



# Computer Equipment Order System & Directions

**To:** Faculty, Staff and Graduate Students  
**From:** Ravi Subramanian  
**Subject:** Computer Equipment Orders

## Introduction:

This document will help the FW community fully understand the new computer order system and the changes that FWIT has made for this 2007-2008 FY. If you received TLE (tech) funds for FY 07-08, please refer to the [TLE Allocation FY 2007-2008](#) document that was sent out earlier in July. Users can find this document under “**FW Commons**” link which is on the main FWIT home page (<http://www.fw.msu.edu/~fwit>). All computer orders, including TLE orders are made through the MSU Computer Store, if users in need of hardware outside of the university, please contact FWIT.

## Placing Your Order Requests:

We track all computer orders, including TLE (tech fund) orders in FWHOME, so when you are ready to place your order it is suggested that you enter your tech fund orders on FWHOME at:

<http://www.fw.msu.edu/~fwit> --> IT FORMS --> **TLE Orders**.

In addition to allowing us to track orders, it also allows us to track the current balances of your tech fund allocations. We highly encourage users also to keep track of their balances. Please enter the data in the on-line form and make sure that you check the “**TLE**” checkbox. It is suggested that you also attempt to create your own specification of your technology equipment, which you can place in the order form “**Quotes**” field. **ALSO:** If you do create a quote from the vendor, it is preferred that the entire details of the quote be copied and pasted into the “**Order Details**” field in the order form. Filling out this form on-line will submit an order request to the IT staff. Every item with a \* by it must be completed for the order to be processed. When you have completed your request, click “**Submit your Request.**” Once the order is received, IT will process your order within a day or two and will send you a confirmation email. **Please follow the instructions below for placing your Order Requests.**

## **FWIT has categorized the requirements into two parts**

**Category #1:** Users have good knowledge about their; funds, hardware and specifications, and can generate their own Quotes from the vendors.

- Although FWIT will check for new requests periodically, it is highly recommended that users to contact FWIT once the Requests have been made.

**Category #2:** Users have good knowledge about their; funds, but don't necessarily know about the hardware or specifications, have some idea of what their needs are and would like assistance, recommendations from FWIT.

- Once the required fields have to been filled in by the users, please contact FWIT to talk more in detail about your orders.

## **Instructions for Placing Your Order Requests**

*Unless otherwise specified, please leave other Fields Blank*

**Note:** Sections 1 and 3 are key for the IT staff to process and complete your request quickly. Below is a list of all fields on the form, with descriptions for some of the more important fields.

### **Package Selection:**

Unless otherwise specified by the users, by default FWIT will install the **Normal Package** and **3<sup>rd</sup> party software** on any computer. Users are highly encouraged to check the Software Support (<http://www.fw.msu.edu/~fwit/officialsoftware.html>) page for a detailed list of software offered at Fisheries and Wildlife.

#### **Normal Package:**

Adobe Acrobat 8.0 Professional  
Microsoft Windows XP Professional  
Microsoft Office 2007 Enterprise  
Symantec AntiVirus 10.2 Corporate  
Qualcomm Eudora 6.0.2

#### **3<sup>rd</sup> Party Software:**

Adobe Flash Player  
Adobe Shockware Player  
JAVA Runtime Environment  
Lavasoft Ad-Aware 2008  
Mozilla Firefox 3.0  
Windows Media Player 11  
WinZip 10.0 and WinRAR 3.70

### **User's Request:**

Please refer to the Software Support page, and clearly specify what you would like to include on your computer, besides the Normal Package.

## Category #1 Users

Please fill in the required fields as listed below

### Sections 1

Requestor	First Name, Last Name
Type of Order	Choose from pull down menu
Date Needed By	When you need the ordered item in your hands
Budget Limit	The maximum you can spend
Principal Investigators	If the item is for a student, list the advising faculty member's name
Location	The Room and Building of the requestor
MSUNet ID	The MSUNet ID of the requestor
Department Office	By default, Fisheries and Wildlife
Other Special Needs	Others besides the Normal Package and 3 <sup>rd</sup> Party software

### Section 2

Order Details	Please <b>COPY/PASTE</b> your Quotes details, list the TOTAL \$ at the very top
Quotes	Please follow this format, [Vendor Name]: [Quote #]

### Section 3

Tech Funds	This checkbox should be checked for all TLE Orders
Account #1	xx-xxxx – 55%
Account #2	91-7344 – 45%
Expedite?	

## Category #2 Users

Please fill in the required fields as listed below.

### Sections 1

Requestor	Fist Name, Last Name
Type of Order	Choose from pull down menu
Date Needed By	When you need the ordered item in your hands
Budget Limit	The maximum you can spend
Principal Investigators	If the item is for a student, list the advising faculty member's name
Location	The Room and Building of the requestor
MSUNet ID	The MSUNet ID of the requestor
Department Office	By default, Fisheries and Wildlife
Other Special Needs	

### Section 2

Order Details	For FWIT, leave it blank
Quotes	For FWIT, leave it blank

### Section 3

Tech Funds	This checkbox should be checked for all TLE Orders
Account #1	xx-xxxx – 55%
Account #2	91-7344 – 45%
Expedite?	Check if you would like your orders to be expedited