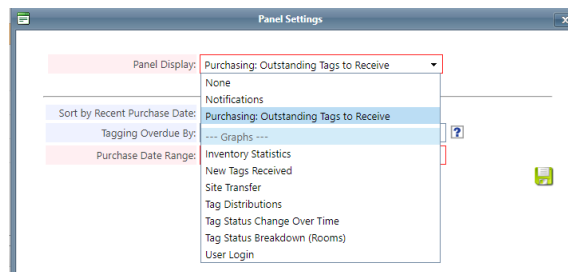


## TipWebIT/Hayes Information

[TipWebIT](#) is for tracking equipment supported by the Department of Technology Infrastructure. It currently houses desktops, laptops, iPads and Chromebooks. In the future (after SY 2019-2020) other items will be added such as projectors and Promethean boards. User Support Specialists attended Site Administrator training and will have the opportunity to attend a refresher training before school begins. School Admin and their appointed staff will have Site View privileges.

There are three main areas or ways to get help through TipWebIT: Help (top right corner), Support Center (bottom left side bar), and tech support staff (TS2, USS, helpdesk). On the Home Screen you should see your school name in the top left identifying the site/location of the devices you wish to see or manage. There are customizable widgets on this screen that allow you to quickly monitor the things that you are most concerned with. They can be customized by clicking on the gear symbol in each one. You will then have the option to choose a view for that panel:



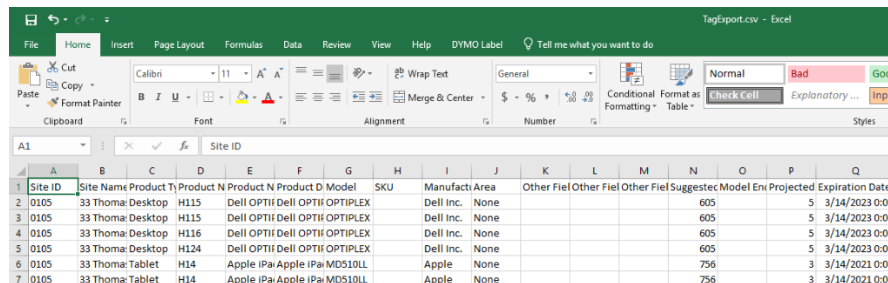
Inventory Statistics allows you to quickly see how many devices are Available, In Use, or Other. It gives you a total of all devices, a monetary value, and a link to download a spreadsheet of the information.

Tag Status Breakdown shows a bar graph of different statuses such as Available, In Repair, Or In Use.

Notifications and Tags Changed are other helpful panels or widgets.

Quick click actions are on the left side bar and specialized areas are sectioned off in tabs across the top: Home, Catalog, Purchasing, Sites, Tags, Audits, Staff, and Students are the possible tabs. You will not see all of these.

Tags refer to the asset stickers provided by Finance or DTI that are attached to every device at FCPS. If it is worth over \$100 but less than \$500, it will get a DTI sticker. If it is over \$500 it will get a traditional asset tag from the finance department. There is a quick search bar at the top of the screen that is set to Tag/Serial by default. If you click on the Tag Export link on the left, you will get a spreadsheet of all devices at your location.



Site ID	Site Name	Product Type	Product Name	Product ID	Model	SKU	Manufacture Area	Expiration Date
0105	33 Thoma	Desktop	H115	Dell OPTIF	Dell OPTIF OPTIPLEX		Dell Inc. None	3/14/2023 0:00
0105	33 Thoma	Desktop	H115	Dell OPTIF	Dell OPTIF OPTIPLEX		Dell Inc. None	3/14/2023 0:00
0105	33 Thoma	Desktop	H116	Dell OPTIF	Dell OPTIF OPTIPLEX		Dell Inc. None	3/14/2023 0:00
0105	33 Thoma	Desktop	H124	Dell OPTIF	Dell OPTIF OPTIPLEX		Dell Inc. None	3/14/2023 0:00
0105	33 Thoma	Tablet	H14	Apple IPai	Apple IPai MDS10LL		Apple None	3/14/2021 0:00
0105	33 Thoma	Tablet	H14	Apple IPai	Apple IPai MDS10LL		Apple None	3/14/2021 0:00

Issuing of devices to Staff require only a staff id number and scanning the asset tag of the device. This will be done by your User Support Specialist primarily with the Media Specialist as backup.

Once devices have been distributed to a staff person, a “Full Distribution Receipt” can be generated and that person may sign for their items. An email of the receipt can then be sent to them that is a copy of the FCPS Receipt for Property Issued.

**Employee Receipt for FCPS Property Issued**

(Includes electronics, supplies, tools, equipment, vehicles, etc. or any items of value over \$50)

I understand that I am personally responsible for the items listed below and that I shall be held financially liable for loss or damage (due to misuse or abuse as determined by manager or supervisor). I must return to my supervisor all FCPS items assigned to me before I transfer, retire or sever employment. Failure to do so, or returning a damaged item, will result in FCPS invoicing me for the loss or damage or withholding the value from my wages.

[<Click here to download this receipt \(.PDF\).>](#)

Issuing Devices to Students is the same process as to Staff. The only differences are that there is an option to send the receipt to a Parent and their distribution receipt is the Electronic Device Usage Agreement.

**Electronic Device Usage Agreement**

The use of a school issued device, during the school day or at home, is a privilege that comes with responsibilities. The following Frederick County Public Schools (FCPS) regulations apply while using any device including but not limited to school issued Chromebooks, Bring Your Own Devices (BYOD), personal cell phones, or any other electronic device used at school. This Agreement must be reviewed, read and signed by all students and their parent/guardian.

Reg. No. 440-73: Access will be provided for instructional use and school-related activities only. Students will not divulge their passwords or otherwise allow access to their network accounts by anyone other than an authorized

As staff and students leave at the end of year or during the school year, there is an option for Quick Collect. This is another function for the User Support (primarily) and/or their designated backup.

Accessories such as cases and power adapters are checked out with devices. There will be a popup allowing you to collect 1 or 0 of the items that had been distributed with the device when issued. For students, there are standard charges that are assessed and applied to their accounts in School Cash online.

When devices are sent to the Tech Shop for repair, they are automatically updated in TipWebIT to show that they are in a status of “In Repair” with a reference to the work order number in WebHelpDesk.

Collection of Fees should be done in School Cash as much as possible. Forms and fees are ready to be utilized for secondary schools in the 1:1 program. There is an integration between School Cash and TipWebIT that allows payments to be seen in TipWebIT. With fees and forms created for use, all secondary students can be assigned a form and a fee at one time. Collection of funds or waivers need only be tracked in School Cash online for visibility in TipWebIT.