

RESPONSIBLE INDIVIDUAL: Unit Equipment Manager

REVISED: January 2023

RESOURCES:

- University of California
 - [Systemwide Information Security](#)
 - [BFB-IS-3: Electronic Information Security](#)
 - [BFB-G-46: Guidelines for the Purchase and Use of Cellular Phones and Other Portable Electronic Resources](#)
 - [Employee Agreement Concerning the Use of Electronic Communications Resources](#)
 - [DFA Justification for University-paid Cell Phone or iPad](#)
- UCI Administrative Policies & Procedures
 - Computing and Information Systems
 - [Sec. 714-18: Computer and Network Use Policy](#)
- [UCI Information Security](#)
 - [Work Remote Securely](#)
- UCI Equipment Management
 - [Peter's Exchange – Surplus Pickup Request Form](#)
- [UCI Ergonomics Program](#)
- [DFA Computer Inventory Baseline Smartsheet](#)
- [DFA Computer Equipment Request Form](#)
- [DFA Equipment Managers List](#)

I. Overview

DFA provides employees with computer equipment according to the business needs of the unit, and for the employee to be able to effectively perform their job functions. The objectives of this guide are to:

- Disseminate information regarding DFA computer equipment inventory best practices.
- Protect the assets of the University.
- Maintain the integrity of data stored on assigned devices.
- Ensure compliance with UC BFB-IS-3: Electronic Information Security policy.

II. Responsibilities

i. DFA Equipment Committee

a. Committee Charge

- i. To develop consistent procedures for ordering and tracking equipment across DFA.
- ii. To maintain the inventory list.

- iii. To reconcile the inventory list on an annual basis to the physical inventory of equipment.
 - b. Committee Members
 - i. The Committee consists of the following:
 - 1. Chair
 - a. Assistant Vice Chancellor, Program Development and Execution
 - 2. Support Lead
 - a. Director of DFA IT
 - 3. Unit Equipment Managers
 - a. Representative for DFA unit appointed by DFA unit leads to serve on DFA Equipment Committee and support charge on behalf of their unit under "Unit Equipment Manager"
 - b. See specific responsibilities
 - 4. Project Managers
 - a. Assistant Director of DFA IT, DFA IT
 - b. Business Project Manager, Program Development and Execution
 - c. Project Analyst, Program Development and Execution
- ii. **Unit Equipment Manager**
 - a. Coordinate the following:
 - i. Assignment of equipment for new employees,
 - ii. Re-assignment of equipment for current employees,
 - iii. Collection of equipment from employees who transfer to other units, retire, or separate from the University,
 - iv. And recycling of equipment as needed.
 - v. Ordering of equipment through OIT
 - b. Maintain an inventory list that reflects the status for all computer equipment that belongs to the unit.
 - i. Required to track desktops, laptops, cell phones, and portable devices by their identifying information and assigned employee per policy.¹
 - ii. Recommended to track the quantity of docking stations and monitors distributed by person.²
 - c. Represent their unit on the DFA Equipment Committee.
 - d. Participate in the Annual Computer Equipment Inventory Verification Exercise (see II.i.b.).
- iii. **Individual User**
 - a. Ensure your computer receives all OIT-initiated updates.
 - i. These are done automatically on Thursday nights.
 - ii. Users should log off their computer but leave it on so that the update can take place.
 - iii. If the computer is turned off, it should receive the updates automatically when it is restarted.
 - b. Notify your unit's Equipment Manager, and your supervisor, if there are any changes in your equipment needs.

¹ These items store data and other technology information, thus posing a high cost and information security risk to the University.

² Per Procurement and OIT consultation, it is not required to track these items. However, as assets of the University, DFA will track these items for budget backup and recordkeeping purposes only.

III. Guidelines

Employees are assigned equipment as needed to perform their job functions, at the discretion of their supervisor. To support the variety of work arrangements (e.g., on-site, remote, hybrid), DFA will provide the necessary computer equipment for the employee’s primary³ workspace. Staff who work less than three days per week on-site are not assigned dedicated workspace. Hotel spaces and other communal workspace is available to those who work primarily off-site. DFA designs workspaces for flexibility and short-term use in mind, not stationary office technology like physical phones and desktop computers.

For security purposes, all DFA employees are strongly encouraged to use University managed devices. If you have not been issued a University managed device, please notify your supervisor, and take the [necessary security precautions](#) when logging into the UCI campus network.

i. [OIT Standard Equipment](#)

Equipment Type	Standard
Computer desktop	Dell OptiPlex 7000
Computer laptop	Dell Latitude 5430
Docking station	Dell Thunderbolt Docking Station – WD22TB4
Monitor	Dell UltraSharp 24 Monitor – U2422H
Keyboard	Dell KB216 Dell Wired Keyboard
Mouse	Dell Optical Mouse - MS116 (Black)

ii. Assignment of Equipment

- a. The assignment of equipment is coordinated by the unit’s Equipment Manager.
- b. Employees may be assigned the following number of items. Excess items that are not used to perform job functions should be returned to the Equipment Manager. This does not include items in hotel spaces.
 - i. Should an employee need additional items beyond the number indicated below, please follow the steps in III.iii.a.
 - ii. Please consult with your unit’s Equipment Manager regarding adjustments to computer equipment provided in hotel spaces.

Equipment Type	Quantity
Computer desktop <i>OR</i> laptop	1
Docking station	1
Monitor	1
Keyboard	1
Mouse	1

iii. Requesting Equipment

- a. Standard Equipment
 - i. Staff should submit a [DFA Computer Equipment Request Form](#) to their unit’s Equipment Manager if they need equipment for a new hire, an employee requires replacement equipment (e.g., their current device is no longer under

³ Defined as the location where an employee performs their job functions for more than 50% of the workweek.

warranty), or an employee needs additional items beyond what is currently assigned to them.

1. The DFA Computer Equipment Request Form ensures supervisor approval has been received and documents their acknowledgement of responsibility for payment should new equipment need to be purchased.
 2. A copy of the signed form should be retained for recordkeeping purposes and included in backup documentation should new equipment need to be purchased.
 3. Due to potential supply chain delays, please allow at least five weeks for the Equipment Manager to fulfill your request.
- ii. Process Steps:
1. After receiving a signed DFA Computer Equipment Request Form, the Equipment Manager assesses their unit's current inventory.
 - a. Equipment available in inventory
 - i. Submit a ticket with OIT requesting the assignment of the computer to the user and to ensure it has the latest updates.
 - ii. Include the user's name, the computer's identifying information (e.g., serial number, computer name), and the identifying information of the device being replaced (if applicable).
 - iii. The employee's current computer can be returned to OIT for proper disposal or maintained in the unit's inventory for reassignment (if applicable).
 - b. Equipment not available in inventory
 - i. New equipment will need to be ordered through OIT by the Unit Equipment Manager.
 1. Visit the [OIT Service Portal](#).
 2. Select Order Something > Desktops, Mobile Devices, etc.
 3. Click on the requested item and fill out a request.
 4. OIT will contact the Equipment Manager when it is available and ready for deployment.
- b. Special Request Items
- i. Please consult with your unit's Equipment Manager should an employee need a special request item.

Special Request Equipment Type Examples
Cell phone
Conferencing monitor
Ergonomic keyboard
Ergonomic mouse
Individual office printer
iPad
Webcam

- ii. Equipment Managers should ensure they have written approval (e.g., an email) from the receiving employee’s supervisor before moving forward with a purchase.
- iii. Portable Electronic Resources (e.g., cell phone, iPad)
 - 1. Receiving employee must complete and sign the [Employee Agreement Concerning the Use of Electronic Communications Resources](#).
 - 2. Receiving employee’s supervisor must complete and sign the [DFA Justification for University-paid Cell Phone or iPad](#).
 - 3. Equipment Managers should ensure they have received both signed forms and retain them for recordkeeping purposes.
- iv. Returning Equipment
 - a. As an employee prepares to transfer to another unit, retire, or separate from the University, they must return all computer equipment in their possession to their unit’s Equipment Manager.
 - b. The Equipment Manager will update the status of the items in the inventory list once they’ve been returned.
- v. Recycling Equipment
 - a. Computer equipment should be discarded once it is no longer functional or out of warranty.
 - i. Devices that store data
 - 1. Submit a ticket with OIT to have the device(s) wiped of any sensitive data.
 - a. Be sure to request for OIT to return the device(s) to your unit once they have been wiped.
 - 2. Submit a [Surplus Pickup Request Form](#) with Peter’s Exchange.
 - a. Credit may be received to your unit’s KFS account for a single item over \$150.00.
 - ii. Devices that do not store data
 - 1. Submit a [Surplus Pickup Request Form](#) with Peter’s Exchange.
 - a. Credit may be received to your unit’s KFS account for a single item over \$150.00.
- vi. Annual Computer Equipment Inventory Verification Exercise
 - a. Goal: To review and confirm assigned computer devices with DFA unit staff.
 - b. Process Steps:
 - i. A list of DFA-managed computer equipment is shared with all Equipment Managers.
 - ii. Equipment Managers confirm with their unit employees that the computer equipment information provided is correct, or provide updates.
 - iii. Equipment Managers notify the designated Project Manager when the inventory exercise has been completed for their unit.
 - iv. Equipment Managers send the computer inventory report, sorted by the warranty end date, to their unit’s budget owner to inform need to budget for purchases of replacement computers in the next budget period.⁴

⁴ Due to the large number of laptop replacements in 2022 as part of the Future of Work (FOW) program, DFA should expect to replace these computers when the warranty expires in the next 4 years (FY25-26) per OIT.

1. Navigate to the [DFA Computer Inventory Baseline Smartsheet](#).
 2. Filter by the applicable unit.
 3. Select “File” in the upper lefthand corner.
 4. Select “Export” > “Export to Microsoft Excel.”
 5. Sort the Excel file by “Warranty Expiration,” column G, from oldest to newest.
 6. Provide the total number of computers with warranty expiring in the next fiscal year and that will need to be replaced.
- c. Refer to the [Appendix section](#) for more details on locating computer identification information and updating the computer inventory in Smartsheet.

Note: The UC [equipment loan procedure](#) and [loan agreement form](#) are different from what we are managing and is beyond the scope of this document.

IV. Appendix

- [Guide: How to Locate Computer Identification Information](#)
- [Guide: How to Update DFA Unit Computer Inventory Smartsheet](#)

Guide: How to Locate Computer Identification Information

RESPONSIBLE INDIVIDUAL: Unit Equipment Manager

REVISED: December 2022

I. Overview

The following guide provides possible solutions for locating your computer identification information, including:

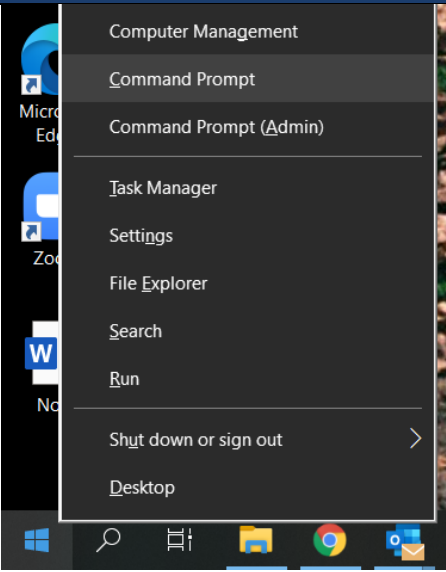
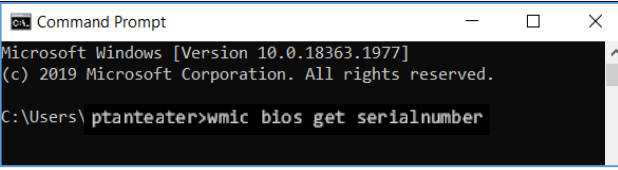
1. **Serial number:** a unique number used for identification and inventory purposes
2. **Computer name:** a unique identifier that is given to each computer and is used by IT to locate and connect to a computer to perform routine maintenance, as well as provide remote technical assistance.

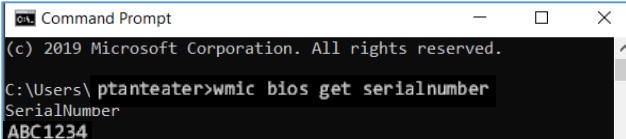
If you have any questions, please reach out to Monica Chavez (mbchavez@uci.edu) and Jenifer Swann (jenifer.swann@uci.edu).

II. Guidelines



How to Locate Computer Serial Number

- i. Windows Operating System – Laptop & Desktop
 - a. Command prompt option

Step	Visual
1. Right-click the Start/Windows button and select "Command Prompt".	 A screenshot of the Windows Start menu context menu. The menu is open, showing options like 'Computer Management', 'Command Prompt', 'Command Prompt (Admin)', 'Task Manager', 'Settings', 'File Explorer', 'Search', 'Run', 'Shut down or sign out', and 'Desktop'. The 'Command Prompt' option is highlighted with a mouse cursor.
2. At the Command Prompt, type the following command and then press "Enter": <div data-bbox="272 1766 745 1822" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"><code>wmic bios get serialnumber</code></div>	 A screenshot of a Windows Command Prompt window. The window title is 'Command Prompt'. The text inside shows the system information: 'Microsoft Windows [Version 10.0.18363.1977] (c) 2019 Microsoft Corporation. All rights reserved. C:\Users\ptanteater>wmic bios get serialnumber'. The command is entered at the prompt.

<p>3. The computer's serial number will be displayed beneath the text "SerialNumber".</p>	
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b. Laptop Device Hardware option steps:

Step	Visual
<p>1. Flip laptop over.</p>	
<p>2. On the back of the laptop, you'll see the serial number listed on a sticker. On others, you'll see the number printed directly on the metal or plastic the laptop is made from.</p>	

c. Desktop device hardware option

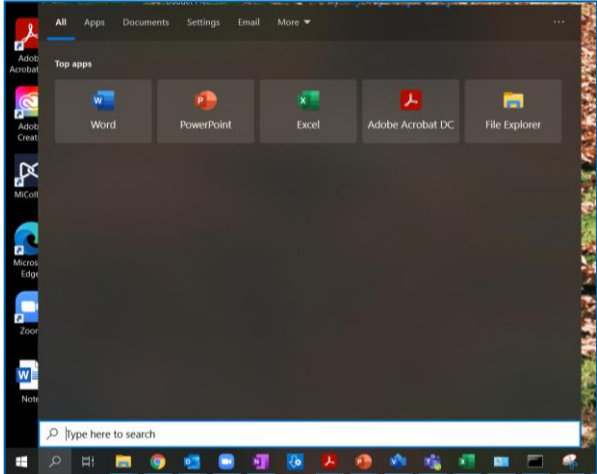
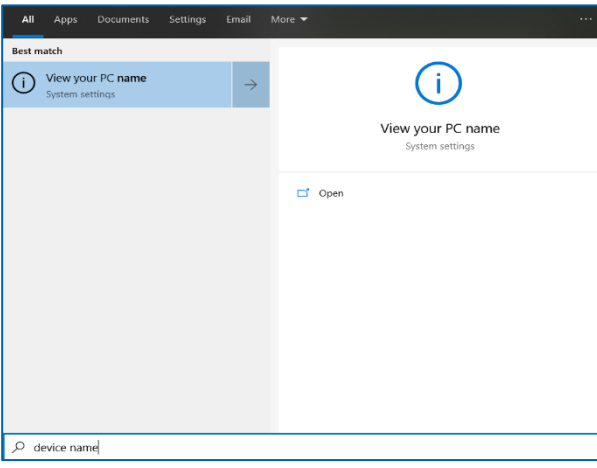
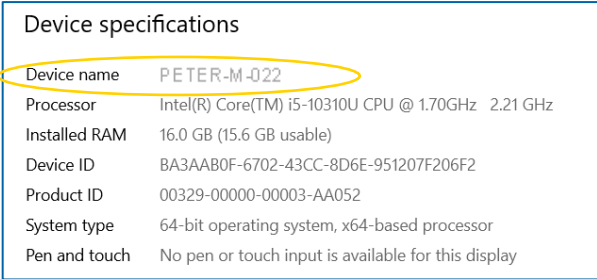
- i. Look at the back, top, or side of the case for desktop PC tower for a sticker with the serial number.
- ii. Apple/Mac Operating System – Laptop & Desktop
 - a. Depending on the product, you can find your serial number:
 - i. On the surface of your product.
 - ii. On a Mac, by choosing [About This Mac](#) from the Apple menu.
 - iii. On an iPhone, iPad, iPod touch, iPod, or Apple Watch, in Settings> General> About.
 - b. Source: <https://support.apple.com/en-us/HT204308>

[Proceed to "How to Locate Computer Name"](#)

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How to Locate Computer Name

- i. Windows Operating System – Laptop & Desktop
 - a. “Settings” Option

Step	Visual																
<p>1. Click on the magnifying glass next to the Start/Windows button.</p>	 <p>A screenshot of the Windows Start menu search interface. The search bar is active, and the search bar contains the text "Type here to search". The search bar is located at the bottom of the Start menu, which is open, showing various application icons like Word, PowerPoint, Excel, Adobe Acrobat DC, and File Explorer.</p>																
<p>2. At the “Type here to search” bar, type the following and then press “Enter”:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>device name</p> </div>	 <p>A screenshot of the Windows search results for the query "device name". The search bar at the bottom contains "device name". The results show a "Best match" section with a card titled "View your PC name" from System settings. There is an "Open" button below the card.</p>																
<p>3. You’ll see the computer’s name displayed next to “Device Name” under “Device specifications”.</p>	 <p>A screenshot of the Windows "Device specifications" page. The "Device name" is highlighted with a yellow oval and shows the value "PETER-M-022". Other specifications listed include Processor, Installed RAM, Device ID, Product ID, System type, and Pen and touch.</p> <table border="1" data-bbox="805 1331 1398 1608"> <thead> <tr> <th colspan="2">Device specifications</th> </tr> </thead> <tbody> <tr> <td>Device name</td> <td>PETER-M-022</td> </tr> <tr> <td>Processor</td> <td>Intel(R) Core(TM) i5-10310U CPU @ 1.70GHz 2.21 GHz</td> </tr> <tr> <td>Installed RAM</td> <td>16.0 GB (15.6 GB usable)</td> </tr> <tr> <td>Device ID</td> <td>BA3AAB0F-6702-43CC-8D6E-951207F206F2</td> </tr> <tr> <td>Product ID</td> <td>00329-00000-00003-AA052</td> </tr> <tr> <td>System type</td> <td>64-bit operating system, x64-based processor</td> </tr> <tr> <td>Pen and touch</td> <td>No pen or touch input is available for this display</td> </tr> </tbody> </table>	Device specifications		Device name	PETER-M-022	Processor	Intel(R) Core(TM) i5-10310U CPU @ 1.70GHz 2.21 GHz	Installed RAM	16.0 GB (15.6 GB usable)	Device ID	BA3AAB0F-6702-43CC-8D6E-951207F206F2	Product ID	00329-00000-00003-AA052	System type	64-bit operating system, x64-based processor	Pen and touch	No pen or touch input is available for this display
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Pen and touch	No pen or touch input is available for this display																

- i. Apple/Mac Operating System – Laptop & Desktop
 - a. Steps:
 - i. Click on the **Apple** menu and select **System Preferences**.
 - ii. Click on the **Sharing** pane.
 - iii. Locate the computer name on the Sharing screen.

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Guide: How to Update DFA Unit Computer Inventory Smartsheet

RESPONSIBLE INDIVIDUAL: Unit Equipment Manager
REVISED: December 2022
RESOURCES:

- [DFA Computer Inventory Baseline Smartsheet](#)

I. Overview

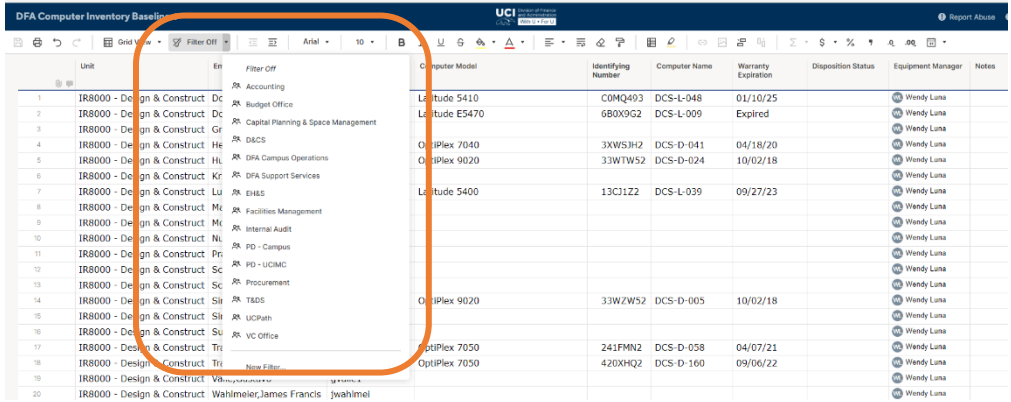
The following guide outlines the steps to review and confirm assigned computer devices with DFA unit staff within the [DFA Computer Inventory Baseline Smartsheet](#).

If you have any questions, please reach out to Monica Chavez (mbchavez@uci.edu) and Jenifer Swann (jenifer.swann@uci.edu).

II. Guidelines

How to Update DFA Unit Computer Inventory Smartsheet

- 1. Access the DFA Computer Inventory at:
<https://app.smartsheet.com/sheets/M7JRcH4c2C6MmMh6H736wh2gQvj9WGvG8pf5Vvr1?view=grid&filterId=6908134389245828>
- 2. Log-in to Smartsheet when prompted with account credentials using UCI email. When accessing Smartsheet the first time, the Equipment Manager will need to create an account if they do not already have one.
 - a. Note: A license is not required for Equipment Managers to access the Smartsheet. Equipment Managers have been provided with “editing” access in this Smartsheet to manage the computer devices for their DFA unit.
- 3. Filter rows by clicking on the Filter dropdown and selecting your unit to include only your inventory.



- a. For each record in the inventory where a computer model, identifying number and warranty expiration is indicated:
 - i. Verify that the computer physically exists
 - ii. Verify that the user assigned to the computer matches the individual that is using it
 - iii. Identify and enter the Username and UCINetID of the user or verify the username and UCINetID of the individual assigned to the computer indicated on the record.

- iv. Verify the identifying number of the device if applicable (e.g., serial number). [Please refer to the guide for options to locate the serial number on computer devices.]
- v. Update the “Disposition Status” of the record. (See options below)

Unit	Employee Name	UCINetID	Computer Model	Identifying Number	Computer Name	Warranty Expiration	Disposition Status	Equipment Manager	Notes
IR8004 - DFA Vice Chancello	Anaya, Nathalie	nanaya	OptiPlex 7060	C3RG7X2	FM-10B-D-006	05/26/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Bultrey,Larry D	ldbultre						McKenna Reeves	
IR8004 - DFA Vice Chancello	Cabrera, J	cabrej11	Latitude 5400	CZ516Y2	DFA-L-006	07/17/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Chavez,Monica Brianna	mbchavez	Latitude 5410	62Y5Y73	VCABS-L-013	09/01/24		McKenna Reeves	
IR8004 - DFA Vice Chancello	Clark,Mary Elizabeth	clarkme	OptiPlex 7040	D7Y5CH2	VCABS-D-008	01/01/20		McKenna Reeves	
IR8004 - DFA Vice Chancello	Cooper,Patricia Ann	pacooper	Latitude 5480	JQ158H2	VCABS-L-010	08/01/20		McKenna Reeves	
IR8004 - DFA Vice Chancello	Corpus,Corinna Denise	cdcorpus	Latitude 7410	2SWY473	BUDGET-L-018	10/16/24		McKenna Reeves	
IR8004 - DFA Vice Chancello	Cortez,Ronald Socorio	rsortez						McKenna Reeves	
IR8004 - DFA Vice Chancello	Cruz,Ana Laura	analac	Latitude 5410	3BV1573	VCABS-L-012	09/01/24		McKenna Reeves	
IR8004 - DFA Vice Chancello	Crvarich,Grace Anne	gcrvaric	Latitude 7400	G1H89Y2	DFA-L-008	10/16/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Dubert,Patryk J	pdubert	OptiPlex 7070	CFR8613	BUDGET-D-006	12/13/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Elsner,Justine Paula	elsnerj	Latitude 5490	G8475T2	DFA-L-002	01/01/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Fahnestock, Brian Edward	bfahnest	Latitude 5420	47NQ5G3	VCABS-L-250	09/01/25		McKenna Reeves	
IR8004 - DFA Vice Chancello	Garcia,Jerry	jerryrg	Latitude 5410	73Y5Y73	VCABS-L-014	09/01/24		McKenna Reeves	
IR8004 - DFA Vice Chancello	Gidley, Christina	cgidley	Latitude 7400	HVCW2Y2	DFA-L-111	01/15/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Hernandez, Ara	arah1	Latitude 7400	75L6G33	VCABS-L-017	04/04/24		McKenna Reeves	
IR8004 - DFA Vice Chancello	Hinojosa,Stephanie-Jean	shinojos	Latitude 7400	B8NDZ12	FM-10B-L-048	10/20/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Hinojosa,Stephanie-Jean	shinojos	OptiPlex 7070	5B2LSZ2	FM-10B-D-080	10/18/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Jellazkova Dimitrova,Albe	adimi	Latitude 5490	3D475T2	DFA-L-003	01/01/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Khoshkhoo,Pejman	pkhoshkh	Latitude 5490	53QJ5T2	DFA-L-004	01/01/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Khoshkhoo,Pejman	pkhoshkh	Precision 7530	FW48TQ2	UCPATH-L-038	09/11/21		McKenna Reeves	
IR8004 - DFA Vice Chancello	Lee,Joyce	joycl21	Latitude 7490	7N1GRV2	MRM-L-066	05/20/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Nguyen,Tanya	t2nguye	OptiPlex 7050	3ZGGZV2	FM-10B-D-039	03/01/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Pending Assignment		Latitude 5420	6DHW5G3	VCABS-L-106	09/01/25		McKenna Reeves	New, unass

- b. For each record in the inventory where no computer model, identifying number and warranty expiration is indicated:
 - i. Determine if a computer is currently issued to the individual listed in the row and enter the model, identifying number and warranty expiration.
 - ii. Enter a “Disposition Status” for the row (See options below).
- c. If there are any comments or nuances related to the record, please add a comment in the “Notes” field (e.g., Employee is new and has not yet received a device).

d. “Disposition Status” Options include:

Status	Description
1 – Assigned Device	Computer device has been assigned and is currently in use by assigned staff listed.
2 – Shared Device	Uses a shared computer device or is a shared computer device.

3 – Pending Assignment	Computer device to be assigned by equipment manager and is in warranty.
4 – Recycled	Computer device is no longer in the department’s possession and has been wiped by OIT.
5 – Expired / Needs to be Recycled	Computer Device is out of warranty and needs to be recycled/wiped by OIT.
6 – Device Not Found	Unable to locate computer device. Report to OIT.

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