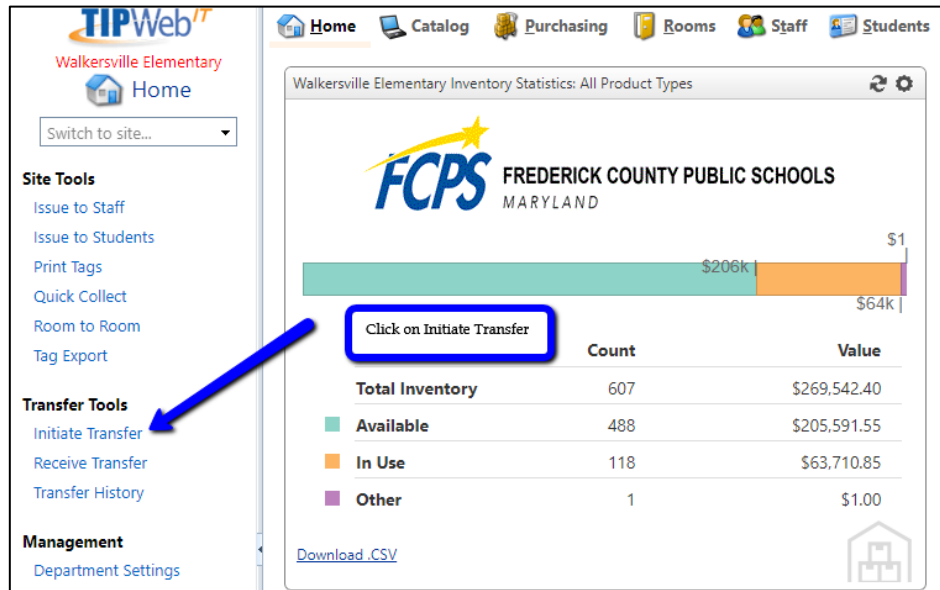


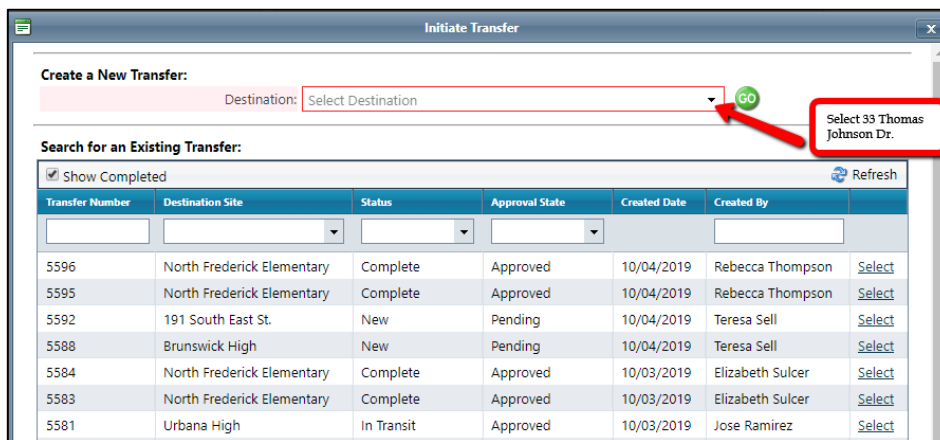
Transferring Technology Related Equipment to the Warehouse

TipWebIt is replacing the ETF process for transferring technology equipment to the warehouse. Several items can be entered on one ticket. These directions include transferring items currently not in *TipWebIt*.

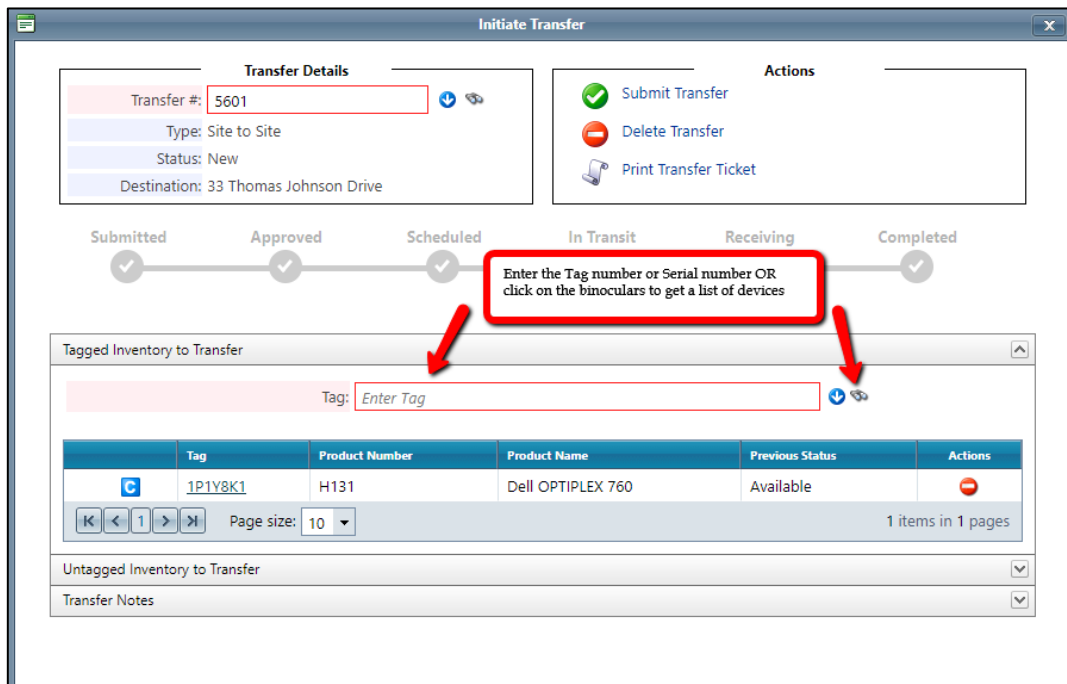
1. From the main screen of *TipWebIt*, click on the Initiate Transfer.



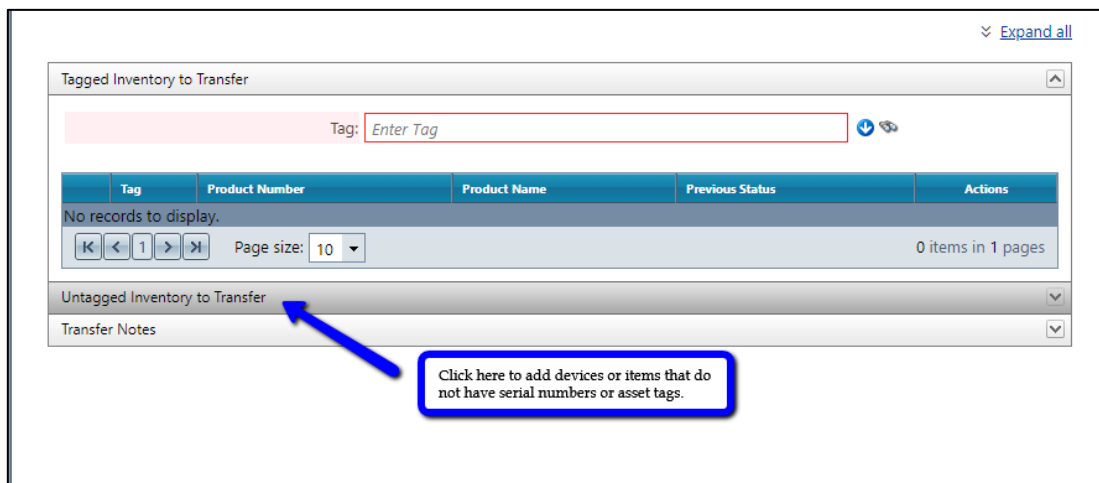
2. Select 33 Thomas Johnson Dr. from the pull-down menu, then click Go.



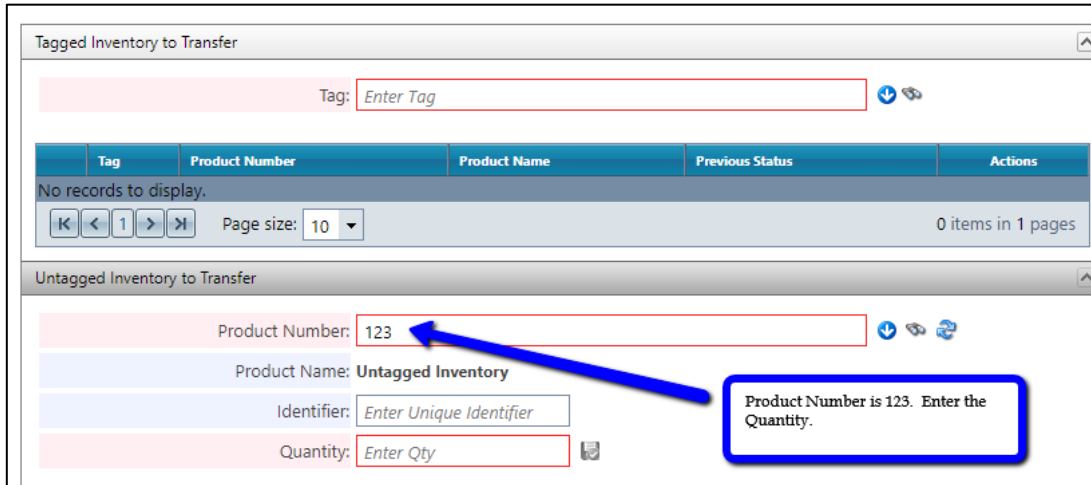
3. Type in either the Asset Tag or Serial Number of the item.



4. For computer devices that are not in TipWebIt click on Untagged Inventory to Transfer. Desktop, Laptop and tablet devices **must** be added to TipWebIt prior to transfer to the warehouse, unless they are being removed from service*.

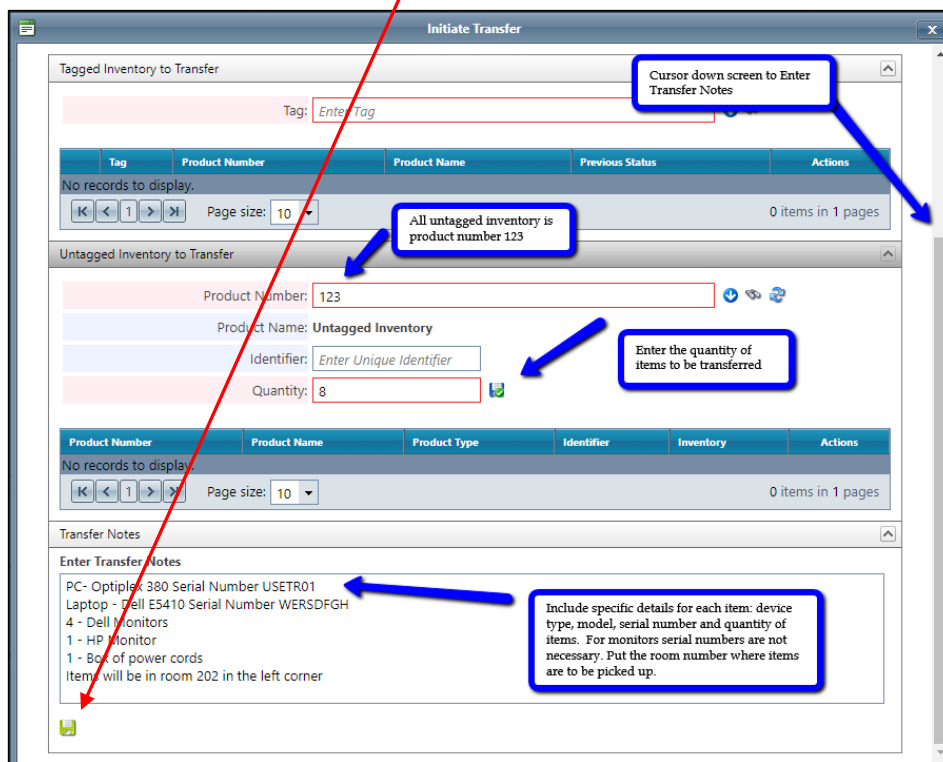


- The product number for Untagged/Non-Inventoried items is ALWAYS 123 and enter the quantity of devices to be transferred. Only send desktop, laptop and tablet items as “Untagged” if they will no longer be used by FCPS. All other desktops, laptops and tablets must be “Tagged” before transferring to the warehouse.

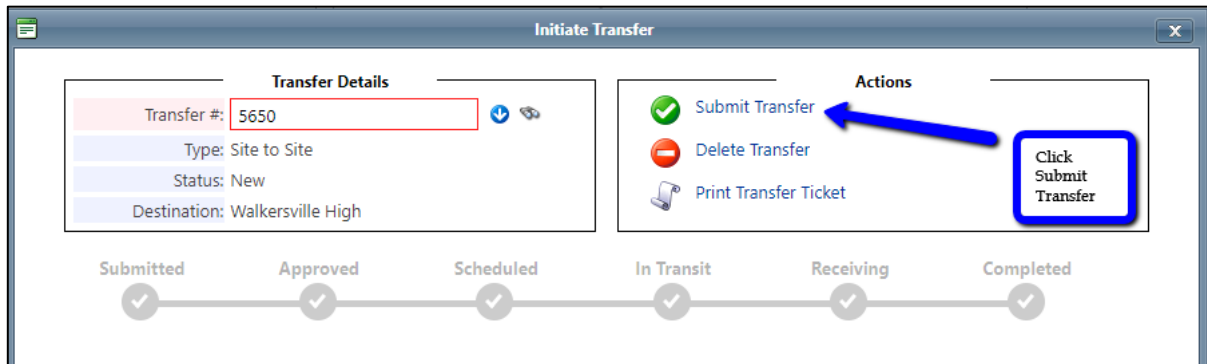


- Cursor down screen to fill out transfer notes and be very specific about device descriptions include: device type, model, and serial number. Monitors only need quantity not serial numbers. Include room number where items are to be picked up by warehouse.

When done, make sure you click the Save icon in the bottom left corner of the Notes box.



- Click on the Green Submit button when completed with transfer information – Transfer status will be “Submitted”.



- Click on Print Transfer Ticket.
- Save a copy of the Transfer Ticket and email to Douglas.Favorite@fcps.org. This allows Doug to approve the transfer and appropriate staff to prepare a scannable sheet for the warehouse. All notes must be completed prior to Submitting the ticket. Doug will notify the warehouse that the items need to be picked up and how they should be processed. If you do not send the file, your items will not get picked up. Also, tape a paper copy on your items to be picked up by the warehouse. This will identify the transfer number of the items to the warehouse (it will match their sheet). Warehouse staff will receive the transfer to complete the process.

**Note:*

Devices officially removed from service by the Department of Technology Infrastructure are:

- Dell OptiPlex GX280, GX520, GX620 desktops
- Dell Latitude D-Series Laptops – D505, D510, D520, D530, etc.
- Lenovo T500 Laptop

Questions on other models should be referred to your TS2.