Information and Digital Technologies
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IDT Hardware Inventory Application
Main Menu
USER 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 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. <u>This is the only instance where a browser's **BACK** button can be used.</u>*

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. 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 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.