

How to Update DFA Unit Computer Inventory Smartsheet

The following outlines the steps to review and confirm assigned computer devices with DFA unit staff within the [DFA Computer Inventory Baseline 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.

Unit	Computer Model	Identifying Number	Computer Name	Warranty Expiration	Disposition Status	Equipment Manager	Notes
IR8000 - Design & Construct	Latitude 5410	C0MQ493	DCS-L-048	01/10/25		Wendy Luna	
IR8000 - Design & Construct	Latitude E5470	6B0X9G2	DCS-L-009	Expired		Wendy Luna	
IR8000 - Design & Construct	OptiPlex 7040	3XWSJH2	DCS-D-041	04/18/20		Wendy Luna	
IR8000 - Design & Construct	OptiPlex 9020	33WTW52	DCS-D-024	10/02/18		Wendy Luna	
IR8000 - Design & Construct	Latitude 5400	13C1Z2	DCS-L-039	09/27/23		Wendy Luna	
IR8000 - Design & Construct	OptiPlex 9020	33WZWS2	DCS-D-005	10/02/18		Wendy Luna	
IR8000 - Design & Construct	OptiPlex 7050	241FMN2	DCS-D-058	04/07/21		Wendy Luna	
IR8000 - Design & Construct	OptiPlex 7050	420XHQ2	DCS-D-160	09/06/22		Wendy Luna	

- 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. Verify the warranty expiration date. [Please refer to the guide for options to locate the expiration date for computer devices.]

vi. 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-IOB-D-006	05/26/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Buttrey,Larry U	ldbuttre						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	62Y573	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	Corpuz,Corinna Denise	cdcorpuz	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	3BVI573	VCABS-L-012	09/01/24		McKenna Reeves	
IR8004 - DFA Vice Chancello	Cvvarich,Grace Anne	gcvvaric	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	Eisner,Justine Paula	eisnerj	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	73Y573	VCABS-L-014	09/01/24		McKenna Reeves	
IR8004 - DFA Vice Chancello	Gidley, Christina	cgidley	Latitude 7400	HVCWZY2	DFA-L-111	01/15/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Hernandez, Ara	arah1	Latitude 7400	75LG633	VCABS-L-017	04/04/24		McKenna Reeves	
IR8004 - DFA Vice Chancello	Hinojosa,Stephanie-Jean	shinojos	Latitude 7400	B8NDZY2	FM-IOB-L-048	10/20/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Hinojosa,Stephanie-Jean	shinojos	OptiPlex 7070	5B2LSZ2	FM-IOB-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	t28nguye	OptiPlex 7050	3ZGGZV2	FM-IOB-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).

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-IOB-D-006	05/26/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Buttrey,Larry D	ldbuttre					AS06/23	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	62Y573	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	Corpuz,Corinna Denise	cdcorpuz	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	3BVI573	VCABS-L-012	09/01/24		McKenna Reeves	
IR8004 - DFA Vice Chancello	Cvvarich,Grace Anne	gcvvaric	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	Eisner,Justine Paula	eisnerj	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	73Y573	VCABS-L-014	09/01/24		McKenna Reeves	
IR8004 - DFA Vice Chancello	Gidley, Christina	cgidley	Latitude 7400	HVCWZY2	DFA-L-111	01/15/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Hernandez, Ara	arah1	Latitude 7400	75LG633	VCABS-L-017	04/04/24		McKenna Reeves	
IR8004 - DFA Vice Chancello	Hinojosa,Stephanie-Jean	shinojos	Latitude 7400	B8NDZY2	FM-IOB-L-048	10/20/23		McKenna Reeves	
IR8004 - DFA Vice Chancello	Hinojosa,Stephanie-Jean	shinojos	OptiPlex 7070	5B2LSZ2	FM-IOB-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	t28nguye	OptiPlex 7050	3ZGGZV2	FM-IOB-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

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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.