	University Computing Documentation STANDARD

The purpose of this standard is to provide guidance for documenting and managing all University computing equipment addressed in PPM 10-1, Information Security Policy. Please use the following instructions to tag and track University computing equipment as outlined in this standard.

The inventory Configuration Management Database (CMDB) is stored in the campus approved inventory system. Computing equipment under $1,500 will be available to Campus Technology Coordinator (CTC) members and IT Specialists for data entry and modifications in the inventory CMDB. Computing equipment over $1,500 will continue to be input by Property Control into the inventory CMDB. All department personnel have access to run reports.

Note: computing equipment required to be tagged includes, but is not limited to, the following:

- Desktop Computers (PC, Mac, Linux)
- Virtual computer devices (thin client boxes)
- Laptops, Notebooks, Chromebooks, etc. (Including full OS Tablets) and devices capable of installing full versions of campus licensed software.
- Tablet-type devices (i.e. Android, iPad, etc. including updated versions capable of installing full versions of campus licensed software)
- Servers
- Other purchased electronic devices at departmental discretion: digital cameras, projectors, printers, TVs, etc.

DEFINITIONS
Campus Approved Inventory System – Is also known as the (Inventory) CMDB.

CTC (Campus Technology Coordinators) - A campus committee comprised of IT Specialists and technical support staff from across campus responsible for providing technology support to coordinate and collaborate on technology matters. Members include exempt, non-exempt, and hourly staff.

Computing Equipment – All hardware used to process, store, or transmit University data.

(Inventory) Configuration Management Database (CMDB) – The inventory CMDB is where relevant information about items such as type, make, owner, version, as well as their relationship and dependencies with other items is recorded.

IT Specialists - One or more individuals who are responsible for computing equipment or technical support within a business unit, college/school, or department.

Department Personnel - Department Chairs, Office Specialists, Administrative Specialists, etc. who may manage the inventory information of their specific areas.

Device Name – The name each device is known by within the campus network and management systems. Commonly referred to as the host name.

Building Codes – The master building list is on the Facilities Management website showing the two to three-letter designation for each building on campus.
https://www.weber.edu/facilities/bldgs.html

Inventory CMDB Entry Approval Professionals
CTC and IT Specialists have access to submit and edit information for all managed computing equipment in the campus approved inventory system for all computing equipment under $1,500.

Tracking Tag Placement on Computing Equipmment
Inventory tags will be the external unique identifier. Tags should be placed in a visible and accessible location such as: on the top of the case near the front - PC desktops, on the bottom but covered with a tape protector for laptops, and on the top left edge or on the back left corner for all-in-one type devices.

Gather Purchase Information/Enter in the Campus Approved Inventory System Under $1,500
When new computing equipment is purchased the following information should be gathered and entered into the appropriate campus approved inventory system:
Required Field(s) in the Inventory CMDB

- *Tag Number (WSU assigned)
- *Asset Class (under $1,500 "IT", $1,500 to $4,999 "Asset", or over $5,000 "Capital")
- *Description
- *Department
- *Building
- *Room
- *Device Type
- *Serial Num/Vin
- *Accounting Date
- *Accounting Cost
- PO Number
- Estimated Replacement Cost
- Paying Index
- Contact Person
- Wired MAC Address
- Wireless MAC Address

Significant Hardware Changes to Computing Equipment - Notes Section of Record
If existing computing equipment has components such as the processor, motherboard and memory updated in lieu of replacing the full computer to extend its useful life, the NOTES section of the computer record in the campus approved inventory system will be modified to annotate the components changed and the date it was modified. The notes section should not be used to keep irrelevant information.

Device Name - Naming Convention
The device name has a system limit of fifteen (15) characters. The standard requires the device name to be fifteen (15) characters; dashes can be added to meet this requirement. Building and room location at the beginning and the last six digits of the tag are required (everything in the middle is at the discretion of the CTC).

BldgCodeRoom#FullInventoryNumber (ex: EH206-WS0123456) (meets the 15-character limit and requirement)

Without a Station Number (15 characters): 3 letter bldg code/4 letter room/(-)/7-digit Tag Number: DO2137H-0123456

With a Virtual Machine (VM) on a workstation, designation (15 characters): 3 letter bldg code/4 letter room/2 letter Virtual Machine (VM)/6-digit Tag Number: D13123AVM123456 or D13123AV1123456 (V1 = Virtual Machine 1 on a workstation)

*Some Tablet type devices, VM devices, and some other optional devices do not need to comply with this naming convention standard due to its impractical application to the device.

Labs/Multiple Computer Open Areas
The dash could be removed after the building code/room# and before the tag number if location info is six characters, for example:

With a Station Number (15 characters): 3 letter bldg code/4 letter room/2 letter station number/6-digit Tag Number: D13123A25123456

With a Station Number (15 characters): 2 letter bldg code/3 letter room/(-)/2 letter station number/(-)/6-digit Tag Number: BC320-12-123456

*Servers located in Data Centers have their own naming convention applied.

Designated as Work from Home
With a Work from Home (15 characters): 2 or 3 letter bldg code/3 or 4 letter room (CTC or Department Office Location)/6-9-digit Tag Number:
Dashes added where needed or Work from Home (WFH) designation
ED303BWFH123456
DSC138-01234567

Internal Transfer Updates
Any time computing equipment is permanently moved to a new location ***within the same department under the supervision of the same CTC,*** it's considered an "Internal Transfer". The appropriate CTC or IT Specialist would submit the transfer to the campus approved inventory system as an "Internal Transfer". An Internal Transfer is an auto-approved request and needs to be assigned a location (Building and Room) to be received into the new location of the campus approved inventory system.

External Transfer Updates
When the computing equipment moves from the current department to a new department the system triggers a "Transfer" process in the campus approved inventory system, which will require the CTC or IT Specialist receiving the computing equipment to "Receive" the transfer. Upon receiving the transfer, the CTC or IT Specialist must specify the location (Building and Room) the computing equipment will reside. Computer equipment that is not received will remain in the sender's inventory. If the receiving CTC or IT Specialist wants to reject the transfer, they can remove the computing equipment from the transfer by selecting Void from the dropdown in the receiving status field.

For additional information regarding the physical security and Information Security Policy, please refer to the following: http://www.weber.edu/ppm/Policies/10-1 InformationSec.html.

Revision History
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