

Technology Pick Up Directions

What Moves?

Many people get confused when it comes to moving old/damaged/unused items out of their campus. Is it a technology move (iSupport ticket; moved by technology) or a non-technology move (Hand PUD; moved by distribution)?

Below are some examples to help you:

Technology Move (iSupport ticket)

Desktop Computers/ Laptops

Monitors

Projectors

Printers

Document Cameras

Smartboards

Laptop/Tablet Carts

NON-Technology Move (PaperPUD)

Books

CD Players

VCR's

TV's

Furniture

AV Equipment

Cassette Player

Projector Carts

Overhead Projectors

Typewriters

Adding Machines

Steps to create a Technology Move

Step 1: Pick a staging area.

It is important to have an area that can be used as a pickup area. Be sure that this area does not violate any fire safety codes and avoids disrupting classroom instruction. If available, a pallet can be used for quicker removal.

Step 2: Sort the Equipment.

Do your best to separate what is working and non-working equipment. Labeling can help technology know whether the item can be used again or disposed of. If you do not know, please note that the item should be tested.

Step: Record the Equipment.

Please record the bartags of the equipment on an excel spreadsheet. If item is missing the bartag, the serial number should be provided.

Step 4: Create ticket.

Create a technology ticket in iSupport for pickup and removal of old, damaged, or unused equipment. Please attach the created excel spreadsheet to the ticket. The spreadsheet will help to easily remove items from your campus inventory to ensure proper replacements.

Note: Once the pickup is finished, the iSupport ticket that was created will be closed and an email will be sent to your email account showing completed.