IDT Hardware Inventory Application
Main Menu
MAINTLESS ACCESS ONLY

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.

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**. ***Tip:*** *Dropdown of available Equipment Types or Text field for a new Type; <u>Use the Text field as last resort.</u>*
Description	**Required**. ***Tip:*** *Dropdown of available Descriptions or Text field for a new Description; <u>Use the Text field as last resort.</u>*
Model	**Required**. ***Tip:*** *Dropdown of available Models or Text field for a new Model; <u>Use the Text field as last resort.</u>*
Model Number	**Required**. ***Tip:*** *Dropdown of available Model Numbers or Text field for a new Model Number; <u>Use the Text field as last resort.</u>*
Speed	***Tip:*** *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. ***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; Use the Text field as last resort.
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; Use the Text field as last resort.*
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:*** *for editing information in this field, see the support files processing for Vendor Contact.*
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:*** *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.*
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:*** *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. ***Tip:*** *for editing information in this field*
Location	**Display Only.** Matching info for the Customer is pulled from the Customer Table. ***Tip:*** *for editing information in this field*
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**. *Tip:* *Can be reached for modification via the* **Change Room/Manuf/Cust** *button.*
Wall Jack Number	**Display Only of the Preliminary Information for**

	this record. *Tip:* *Can be reached for modification via the* ***Change Room/Manuf/Cust*** *button.*
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**. *Tip:* *Can be reached for modification via the* ***Change Room/Manuf/Cust*** *button.*
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**. *Tip:* *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**. *Tip:* *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. *Tip:* *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; 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: If this was an <u>add after the fact</u>, this field will need immediate modification using the MODIFY screen, since it defaults at add to current Fiscal Year.*
Customer	**Display Only of the Preliminary Information for this record**. *Tip: 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. *Tip: 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. *Tip: for editing information in this field, see the Shared Data Application for the specific Customer.*
Location	**Display Only.** Matching info for the Customer is pulled from the Customer Table. *Tip: for editing information in this field, see the Shared Data Application for the specific Customer.*
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.

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**.**
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**. *Tip: Dropdown of available Equipment Types or Text field for a new Type; <u>Use the Text field as last resort.</u>*
Description	**Required**. *Tip: Dropdown of available Descriptions or Text field for a new Description; <u>Use the Text field as last resort.</u>*
Model	**Required**. *Tip: Dropdown of available Models or Text field for a new Model; <u>Use the Text field as last resort</u>.*
Model Number	**Required**. *Tip: Dropdown of available Model Numbers or Text field for a new Model Number; <u>Use the Text field as last resort.</u>*
Speed	*Tip: 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. *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	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: Since this is a multiple add*

	and not all adds will be attached to the same piece of equipment, this is Optional.
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: If this was an <u>add after the fact for some other Fiscal Year</u>, this field will need immediate modification using the MODIFY screen, since it defaults at add to current Fiscal Year.*
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	Optional; Text field; a 7-character number on a yellow

Number	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:*** *Has info from the record used as the Lookup Add and __will probably need to be edited__.* 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:*** *__Use the Text field as last resort.__*
Description	**Required**. Dropdown of available Descriptions or Text field for a new Description. ***Tip:*** *__Use the Text field as last resort.__*
Model	**Required**. Dropdown of available Models or Text field for a new Model. ***Tip:*** *__Use the Text field as last resort.__*
Model Number	**Required**. Dropdown of available Model Numbers or Text field for a new Model Number. ***Tip:*** *__Use the Text field as last resort.__*
Speed	Dropdown of available Speeds for the CPU, modem, or Printer or Text field for a new Speed. ***Tip:*** *__Use the Text field as last resort.__*
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:*** *__Use the Text field as last resort.__*
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:*** *Use the Text field as last resort.*
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:*** *Use the Text field as last resort.*
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:*** *Since this is a multiple add and not all adds will be attached to the same piece of equipment, this is Optional.*
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:*** *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.*

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.*

<mark>Multiple Record - Modify Loop</mark>

> *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: 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 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**. ***Tip:*** *Can be reached for modification via the* ***Change Room/Manuf/Cust*** *button.*
Wall Jack Number	**Display Only of the Preliminary Information for this record**. ***Tip:*** *Can be reached for modification via the* ***Change Room/Manuf/Cust*** *button.*
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**. ***Tip:*** *Can be reached for modification via the* ***Change Room/Manuf/Cust*** *button.*
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**. ***Tip:*** *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**. *Tip: 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. *Tip: 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. *Tip: 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**. *Tip: 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. *Tip: 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. *Tip: for editing information in this field, see the Shared Data Application for the specific Customer.*
Location	**Display Only.** Matching info for the Customer is

	pulled from the Customer Table. *Tip: for editing information in this field, see the Shared Data Application for the specific Customer.*
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:* However, 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 inquires 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**
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. <u>Checking an adjacent checkbox will Negate the selection or data entered.</u> 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 s 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.*