

Trackit Audit

Find computer in Trackit if already entered. Delete as shown.

The screenshot displays the Track-It! 6.0 Enterprise Edition software interface. The main window is titled "Track-It! 6.0 Enterprise Edition - [Edit Workstation - Unassigned]". The interface is divided into several sections:

- Workstation Information:** Shows "Workstation ID" as "Unassigned".
- User Information:** Shows "ITS Unassigned".
- Tracked Items:** A table with columns: Product, Serial #, W.S. #, and Tag #. The table contains several entries for Dell Optiplex GX400 computers. A context menu is open over one of the rows, with the "Delete" option highlighted.
- Actions:** Includes options like "Print a report", "Make a copy", "E-mail user", and "Audit workstation n...".
- Items:** Includes options like "Add", "Edit", "Delete", and "Transfer".
- Workstation User:** Includes options like "Select", "Edit", and "Disassociate".
- Remote Control:** Includes options like "Take control" and "Enable remote".

The Windows taskbar at the bottom shows the Start button, the application name "TRACK-IT on trackit", and the system tray with the time "9:31 AM".

| Product | Serial # | W.S. # | Tag # |
|---------------------|----------|--------|---------|
| Dell Optiplex GX400 | 4H6X011 | 3871 | YC-5287 |
| Dell Optiplex GX400 | 7JNQV01 | 3871 | YC-3954 |
| Dell Optiplex GX400 | G8KYP01 | 3871 | 01-0140 |
| Dell Optiplex GX400 | 4GZQW01 | 3871 | 01-0228 |
| Dell Optiplex GX400 | 4GZQW01 | 3871 | YC-3951 |
| Dell Optiplex GX400 | 11 | 3871 | YC-5308 |

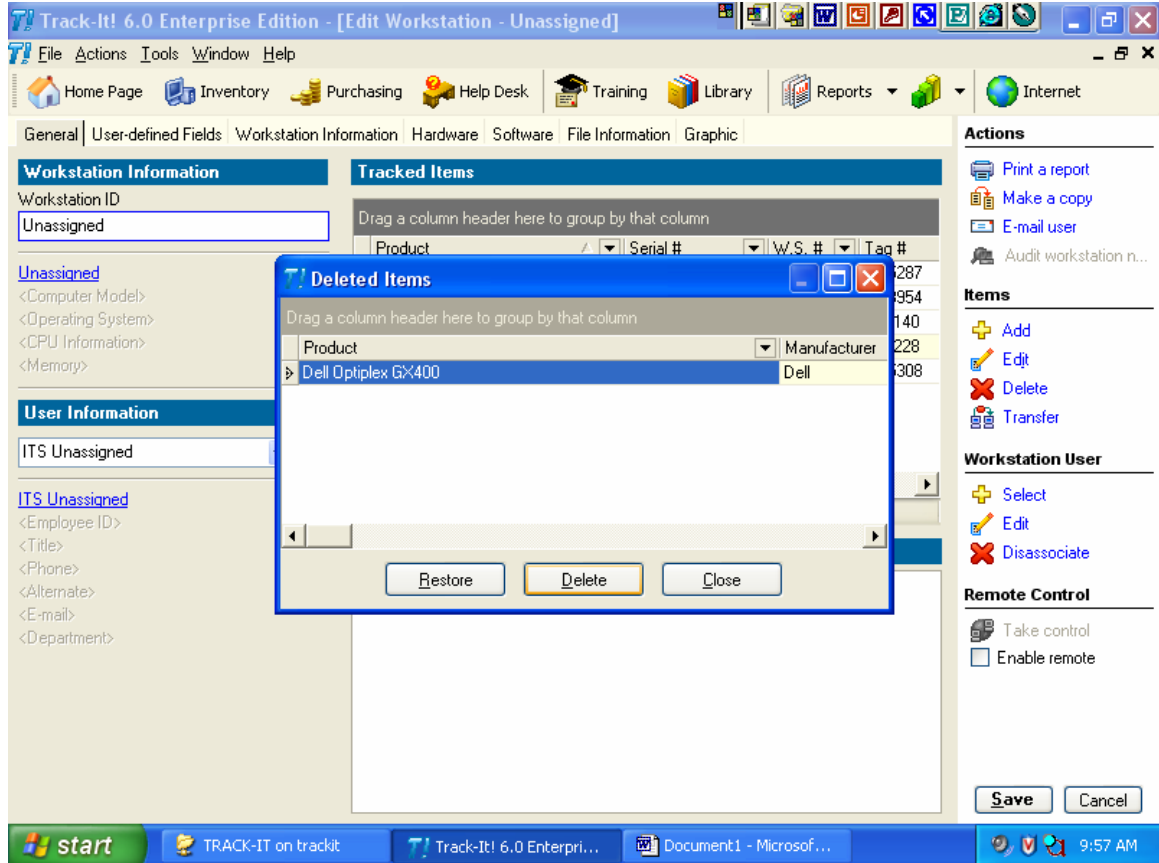
View deleted items as shown. (right click in area as shown)

The screenshot displays the Track-It! 6.0 Enterprise Edition interface. The main window is titled "[Edit Workstation - Unassigned]". The interface is divided into several sections:

- Workstation Information:** Shows "Workstation ID" as "Unassigned".
- User Information:** Shows "ITS Unassigned" as the user.
- Tracked Items:** A table with columns: Product, Serial #, W.S. #, and Tag #. The table contains five rows of Dell Optiplex GX400 data. A context menu is open over the row with Serial # 4GZQW01 and W.S. # 3871. The menu options are: Add, Edit, Delete, Transfer, View Deleted Items (highlighted), and Customize Grid.
- Comments:** A section for adding comments to the selected item.
- Actions:** A list of actions including Print a report, Make a copy, E-mail user, and Audit workstation n...
- Workstation User:** Options for Select, Edit, and Disassociate.
- Remote Control:** Options for Take control and Enable remote.

The Windows taskbar at the bottom shows the Start button, several open applications (TRACK-IT on trackit, Track-It! 6.0 Enterpri..., Document1 - Microsof...), and the system tray with the time 9:34 AM.

Select and Delete item.



Save, then add a workstation selecting model, input serial and YC numbers. Manually add workstation number. Save. Audit through tools for a range or all of workstations. Save to C drive. Set TIA in My Computer Properties under Advanced\Environmental Variables\System Variables\New (TIA and Workstation Number).

Go to C drive and run Trackit Audit 32. Put a ? mark in name slot.

Go to tools\auditing\load data from Audit Disk, choose C drive.

Go to tools\auditing\Merge Trackit Audit Data.

Check to see if audit worked as advertised and delete extra entries.

Done.