

Standard – Computing Documentation

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The purpose of this standard is to provide guidance for documenting and managing all computing equipment addressed in **PPM 10-1**. Please use the following instructions to tag and track University computing equipment defined below. The configuration management database storing the information for items under \$1,500 will be available to Campus Technology Coordinator (CTC) members and IT Specialists for data entry and modifications. Items over \$1,500 will continue to be input by Property Control into the Banner database. All department personnel would have access to run the reports in either system for viewing.

Note: Computing equipment required to be tagged include the following: This document will refer to computing equipment as computing devices.

Desktop Computers (PC, Mac, Linux)

Virtual computer devices (thin client boxes)

Laptops, Notebooks, Netbooks, etc. (including full OS Tablets (ASUS e-Slate) and devices capable of installing full versions of campus licensed software)

** Tablet-type devices (i.e., Android, iPad, etc. including updated versions capable of installing full versions of campus licensed software)*

** Servers*

** Other purchased electronic devices at departmental discretion: PDA's/iPod Touch, digital cameras, projectors, printers, TVs, etc.*

Definitions

CTC (Campus Technology Coordinators): A campus committee comprised of IT Specialists and technical support staff from across campus responsible for providing technology support. Members include hourly, classified and professional staff attending regular CTC meetings to coordinate and collaborate on technology matters.

IT Specialist: One or more individuals who are responsible for being the computer or technical support within a business unit, college/school, or department. Many are members of the CTC.

Department Personnel: Department Chairs, Office Specialists, Secretaries who may manage the inventory information for their specific areas.

Computer Name: A field in the "My Computer/Properties" field on a Windows computer. A field in the "System Preferences/Internet & Wireless/Sharing" field on a Mac computer. This field is used by networking programs as a device identifier.

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Building Codes: All building directory is listed on the WSU website campus map showing the two letter designations for every building on campus as shown on the official FM Building list. <http://departments.weber.edu/facilities/campuskeys/campusinfo/fmbuildinginfo.asp>

Database Entry Approved Professionals

All CTC and IT Specialists will have access to enter computing device information into the database for purchased items under \$1,500 they manage. Computing devices set up centrally by Support Operations staff at the IT Service Desk will be entered and managed appropriately by CTC in Support Operations. Rights include ADD and MODIFY of records. DELETE rights are reserved for specific individuals such as Property Control Administrator and the Support Operations Manager.

Tracking Tag Placement on Computing Devices

Inventory tags will be the external unique identifier. Tags should be placed on the top of the case near the front – PC desktops, on the bottom but covered with a tape protector – laptops, top left edge or on the back left corner – iMac type screens. Other devices in location deemed personally appropriate.

Gather Purchase Information/Enter In Database

When a new computing device is purchased the following information should be gathered and entered into the appropriate database:

- *MAC addresses (both wired and wireless),*
- *IP if assigned,*
- *Serial Number,*
- *Acquisition date,*
- *Purchase price,*
- *PO number or other purchasing method information,*
- *Type of device,*
- *Inventory ORG number,*
- *Location (BldgCodeRoom#),*
- *Department,*
- *Responsible owner.*

Significant Hardware Changes to a Computing Device – Notes Section of Record

If an existing computing device has components such as the processor, motherboard and memory updated in lieu of replacing the older computer to extend its useful life, the NOTES section of the computing device record will be modified to annotate that update information. Notes should include date update was made and the hardware replaced. Notes section should not be used to keep other miscellaneous or personal information.

Computing Device – “Computer Name” Naming Convention

The device computer name will be entered as:

BldgCodeRoom#FullInventoryNumber (ex: EH206-WS0123456) (meets the 15-character limit)

The dash could be removed after the building code/room# and before the tag number if location info is six characters.

*Some Tablet type devices, VM devices and some other optional devices do not need to comply with this naming convention standard due to its impractical application on the device.

*Servers located in secured locations have their own naming convention applied.

Track Computing Device Moves/Significant Changes

Any time a computing device is permanently moved to a new location or reassigned to a new owner, the database should be updated. The appropriate CTC or IT Specialist would submit the update entry to the database as a “move” modification. A notice would be sent to the receiving CTC or IT Specialist to “approve” the modification of the inventory item being added to their inventory control.

Database Append/Approval Process

When the computing device moves from the current area to a new area where the CTC or IT Specialist in charge of the device changes, the database entry would trigger an “append” and “approve” process. The change in location or owner as updated in the database would send the new information to the appropriate person for accepting into their ownership.

For additional information regarding the physical security and Information Security Policy, please refer to the following: http://www.weber.edu/ppm/Policies/10-1_InformationSec.html .