

For a New Computer

[\\Sysnet\Tack-It](#)

Run tia

Login

Click on the Inventory Tab / Find workstation Id

Copy the serial number from the Command window and do a find in Track-It

Right click and delete, <OK>

Right click and view deleted items and delete the record again

Close out of deleted items and click save

Open the Command window and press any key to continue

Next thru the Audit (enter the user name in one of the first windows)

When the Audit completes 'Merge the Audit data' from the web-page (Track-It)

View the log and get the 'WS-ID'

If you cannot get the WS-ID then...

Click on the WS-ID down arrow and click 'Custom'

Put in serial number of the computer and click <OK>

You should get one workstation

Scroll to the workstation number

Double click to open

Change Workstation ID to Workstation number

Enter user information

Open computer record and enter tag number

Click OK to save.

Set TIA in Environmental Variables

Sign off of Track-it.

For an existing Computer (update)

[\\Sysnet\Tack-It](#)

Run tia

Login

Click on the Inventory Tab / Find workstation either the serial number or the id

Verify tag number and user information

Get the Workstation id and set tia

Save changes and sign off trackit

Continue Command window

Next thru the Audit (enter the user name in one of the first windows)

When the Audit completes 'Merge the Audit data' from the web-page (Track-It)

Finish