

Definitions of Key Terms

Computer Asset Inventory Audit Project

Contents

PeopleSoft Fields	2
Custodian	2
Custodian Empl ID	2
Dept.....	2
Effective Date	2
Location.....	2
Tag Number.....	2
Use Designation	2
Use Designation.....	2
Primary Computer (1000).....	2
Secondary Computer (1100)	2
Shared Computer (1200).....	3
Student Employee Computer (1300).....	3
Infrastructure (4000).....	3
Instrumentation (4200)	3
Signage (4300).....	3
Public/Kiosk (4400).....	3
Lab Computer (5000).....	4
Classroom-Instructor (6000).....	4
Conference Room (6200)	4
Surplus (9998).....	4
Unknown (9999)	4
Roles & Responsibilities	4
Asset Coordinator	4
Computer Support Services Dept.....	4
Custodian	5
Property Management Dept.	5

Definitions of Key Terms

Computer Asset Inventory Audit Project

PEOPLESOFT FIELDS

Custodian

The individual assigned to the computing device. See below for more details.

Custodian Empl ID

The CWU ID number for the custodian assigned to a particular device.

Dept

The CWU department the computing device is assigned to. This will be the department that the custodian is a part of, as identified in PeopleSoft.

Effective Date

The date the reconciliation is complete for that particular computing device. This is populated in the Location and Custodian tabs.

Location

The physical location where the computing device is predominately used.

Tag Number

The number located on the CWU-issued sticker that was placed on the device when it was purchased. This is a unique identification number used to track specific devices.

Use Designation

How a computing device is primarily used. See below for the list of various use designations.

USE DESIGNATION

Please refer to [CWU's computer replacement policy](#) for guidelines regarding replacing computers.

Primary Computer (1000)

A computing device used by one and only one permanent employee more than 50% of the time they are working on a computer. The user is the custodian.

Secondary Computer (1100)

A computing device used by one and only one permanent employee less than 50% of the time that they are working on a computer. The user is the custodian. A custodian could have more than one secondary computing device.

- EXAMPLE: A computing device connected to a monitor in a permanent employee's office (Vice President or Dean level and above).
- EXAMPLE: A computing device that is assigned to a full-time CWU employee who serves as the custodian until the asset is re-assigned to a newly hired employee in that same department.

Definitions of Key Terms

Computer Asset Inventory Audit Project

- EXAMPLE: A second computer assigned to a custodian to use for field work, remote work, or for testing CWU processes and procedures.

Shared Computer (1200)

A computing device used by multiple faculty/staffs. This can also be a device that is shared by full-time staff, part-time staff or grad assistants. The department manager would typically be the custodian.

- EXAMPLE: A computing device that sits in Facilities and is used by multiple employees throughout the day/week/month to log their hours.
- EXAMPLE: A computing device used by Dining staff and Dining student employees throughout the day/week/month to log their hours.

Student Employee Computer (1300)

A computing device used only by student employees in order to support student employee work. The custodian for this device is typically the student employee's manager.

- EXAMPLE: A computing device used by a student employee for an entire year in the Internal Audit department.
- EXAMPLE: A computing device used by multiple students throughout the day/week/month working at the front desk at the SURC

Infrastructure (4000)

A computing device used to support CWU's building/campus infrastructure controls (i.e., fire alarm controls, sprinkler systems, HVAC controls). The Custodian is the department manager within FMD.

Instrumentation (4200)

A computing device used specifically to administer CWU academic-owned instrumentation. The Custodian is the department chair.

- EXAMPLE: Microscope or telescopes used in the College of the Sciences

Signage (4300)

A computing device used specifically to operate CWU-owned digital signage for informational/advertising purposes. The custodian for these devices will be determined based on the department that uses the devices.

- EXAMPLE: Menu boards in the SURC.

Public/Kiosk (4400)

A computing device that provides restricted access to specific websites. The custodian is typically the department manager or chair where the computer is located.

- EXAMPLE: Human Resources kiosk computer used for accessing and completing employment related documents.
- EXAMPLE: Library kiosk computers so the public can access CWU library materials or browse the internet.

Definitions of Key Terms

Computer Asset Inventory Audit Project

Lab Computer (5000)

A computing device used in a general or departmental computer lab. This does not include the instructor console in the lab. The custodian is either the chair/manager of the department (departmental) or CSS (general schedulable).

- EXAMPLE: Laptop Cart w/ laptops for use during a scheduled class.
- EXAMPLE: Laptops located in an Academic Program and are checked out to students who request them.

Classroom-Instructor (6000)

A computing device located in a classroom or computer lab and used by faculty for instructional purposes. These devices typically facilitate the operation of audio/visual equipment in the classroom as well. The custodian is ATMS.

- EXAMPLE: The instructor console used in a computer lab or classroom.

Conference Room (6200)

A computing device that is used in a conference room. The custodian is the department chair or manager if it is a department conference room. If it is a general conference room, ATMS is the custodian.

Surplus (9998)

Use designation assigned to a computing asset that is currently located at the CWU Property Management site awaiting sale or destruction.

Unknown (9999)

A use designation assigned to a computing asset that was not found or located during a physical reconciliation effort.

ROLES & RESPONSIBILITIES

Asset Coordinator

An individual within a given department who acts as the primary point of contact with Computer Support Services (CSS) for all matters related to computing device inventory. This includes, but is not limited to, acting as the department liaison for computing device inventory activities, helping collect information about devices, and facilitating and/or coordinating communication between CSS and members of the department.

Computer Support Services Dept.

The department within Information Services assigned the overall responsibility for managing and maintaining the inventory of computing devices. This includes working with the Property Management department to intake and deploy new devices as well as dispose of old devices,

Definitions of Key Terms

Computer Asset Inventory Audit Project

performing periodic reconciliations of devices, and tracking the movement of devices during their lifespan.

Custodian

The individual assigned to the computing device is responsible for the device. This includes, but is not limited to, making sure the device is well maintained, keeping track of the location of the device (and notifying the CWU Service Desk if the device will be moving to a different custodian and/or department), and reporting any issues or concerns (including a lost device) related to the device to the CWU Service Desk. A custodian is responsible for keeping track of shared and student employee devices assigned to them.

Property Management Dept.

The department within the Finance and Administration Division responsible for adding newly purchased computing devices to the PeopleSoft asset module (primary database of record), and disposing of old, no longer serviceable computing devices.