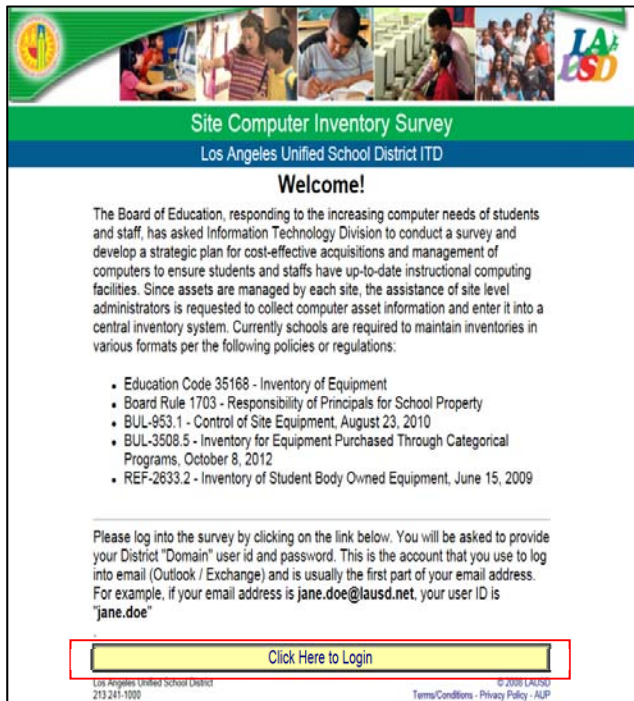


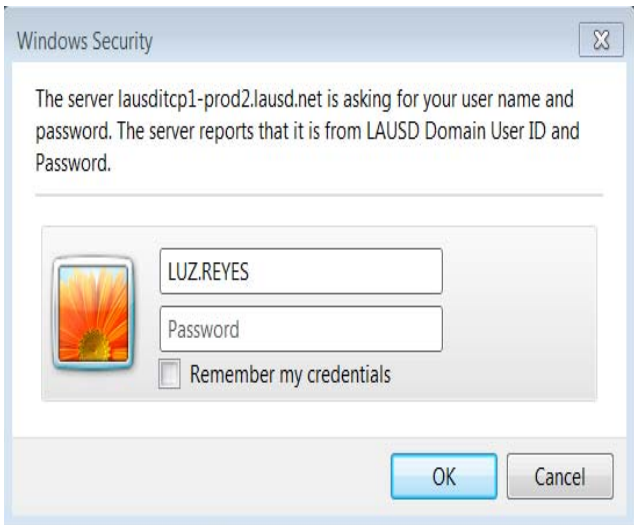


DISTRICT COMPUTER INVENTORY SYSTEM

How to Access the District Computer Inventory System



- Open up a web browser
- Type in `https://ezaccess.lausd.net/LAUSDdesktopinventory.htm`
- Click on Click Here to Login



- Enter your User Name and Password
- Click OK



DISTRICT COMPUTER INVENTORY SYSTEM

Welcome to the District Computer Inventory System

Please complete this online computer inventory survey. Details pertaining to this survey are available from [MEM-4170.4](#). Documentation and FAQ are available in the [User Guide](#). Please direct questions regarding this survey to asset-data@lausd.net. The current data in the inventory list is obtained from the Arey Jones/District Integrator's data (2004 to present), and additional entries made by survey respondents.

(1) Enter School Site: Use 7 digit location codes

Loc Code: Or Select Site:

0 **OUT OF DISTRICT - 0/0**

OUTDOOR EDUCATION - 1531/1153101

OVERLAND EL - 5904/1590401

OWENSMOUTH HS - 8573/1857301

OXFORD LRNG CTR - 1782/1178201

OXNARD EL - 5918/1591801

PACIFIC BLVD SCHOOL - 4642/1464201

PACIFIC PALISADES EL - 5959/1595901

PACOIMA COMP/INTH MAG - 8323/1832103

PACOIMA EEC - 9547/1954701

(2) Enter Your Information:

Survey Respondent Information			
Name	Luz Reyes	Title	Principal Administrative A
Phone	(213) 241-3019	Email	luz.reyes@lausd.net
		Current user sso login: luz.reyes	

Display Survey

- Read the information at the top of the page



DISTRICT COMPUTER INVENTORY SYSTEM

How to Access Your Site's Inventory

(1) Enter School Site: Use 7 digit location codes

Loc Code: Or Select Site:

0

- OUT OF DISTRICT - 0/0
- OUTDOOR EDUCATION - 1531/1153101
- OVERLAND EL - 5904/1590401
- OWENSMOUTH HS - 8573/1857301
- OXFORD LRNG CTR - 1782/1178201
- OXNARD EL - 5918/1591801
- PACIFIC BLVD SCHOOL - 4642/1464201
- PACIFIC PALISADES EL - 5959/1595901
- PACOIMA COMP/MTH MAG - 8323/1832103
- PACOIMA EEC - 9547/1954701

- Enter the site's 4-digit Loc Code
- Press the Tab key

(1) Enter School Site: Use 7 digit location codes

Loc Code: Or Select Site:

0

- OUT OF DISTRICT - 0/0
- OUTDOOR EDUCATION - 1531/1153101
- OVERLAND EL - 5904/1590401
- OWENSMOUTH HS - 8573/1857301
- OXFORD LRNG CTR - 1782/1178201
- OXNARD EL - 5918/1591801
- PACIFIC BLVD SCHOOL - 4642/1464201
- PACIFIC PALISADES EL - 5959/1595901
- PACOIMA COMP/MTH MAG - 8323/1832103
- PACOIMA EEC - 9547/1954701

- Or Click on Use 7 digit location codes and type in the site's 7-digit code
- Press the Tab key



DISTRICT COMPUTER INVENTORY SYSTEM

(1) Enter School Site: Use 7 digit location codes

Loc Code: Or Select Site:

- OUT OF DISTRICT - 0/0
- OUTDOOR EDUCATION - 1531/1153101
- OVERLAND EL - 5904/1590401
- OWENSMOUTH HS - 8573/1857301
- OXFORD LRNG CTR - 1782/1178201
- OXNARD EL - 5918/1591801
- PACIFIC BLVD SCHOOL - 4642/1464201
- PACIFIC PALISADES EL - 5959/1595901
- PACOIMA COMP/MTH MAG - 8323/1832103
- PACOIMA EEC - 9547/1954701

- Or Scroll through the Site list box and highlight the site name, loc code and cost center code
- Press the tab key
- If there is (are) a magnet center(s) on campus, inventory verification should be done separately for each location code/cost center

(2) Enter Your Information:

Survey Respondent Information			
Name	<input type="text" value="Luz Reyes"/>	Title	<input type="text" value="Principal Administrative /"/>
Phone	<input type="text" value="(213) 241-3019"/>	Email	<input type="text" value="luz.reyes@lausd.net"/>
		Current user sso login: luz.reyes	

- Enter your information: Name, Title, Phone and Email
- Click on Display Survey

Welcome OUT OF DISTRICT (0/)

LAUSD has identified the following computers as existing at your school or location.

Computer Inventory Summary					
Type of Computer		Inventory Verification Status			
Total # of Computers	# of Instructional Computers	Verified	Unverified	Date Last Verified	Completed By
84	3	4	80	N/A	N/A

- The header displays the site name with the location code and cost center in parentheses
- A count of computers is displayed in the Computer Inventory Summary box. This includes total number of computers that have been verified, not yet verified, date last verified and completion date



DISTRICT COMPUTER INVENTORY SYSTEM

How to Update Your Site's Inventory

<p>Please verify your computer inventory in the following way:</p> <ul style="list-style-type: none"> Please verify each item in your inventory. Specify the "User" of the equipment and then select the appropriate "Status" for each item. Note: You may save partially completed inventory reports with this online form, and complete the inventory process in multiple sessions. Items that have been set (verified on the form) will show up with a green background when this inventory page is redisplayed in a future session. Click the [Save Survey] button at the bottom of the page when you have completed your session. If there are other equipment that are not computers (printers, scanners, faxes, cameras, etc) in your location please check the "Non-Computer" box and click the [Save Survey] button to update. If an inventory item exists at your site and is not in this list, click the [Add A Computer Not In List] button. 	<p>Status Definitions</p> <ul style="list-style-type: none"> Assigned To This Location Code: Choose this status for computers assigned to your site, in use, checked out to staff, in your storage area, or awaiting salvage pickup. Salvaged: Choose this status for computers that were already picked up for salvage. District salvage request documents that include serial numbers should be maintained at your site. Stolen: Choose this status for computers that were stolen. A police report should be filed with School Police, and please input police report number in the form. Transferred To Another Location Code: Choose this status for computers that were transferred to another site. Unaccounted For: Choose this status for computers that are unaccounted for or you do not know the disposition.
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- Read the instructions on how to verify the site's inventory on the left box.
- The right box defines each section under the "status" column

	Room	Type	Model	Manufacturer	O/S	Asset Tag	Serial	Purchase Date
(edit/delete)	(Transfer: Please set)	MAC	MacBook	Apple	Mac OS 10	LAUSD0064996	45021001GB4	06/11/2010
(edit/delete)	(Transfer: Please set)	MAC	MacBook	Apple	Mac OS 10	LAUSD0064995	45021010GB4	06/11/2010
(edit/delete)	(Transfer: Please set)	MAC	MacBook	Apple	Mac OS 10	LAUSD0066535	45021013GB4	06/11/2010

- Verify the Room loc, Type, Model, Manufacturer, and OS of a computer.
- To update any of the above, click on edit

	Room	Type	Model	Manufacturer	O/S	Asset Tag	Serial	Purchase Date
save / cancel	(Transfer: Plea	Desktop	MacBook	Apple	Mac OS 10	LAUSD0064996	45021001GB4	06/11/2010

- Click on save after updating
- If there are duplicate records of computers in the site inventory, email the serial numbers or asset tags of the duplicate records to assets-data@lausd.net. The site administrator will remove them.



DISTRICT COMPUTER INVENTORY SYSTEM

User
--Select user--
Teacher
Classroom
Computer lab
Library
Office
Student Take Home
Parent Center

- Click on the User column drop down menu
- Select the user of the computer
- This is a required field and should be updated for all computers to be able to submit survey

Status
--Select Status--
Assigned To This Location Code
Salvaged
Stolen
Transferred To Another Location Code
Unaccounted For

- Click on the Status column drop down menu
- Select the appropriate status
- This is a required field and should be updated for all computers to be able to submit survey

Status
Transferred To Another Location Code ▾
Transferred to Loc Code: <input type="text"/> [Lookup]

- If the status selected is Transferred to Another Location Code, enter the receiving 4-digit or 7-digit location code in the Transferred to Loc Code box
- Click on [Lookup] to display a drop down of the schools in the district with the assigned 4-digit or 7-digit loc code



DISTRICT COMPUTER INVENTORY SYSTEM

Select Site:

- 102ND ST EEC - 9545/1954501
- 107TH ST CSPP - 2231/1223101
- 107TH ST EL - 5857/1585701
- 107TH ST MATH/SCI MG - 5858/1585702
- 109TH ST EL - 5836/1583601
- 10TH ST EL - 7082/1708201
- 112TH ST EEC - 9546/1954601
- 112TH ST EL - 5884/1588401
- 116TH ST EL - 5863/1586301
- 118TH ST EL - 5740/1574001

[Close]

- Select the location where computer was transferred to
- Click close

Showing items 1 - 62 out of 831 records

	<u>Room</u>	<u>Type</u>	<u>Model</u>	<u>Manufacturer</u>
(edit/delete)	(Transfer: Enter room no)	Desktop	NetVista	IBM

- The location where the computer was transferred to will have the computer added to their inventory

User	<u>Status</u>
Classroom	Stolen
	Police report number: PRN123

- If a computer has stolen as its status, provide the Police report number



DISTRICT COMPUTER INVENTORY SYSTEM

User	Status	Instructional
Teacher	--Select Status--	<input checked="" type="checkbox"/>
Classroom	--Select Status--	<input checked="" type="checkbox"/>
Computer lab	--Select Status--	<input checked="" type="checkbox"/>
Library	--Select Status--	<input checked="" type="checkbox"/>
Student Take Home	--Select Status--	<input checked="" type="checkbox"/>

- A computer is considered an instructional device if the User is any of the following:
 - Teacher
 - Classroom
 - Computer Lab
 - Library
 - Student Take Home

The box under the Instructional column will default with a checkmark

User	Status	Instructional
Office	--Select Status--	<input type="checkbox"/>
Parent Center	--Select Status--	<input type="checkbox"/>

- A computer is not considered an instructional device if the User is any of the following:
 - Office
 - Parent Center

The box under the Instructional column will be greyed-out



DISTRICT COMPUTER INVENTORY SYSTEM

<u>Status</u>	Instructional	Non-Computer
Assigned To This Location Code ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- If an item is not a computer, check the box under the Non-computer column

User	<u>Status</u>
-Select user- ▼	Unaccounted For ▼

- If a computer is displayed in the inventory list but not onsite, select Unaccounted for in the Status dropdown



DISTRICT COMPUTER INVENTORY SYSTEM

How to Add Non-CCTP Computers

- If an inventory item exists at your site and [Add A Computer Not In List] button.

Add A Computer Not In List

Click to show all items assigned to this location

Showing items 1 - 3 out of 3 records

	Room	Type	Model	Manufacturer
(edit/delete)		Desktop	Imac	APPLE

- Computers in the site that do not show up in the inventory list can be added by clicking on the Add A Computer Not in List button
- Non-computer items such as projectors, printers, monitors, scanners and other electronic devices should not be added

OUT OF DISTRICT: Add Item

Please enter the item Serial Number and Asset Tag (if available). Possible matches will be displayed for your selection. (SQL wildcards can be used for partial matches.)

*Serial No.:
 Asset Tag:

Finished (Return To Survey) Find Possible Matches

- Enter the serial number or a subset of the serial number
- Click on the Find Possible Matches button

Possible Matches

Sel	Associated Site	Type	Manufacturer	Model	O/S	Serial #	Asset Tag
<input type="radio"/>	PERS CMS/STAFF	Desktop	DELL	Desktop	Windows XP or older	45680256837	
<input type="radio"/>	SAN FERNANDO MS	Desktop	APPLE	IMAC	MAC OS	8254568A	
<input type="radio"/>	32ND/USC PER ART MAG	Laptop	HP	Mini 5103	Windows 7 (32 bit)	CNU1254568	LAUSD0120080
<input type="radio"/>	GRIFFITH MS	Desktop	GATEWAY	E2610	Windows XP (32 bit)	0004568798	GTW48757
<input type="radio"/>	GRIFFITH MS	Desktop	GATEWAY	E2610	Windows XP (32 bit)	0004568788	GTW48756
<input type="radio"/>	GRIFFITH MS	Desktop	GATEWAY	E2610	Windows XP (32 bit)	0004568784	GTW48755

- A list of matching computers will be displayed
- Select the computer to be added to the inventory
- Click on the Sel button
- Click on Select Matching Existing Item



DISTRICT COMPUTER INVENTORY SYSTEM

<input type="radio"/>	KING-DREW MED MAG	Desktop	GATEWAY	E2610	Windows XP	0004545689
<input type="radio"/>	FCS-CONSTRUC CONTR	Tablet	GATEWAY	M280		0036694568
<input type="radio"/>	COMPTON EL	Desktop	GATEWAY	E4500D		0036445684
<input type="radio"/>	CANOGA PARK SH	Desktop	GATEWAY	E4300C		0035504568

Select Matching Existing Item No Matching Items Found - Add New Item

- If the list displayed does not include the computer to be added, click on the No Matching Items Found button

The following items may match your new item. P
Add New Item] button if there are no items, or if

< Back

(No matching items)

No Matching Items Found - Add New Item

- If there is no item matching the serial number in the inventory, click on the No Matching Items Found button
- The computer will have to be manually added to the site inventory



DISTRICT COMPUTER INVENTORY SYSTEM

OUT OF DISTRICT: Add New Item

Please provide the item attributes

Instructional Computer:	<input checked="" type="checkbox"/>
Non-Computer:	<input type="checkbox"/>
*Room:	<input type="text"/>
*Type:	--Select type-- ▾
*User:	--Select user-- ▾
O/S:	--Select O/S-- ▾
*Model Name:	<input type="text"/>
Manufacturer:	--Select-- ▾
*Serial No.:	<input type="text"/>
Asset Tag:	<input type="text"/>
Purchase Date (MM/DD/YYYY):	<input type="text"/>

Add Item To Inventory

- Fill in all field attributes
- Click Add Item to Inventory

Confirm:

Item has been added to your inventory [777390].

Continue

- A confirmation will be displayed
- Click on Continue



DISTRICT COMPUTER INVENTORY SYSTEM

OUT OF DISTRICT: Add Item

Please enter the item Serial Number and Asset Tag (if available). Possibl

*Serial No.:	<input type="text"/>
Asset Tag:	<input type="text"/>

Finished (Return To Survey)

Find Possible Matches

- Continue to add more computers or click on the Finished (Return to Survey) button



DISTRICT COMPUTER INVENTORY SYSTEM

How to Save Your Updates

A screenshot of a web interface showing three buttons: "Save Survey", "Print This Page (PDF)", and "Export to Excel". The "Save Survey" button is highlighted with a red rectangular border.

- Partially completed updates may be saved by clicking on the Save Survey button at the bottom of the page

A screenshot of a confirmation message box. The text inside reads: "Inventory updates have been saved. Please return at a later time to complete the survey. Thank you." Below the message is a "Continue" button.

- A confirmation message will appear stating that updates have been saved and a reminder to return at a later time to complete the survey.

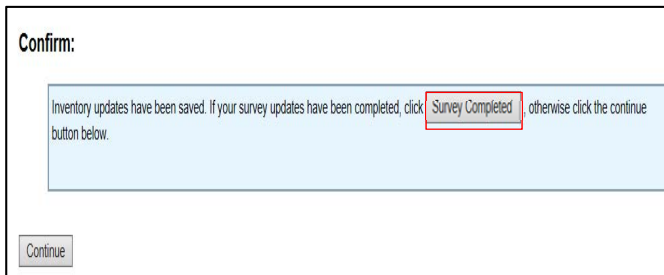


DISTRICT COMPUTER INVENTORY SYSTEM

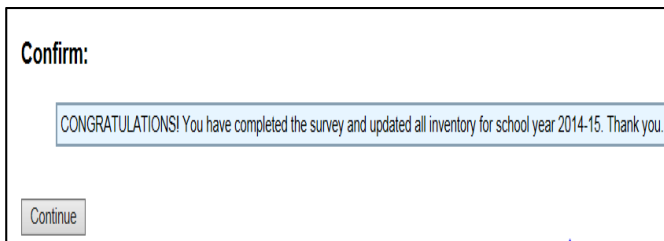
How to Submit Complete Survey



- Once the survey is complete (all statuses and users have been verified), click on the Save Survey button at the bottom of the page



- A confirmation message will appear.
- Click on Survey Completed



- If all computers are updated, a message will appear confirming that the survey is complete.



DISTRICT COMPUTER INVENTORY SYSTEM

How to View All Computers

	Room	Type	Model	Manufacturer	O/S	Asset Tag	Serial	Purchase Date	Status Date	User	Status
(edit/delete)		Desktop	Imac	APPLE		LAUSD0027246	QP91405X2JW	04/21/2009	04/21/2009	-Select user-	-Select Status-
(edit/delete)		Desktop	Imac	APPLE		LAUSD0027247	QP9140802JW	04/21/2009	04/21/2009	-Select user-	-Select Status-
(edit/delete)		Desktop	Imac	APPLE		LAUSD0027248	QP9140812JW	04/21/2009	04/21/2009	-Select user-	-Select Status-

- Only active computers assigned to the site and computers that have not yet been verified will be displayed

Add A Computer Not In List

Click to show all items assigned to this location (currently showing only items assumed to be active in use)

Showing items 1 - 3 out of 3 records

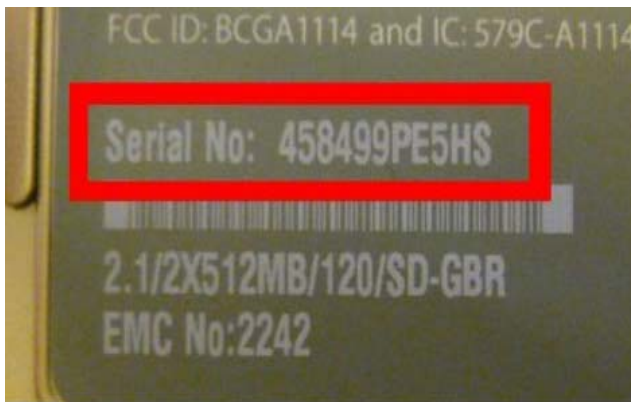
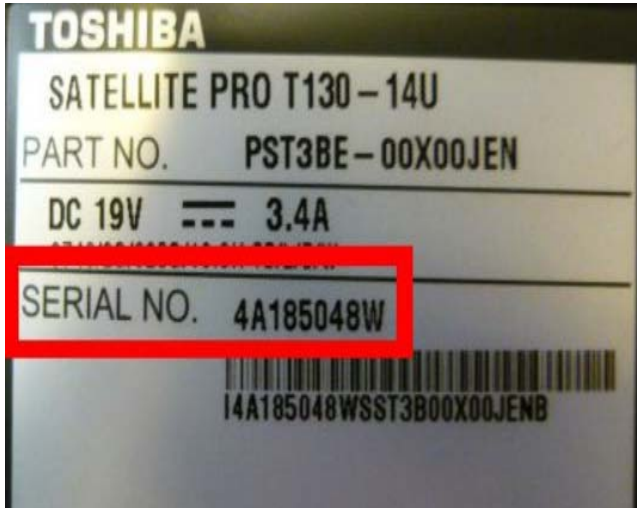
	Room	Type	Model	Manufacturer	O/S	Asset Tag	Serial	Purchase Date	Status Date
(edit/delete)		Desktop	Imac	APPLE		LAUSD0027248	QP91405X2JW	04/21/2009	04/21/2009
(edit/delete)		Desktop	Imac	APPLE		LAUSD0027247	QP9140802JW	04/21/2009	04/21/2009

- To view both active and inactive (salvaged and stolen) computers in the site, click on the button – Click to show all items assigned to this location (currently showing only items assumed to be active in use)
- To show only active items and computers pending verification, click on the button - Click to show all items assigned to this location (currently showing all items) button again.



DISTRICT COMPUTER INVENTORY SYSTEM

How to Find the Serial Number on a Computer



- Serial numbers are normally stuck on a label on the item. They are normally Numeric or Alphanumeric e.g. 0123456789 or A1B2C3E4.
- The location and name of the serial number will vary depending on the make and model of computer.
- In most cases the serial number is located on the Box/Case itself.
- Serial numbers are also labeled: Serial, Serial No., S/N, etc.
- Laptop serial numbers are normally located on the bottom of the laptop or under the battery compartment
- When entering the serial number do not include "SN:", "SERIAL NO." or any other notation
- Ensure that the number zero (0) is entered if part of the serial number and not the letter O

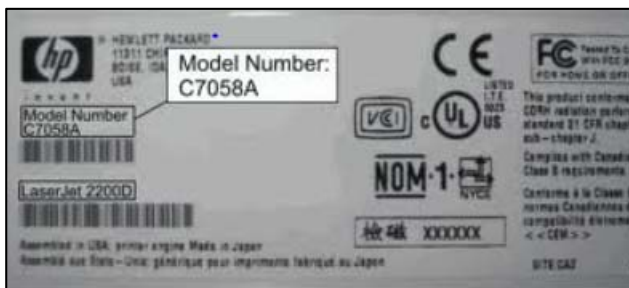


DISTRICT COMPUTER INVENTORY SYSTEM

How to Find the Model of a Computer



- Some model names can usually be found near the keyboard or screen. Others are printed on a small label located on the frame around the computer screen
- Some model names can also be listed on a sticker on the bottom of a laptop
- Model names are also referred as Product name or model number





DISTRICT COMPUTER INVENTORY SYSTEM

How to Find the Asset Tag of the Computer



- Asset tags are usually located on the back of the computer, but can also be located on the top or side of the system
- For notebook computer systems the asset tag will usually be found on the bottom of the computer
- Tag numbers may be numeric or alphanumeric
- When entering the asset tag number, ensure that there are no spaces and no dashes