

Annual Computer Equipment Inventory Verification Exercise

Goal: To review and confirm assigned computer devices with DFA unit staff.

Process Steps:

1. A list of DFA-managed computer equipment is shared with all Equipment Managers.
2. Equipment Managers confirm with their unit employees that the computer equipment information provided is correct or provide updates.
3. Equipment Managers notify the designated Project Manager when the inventory exercise has been completed for their unit.
4. 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.¹
5. Navigate to the [DFA Computer Inventory Baseline Smartsheet](#).
 - a. Filter by the applicable unit.
 - b. Select "File" in the upper lefthand corner.
 - c. Select "Export" > "Export to Microsoft Excel."
 - d. Sort the Excel file by "Warranty Expiration," column G, from oldest to newest.
 - e. Provide the total number of computers with warranty expiring in the next fiscal year and that will need to be replaced.

Please refer to the additional sections in the Appendix for more details on locating computer identification information and updating the computer inventory in Smartsheet.

¹ 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.