

	<b>Technology Services Assets Team</b>	<b>SOP #</b>	TS-AAS-AS-005
		<b>Revision #</b>	
		<b>Implementation Date</b>	8/6/2015
<b>Page #</b>	1 of 2	<b>Last Reviewed/Update Date</b>	8/4/2015
<b>SOP Owner</b>	Leonard Chance IV	<b>Approval</b>	
<b>SOP Name</b>	Assign Asset ID Tags to Devices		

## Standard Operating Procedure

### 1. Purpose

The purpose of this procedure is to document the proper placement of asset tag barcode labels on technology assets. Asset Tagging is the main process for identifying and managing technology assets and is a critical requirement for all inventory tracked in TIPWeb-IT. The use of barcode labels is considered an asset management industry best practice, and barcode tags replace the serial number as the key identifier of the asset. Inventory and reconciliation services become more consistent and standardized with use of asset tags due to the resultant data and format consistency.

### 2. Scope

This procedure is for any vendor, warehouse, Technology Service Technicians, or Technology Services Assets Team staff member responsible for barcode tagging technology assets added to the district inventory.

### 3. Prerequisites

Following the Process for Purchasing Technology.

### 4. Responsibilities

Anyone responsible for barcode tagging technology inventory must follow placement processes.



**Technology Services  
Assets Team**

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**5. Procedure**

<b>#</b>	<b>Step</b>	<b>Responsibility</b>
1	Affix the label on the portion of an item that will be most visible and accessible for scanning during physical inventory sessions. Care should be taken to ensure the labels are not overly prominent, which detracts from the general appearance of an office and work area and impedes its primary function. However, labels must be accessible as previously stated.	Vendor/ Warehouse/ Technology Service Technician/Technology Services Assets Team
2	Affix the label in the same general spot on similar items. Place labels on a smooth, flat surface. If the label must be affixed to a curved surface, position it with its long axis perpendicular. This helps to ensure the scanner reads the code accurately.	Vendor/ Warehouse/ Technology Service Technician/Technology Services Assets Team
3	Request replacement bar tags for damaged or lost tags by creating an iSupport ticket with the old tag number, serial number, location, and product description.	Customer/Technology Service Technician
4	The Technology Services Assets Team goes to the school site and physically tags the asset within 3 working days of iSupport ticket receipt.	Technology Services Assets Team