Part 1: The Purpose of IT Inventory Management

IT inventory management is important for the following reasons:

- Provides an accurate count of IT related assets.
- Allows for better ability to manage spending on IT related assets.
- Creates the opportunity for data driven decision-making regarding IT related assets.

Part 2: IT Inventory Self Reporting eForm

The IT Inventory Self Reporting eForm is for submitting updates to user/location information related to IT hardware. Devices to submit a form for include:

- Computers
  - Desks	p
  - Laptops
  - All-in-Ones
  - 2-in-1 and Detachables (Surface, etc.)
- Computer Monitors
- Docking Stations
- Printing Devices
  - Printers
  - Fax Machines
• Multifunction Devices i.e. Copiers
• All-in-Ones (Print, Scan, and Copy)
• Other Mobile Devices
  • Chromebooks
  • iPads

**Part 3: Asset Tags / Inventory Stickers**

UWEC uses Asset Tags on a variety of items:

• Standard Inventory
• Capital Inventory
• Support Based Inventory

For examples of asset/inventory tags, refer to the [Inventory Sticker Guide](#).

**Part 4: Device Serial Numbers**

IT Hardware Assets have Serial Numbers (or Service Tags) created by the manufacturer/vendor. The following pictures provide examples of where to find the Serial Number/Service Tag:

**Desktop Computers**

• Dell (on the top or side)

• Apple (iMac - Under the foot/base, Mac Mini - on the bottom)
Laptops

- Dell (on the bottom)
• Apple (on the bottom)

Monitors
• Dell (on the back)

Docking Stations
• Dell (on the bottom)
Mobile Devices

- Microsoft Surface (under the kickstand)

- Apple iPad (on the back)

Contact
Please contact ltsinventory@uwec.edu with any questions.