



# REMOTE ASSET SCANNING

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Financial Service & University Bursar  
Inventory Department

## Remote Asset Scanning: Pilot Program

- ❖ Inventory Department staff partnered with OIT staff and departmental Inventory Contact Persons (ICPs) to test the use of InSight as a method to remotely scan desktop computers.
- ❖ Remote scanning of desktop computers replaces the need to use hand-held, barcode scanners to physically scan thousands of desktop computers that can be “found” through InSight.

# Remote Asset Scanning: Pilot Program

- ❖ Fifty-two departments at UTSA's Downtown Campus and UTSA's Institute for Texan Cultures participated in the initial pilot of remote asset scanning.
- ❖ Feedback was then evaluated and improvements were made to the process.

## Remote Asset Scanning Overview

- ❖ In the past, Inventory staff would load more than 20,000 capital and controlled assets into hand-held barcode scanners. These scanners were then given to departmental ICPs as a tool to physically scan their departmental assets as part of the university's API.
- ❖ Going forward, Inventory staff will attempt to remotely scan each department's desktop computer using InSight.
- ❖ Desktop computers that are "found" during the remote scan will be considered inventoried for the year.

## Remote Asset Scanning Overview

- ❖ Desktop computers “found” remotely will no longer need to be physically scanned by the departmental ICP.
- ❖ Desktop computers “not-found” using the remote asset scan will be loaded onto the hand-held barcode scanners and will need to be physically scanned by departmental ICPs.

## Remote Asset Scanning Overview

- ❖ Annual Physical Inventory (API) Reports will continue to list all of the assets assigned to each custodian and each department manager, regardless of the manner found.
- ❖ Remote scanning does not replace the need to keep ICPs informed of any changes to an asset's location, custodian, condition, manager, or when items are taken off campus.

# Asset Custodian's View in InSight

UTSA The University of Texas at San Antonio

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**INSIGHT**  
from data to decisions

Welcome, Rosanne Heflin-Gorny!

## What is InSight?

InSight is an application that allows you to view your information technology (IT) assets. UTSA department heads use InSight to manage their IT resources.

## My Computer Assets

Below you will find a list of computers that are assigned to you per the UTSA inventory tracking system, Wise Track.

1. Check the list and make sure it is complete.
2. Ensure the information on each computer is correct.
3. Ensure the Assignment and Use for each asset is correct.

[What is "Data Classification"?](#)

	<a href="#">Asset ID</a>	<a href="#">Description</a>	<a href="#">Assigned To</a>	<a href="#">Department</a>	<a href="#">Location</a>	<a href="#">Assignment</a>	<a href="#">Use</a>	<a href="#">Data Classification</a>
1.	171105	DESKTOP CPU:DELL OPTIPLEX 9030	Rosanne Heflin-Gorny <a href="#">Not Your Asset?</a>	BFA004 FINANCIAL SVCS & UNI	FLN-1.04.08B	Staff	Primary Workstation	Category 1

Save Changes

### Related Resources

- [UTSA Surplus Form](#)
- [UTSA Inventory Office](#)



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## My Asset Details

Inventoried asset data comes from the UTSA Inventory Wise Track system. To make changes to this data, contact the Department's Inventory Contact Person (ICP).

Department:	FINANCIAL SVCS & UNI
Asset ID:	171105
Machine Name:	RR171105IP01
Description:	DESKTOP CPU:DELL OPTIPLEX 9030
Serial Number:	4CGQDB2
Assigned To:	Rosanne Hefflin-Gorny
Location:	FLN-1.04.08B
Assignment:	Staff
Use:	Primary Workstation
Data Classification:	Category 1
Date Purchased:	03/15/2016
Last Backup (CPP):	2 days

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# Asset Custodian's View in InSight

## Asset Indicator Summary

The table below displays each indicator status for this asset.

Indicator	Indicator Description	Indicator Score	Days Since Reported
Computer Categorization	An asset is categorized if the system shows it has been assigned to a faculty or staff member and has been given a use	✓	NA
Computer Age	Computer Age indicates whether an asset is under the target age range established by the office of Office of Information Technology	✓	NA
Computer Reporting	Computer Reporting indicates whether an asset has reported to a central server within the last 90 days	✓	2
Domain Membership	Domain Membership indicates whether an asset is joined to the UTSARR domain	✓	2
Computer Protection	Computer Protection indicates whether an asset has an approved anti-virus software application installed	✓	2
Laptop Encryption	Laptop Encryption indicates whether a laptop is encrypted	n/a	NA
Computer Patch Compliance	Computer Patch Compliance indicates whether an asset has all computer patches installed, which removes vulnerabilities	✓ <a href="#">▶ Missing Patches</a>	2
Desktop Encryption	Desktop Encryption indicates whether an asset is encrypted to protect the data stored on your device from physical access.	✓	2

\* NA = not applicable. Some indicators have no applicable value for "days since reported".

[Submit an OITConnect Support Ticket](#)

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# Value Added Through Remote Asset Scanning

- ❖ Uses existing technology (InSight).
- ❖ Encourages the use of InSight for desktop computer users across campus.
- ❖ Reduces the number of desktop computers that need to be physically scanned; this has proven very helpful with large teaching/computer labs.
- ❖ Reduces the time and effort necessary to complete the university's API.

# Value Added Through Remote Asset Scanning

- ❖ Provides ICPs with more time to inventory assets that cannot be remotely scanned, such as equipment in non-computational and/or research labs.
- ❖ In the past, custodians were required to sign next to each asset. Revised Inventory Reports now allow the custodian to sign one report, with all of their assigned assets, regardless of the scanning method.

## How Can You Help?

- ❖ Become more familiar with InSight, if you are not already “in the know.”
- ❖ Share information with your department managers, faculty and staff about the added benefits of ensuring desktop computers report to InSight.
- ❖ If you are not an ICP, **please become an advocate** for your departmental ICP. ICPs are appointed by department managers to manage the departmental assets; it is not an easy role.

## How Can You Help?

- ❖ Ensure department managers, faculty, staff, TAs and RAs are informed on the importance of notifying your departmental ICP when there are changes to an asset's location, an assigned user, an asset's working condition, the loss or theft of an asset, or the temporary removal of equipment from campus.
- ❖ If your department manager prefers to have all computers physically inspected, regardless of the scanning method, this would be an internal/departmental decision and reports can be provided if needed.

## Questions, Concerns, Kudos

**Cassandra Porter, James Sumner, and Ben Garcia** did an amazing job of partnering to develop this process, which uses existing technology and modified reports to significantly reduce the time and effort required to complete the university's Annual Physical Inventory.

If you have questions about the remote asset scanning process, the modified reports and/or certifications, contact UTSA's Inventory Manager **Cassandra Porter**, at 210-458-4830 or [Cassandra.porter@utsa.edu](mailto:Cassandra.porter@utsa.edu).



## Questions, Concerns, Kudos

If you have any questions about InSight or how to access InSight, contact UTSA's OIT Director of Customer Service & Operations Support **Ben Garcia** at 210-458-8056 or [Ben.Garcia@utsa.edu](mailto:Ben.Garcia@utsa.edu).

You can also review his January 2018 FAR presentation on InSight ([utsa.edu/financialaffairs/far.cfm](http://utsa.edu/financialaffairs/far.cfm)).

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