Brigham Young University - College of Life Sciences

Computer Inventory Procedures
(LSIT and Department Business Manager Responsibilities)

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LSIT Responsibilities:

- Coordinate all purchases and dispositions:
  - Coordinate all purchases of laptop and desktop computers in the college, attach an asset tag for each item, and then input the needed information into the HALO tracking system.

  - Coordinate with the OIT/Surplus Office to dispose of all computers by sending the computer with the required information to them.

- Service all computers:
  - LSIT will service all computers in the college on an as needed basis and while servicing the item, will:

    - Verify that the asset tag is not missing, and the tag number correlates to the asset information in HALO.

    - Update any changes for the data fields that are needed in HALO.

- Coordinate with Department Business Managers:
  - When LSIT is notified that some of the reporting fields need to be updated in HALO, their team will update the information within 48 hours.

- LSIT HALO Reports:

  - For data field verification purposes on the first day of January, May, and September each year, LSIT will verify the accuracy of HALO data in the following areas:

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1. <u>Verification of reporting fields</u> to ensure that all the newer computer information has been entered correctly with the following (17) data fields:

   ▪ Reporting data fields (17): asset tag, asset type, department, department ID, building, room #, user, manufacturer, model, serial/Dell service tag, operating unit, account, subclass, purchase date, order number, last inventory date, inventoried by.

2. <u>OIT/Surplus acknowledgement receipt report.</u> This HALO report indicates any item that was sent to OIT/Surplus but is missing either the date the item was sent to OIT/Surplus or is missing the OIT/Surplus receipt date. If the receipt date is missing, LSIT will follow up with OIT/Surplus to ensure the receipt is obtained and is noted in HALO.

   o LSIT staff will document the verification of the HALO data by sending an email to the LSIT manager and college controller indicating that both reviews happened. This email is to be sent within 15 days from the 1st day of the above referenced reporting periods of January, May, and September.

<u>Department Business Manager Responsibilities:</u>

- Each department business managers' role is to help safeguard the assets in their department/area, which includes all computers. If there are changes to the 17 reportable fields that need to be made the business managers are to coordinate with LSIT using the HALO ticketing system.

- On an annual basis the computer physical inventory is to be completed by the business managers or their designee. This is to be accomplished by reaching out to their department/area employees to gather the needed information and then report to LSIT any updates or changes that need to happen.

- HALO Reports: To help with tracking the computers, each business manager has been given access to run the following HALO reports located at: https://7178.byu.edu/portal/reports.

   1. <u>Asset report for department.</u>   This report lists all the 17 reporting fields.

   2. <u>Missing Assets Purchased in the last 4 years.</u> This report identifies items that were purchased in the last 4 years but have been declared as lost or unknown. For items that are not located, the business managers are to file a University Police Report indicating the item is lost, as well as file an insurance claim with University Risk Management to seek reimbursement.

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University Policies and Procedures:

- Appropriate Use of Information Technology Resources
  Policy: https://policy.byu.edu/view/appropriate-use-of-information-technology-resources-policy

- Computer Tracking – Implementing
  Procedure: https://policy.byu.edu/content/managed/images/158/Computer%20Tracking%20-%20Implementing%20Procedure%20-%20Final_v2.pdf