# Procedure for Asset Tagging Computers

1. Computer arrives in shipping and receiving.
2. OPC enters the receipt information into CMS.
3. Computer physically delivered to IT by OPC.
4. IT Technician images computer, prepares software and places asset tag on computer.  Asset tags are placed on locations highlighted below.



5. IT Technician posts asset information in designated spreadsheet document.          G:\ITS\BarScan\barscan.xls
   a. Date
   b. Model
   c. Location
   d. Serial / Service #
   e. Asset Tag
   f. PO#
   g. Technician Initials
   h. Miscellaneous Notes

6. IT Technician delivers computer to end user and completes installation.  If the computer is a laptop a CSUCI Home User Permit will be included for the end user to complete and send to designated Asset Administrator.

7. BarScan Database Administrator transfers data from spreadsheet document to BarScan Database.