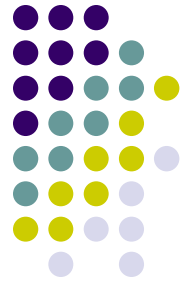
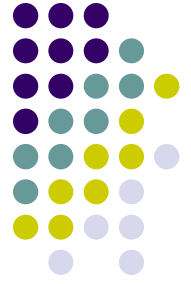


Technology Asset Management in Cypress-Fairbanks ISD



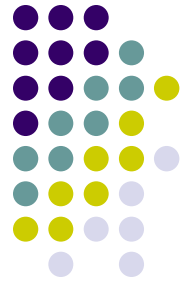
Texas K-12 CTO Council
June 22, 2009

Cypress-Fairbanks ISD



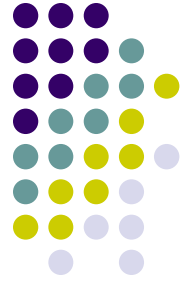
- Suburban northwest Houston
- 104,000 students in 2009-2010
- 79 campuses
- 86,000+ technology assets
- Annual inventory

Need for Asset Management



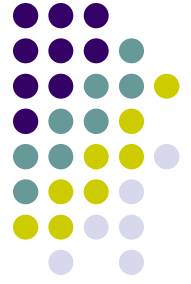
- Replacement cycle (five years)
- Application and system updates
 - Where are the Read 180 computers?
 - Which computers need an Adobe upgrade?
- Growth – we relocate some assets into new schools
- Audit (internal, external, eRate)

Process



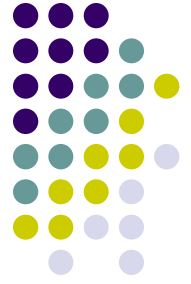
- Annual inventory and reporting of all assets
- Technology inventory system is evolutionary
 - Manual process in early years
 - Bar-coded asset tags and scanners
 - Software integrated into financial system

Process



- At the time assets are purchased, bar-coded tags are applied to the asset.
- The tag number, serial number, campus, room, application, and description are entered into two databases – a technology database and the district's fixed-asset system.
- At inventory time, the assets for each campus are downloaded to hand-held scanners.

Process



- A technology staff (TA) member scans every asset, indicating room number and application.
- Assets without tags are entered on the scanner.
- The scanner is uploaded to the database.
- The TA reconciles the discrepancies and reports to their management.

Document1 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Normal Times New Roman 12 B I U

Open Design New

Objects

- Tables
- Queries**
- Forms
- Reports
- Pages
- Macros
- Modules

Groups

Favorites

- Create query in Design view
- Create query by using wizard
- a) F/Assets Report
- b) Room Number Discrepancies (FROM SCANNED)
- c) Application Discrepancies(FROM SCANNED)
- d) Instructional In Admin
- e) Bartag Requests
- f) Fixed Assets Not Scanned
- g) Scanned 891's(Extra Admin Equipment)
- h) Scanned Not Showing in Fixed Assets
- i) Employee Information Needed

Page Sec At 4.8" Ln Col REC TRK EXT OVR

Start Novell-delivered App... Novell GroupWise - ... Mail From: DONOVA... Microsoft Access - [...] Microsoft PowerPoin...

| | A | B | C | D | E | F | G |
|----|----------|--------|-------------|----------|--------------------------------|----------------------|---|
| 1 | Location | BarTag | Application | Room | Description | EmployeeName | |
| 2 | 800 | 342824 | | 950 | SMART BOARD | | |
| 3 | 800 | 342827 | | 950 | SMART BOARD | | |
| 4 | 800 | 342826 | | 950 | SMART BOARD | | |
| 5 | 800 | 365961 | | 933 1311 | LCD MONITOR 1280X1024 | GOINS, JAMES M | |
| 6 | 800 | 365960 | | 933 1311 | LJ 22PPM 1200DPI 16MB | GOINS, JAMES M | |
| 7 | 800 | 365949 | | 933 1311 | DC930-3.0 80G HD 1.0G CDRW-DVD | GOINS, JAMES M | |
| 8 | 800 | 165070 | | 972 1318 | LJ 4ppm 600dpi REt 1MB | SPENCER, GAIL | |
| 9 | 800 | 427275 | | 950 1318 | E8400 160G HD 2.0G CDRW-DVD | | |
| 10 | 800 | 340802 | | 950 1318 | EXTERNAL DISK DRIVE | SILVA, RICHARD | |
| 11 | 800 | 313824 | | 844 1401 | COLOR INKJET PRINTER | | |
| 12 | 800 | 281602 | | 910 1401 | P4-2.66 40G HD 1G CDRW DVD GF4 | STICE, SHERIL | |
| 13 | 800 | 281603 | | 910 1404 | XGA MONITOR 1280X1024 | STICE, SHERIL | |
| 14 | 800 | 319949 | | 910 1406 | XGA MONITOR 1280X1024 | GORDON JR, NATHAN E | |
| 15 | 800 | 191575 | | 910 1406 | LJ 6ppm 600dpi REt 24MHz2MB | GORDON JR, NATHAN E | |
| 16 | 800 | 335875 | | 950 1508 | PRINTER LJ 22PPM 1200DPI 16MB | HENDRICKSON, PAUL | |
| 17 | 800 | 335873 | | 950 1508 | XGA MONITOR 1280X1024 | HENDRICKSON, PAUL | |
| 18 | 800 | 180332 | | 838 1515 | LJ 8ppm 600dpi Ret 2MB | TOWLER, JANE M | |
| 19 | 800 | 252657 | | 838 1515 | P3-933A 30G HD 256MB IS CD | | |
| 20 | 800 | 281619 | | 958 1515 | P4-2.66 40G HD 1G CDRW DVD GF4 | JOHNSON, TERESA D | |
| 21 | 800 | 254792 | | 933 1621 | P3-933 30G HD 256MB IS CD | BLANTON, BILLY L | |
| 22 | 800 | 241425 | | 933 1621 | SVGA MONITOR 1280X1024 | BLANTON, BILLY L | |
| 23 | 800 | 236959 | | 906 1623 | SVGA MONITOR 1280X1024 | | |
| 24 | 800 | 254137 | | 844 5904 | SVGA MONITOR 1280X1024 | PENDERGRASS, SANDY S | |
| 25 | 800 | 207105 | | 950 5904 | P4-1.7 40G HD 512MB IS CD GF2 | STEFAN, PATRICIA T | |
| 26 | 800 | 235019 | | 844 5904 | P3-933 30G HD 256MB IS CD | | |
| 27 | 800 | 354941 | | 933 5904 | LCD MONITOR 1280X1024 | | |
| 28 | 800 | 166309 | | 870 | CAFETERIA | | |
| 29 | 800 | 250542 | | 870 | CATERING 1306 | | |
| 30 | 800 | 254135 | | 870 | CATERING 1306 | TYLER, KAREN A | |
| 31 | 800 | 343439 | | 870 | CONCESSIONS | MURPHY, ZENOBIA | |
| 32 | 800 | 343448 | | 870 | CONCESSIONS | | |
| 33 | 800 | 343441 | | 870 | CONCESSIONS | | |
| 34 | 800 | 343442 | | 870 | CONCESSIONS | | |
| 35 | 800 | 343443 | | 870 | CONCESSIONS | | |
| 36 | 800 | 343444 | | 870 | CONCESSIONS | | |
| 37 | 800 | 343445 | | 870 | CONCESSIONS | | |

Sample Discrepancy Form

6/5/2009

INVENTORY DISCREPANCIES

1



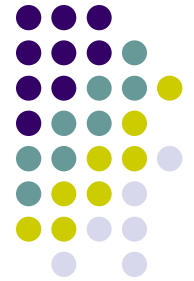
SCHOOL_ Sheridan

TECHNICAL ASST. SIGNATURE Ashley Katzenberger/

Send Electronically ONLY

Directions: Type any discrepancies for building inventory. Make sure what you write is understandable.

| TAG# | SERIAL # | DESCRIPTION | PROBLEM | REQUESTED SOLUTION IF APPLICABLE |
|--------|-------------------|------------------|--|----------------------------------|
| 401684 | JWUF752779L | Projector | Scanned not in F.A. App 090 Room 218B | Needs to be put in Sheridan FA |
| 376428 | QBY072540227 | VG730M-3 Monitor | Scanned not in F.A. App 110 Room 37 | Needs to be put in Sheridan FA |
| 312747 | 62767 | Tripod | Scanned not in F.A. App 150 Room 37 | Needs to be put in Sheridan FA |
| 235328 | CNBRG18549 | 1200 printer | Scanned not in F.A. App 090 Room 51A | Needs to be put in Sheridan FA |
| 441089 | 00045-674-258-251 | 945 | Scanned not in F.A. App 118 Room 77A | Needs to be put in Sheridan FA |
| 354616 | 00045-674-259-372 | 945 | Scanned not in F.A. App 118 Room 77A | Needs to be put in Sheridan FA |
| 354617 | 00045-674-259-265 | 945 | Scanned not in F.A. App 118 Room 77A | Needs to be put in Sheridan FA |
| 237452 | 0302582 | Belkin | Scanned not in F.A. App 118 Room 77B | Needs to be put in Sheridan FA |
| 341431 | 32410 5090 | Document Camera | Scanned not in F.A. App 090 Room 83A | Needs to be put in Sheridan FA |
| 363171 | C010098 | Cart | Scanned not in F.A. App 113 Room CART1 | Needs to be put in Sheridan FA |
| 443894 | CNRXS31035 | 4250n printer | Scanned not in F.A. App 113 Room CART1 | Needs to be put in Sheridan FA |
| 405570 | CNU6330Z0H | 8430 laptop | Scanned not in F.A. App 113 Room CART5 | Needs to be put in Sheridan FA |
| 390078 | CNRXT08511 | 4250n printer | Scanned not in F.A. App 113 Room JUPIT | Needs to be put in Sheridan FA |
| 390077 | CNRXS30702 | 4250n printer | Scanned not in F.A. App 113 Room SPUTN | Needs to be put in Sheridan FA |
| 377924 | C014890 | Cart | Scanned not in F.A. App 140 Room VANGU | Needs to be put in Sheridan FA |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |



Sample Mass Change Request

The request is required to be submitted in this format in Excel.

Ex.

| <u>Bartag</u> | Old Value | New Value | Field Changed |
|---------------|-----------|-----------|---------------|
| 123456 | E200 | E203 | Room |
| 234567 | E200 | E203 | Room |
| 345678 | E200 | E203 | Room |
| 321654 | 56 | P234A | Room |
| 312645 | 56 | P234A | Room |
| 458216 | 085 | 090 | Application |
| 235425 | 085 | 090 | Application |
| 325363 | 118 | 212 | Application |
| 321573 | 132 | 005 | School |
| 358753 | 132 | 005 | School |
| | | | |

Sample Principal's Copy



Microsoft Excel - 3 final instructional.xls

Next Previous Zoom Print... Setup... Margins Page Break Preview Close Help

| INSTRUCTIONAL INVENTORY | | | | | | |
|-------------------------------------|----------|-------------|--------------------|--------------------------------|------------|---------------|
| 3/10/2009 | | | | | | |
| 14:41:24 | | | | | | |
| Location 041 - ARNOLD MIDDLE SCHOOL | | | | | | |
| Bar Tag | Building | Description | Application Name | Description | Model | Employee Name |
| 386544 | | | | SWITCH | | |
| 360389 | | | | CLASSROOM MANAGEMENT SYSTEM | | |
| 114059 | | | | DIABLO 2300 | | |
| 414303 | | | | LJ 22PPM 1200DPI 16MB LAN BP20 | | |
| 959252 | | | | CART | | |
| 952840 | | | | CARTS - TV | BRETFORD | |
| 953053 | | | | CARTS - AUDIO VISUAL | BRETFORD | |
| 953052 | | | | CARTS - AUDIO VISUAL | BRETFORD | |
| 957366 | | | | CART - MULTIMEDIA | | |
| 958390 | | | | CART - MULTIMEDIA | | |
| 170306 | 216 | | | PRINTER | IBM6400-4 | |
| 248550 | AP AREA | | | XEROX DOCUMENT CEN432SX | | |
| 120372 | | 20 | ASSETS TO AUCTION | LD PLAYER | PIONER2400 | |
| 131083 | | 20 | ASSETS TO AUCTION | COMPOSITE TV | RCA 26 | |
| 273776 | | 20 | ASSETS TO AUCTION | IJ 2-17PPM 1200DPI RET | HP 5550 | |
| 166956 | | 20 | ASSETS TO AUCTION | LJ 33MHz 12ppm 600dpi 4HP 5N | | |
| 151236 | 505 P.U. | 20 | ASSETS TO AUCTION | 486 DX2.60 2GHD 40MB | IMITS 486 | |
| 183672 | 505 STOR | 20 | ASSETS TO AUCTION | DJ 1.5ppm 600dpi 512KB | HP 692C | |
| 174014 | 505 STOR | 20 | ASSETS TO AUCTION | DJ 1.5ppm 600dpi 512KB | HP 690C | |
| 281330 | 505S | 20 | ASSETS TO AUCTION | S-VIDEO TV | RCA 27 | |
| 214097 | 505S | 20 | ASSETS TO AUCTION | IJ 3.1-8PPM 600DPI RET | HP 840C | |
| 212050 | 505S | 20 | ASSETS TO AUCTION | IJ 3.1-8PPM 600DPI RET | HP 840C | |
| 212659 | 505S | 20 | ASSETS TO AUCTION | IJ 3.1-8PPM 600DPI RET | HP 840C | |
| 214125 | 505S | 20 | ASSETS TO AUCTION | IJ 3.1-8PPM 600DPI RET | HP 840C | |
| 273778 | 505S | 20 | ASSETS TO AUCTION | IJ 2-17PPM 1200DPI RET | HP 5550 | |
| 292968 | | 22 | VENDOR PICKED UP | P4-2.66 40G HD 1G CDRW | P4-2.66 | |
| 292969 | | 22 | VENDOR PICKED UP | XGA MONITOR 1280X1024 | VSONIC 17 | |
| 267446 | 501 | 22 | VENDOR PICKED UP | P4-1.7 40G HD 512MB IS | HP4-1.7 | |
| 267443 | 505S | 22 | VENDOR PICKED UP | P4-1.7 40G HD 512MB IS | HP4-1.7A | |
| 120373 | | 25 | CANNOT LOCATE-INST | LD PLAYER | PIONER2400 | |
| 305808 | | 25 | CANNOT LOCATE-INST | RCA 27" DIAGONAL TV | TV | |
| 209920 | | 25 | CANNOT LOCATE-INST | S-VIDEO TV | TOSHIBA 32 | |
| 214944 | | 25 | CANNOT LOCATE-INST | VIDEO CONVERTER | TVIEW GOLD | |
| 310421 | | 25 | CANNOT LOCATE-INST | P4-3.2 80G HD 1.0G CDRW | P4-3.2 | |
| 309518 | | 25 | CANNOT LOCATE-INST | P4-3.2 80G HD 1G CDRW | P4-3.2 | |
| 399463 | | 25 | CANNOT LOCATE-INST | E6600 160G HD 1.0G CDRE | E6600-965 | |

Preview: Page 1 of 36

NUM

Technology Equipment Move Requests



- As population and services change at a campus, assets are provisioned (or de-provisioned) to maintain ratios and to provide program content. (e.g., a bi-lingual program is introduced at a campus)
- Campuses can also request removal of equipment.
- The moves are completed by staff and the new locations of the assets are noted in the system.



Sample Move Request

ELEMENTARY REQUEST FOR TECHNOLOGY EQUIPMENT MOVES 2009

Campus Name:

Hancock Elementary
 Person Submitting Request: _ Diane Wingenbach
 Contact numbers: _____
 Date submitted 5/28/2009
 Completion Request date: _____

Approved _____
Note: No equipment will be moved without prior approval by Christine Garcia
 Christine.Garcia@cfisd.net
 281-897-6441

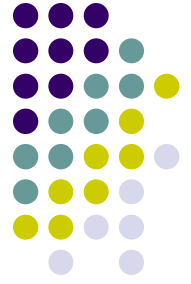
Directions:

- 1 Attach a copy of the map used for move plan.
- 2 Enter the bartag of the equipment to be moved.
- 3 Enter the type of equipment to be moved. This is the content area i.e. Bi-Lingual Kindergarten, Life Skills, CEP.
- 4 Enter the room number where the equipment to be moved is currently located. Use the following method to describe room numbers.
 - * If the computers are in one isolated room, give 1 room number
 - * If the computers are between 2 rooms, give both room numbers.
 - * If the computers are at the intersection of 4 rooms, give all 4 room numbers.
- 5 Enter the room number where the equipment is to be moved using the same room numbering method as in step 2.
- 6 If the equipment needs a new setup, enter new content area.
- 7 Contact your technology helping teacher, Christine Garcia or Becky Cook if you need help.
- 8 For summer moves, return request to Christine Garcia by Friday, June 5, 2009

| Manager | Date | 2 | 2 | 3 | 4 | 5 | 6 | Status | Comments |
|---------------|------|-----------------------|----------------|----------------------------|--------------|----------|-------------|--------|--|
| | | CPU or Printer Bartag | Monitor Bartag | Current Content (i.e. CEP) | Current Rm # | New Rm # | New Content | | |
| | | 376667 | 394753 | | 17 | 260B | | | |
| Project Notes | | 376669 | 394754 | | 17 | 260B | | | |
| | | 394800 | 394756 | | 18 | 260A | | | |
| | | 376691 | 394755 | | 18 | 260A | | | |
| | | 376668 | 394749 | | 19 | 38A | | | |
| | | 376674 | 394750 | | 19 | 38A | | | |
| | | 394796 | 394752 | | 20 | 38B | | | |
| | | 394798 | 384660 | | 20 | 38B | | | |
| | | 352993 | 370135 | | 54B | 6 | | | Life skills machine bring touch screen with. |
| | | 287485 | | | 54B | 6 | | | |
| | | 395280 | 395244 | | 38A | 19 | | | |
| | | 395273 | 395243 | | 38A | 19 | | | |
| | | 395276 | 395240 | | 38B | 20 | | | |
| F/A Updated | | 395272 | 395241 | | 38B | 20 | | | |
| Date: | | 395278 | 396068 | | 260A | 18 | | | |
| | | 426010 | 441909 | | 260A | 18 | | | |
| | | 426010 | 441909 | | 260B | 17 | | | |

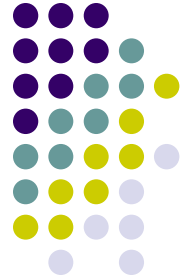
• Not there
 ✓ Done

Challenges



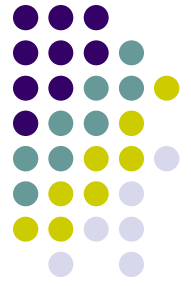
- Continuing expansion of assets
- Better use of staff
- Level or decreasing staffing

Options and Futures



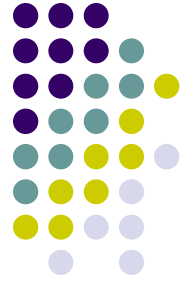
- Leverage the network and implement network-based discovery and reporting of the asset and its application.
- RFID tags on assets that are not on the network to speed up the physical scanning process.

Technology Asset Management in Cypress-Fairbanks ISD



Texas K-12 CTO Council
June 22, 2009

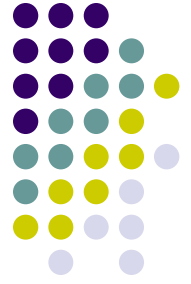
Harold Rowe
Harold.Rowe@cfisd.net



Inventory Basics

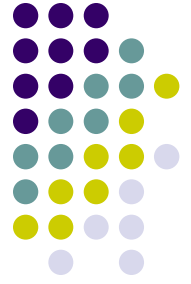
- Inventory is taken once a year
 - Equipment is frequently moved on site and sometimes off site with a Pickup and Delivery Request (PUD). Although there are systems in place to account for the moves, verification is necessary.
- There are two steps to the inventory process
 - Scanning: A Technology Assistant (TA) scans the bartags on the technology equipment in their assigned campus
 - Reconciliation: The TA compares the scan file to the booked assets in the Pentamation database.

Scanning

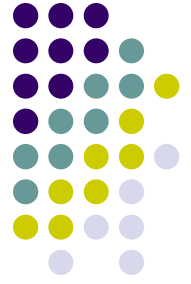


- The TA is issued a scan gun from Technology
 - The scan gun is pre loaded with an asset file from the inventory database.
 - The TA will scan all technology equipment before returning the gun.
- The scan gun input screen includes a field for:
 - Location number
 - Application code
 - Room number
 - Bartag
 - Serial Number
 - Description

Scanning cont.



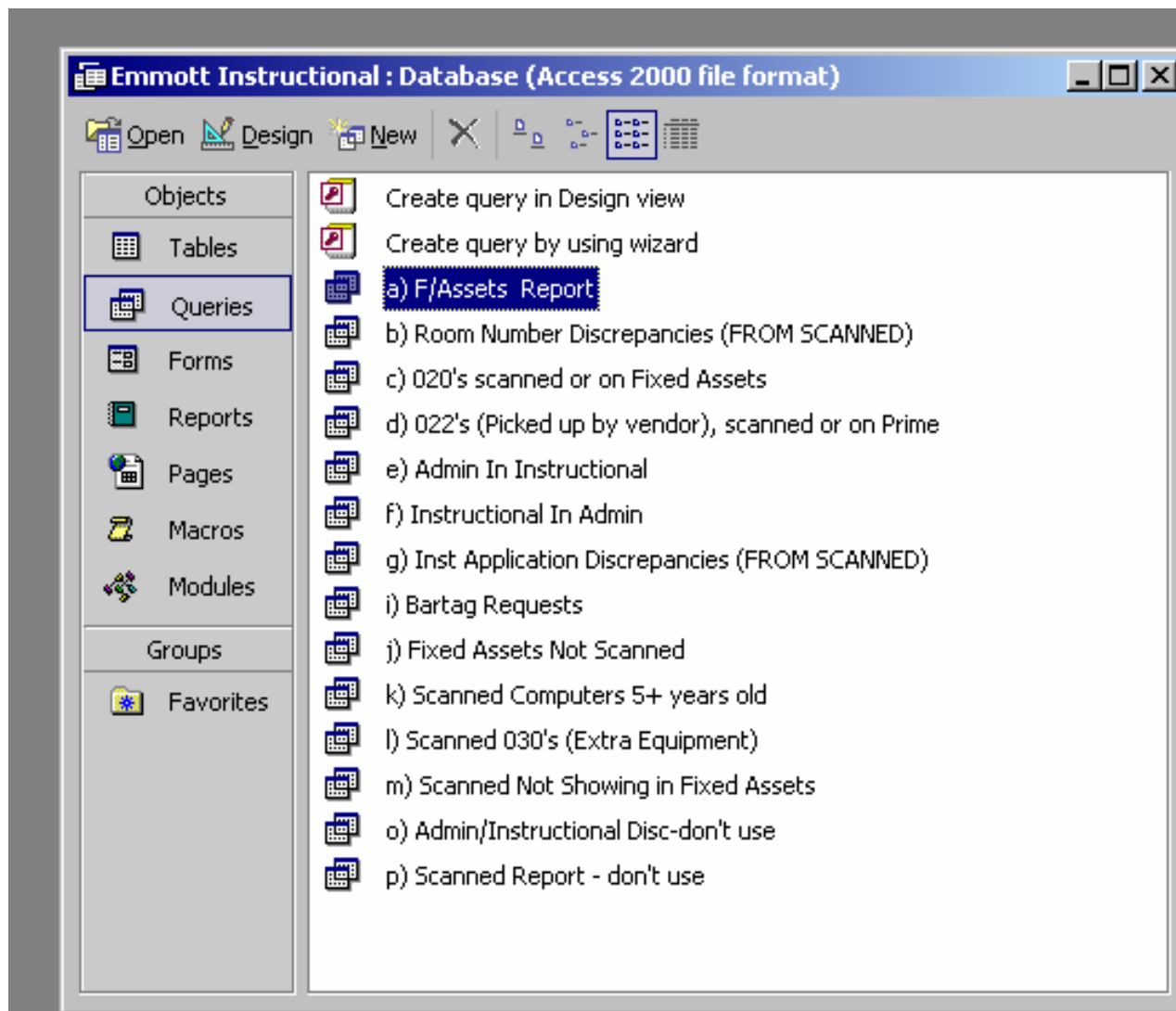
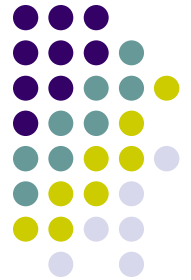
- The location code, application code and room number are manually keyed in to the scan gun. Then the barcode is scanned. If the barcode is missing, the s/n can be scanned and a description entered for identification.
- If the assets is not pre-loaded in the scan gun, the user is prompted to visually verify the tag# and to respond Y or N. This prompt also occurs is an asset is scanned more than once.

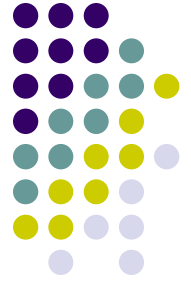


Scanning cont.

- When the entire campus is scanned the TA will return the gun to Technology. The location code and room number are uploaded to Fixed Assets.
 - The file will be uploaded and an Access Reconciliation database will be created for that location.
 - The database includes queries that compare codes, and filter older equipment, misuse of equipment, excess equipment, etc.
 - The TA uses these queries to hone down on discrepancies and make corrections as necessary.

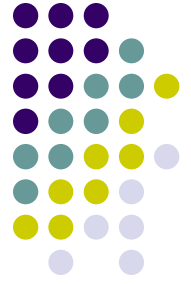
Sample Access Database





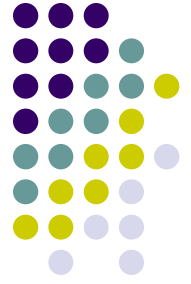
Reconciliation cont.

- If there is a discrepancy that the TA cannot resolve a discrepancy form is submitted to the Technology department. This is where a new bartag would be requested if needed.
- The TA can also request a mass change if there are a large number of assets/attributes to be changed.



Reconciliation cont.

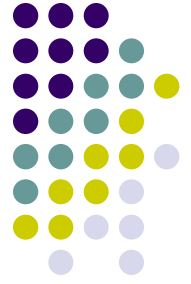
- After everything has been completed the TA can request a final copy of the inventory. This report is generated in Pentamation and exported to Excel.
- The final copy is examined and any other discrepancies that surface can be addressed at this time.
- After making some minor adjustments the TA is ready for a principal's copy. This is taken to the school and signed by the principal.
- The TA returns this copy to Technology and their inventory is complete.



Sample Final Copy

This report is sorted by application code, room number and generic code. The generic code is the type of equipment i.e. monitor, laptop.

| INSTRUCTIONAL INVENTORY | | | | | | |
|----------------------------------|------------------|------------|--------------------|-------------------------------|------------|-------------------------|
| 5/21/2009 | | | | | | |
| 9:47:07 | | | | | | |
| Location 111 - LIEDER ELEMENTARY | | | | | | |
| Bar Tag | Building | Department | Application Name | Description | Model | Employee Name |
| 367388 | | | | DC930-3.0 805HD 1.0G CDRW-DVD | D945 | |
| 447737 | | | | CPU | | 945 |
| 447734 | | | | CPU | | 965 |
| 368744 | | | | SWITCHBOX | DSS-24 | |
| 443233 | | | | AIR-LAP 1131AG | LWAPP | |
| 447742 | | | | HUB | | |
| 447739 | | | | HUB | | |
| 447738 | | | | HUB | | |
| 447740 | | | | HUB | | |
| 447745 | | | | HUB | | |
| 447744 | | | | HUB | | |
| 447743 | | | | HUB | | |
| 447736 | | | | HUB | | |
| 447733 | | | | HUB | | |
| 447746 | | | | HUB | | |
| 447741 | | | | HUB | | |
| 447735 | | | | HUB | | |
| 954605 | | | | CARTS - TV | BRETFORD | |
| 958501 | | | | TABLE - COMPUTER | | |
| 953027 | | | | CARTS-AV | BRETFORD | |
| 957003 | | | | GP-CART - MULTIMEDIA | CA2642 | |
| 148760 | 64 | | | LJ 4ppm 300dpi RET 1MB | HP 4L | 2187 PATEK, MARZELINE A |
| 402020 | CAFE | | | TRIPP LITE INTERNET 750U | TLITE 750U | |
| 424680 | CAFE | | | KEYPAD VWCASH DRAWER | NED | |
| 444004 | CAFE #8764 | | | PRINTER | | 1320 |
| 361190 | LIBRARY SIDEROOM | | | NETWORK PRINTER | LEXMARK | |
| 443889 | PRINC | | | LJ 22PPM 1200DPI 16MB | LAN BP20 | |
| 957003 | TECHNOLOGY | | | GP-CART - MULTIMEDIA | | |
| 361189 | WKRM | | | NETWORK PRINTER | LEXMARK | |
| 285936 | 10 | 22 | VENDOR PICKED UP | XGA MONITOR 1280X1024 | VSONIC 17 | |
| 355208 | | 25 | CANNOT LOCATE-INST | 24 PORT SWITCH | HFS24T | |
| 355209 | | 25 | CANNOT LOCATE-INST | 24 PORT SWITCH | HFS24T | |
| 355207 | | 25 | CANNOT LOCATE-INST | 24 PORT SWITCH | HFS24T | |
| 361919 | | 25 | CANNOT LOCATE-INST | SWITCHBOX | HFS8T | |
| 233823 | 2 | 25 | CANNOT LOCATE-INST | S-VIDEO TV | RCA 27 | |
| 213367 | 29A | 25 | CANNOT LOCATE-INST | IJ 3.1-8PPM 600DPI RET 2MB | HP 840C | |
| 259409 | 29B | 25 | CANNOT LOCATE-INST | S-VIDEO TV | RCA 27 | |



PUDs

- A PUD is requested when a TA has extra equipment on their campus they would like to remove.
 - If the equipment is viable the PUD is written to take the equipment from one campus to another campus that has requested additional equipment.
 - If the equipment is not viable the PUD is written to take the equipment to repair, or auction to be fixed or sold.