Computer Survey Instructions

A computer survey should be completed for all FCBOE computers in your possession, including laptops and non-networked computers. To complete a survey on networked computers, go to the survey page using the actual computer and fill out the information for that computer. The survey will attempt to load the Computer Name, Operating System, RAM, Manufacturer, Model, and Service Tag. To complete a survey on a non-networked computer, go to the survey page on any computer and manually modify ALL filled-in data with the information from the Computer Properties for the system you are submitting.

NOTE: If data cannot be loaded automatically from the computer for any reason, simply fill in the missing information.

- All data except the service tag/serial number can be found by right-clicking on the My Computer icon on the desktop and selecting Properties.
- Data for Windows XP machines will be on the General and Computer Name tabs; Windows 7 machines have all data on a single screen. NOTE: Do not include .fcboe.org in the computer name submitted.
- Like the FCBOE asset tag, the service tag/serial number is located on a label affixed to the computer.
- Dell service tags are usually 7 characters long and contain a mix of numbers and letters. Characters that appear to be the letter O are actually 0 (zero); characters that appear to be the letter I are actually a 1 (one).
- When you save the survey, the initial screen will appear and may indicate the computer has not been surveyed even though you have just submitted the data. You DO NOT need to complete another survey.

1. On your main computer, go to the Computer Survey located on the intranet in Technology Services (http://apps.fcboe.org/techInventory/public/survey.aspx)
2. The initial screen displays the last time a survey was completed for the current computer. It may take a moment for the survey to read the details of your computer. If the page cannot access the computer details, it may indicate the computer has never been surveyed even if you have just submitted the survey.
3. To complete a survey, click Take Survey.
4. The following items should be completed:
   - Facility: Your school or facility name
   - Staff Name: Name of staff who uses the computer primarily or a description such as Writing Lab if no particular staff name is applicable
   - Position / Job Title: Description of the job title of the person who uses the computer primarily, such as Teacher, Principal, etc. (not required)
   - Room Number: Physical room or location of the computer
   - Room Type: Description of the type of Classroom, Lab, Media Center, Administrative/Office, etc.
   - Computer Use: Indicate Instructional/Teacher, Student, or Administrative/Office
   - Computer Name: The network name for the computer (in Computer Properties); if you are completing the survey for a different machine, this must be changed
   - Operating System: Installed operating system for the computer (in Computer Properties); if you are completing the survey for a different machine, this must be changed
   - RAM: Installed RAM for the computer (in Computer Properties); if you are completing the survey for a different machine, this must be changed
   - Manufacturer: Company who manufactured the computer (in Computer Properties); if you are completing the survey for a different machine, this must be changed
   - Model: Description of the model for the computer (in Computer Properties); if you are completing the survey for a different machine, this must be changed
   - Serial Number / Svc Tag: Manufacturer’s serial number for the computer; usually on a label affixed to the computer; if you are completing the survey for a different machine, this must be changed; Dell service tags are usually 7 characters long
   - FCBOE Tag: Local FCBOE asset tag number; usually on a label titled Property of Fayette County BOE is affixed to the computer
   - N-Computing Station: Indicate Yes if the computer is an N-Computing host that drives multiple stations
   - Stations Served: If computer is an N-Computing host, indicate the number of monitor/keyboard/mouse stations (i.e. the number of students who are served by the one station)
   - Comments: Enter any additional comments or clarify any of the previous items if “Other” is selected
5. Click Submit to complete the survey
6. Repeat process on all other computers including laptops and non-networked computers

NOTE: If you are completing the survey for a lab full of computers, please only process 2 or 3 computers at a time to avoid overloading the Intranet server.