# WEST VIRGINIA
Asset Tracking System

## GUIDE

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Retirement Overview</td>
<td>1</td>
</tr>
<tr>
<td>Accessing ATS</td>
<td>2</td>
</tr>
<tr>
<td>Forgotten Password</td>
<td>2</td>
</tr>
<tr>
<td>Applying Asset Tags to Devices</td>
<td>3</td>
</tr>
<tr>
<td>Placement Recommendations</td>
<td>3</td>
</tr>
<tr>
<td>Adding a New Asset to ATS</td>
<td>4</td>
</tr>
<tr>
<td>Tracking Assets</td>
<td>6</td>
</tr>
<tr>
<td>Device Status</td>
<td>7</td>
</tr>
<tr>
<td>Agency Assets</td>
<td>8</td>
</tr>
<tr>
<td>Sorting Assets</td>
<td>9</td>
</tr>
<tr>
<td>Contact Information</td>
<td>10</td>
</tr>
</tbody>
</table>

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The retirement of equipment from use by an agency employee is a process that requires management and tracking of the devices as they move from place to place, and as the data on the device accumulates. Prior to removal from a use location, the data on the device must be purged (sanitized).

If a device is already in use, or nearing the time of retirement, and its inclusion in the WVOT tracking system has not been initiated, it must be initiated at this time, prior to being taken out of service, or removal from the use-location.

You will receive an email from eRecycleNOREPLY@wv.gov which will contain your temporary password. This email address cannot receive return messages, so please do not try to reply.

- Click the link in the email, or go to your web browser, type ATS.WV.GOV and hit Enter.
- Supply your Email address and the temporary password.
- Once you log in, you will need to change your password.

If you forget your password, you can click on “Forgot Password” to have the Asset Tracking System email you a new, temporary password.

When you return to the ATS Login Screen, use your email address and the provided password to access the system. You will need to change the password once you complete the login process.
Applying Asset Tags to Devices

- Asset tags should be in an easily located place. (See placement recommendations below)
- When possible, place tags on the same side where manufacturer or agency tags already exist.
- Tag the same device types in the same manner.
- Position tags away from areas subject to frequent wear, such as near a keypad or handle.
- Do NOT use WVOT Asset Tags on computer peripherals - mice or keyboards.
- Do NOT place WVOT Asset Tags over other tags or serial numbers.
- Do NOT place WVOT Asset Tags within two inches of other barcodes, unless necessitated by device size.

Placement Recommendations

- On Back and/or Bottom of Device: Monitors, VOIP Phones, Smart Phones, Laptops
- On Side of Device: Printers, Fax Machines, Scanners, Some Computers, Servers
- On Top of Device: Computer Drives

Adding a New Asset

At the top of the page, click on NEW ASSET to input a new asset into the Asset Tracking System

The asterisk (*) denotes a required field.

- Place Asset Tag on the device being added to the Tracking System.
- Complete all required fields.
- Ensure that information is detailed and accurate.

If you are using a handheld scanner, you may use the device to input the barcode numbers into both the WVOT Asset Tag field and the device Serial Number Field. Simply click the correct box and scan the corresponding barcode.

Note:
WVOT can recommend scanners that your agency may purchase for less than $150.
**Adding a New Asset**

The WVOT Approval # will be provided to agencies once equipment is accepted by the WVOT for retirement.

The information being requested may not always be applicable for a device that is being sent to the WVOT. Complete as much of the information as possible.

If there are any important documents or files that should remain with the device, upload them here.

Click SUBMIT ASSET when completed.

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**Tracking Assets**

At the top of the page, click on TRACKING to check information and status updates on a particular device.

Scan the WVOT Asset Tag on the device you plan to update, track, or view. You can also manually type the barcode into the field.

If the barcode is in the system, it will return the match.

If the barcode is not in the system, you will be given an opportunity to create a New Asset using that barcode number.

Good news. There is a match!

Asset Information:
- Serial: 12454320900443
- Type: External Hard Drive
- Manufacturer: Western Digital
- Model: My Passport
- Owner: Department: Administration
- Agency: Office of Technology
- Warranty Number: WVOT Approval #: 102012_1
- Processor: HD Size: 1 TB
- Monitor Type: Model Year: 2010
- Screen Size: EX: 19.8
- Model Year: EX: 2010
- Created Time: 2012-10-10 08:30:34
- Modified Time: 2012-08-28 09:15:22

No information for this barcode. Would you like to Add a New Asset?
After you have found an asset in the system, you will be able to see a status history and attached documents. The most recent device status will be in **RED**. Add the correct status to devices every time an action is taken with that asset changes its status.

**Status types include:**
- Pre-Installation
- Assigned to User
- Removed from Service/Pre-Sanitization
- Sanitized - Ready for Relocation
- Sent to WVOT
- Received by WVOT
- Queued for Recycling
- Queued for Refurbishing
- Queued for Redeployment
- Released to Recycler
- Released to Refurbisher
- Redeployed

To view a list of all agency assets, click on the AGENCY ASSETS tab.

**To Search the Asset Repository**

In the search box, type any criteria you want to search:

- Barcode Number
- Type of Device
- Manufacturer
- Agency
- Status

Clicking on the barcode number will bring up all information for that device.
You can sort results by clicking on each column title. Clicking on it again will reverse the search.

Some results will be color-coded to make certain information stand out.

Color Legend

- A red colored cell indicates that the asset has been recycled.
- An orange colored cell indicates that the asset has been redeployed.
- A yellow colored cells indicates the asset has been removed from use by an administrator.

To schedule the delivery of devices, agencies should contact the West Virginia Office of Technology.

- **NO** devices will be accepted at the WVOT warehouse that have not been preapproved by WVOT.
- Devices should **NOT** be given to WVOT technicians or transported by any method not approved by WVOT beforehand.
- The WVOT Warehouse is staffed only by appointment. Agencies MUST contact WVOT to arrange for the delivery of any and all devise.

**Email**: ERecycle@wv.gov

**WVOT Warehouse Location:**

3712 Venable Avenue
Kanawha City, West Virginia 25304