INSTRUCTIONAL SYSTEMS INC.

ISI

ATTAIN Lab Inventory (ALI)

www.isinj.com

ATTAIN Lab Inventory Guide

SUNY University Center for Academic and Workforce Development

ATTAIN
ADVANCED TECHNOLOGY TRAINING
AND INFORMATION NETWORKING

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ATTAIN Lab Inventory

Login

Username:	CAngelopoulos
Password:	Claudia
Remember Password:	☐

Submit

ALI: Adding a new record

Trinity Capital South Campus Center Inventory

Logged on as **Marcela Angelopoulos** | Log out | Change password

| Inventory | Peripherals | Discarded Items |

Any field ⌄ | Contains ⌄ | search | 🔍

Add new | With selected... | More...

ALI: Status options and descriptions

New	Device that has been newly installed and under warranty
Used	Device status at inventory when device operating and in use
Missing	Unit that cannot be found or has been reported as stolen
Inoperable	Status after device being designated as broken and not repairable by ISI
Surplus	Unit not in use and ready for Disposal/Recycling
Disposed	Unit that has been physically removed from the site through ATTAIN process

ALI: When to add notes

Inventory, Add new record

Item	Please select ▾ *
Manufacturer	Please select ▾ *
Model/Type	*
Serial #	*
UCAWD Inventory #	
SUNY Inventory #	
Research Foundation Inventory #	
Status	Please select ▾ *
HelpDesk Ticket #	
Notes	

Save   Back to list

- Workstations and monitors - add station number
- If participant station is also a staff station
- If workstation is connected to telepresence
- If item has been replaced while under warranty - add note and new serial number.

ALI: Adding new chairs

Inventory, Add new record

Item	Chair ⌄ *
Manufacturer	KI ⌄ *
Model/Type	SIFT.004.R4 *
Serial #	NA *
UCAWD Inventory #	
SUNY Inventory #	
Research Foundation Inventory #	
Status	New ⌄ *
HelpDesk Ticket #	
Notes	

Save   Back to list

ALI: Tips and Reminders

- Username and password are case sensitive.
- Hardware entries must include model and serial number.
- Workstations and monitors are separate entries.
- Add station number for each workstation and monitor in the note section.
- Add a note when participant station is also a staff station.
- Add a note to the workstation connected to the telepresence.
- For hardware under warranty, update serial number and add note when replaced.
- Report/list of ALI items can be exported and shared if needed.
- ALI should be kept current and up to date. Not an annual process.

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Questions?

Thank you!

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