

Standard Operating Procedure for Placement and Tracking of TAF Computers

The Information Technology Division (ITD) purchases new computers with Technology Access Fees (TAF) each year. Each year that new lab computers are replaced, TAF computers purchased the previous year are removed from labs and rolled out for subsequent University use. The following procedure is in place to establish an accurate physical placement and tracking for all computers purchased with TAF.

Receipt of New Computers

1. ITD receives new computers for TAF labs each summer.
2. Client Support Services (CSS) logs new TAF computers in an independent ITD database.
3. CSS, Central Receiving, and the receiving department's LSP coordinate the physical transfer of the new computers.
4. CSS completes an [Equipment Transaction Form](#), transferring ownership of the computers from ITD's inventory to the receiving department's inventory.
5. CSS and the receiving department's LSP sign off on the Equipment Transaction Form.
6. CSS distributes and archives the signed Equipment Transaction Form as follows:
 - Form with original signatures delivered to the Office of Accounting
 - Paper copy given to the receiving department's LSP
 - Scanned copy archived by CSS
7. CSS logs the new TAF computers in the Technology Resource Locator (TRL) database.

Rollout of Previously Purchased TAF Computers

1. The Dean's TAF Committee compiles and approves a list of replacement and relocation assignments for used TAF computers.
2. CSS emails each LSP that is receiving any used TAF computers.
3. LSPs login to <https://trl.memphis.edu/rollout/>.
 - a. On the initial "Bulk Edit" screen displayed, check-mark individual computers to be moved or check-mark "Change All Machines Shown" to select all.
 - b. Type in the new physical location for the computers.
 - c. Type in your department's account number for inventory purposes.
 - d. Click the "Update Machines" button.

Lab Rollout - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://trl.memphis.edu/rollout/bulkedit.php

Customize Links Free Hotmail Windows Marketplace Windows Media Windows

Lab Rollout: Bulk Edit

Choose a year:

New Location:
 New Account:

Check-mark individual computers to move or select all computers listed. → **Change All Machines Shown**

Type in the new location for the computers and your department's account number.

Clicking "Update Machines" will generate a completed Equipment Transaction Form. →

Change?	Status	Machine	Serial	Asset Tag	Original Location	Original Account	Assigned To	Picked Up By	New Location	New Account
<input type="checkbox"/>	Assigned	Apple Mac Mini	No Computer	No Asset #	Dunn Hall 124	219848	College of Arts and Sciences			
<input type="checkbox"/>	Assigned	Dell Optiplex GX280	G46VM71	0011593500	Dunn Hall 124	219848	College of Arts and Sciences			
<input type="checkbox"/>	Assigned	Dell Optiplex GX280	B56VM71	0011593400	Dunn Hall 124	219848	College of Arts and Sciences			
<input type="checkbox"/>	Assigned	Dell Optiplex GX280	446VM71	0011593300	Dunn Hall 124	219848	College of Arts and Sciences			

Done trl.memphis.edu

4. A completed Equipment Transaction Form is generated.
5. LSPs print out the Equipment Transaction Form. (The form is already completed with all hardware details, serial numbers, and current locations of the computers.)
6. The LSP receiving the computers and the LSP currently managing the computers coordinate the physical transfer. If assistance is needed transporting computers (e.g. Millington, Collierville, Downtown, etc.), LSPs should contact CSS and coordinate use of the CSS van.
7. Both LSPs sign the Equipment Transaction Form when the computer is physically relocated.
8. The receiving LSP distributes the signed Equipment Transaction Form as follows:
 - Form with original signatures delivered to the Office of Accounting
 - Paper copies distributed to each signing LSP
 - Paper copy delivered to CSS
9. CSS scans and archives the signed Equipment Transaction Form.
10. The receiving LSP logs the new physical location of the computers in the TRL database each time the computers are moved.
11. The LSP who was previously managing the computers marks the computers as "Picked Up" in the TRL database.