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MANAGING TECHNOLOGY ASSETS

Advantages of Asset Management

Knowing Your Inventory

- ★ Computers

- ★ Monitors

- ★ Printers

- ★ Scanners

- ★ TV's

- ★ Projectors

- ★ Digital Cameras

- ★ Servers

- ★ Switches

Advantages of Asset Management

Knowing It's Location

- ★ Offices/Admin areas
- ★ Classrooms
- ★ Labs
- ★ Libraries
- ★ Athletics
- ★ Cafeteria
- ★ Checked Out
- ★ Storage!!!

How Can This Information Help?

- ⦿ **Monitor equipment and location**
- ⦿ **Provide better support**

How Can This Information Help?

⦿ Monitor equipment and location

- ❑ Teachers change rooms and so does the equipment they use!
- ❑ Student enrollment changes
- ❑ Campus administrators reallocating technology for their own plan!
- ❑ Campus purchases of non-approved items
- ❑ Allow elimination of equipment reaching end-of-life or no longer supported

How Can This Information Help?

◎ Provide better support

Knowing how the equipment is configured if upgrades are needed

- Memory
- Hard Drive Size
- CD or DVD and Read or Read/Write
- Age

Software licensing

How HEB Manages Technology Assets

- HEB has implemented HEAT for Help Desk
- All employees and technology items are in the database
- A physical inventory is performed at least once a year
- Each building or location has all assets extracted and loaded into an Access database

How HEB Manages Technology Assets

- The individual performing the inventory at each location will sync their database into a Palm OS PDA with a scanner
- Each item has been assigned an asset tag which has a bar code
- Each item is scanned

HEB Mobile Inventory

The technology inventory for the assigned building is loaded in the PDA and ready to scan.



HEB Mobile Inventory

When the asset tag is scanned, information on the item is displayed and can be corrected if changes are needed and saved.

The screenshot shows a mobile application interface for inventory management. At the top, the 'Asset Tag' is 'HEB13206'. Below this, several fields are displayed: 'Desc' is 'Computer', 'Model' is 'Dell OptiPlex GX1 MT-', 'Serial #' is 'G150H', 'Room' is 'Library', 'Owner' is blank, 'CurrArea' is 'Library Media', and 'Usage' is 'S'. At the bottom of the form, there are four buttons: 'Correct', 'Incorrect', 'Cancel', and 'Info'. Below the buttons is a navigation bar with icons for home, back, forward, and search.

Asset Tag:	HEB13206
Desc:	Computer
Model:	Dell OptiPlex GX1 MT-
Serial #:	G150H
Room:	Library
Owner:	
CurrArea:	Library Media
Usage:	S

This item is:

Inventory Times

Each campus is given a different length of time to inventory, which assists the Help Desk, since all updates need to be applied to the central database.

- ⦿ Elementary Schools – 4 weeks
- ⦿ Jr. High - 6 weeks
- ⦿ High School – 8 weeks

Questions?