

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 <u>DFA Computer</u> <u>Inventory Baseline Smartsheet</u>.

- 1. Access the DFA Computer Inventory at: <u>https://app.smartsheet.com/sheets/M7JRcH4c2C6MmMh6H736wh2gQvj9WGvG8pf5Vvr1?view=grid&filterId=690813438924</u> <u>5828</u>
- 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 <u>not</u> 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.

DFA Computer Inventory Baseline O Report Abu							ort Abuse			
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	Unit	Em	Filter Off R. Accounting	Cimputer Model	Identifying Number	Computer Name	Warranty Expiration	Disposition Status	Equipment Manager	Note
1	IR8000 - De gn & Cor	at the set of the set	R Budget Office	La Itude 5410	C0MQ493	DCS-L-048	01/10/25		🛞 Wendy Luna	_
2	IR8000 - De gn & Cor	struct Dc		La itude E5470	6B0X9G2	DCS-L-009	Expired		🐨 Wendy Luna	
3	IR8000 - De gn & Cor	istruct Gr	Rt. Capital Planning & Space Management						Wendy Luna	
4	IR8000 - De gn & Cor	struct He	PA D&CS	OciPlex 7040	3XWSJH2	DCS-D-041	04/18/20		🛞 Wendy Luna	
5	IR8000 - De gn & Cor	struct Hu	Rt DFA Campus Operations	OciPlex 9020	33WTW52	DCS-D-024	10/02/18		🛞 Wendy Luna	
6	IR8000 - De gn & Cor	struct Kr	A DFA Support Services						🛞 Wendy Luna	
7	IR8000 - De gn & Cor	struct Lu	PK EH&S	La itude 5400	13CJ1Z2	DCS-L-039	09/27/23		🐼 Wendy Luna	
8	IR8000 - De gn & Cor	istruct Ma	R Facilities Management						🛞 Wendy Luna	
9	IR8000 - De gn & Cor		R Internal Audit						🛞 Wendy Luna	
10	IR8000 - De gn & Cor	struct Ni							🛞 Wendy Luna	
11	IR8000 - De gn & Cor	nstruct Pri	,98 PD - Campus						🛞 Wendy Luna	
12	IR8000 - De gn & Cor	struct Sc	PD - UCIMC						🐼 Wendy Luna	
13	IR8000 - De gn & Cor	struct Sc	R Procurement						🛞 Wendy Luna	
14	IR8000 - De gn & Cor	struct Sir	PA T&DS	OptiPlex 9020	33WZW52	DCS-D-005	10/02/18		(1) Wendy Luna	
15	IR8000 - De gn & Cor	struct Sir	Rt UCPath						🛞 Wendy Luna	
16	IR8000 - Design & Cor	struct Su	85 VC Office						🛞 Wendy Luna	
17	IR8000 - Desite & Cor			ptiPlex 7050	241FMN2	DCS-D-058	04/07/21		Wendy Luna	
18	IR8000 - Design Cor	struct Tra	Now Eller	OptiPlex 7050	420XHQ2	DCS-D-160	09/06/22		Wendy Luna	
19	IR8000 - Design & Cor	struct Va	Jouscaro granca						() Wendy Luna	
20			Imeler, James Francis jwahimei						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).

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0	Unit	Employee Name	UCINetID	Computer Model	Identifying Number	Computer Name	Warranty Disposition S Expiration	tatus Equipment Manager No
182	IR8004 - DFA Vice Cha	ncello Anaya, Nathalie	nanaya	OptiPlex 7060	C3RG7X2	FM-IOB-D-006	05/26/23	🚯 McKenna Reeves
83	IK8004 - DFA VICE Cha	ncello Buttrey,Larry D	labuttre					Mickenna Reeves
84	IR8004 - DFA Vice Cha	ncello Cabrera, J	cabrej11	Latitude 5400	CZ516Y2	DFA-L-006	07/17/23	🚯 McKenna Reeves
85	IR8004 - DFA Vice Cha	ncello Chavez, Monica Brianna	mbchavez	Latitude 5410	62YY573	VCABS-L-013	09/01/24	🚯 McKenna Reeves
86	IR8004 - DFA Vice Cha	ncello Clark, Mary Elizabeth	clarkme	OptiPlex 7040	D7Y5CH2	VCABS-D-008	01/01/20	A McKenna Reeves
87	IR8004 - DFA Vice Cha	ncello Cooper, Patricia Ann	pacooper	Latitude 5480	JQ1S8H2	VCABS-L-010	08/01/20	🚯 McKenna Reeves
88	IR8004 - DFA Vice Cha	ncello Corpuz,Corinna Denise	cdcorpuz	Latitude 7410	2SWY473	BUDGET-L-018	10/16/24	🚯 McKenna Reeves
89	IR8004 - DFA Vice Cha	ncello Cortez,Ronald Socorio	rscortez					McKenna Reeves
90	IR8004 - DFA Vice Cha	ncello Cruz, Ana Laura	analc	Latitude 5410	3BV1573	VCABS-L-012	09/01/24	A McKenna Reeves
291	IR8004 - DFA Vice Cha	ncello Crvarich, Grace Anne	gcrvaric	Latitude 7400	G1H89Y2	DFA-L-008	10/16/23	🚯 McKenna Reeves
92	IR8004 - DFA Vice Cha	ncello Dubert,Patryk J	pdubert	OptiPlex 7070	CFRB613	BUDGET-D-006	12/13/23	🚯 McKenna Reeves
93	IR8004 - DFA Vice Cha	ncello Eisner, Justine Paula	eisnerj	Latitude 5490	G847ST2	DFA-L-002	01/01/23	🚯 McKenna Reeves
94	IR8004 - DFA Vice Cha	ncello Fahnestock, Brian Edward	bfahnest	Latitude 5420	47NQ5G3	VCABS-L-250	09/01/25	🚯 McKenna Reeves
95	IR8004 - DFA Vice Cha	ncello Garcia,Jerry	jerryrg	Latitude 5410	73YY573	VCABS-L-014	09/01/24	McKenna Reeves
96	IR8004 - DFA Vice Cha	ncello Gidley, Christina	cgidley	Latitude 7400	HVCWZY2	DFA-L-111	01/15/23	McKenna Reeves
97	IR8004 - DFA Vice Cha	ncello Hernandez, Ara	arah1	Latitude 7400	75LG633	VCABS-L-017	04/04/24	🚯 McKenna Reeves
98	IR8004 - DFA Vice Cha	ncello Hinojosa, Stephanie-Jean	shinojos	Latitude 7400	B8NDZY2	FM-IOB-L-048	10/20/23	🚯 McKenna Reeves
99	IR8004 - DFA Vice Cha	ncello Hinojosa,Stephanie-Jean	shinojos	OptiPlex 7070	5B2LSZ2	FM-IOB-D-080	10/18/23	🚯 McKenna Reeves
00	IR8004 - DFA Vice Cha	ncello Jeliazkova Dimitrova,Albe	adimi	Latitude 5490	3D47ST2	DFA-L-003	01/01/23	A McKenna Reeves
301	IR8004 - DFA Vice Cha	ncello Khoshkhoo,Pejman	pkhoshkh	Latitude 5490	53QJST2	DFA-L-004	01/01/23	A McKenna Reeves
102	IR8004 - DFA Vice Cha	ncello Khoshkhoo,Pejman	pkhoshkh	Precision 7530	FW48TQ2	UCPATH-L-038	09/11/21	A McKenna Reeves
103	IR8004 - DFA Vice Cha	ncello Lee,Joyce	joycl21	Latitude 7490	7N1GRV2	MRM-L-066	05/20/23	A McKenna Reeves
104	IR8004 - DFA Vice Cha	ncello Nguyen, Tanya	t28nguye	OptiPlex 7050	3ZGGZV2	FM-IOB-D-039	03/01/23	🚯 McKenna Reeves
105	IR8004 - DEA Vice Cha	ncello Pendina Assianment		Latitude 5420	6DHW5G3	VCABS-L-106	09/01/25	A McKenna Reeves New

- 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).

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0	Unit	Employee Name	UCINetID	Computer Model	Identifying Number	Computer Name	Warranty Disposition Status Expiration	Equipment Manager	Notes	
19.2	IR8004 - DEA Vice Chancelle	Anava Nathalio	nanava	OptiPlay 7060	C3PG7Y2	EM-TOB-D-006	05/26/23	A McKenna Reeves		
83	IR8004 - DFA Vice Chancello	Buttrey,Larry D	Idbuttre					A McKenna Reeves		
84	IR8004 - DFA Vice Chancello	Cabrera, J	cabrej11	Latitude 5400	CZ516Y2	DFA-L-006	07/17/23	McKenna Reeves		
85	IR8004 - DFA Vice Chancello	Chavez, Monica Brianna	mbchavez	Latitude 5410	62YY573	VCABS-L-013	09/01/24	A McKenna Reeves		
86	IR8004 - DFA Vice Chancello	Clark, Mary Elizabeth	clarkme	OptiPlex 7040	D7Y5CH2	VCABS-D-008	01/01/20	A McKenna Reeves		
87	IR8004 - DFA Vice Chancello	Cooper,Patricia Ann	pacooper	Latitude 5480	JQ1S8H2	VCABS-L-010	08/01/20	A McKenna Reeves		
188	IR8004 - DFA Vice Chancello	Corpuz,Corinna Denise	cdcorpuz	Latitude 7410	2SWY473	BUDGET-L-018	10/16/24	McKenna Reeves		
89	IR8004 - DFA Vice Chancello	Cortez,Ronald Socorio	rscortez					🚯 McKenna Reeves		
90	IR8004 - DFA Vice Chancello	Cruz,Ana Laura	analc	Latitude 5410	3BV1573	VCABS-L-012	09/01/24	🚯 McKenna Reeves		
291	IR8004 - DFA Vice Chancello	Crvarich,Grace Anne	gcrvaric	Latitude 7400	G1H89Y2	DFA-L-008	10/16/23	🚯 McKenna Reeves		
192	IR8004 - DFA Vice Chancello	Dubert,Patryk J	pdubert	OptiPlex 7070	CFRB613	BUDGET-D-006	12/13/23	🚯 McKenna Reeves		
:93	IR8004 - DFA Vice Chancello	Eisner, Justine Paula	eisnerj	Latitude 5490	G847ST2	DFA-L-002	01/01/23	🚯 McKenna Reeves		
94	IR8004 - DFA Vice Chancello	Fahnestock, Brian Edward	bfahnest	Latitude 5420	47NQ5G3	VCABS-L-250	09/01/25	McKenna Reeves		
95	IR8004 - DFA Vice Chancello	Garcia, Jerry	jerryrg	Latitude 5410	73YY573	VCABS-L-014	09/01/24	McKenna Reeves		
96	IR8004 - DFA Vice Chancello	Gidley, Christina	cgidley	Latitude 7400	HVCWZY2	DFA-L-111	01/15/23	McKenna Reeves		
297	IR8004 - DFA Vice Chancello	Hernandez, Ara	arah1	Latitude 7400	75LG633	VCABS-L-017	04/04/24	McKenna Reeves		
98	IR8004 - DFA Vice Chancello	Hinojosa,Stephanie-Jean	shinojos	Latitude 7400	B8NDZY2	FM-IOB-L-048	10/20/23	McKenna Reeves		
99	IR8004 - DFA Vice Chancello	Hinojosa, Stephanie-Jean	shinojos	OptiPlex 7070	5B2LSZ2	FM-IOB-D-080	10/18/23	🚯 McKenna Reeves		
00	IR8004 - DFA Vice Chancello	Jeliazkova Dimitrova, Albe	adimi	Latitude 5490	3D47ST2	DFA-L-003	01/01/23	McKenna Reeves		
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104	IR8004 - DFA Vice Chancello	Nguyen, Tanya	t28nguye	OptiPlex 7050	3ZGGZV2	FM-IOB-D-039	03/01/23	McKenna Reeves		
105	IR8004 - DFA Vice Chancello	Pending Assignment		Latitude 5420	6DHW5G3	VCABS-L-106	09/01/25	A McKenna Reeves	New, un	

Updated 02/23/2023

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.					