

Laptop Inventory

For technical assistance with the laptop inventory please contact Matthew Burke at 617-626-5340 or Michael Trainor at 617-626-5332.

Instructions

Brand/Make – Fill in the name of the laptop manufacturer, e.g., Dell, Gateway, HP, Apple, Compaq, etc...

Model – Fill in the model of the laptop, e.g., Inspiron 3000, NX100x, etc...

DET Tag # - This is the number printed on the DET asset sticker/tag.

Serial # - Usually located on the side or back of the laptop (Dell = Service Tag#, NEC = S/N#, Compaq=S/N).

MAC Address – The unique 12-character identifier attached to the physical network card in the laptop. To find your *MAC address* click **Start**, then **Run**, then type **cmd** in the text box. Type in **ipconfig/all** in the Command Prompt Window. The *MAC address* is listed as the *Physical Address*.

Wireless – Check yes if the laptop has a wireless network card.

Ethernet – Check yes if the laptop has a NIC card.

DETMA Access – Check yes if the laptop is configured to connect to DETMA computer network.

Assigned User – This is the person primarily responsible for the laptop. If the laptop is available for the general use of the staff, or for training purposes, please note this and list a contact person.

Phone # - The primary phone number of the *assigned user*.

DIV/Unit – The division and unit where the *assigned user* works.

Manager/Supv. – The individual to whom the *assigned user* reports to.

Primary Location Used – This is the location where the laptop is most often used.

Primary Storage Location – This is the primary location where the laptop is stored when it is not being used.

Secondary Location Used – Other location where the laptop may be used other than the primary location. If the laptop is regularly used in more than two locations please list additional locations on the back of the form.

Secondary Storage Location – This is the location where the laptop is stored when it is not stored at the *primary storage location*. For example if the user takes the laptop home then their home would be the *secondary storage location*. If there are more than two regular storage locations please note additional storage locations of the back of the form.

Description of business purpose(s) for which the laptop is used – This is a brief summary of what the laptop is used for.

Frequency of Laptop Use – This is to determine how often the laptop is used.

Frequency of Connection to DWD Network – This is to determine how often the laptop connects to the DWD network.

Personally Identifiable Information(PII) – is any piece of information which can potentially be used to uniquely identify, contact, or locate a single person or organization. This may include, but is not limited to, social security number, date of birth, employment history(including resume), federal employer identification number, and name/address combinations.

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Is Crystal Reports used on this laptop? – Check yes if the *assigned user* uses Crystal Reports software to run reports using data from MOSES or other DWD databases.

Is Data Validation software used on this laptop? – Check yes if data validation files are stored on this laptop.

Is MOSES used on this Laptop? – Check yes if the MOSES application is installed on this laptop.

Is CITRIX installed on this laptop? – Check yes if *assigned user* accesses the DWD network through a CITRIX account.

Inventory Collection Information? – After completing this form please print your name, sign & date, and provide your phone number & email address.