY DEVELOPMENT
40205	ACADEMIC COMPUTING TECHNOLOGY
40206	INTERNATIONAL PROGRAMS, OFFICE OF
40401	IVC
40404	IVC - BRAWLEY SITE
40501	ITS
40502	BATS
40601	STUDENT ADMISSIONS
40705	UNDERGRADUATE STUDIES, DEAN'S OFFICE
40715	FRESHMAN SUCCESS
41003	ART, DESIGN, AND ART HISTORY, SCHOOL OF
42001	SCIENCES, DEANS OFFICE
42002	ASTRONOMY, DEPT. OF
42004	CHEMISTRY DEPT
43001	BUSINESS ADMINISTRATION, DEANS OFFICE
46007	MECHANICAL ENGINEERING, DEPT OF
48024	SOCIOLOGY, DEPT OF
49001	EXTENDED STUDIES, DEANS OFFICE
50015	CAREER SERVICES
50030	DISABLED STUDENT SERVICES
50035	EOP AND ETHNIC AFFAIRS
50130	INFORMATION SYSTEM MANAGEMENT, STUDENT AFFAIRS
50190	STUDENT AFFAIRS ADMIN, ASSOC VP

52100	ATHLETICS
60100	PRESIDENT'S OFFICE
60200	DIVERSITY AND EQUITY
60326	UNIVERSITY ADVANCEMENT, VP, OFFICE OF
61010	BUSINESS AND FINANCIAL AFFAIRS, VP
63071	UNIVERSITY COMPUTER OPERATIONS
90100	FOUNDATION, SDSU

Peripheral Names

This link on the application's Main Menu goes straight to IDT Hardware Inventory - Peripheral Names Report (a list of the Peripheral Names and keys) and list the total number of Peripheral Name records. To assist with consolidation, this report now lists record keys.

ADAPTOR-VIDEO	DRIVE-CD-ROM 6X
ADAPTOR/CABLE-OMNIVIEW MAC	DRIVE-CD-ROM PLAYER
ADAPTOR/CABLE-OMNIVIEW SUN	DRIVE-CD-RW
ADAPTOR/CABLE-POWER	DRIVE-CD-RW/DVD PLAYER
BATTERY-CHARGER	DRIVE-CDWRITER PLUS 8110I
BATTERY-CHARGER/CABLE	DRIVE-DVD PLAYER
BATTERY-EXTRA	DRIVE-DVD+-RW & CD-RW
BATTERY-PACK	DRIVE-DVD+-RW & DVD PLAYER
CABLE-USB	DRIVE-DVD+-RW BLURAY
CAMERA-BUILTIN & MICROPHONE	DRIVE-DVD+R DBLE LAYER
CAMERA-DIGITAL	DRIVE-DVD-R
CAMERA-STRAP	DRIVE-FLOPPY EXTERNAL
CD-ROM DRIVE	DRIVE-HARD 2ND INTERNAL
DOCKING STATION	DRIVE-HARD EXTERNAL
DOCKING STATION/MONITOR STAND	DRIVE-HARD SCSI
DOCKING STATION/ULTRA BASE	DRIVE-RAID
DRIVE-CD-DVD	DRIVE-SUN DAT EXTERNAL
DRIVE-CD-DVD 12X	DRIVE-SUPER CD-RW & DVD-R
DRIVE-CD-DVD 24X/6X	DRIVE-TAPE
DRIVE-CD-DVD 6X	DRIVE-TAPE 2GB
DRIVE-CD-ROM & DVD PLAYER	DRIVE-TAPE 3GB
DRIVE-CD-ROM 10X/24X	DRIVE-TAPE 4GB
DRIVE-CD-ROM 12X	DRIVE-TAPE 850MB
DRIVE-CD-ROM 13X/32X	DRIVE-TAPE 9 TRACK
DRIVE-CD-ROM 17X/40X	DRIVE-TAPE DAT
DRIVE-CD-ROM 20X	DRIVE-TAPE DAT-2
DRIVE-CD-ROM 24X	DRIVE-ZIP 100 MB
DRIVE-CD-ROM 28 2X-TWIN TOWER	DRIVE-ZIP 250 MB INTERNAL
DRIVE-CD-ROM 32X	DRIVE-ZIP 750 MB INTERNAL
DRIVE-CD-ROM 32X REWRITABLE	DRIVE-ZIP EXTERNAL
DRIVE-CD-ROM 48X	DRIVE-ZIP PLUS EXTERNAL
DRIVE-CD-ROM 4X	DUAL BAND MINI CARD-WIRELESS
DRIVE-CD-ROM 4X IDE	DVD-ROM & DVD+/-RW

FAX/MODEM	MOUSE-SERIAL
HEADSET	MOUSE-USB
KEYBOARD-ADB	MOUSE-WIRELESS
KEYBOARD-ASCII	PICTURE CARD-XD (16MB)
KEYBOARD-AT	REMOTE
KEYBOARD-BUILTIN	SCANNER STANDARD
KEYBOARD-BUS	SPEAKERS
KEYBOARD-PS/2	SPEAKERS W/SUBWOOFER
KEYBOARD-STANDARD	SPEAKERS-ALTEC
KEYBOARD-USB	SPEAKERS-EXTERNAL
KEYBOARD-WIRELESS	SPEAKERS-INTERNAL
KIT-MULTIMEDIA	SPEAKERS-SOUND BAR
MEDIA CARD READER	SWITCH-LINKSYS 8 PORT
MEDIA CARD READER/DRIVE 4-IN-1	WORKGROUP
MEDIA CARD READER/DRIVE 7-IN-1	SWITCH-OMNIVIEW SE 4 PORT
MICROPHONE	TABLET
MODEM-EXTERNAL	TAPE LIBRARY-LEGATO
MODEM-INTERNAL	TRACKBALL
MOUSE-ADB	TRACKBALL-KENSINGTON
MOUSE-BUILTIN	UPS
MOUSE-BUS	drive-dvd+/-RW
MOUSE-BUS (BALLPOINT)	
MOUSE-PS/2	

Size Names

This link on the application's Main Menu goes straight to IDT Hardware Inventory - Size Names Report (a list of the Size Names and keys) and list the total number of Size Name records. To assist with consolidation, this report now lists record keys.

1 GB RAM	141 GB HD	2 MB RAM
1.2 MB-5 1/4 FD	146 GB HD	2.25 TB HD
1.44 MB-3 1/2 FD	15.X GB HD	2.X GB HD
1.X GB HD	15.X INCH	20.X GB HD
10 GB HD	16 GB RAM	20.X INCH
100 MB ZIP	16 MB RAM	207 MB RAM
11.X INCH	160 GB HD	21.X INCH
12 MB RAM	17.X INCH	22.X INCH
12.X GB HD	17.X INCH AV	224 MB RAM
120 GB HD	18.X GB HD	23.X INCH
1200 DPI	18.X GB REMOVABLE	24 MB RAM
128 KB RAM	HD	24.X INCH
128 MB RAM	18.X INCH	2400 DPI
13.X GB HD	180 GB HD	250 GB HD
13.X INCH	19.X INCH	250 MB HD
136 MB RAM	192 MB RAM	250 MB ZIP
14.X INCH	2 GB RAM	256 MB RAM

256K RAM	47 GB HD	750 MB HD
3 GB RAM	48 GB HD	750 MB RAM
3.X GB HD	5.X GB HD	750 MB ZIP
30.X GB HD	50 MB RAM	768 MB RAM
300 DPI	500 GB HD	8 GB RAM
32 MB RAM	512 MB RAM	8 MB RAM
320 GB HD	540 MB HD	8-BAY
320 MB HD	6.X GB HD	8.2 GB HD
320 MB RAM	60 GB HD	8.X GB HD
340 MB HD	60 MB HD	8.X INCH
36.X GB HD	60 MB RAM	80 GB HD
384 MB RAM	600 DPI	9 INCH
4 GB RAM	64 MB RAM	9.X GB HD
4 MB RAM	644 MB RAM	96 MB RAM
4.X GB HD	7.X GB HD	LS 120 MB 3.5
40 GB HD	72 GB HD	
40 MB HD	720K-3 1/2 FD	
40 MB RAM	73 GB HD	

Speed Names

This link on the application's Main Menu goes straight to IDT Hardware Inventory - Speed Names Report (a list of the Speed Names and keys) and list the total number of Speed Name records. To assist with consolidation, this report now lists record keys.

1.0X GHZ	2.1X GHZ	360 MHZ
1.3X GHZ	2.2X GHZ	366 MHZ
1.4X GHZ	2.3X GHZ	4 PPM
1.6X GHZ	2.4X GHZ	40 MHZ
1.7X GHZ	2.5X GHZ	400 MHZ
1.8X GHZ	2.6X GHZ	450 MHZ
100 MHZ	2.8X GHZ	466 MHZ
1000 MHZ	20 MHZ	50 MHZ
110 MHZ	200 MHZ	500 MHZ
120 MHZ	233 MHZ	533 MHZ
12X RATE	25 MHZ	550 MHZ
13 GHZ	266 MHZ	6.3X GHZ
1300 MHZ	28.8 BAUD	60 MHZ
132 MHZ	2DDS	600 MHZ
133 MHZ	3.0X GHZ	650 MHZ
143 MHZ	3.2X GHZ	66 MHZ
150 MHZ	3.4X GHZ	667 MHZ
16 MHZ	3.8X GHZ	700 MHZ
1600 MHZ	300 MHZ	733 MHZ
166 MHZ	33 MHZ	75 MHZ
16X/4X/4X RATE	333 MHZ	8 PPM
2.0X GHZ	350 MHZ	80 MHZ

800 MHZ
85 MHZ
866 MHZ
90 MHZ

933 MHZ
9600 BAUD
ISDN
PS LEVEL2

PS LEVEL3
V.34 BAUD

Vendors

Tip: The Vendor support processing/reports can be reached from both the IDT Purchasing Application and the IDT Hardware Inventory Application.

This link moves you to the *IDT Purchasing - Vendor Lookup* screen, where you can type in partial values to choose report criteria. Checking an adjacent checkbox will Negate the data entered. The fields are:

Vendor Name	Text field; Enter a Vendor Name.
Web Site	Text field; Enter a URL.
Product Name	Text field; Enter a Product Name.

Once you've entered the criteria, you can choose between **Match Any Field Entered** button or the **Match All Fields Entered** button. The *IDT Purchasing - Vendors Report* will then display the criteria matching records sorted by *Vendor Name* and list the total number of matching records.

Tip: Clicking the **Match All Fields Entered** button with no criteria selections equals ALL records for the requested report.

Click the **Cancel** button to return to the previous lookup screen for another search. If done, click the **Cancel** button there to return to the IDT Hardware Inventory Application Main Menu.

Vendor Contacts

Tip: The Vendor support processing/reports can be reached from both the IDT Purchasing Application and the IDT Hardware Inventory Application.

This link moves you to the *IDT Purchasing Vendor Contacts Lookup* screen, where you can type in partial values to choose report criteria. Checking an adjacent checkbox will Negate the data entered. The fields are:

Vendor Name	Text field; Enter a Vendor Name.
Contact	Text field; Enter a Contact. Web Pricing or Web Store, Sales, Customer Service, Tech Support can be used if no person given.
Phone Number	Text field; Enter a Phone Number. Hyphens are used to separate the numbers.

E-Mail Address	Text field; Enter an E-Mail Address.
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Once you've entered the criteria, you can choose between 2 reports:

- **Vendor Contact Report By Vendor Name**
- **Vendor Contact Report by Vendor Contact**

Click the radio button on the report you want to run. Only one report can be run at a time. Then click either the **Match Any Field Entered** button or the **Match All Fields Entered** button to begin the search. The *IDT Purchasing – Vendor Contacts Report* will then display the criteria matching records sorted by your choice and list the total number of matching records.

Tip: *Clicking the **Match All Fields Entered** button with no criteria selections equals ALL records for the requested report.*

Click the **Cancel** button to return to the previous lookup screen for another search. If done, click the **Cancel** button there to return to the IDT Hardware Inventory Application Main Menu.