July 29, 2004

To: Alternate Accountable Property Officers
From: Network & Information Systems
Subject: Microcomputer Hardware/Software Audit – Phase II

In an effort to comply with state requirements for tracking computer hardware and software licenses, Network & Information Systems (NIS) will begin the second phase of its internal computer audit process. Over the next month, we will conduct a microcomputer hardware/software audit. To accomplish this, a NIS technician will physically go to each machine in the agency and run the “Track-It!” audit program. Track-It! is an application used by NIS to perform tasks such as hardware/software inventory tracking. During this audit, a quick inventory of hardware information (speed of CPU, size of hard drive, etc.) as well as a quick inventory of installed software will be performed. In addition, machines that were identified as “research only” during Phase I will be labeled accordingly. The entire process will take approximately seven minutes and does not require the machine user to be present. If the NIS technician comes by at an inopportune time, the audit can be rescheduled for another time.

During this phase of the audit, the technician will not be copying any files or removing any software. This process is merely to help us better determine how many PC’s are in use, identify machines that are below minimum specifications, and track software installations for review. Subsequent phases of the audit will require business software license verification and confirmation of software patching/updates. The hardware/software inventory process will proceed in stages by division and physical location. An e-mail will go out to all of TTI and an e-mail notification will be sent to employees in each group a few days prior to the audit beginning. If a TTI owned PC or laptop is not physically located in a TTI office building or lab, the machine will need to be brought in during the specified audit time-frame.

If you have questions, please contact NIS via e-mail to mailto:support@ttimail.tamu.edu or by calling (979) 862-1417. Your assistance and cooperation is greatly appreciated as we continue to insure compliance with recommended IT policies and practices.

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