



WEST VIRGINIA Asset Tracking System

GUIDE

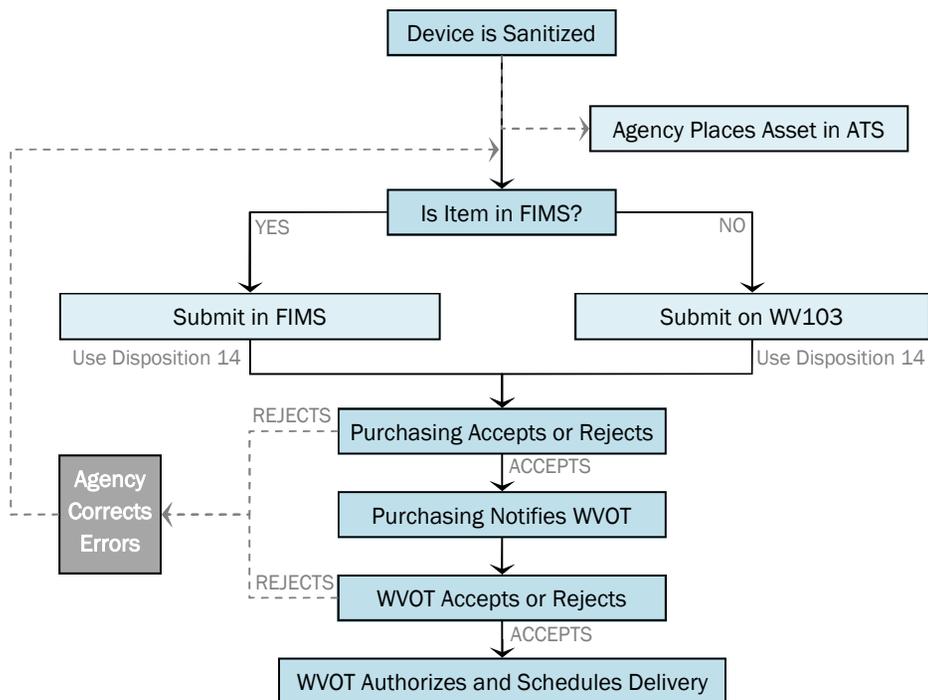
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The retirement of equipment from use by an agency employee is a process that requires management and tracking of the devices as they move from place to place, and as the data on the device accumulates. **Prior to removal from a use location, the data on the device must be purged (sanitized).**

If a device is already in use, or nearing the time of retirement, and its inclusion in the WVOT tracking system has not been initiated, it must be initiated at this time, prior to being taken out of service, or removal from the use-location.



You will receive an email from eRecycleNOREPLY@wv.gov which will contain your temporary password. This email address cannot receive return messages, so please do not try to reply.

- Click the link in the email, or go to your web browser, type [ATS.WV.GOV](https://ats.wv.gov) and hit Enter.
- Supply your Email address and the temporary password.
- Once you log in, you will need to change your password.

FORGOT PASSWORD?

If you forget your password, you can click on “Forgot Password” to have the Asset Tracking System email you a new, temporary password.

When you return to the ATS Login Screen, use your email address and the provided password to access the system. You will need to change the password once you complete the login process.

APPLYING ASSET TAGS TO DEVICES



- Asset tags should be in an easily located place. (See placement recommendations below)
- When possible, place tags on the same side where manufacturer or agency tags already exist.
- Tag the same device types in the same manner.
- Position tags away from areas subject to frequent wear, such as near a keypad or handle.

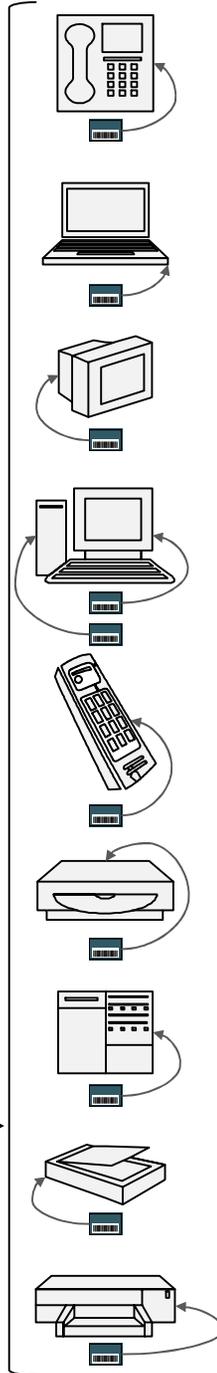


- Do NOT use WVOT Asset Tags on computer peripherals - mice or keyboards.
- Do NOT place WVOT Asset Tags over other tags or serial numbers.
- Do NOT place WVOT Asset Tags within two inches of other barcodes, unless necessitated by device size.

PLACEMENT RECOMMENDATION

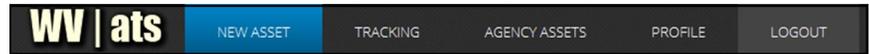
- *On Back and/or Bottom of Device:* Monitors, VOIP Phones, Smart Phones, Laptops
- *On Side of Device:* Printers, Fax Machines, Scanners, Some Computers, Servers
- *On Top of Device:* Computer Drives

PLACEMENT RECOMMENDATIONS



ADDING A NEW ASSET

At the top of the page, click on NEW ASSET to input a new asset into the Asset Tracking System



The asterisk (*) denotes a required field.

Required Information:

Barcode: *

Device Serial: *

Equipment Type: *

Manufacturer: * Suggestion: N/A

Initial Status: *

Status Information: (optional)

Manufacturers will be suggested as you type, to make entering this information easier.

Agency Information:

Department: *

- Place Asset Tag on the device being added to the Tracking System.
- Complete all required fields.
- Ensure that information is **detailed** and **accurate**.

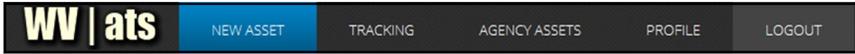


If you are using a handheld scanner, you may use the device to input the barcode numbers into both the WVOT Asset Tag field and the device Serial Number Field. Simply click the correct box and scan the corresponding barcode.

Note:

WVOT can recommend scanners that your agency may purchase for less than \$150.

ADDING A NEW ASSET



Additional Information:

Model:

Warranty Number:

WVOT Approval #:

FIMS:

Other Features:

Computer Information:

Processor: EX: 2.4

Cores: EX: 4

Ram: EX: 4

Hard Drive Size: EX: 500GB or 2TB

OS: Choose OS:

Monitor Type: Choose Style:

Screen Size: EX: 19.8

Model Year: EX: 2010

Add Attachment:

No file chosen

The WVOT Approval # will be provided to agencies once equipment is accepted by the WVOT for retirement.

The information being requested may not always be applicable for a device that is being sent to the WVOT. Complete as much of the information as possible.

If there are any important documents or files that should remain with the device, upload them here.

Click SUBMIT ASSET when completed.

TRACKING ASSETS

At the top of the page, click on TRACKING to check information and status updates on a particular device.



Scan the WVOT Asset Tag on the device you plan to update, track, or view. You can also manually type the barcode into the field.

(* Denotes required field)

Barcode:

Scan Barcode: *

Good news. There is a match!

Asset Information:

Serial: 124554320900443
Type: External Hard Drive
Manufacturer: Western Digital
Model: My Passport
Owner:
Department: Administration
Agency: Office of Technology
Warranty Number:
WVOT Approval #: 102012_1
Processor:
HD Size: 1 TB
Monitor Type:
Model Year: 2010
Created Time: 2012-10-10 08:30:34
Modified Time: 2012-08-28 09:15:22

If the barcode is in the system, it will return the match.

If the barcode is not in the system, you will be given an opportunity to create a New Asset using that barcode number.

No information for this barcode. Would you like to [Add a New Asset?](#)

DEVICE STATUS

After you have found an asset in the system, you will be able to see a status history and attached documents. The most recent device status will be in **RED**. Add the correct status to devices every time an action is taken with that asset changes its status.

Status Entries:

Last Status:
2012-08-27 15:18:19 | ryan.d.frampton@wv.gov | Sent to WVOT
KLFJS:LfJ

Previous Status(es):
2012-08-27 10:52:08 | ryan.d.frampton@wv.gov | Received by WVOT
2012-08-27 10:51:55 | ryan.d.frampton@wv.gov | Assigned to User
Assigned to Emily Dowdy

Attachments:

2012-08-27 10:51:41 | ryan.d.frampton@wv.gov
koala.jpg

Add Status

Status types include:

- Pre-Installation
- Assigned to User
- Removed from Service/Pre-Sanitization
- Sanitized - Ready for Relocation
- Sent to WVOT
- Received by WVOT
- Queued for Recycling
- Queued for Refurbishing
- Queued for Redeployment
- Released to Recycler
- Released to Refurbisher
- Redeployed

AGENCY ASSETS

To view a list of all agency assets, click on the AGENCY ASSETS tab.



Search: Clear

Total Results: 4 | Limit: 20 | Page: 1 of 1 | Go to Page: 1 Go Previous Next

Barcode	Type	Manufacturer	Agency
76613489	Copier	Canon	Office of Technology
23487123	External Hard Drive	Seagate	Office of Technology
19023843	External Hard Drive	Apple	Office of Technology
12648971	Copier	efghyr	Office of Technology

To Search the Asset Repository

In the search box, type any criteria you want to search:

- Barcode Number
- Type of Device
- Manufacturer
- Agency
- Status

Clicking on the barcode number will bring up all information for that device.



You can sort results by clicking on each column title. Clicking on it again will reverse the search

Barcode 	Type	Manufacturer	Agency
76613489	Copier	Canon	Office of Technology

Some results will be color-coded to make certain information stand out.

Barcode 	Type	Manufacturer	Agency	Last Status	Created Time
76613489	Copier	Canon	Office of Technology	Assigned to User	2012-08-27 13:00:22
23487123	External Hard Drive	Seagate	Office of Technology	Released to Refurbisher	2012-09-06 13:00:22
19023843	External Hard Drive	Apple	Office of Technology	Pre-Installation	2012-08-28 09:14:23
12648971	Copier	efghyr	Office of Technology	Sanitized - Ready for Relocation	2012-08-30 11:19:52

Color Legend

 A red colored cell indicates that the asset has been recycled.

 An orange colored cell indicates that the asset has been redeployed.

 A yellow colored cells indicates the asset has been removed from use by an administrator.

To schedule the delivery of devices, agencies should contact the West Virginia Office of Technology.

- **NO** devices will be accepted at the WVOT warehouse that have not been preapproved by WVOT.
- Devices should **NOT** be given to WVOT technicians or transported by any method not approved by WVOT beforehand.
- The WVOT Warehouse is staffed only by appointment. Agencies **MUST** contact WVOT to arrange for the delivery of any and all device.

Email: ERecycle@wv.gov

WVOT Warehouse Location:
 3712 Venable Avenue
 Kanawha City, West Virginia 25304

