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| --- | --- | --- | --- | --- |
| **Step** | **Description** | **Ref Doc Step #** | **Initials (prod)** | **Initials (QC)** |
| **Set-up** | | | | |
|  | Scan all units into finished good app to verify they are for |  |  |  |
|  | Bios has been updated to (Verify in BIOS Settings) |  |  |  |
|  | Dell Asset Tag Contains a warranty Expiry Date |  |  |  |
|  | Dell Asset Tag has abbreviation |  |  |  |
|  | Dell Asset Taghas **Quote Number** |  |  |  |
|  | York Asset Tag (**Green/White tag)** starts with |  |  |  |
|  | York Asset Tag & Dell Asset Tag are in correct location as per diagram |  |  |  |
|  | Confirmed No Damage to Laptop |  |  |  |
| **Imaging** | | | | |
|  | Select DCR Task Sequence |  |  |  |
|  | Select image Type **TSV-** |  |  |  |
|  | Enter School Code - |  |  |  |
|  | Ensure Wallpaper is branded with |  |  |  |
|  | Scan York Asset tag into condition app |  |  |  |
|  | Move assets to in-process area and update location. |  |  |  |
| **Packaging** | | | | |
|  | Ensure that service tag on unit match with Dell label on box. |  |  |  |
|  | Ensure there is no damage to the unit. |  |  |  |
|  | Ensure Charger is included with laptop. |  |  |  |
|  | Ensure Delivery Location is outlined on skid. |  |  |  |
|  | Ensure BOL is printed and on top of skid. |  |  |  |