Questions for Anna Faulkner on the Inventory Project

1 - Where do you "mark" that you found this computer when you did the physical inventory? (JH)

I print a copy of the inventory for a specific school. When I find that item, I highlight it in the spreadsheet and verify the correct teacher.

2- Is this also the "final report" that you submit to show that physical inventory was completed?  (class)

I keep a yearly inventory that is a fluid working document with items constantly moving in and out as they need replaced which we archive at the end of each school year. I also complete inventory tracking sheets so that we can “see” all the movement for a specific inventory item. At one time of year we must complete a state-mandated Technology Readiness Survey using the current inventory on that date.

3 - If we had all this info in a database and could generate reports for each school, etc., would you still need to keep this spreadsheet updated? (class)

We are not sure until we learn how this database will function. We need to have the capability to export to Excel and filter to generate specific reports for each school.

4- Could you please provide us the template of the spreadsheet file that you used?

I have attached it to this email.

5- The Projectors, Doc Cameras, and Interactives all have a date field and different granularities (i.e. ‘2011’, Jul-2011, 01/10/03) while the computer and Tablets don’t.  Do you want date fields for all devices and what do you want the format of the date to be?

We have not recorded dates for computers and tablets but plan to begin to record so that field would be great to include. We only need to record month and year.