OBTAIN Audit Web Application Feature

The OBTAIN Auditing mechanism may be used to quickly and painlessly audit current assets, identifying any differences between the current state on the floor and the OBTAIN inventory. The auditing process may be used to track floor standing devices, racks and rack-mounted assets, including devices, panels, and blades/cards.
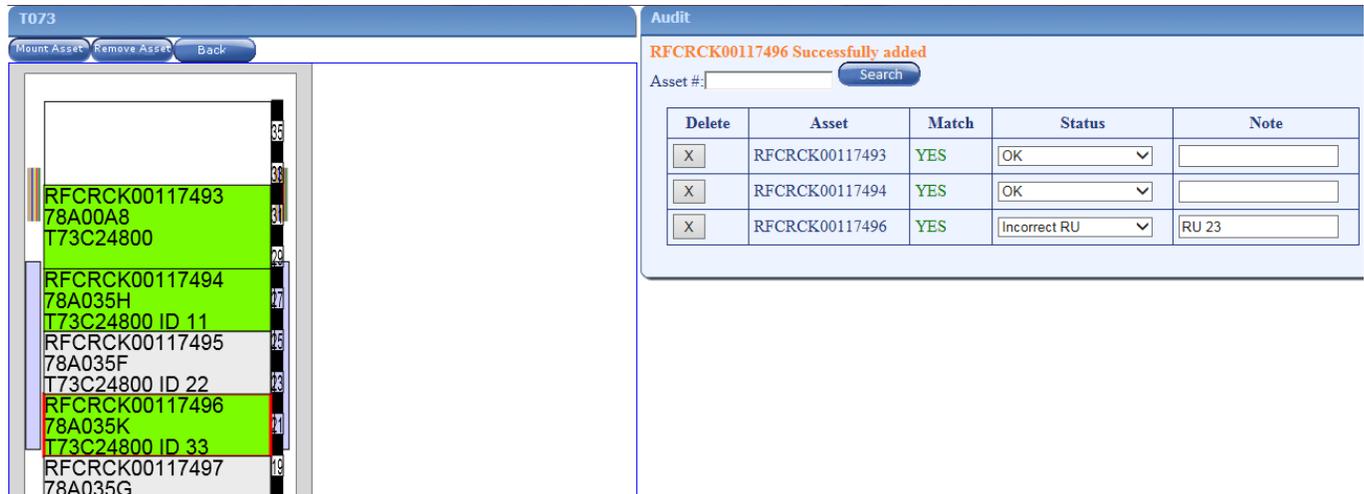
Auditing a rack via the OBTAIN web application

Requirements:

To perform a physical audit using OBTAIN DCIM you must have either a pad, a tablet or a laptop equipped with a barcode reader that has wireless access to the OBTAIN DCIM server. The audit function assumes that the auditor will proceed through the data center in an orderly fashion scanning the rack-mounted and stand-alone assets one at a time without missing any assets

- The audit can identify Device, Panel and Blade/Card assets by: asset number, name, or serial number.
- Racks are identified by rack name.

How to Perform an Audit

Step One:
Using the OBTAIN DCIM desktop client, open a work order that you will use exclusively for this audit.

Step Two:
Using your pad or laptop open the OBTAIN DCIM browser and log on to the work order created above for this particular audit session.

Step Three:
Click on the AUDIT button. If this is a new audit, use the NEW button and enter a name for this audit session. Then highlight the new name or if you are continuing a previous audit highlight that name and press the AUDIT button

Step Four:
Start the audit by using the barcode scanner to scan the first asset tag on a floor mounted asset or a Rack name.

Floor Standing Assets

If scanning non-rack mounted assets, scan each asset in turn. It is preferable to scan all of the non-mounted items within easy reach all at the same time in an orderly fashion assuring that all items are scanned. There are a few possibilities:

A. If the barcode scanner cannot read the barcode (i.e. bad tag), manually type in the asset tag number and compare the device found in the database with the device you have scanned and type in a note if there are mismatches of serial number, device type, or XY position.
B. If the barcode scanner reads a code that is not in the OBTAIN DCIM database or there is no tag at all, you must manually write down the device serial number and XY position.
C. If the scanner successfully reads a code:
   - If everything matches, do nothing.
   - If there are mismatches, note the differences in the note column.

Rack Mounted Assets

If scanning rack mounted assets, first scan the rack name (if the name is ambiguous a drop-down will appear with the possibilities related to what the barcode scanner just read – choose the correct rack from the list.). A graphic of the rack showing all of the items that OBTAIN DCIM thinks are present in the rack will be depicted. Start scanning in an orderly fashion from top to bottom. There are a few possibilities:

A. If the barcode scanner cannot read the barcode (i.e. damaged tag) manually type in the asset tag number and then use the status drop-down to select 'damaged tag'.

B. If the barcode scanner reads a tag code that is not in the OBTAIN DCIM database or there is no tag at all, you must manually write down the rack, RU position and the tag number. The tag number will have to be added to the database with the other device information.
C. If the tag code is correct for that device, the device will turn green:
   - if everything matches, do nothing
   - if the device position, height, type, name, or serial number is incorrect, use the status drop-down and write a note with corrections.
D. If the tag code is not for device in this rack:
   - if it is in another rack, OBTAIN DCIM will provide the information; copy and paste the information in the note field
   - if the device is not rack mounted, you must write down the rack, RU position, and the tag number.
E. If the OBTAIN DCIM diagram shows a device that is no longer present, manually type in the asset tag number and use the status box to record it as gone.
F. When you have finished scanning a rack then either:
   - if there is another rack, scan the rack name and repeat the steps above.
   - If the next item to scan is not rack mounted use the keyboard to enter a carriage return which will bring you back to step four above.

How to Use the Results:

Step One:
Use the desktop client to log on to the work order that was opened for this audit.

Step Two:
Go to RACKS and click on the AUDIT button to see the display of all of the audits that are currently in the OBTAIN DCIM database. Choose the audit you would like to see.

Step Three:
- For a quick review, click the button labeled "include only audited racks and standalone devices". This will show all the devices that you have actually audited. However, if a complete rack or a non-rack mounted device was either "missed" or physically removed, you will not see it.
- For a more detailed review of rack mounted assets, do not use the above button. This will show all racks in the OBTAIN DCIM database and you will see what you have scanned along with the results that you found. If a rack shows up with nothing scanned, you either missed it, you haven't gotten that far in your audit up to this point or it's gone.
- For a more detailed review of non-rack mounted assets, you must export the audit spreadsheet file into Excel and you must use the device import/export facility in OBTAIN DCIM to export all devices in the data center. You would then delete all the rack mounted devices to provide a list of all non-rack mounted assets. Compare the audit list with the export list to find any devices that are in the database that were not found during the audit.

☑ Include Rack Panels   ☑ Include only audited racks and standalone devices

Rack △	Rack Group	Asset Number	Serial Number	Model	Vendor	Name	Scanned	Match	Type	Status	Note ▽	RU	Date
00D2	003 SOUTH D	2145-UPS-UPSMINT1	UPSMINT1	2145-UPS	IBM	00D2 U01	NOT AUDITED		Device			1.000	
00D2	003 SOUTH D	gd555				pnl 01	AUDITED	Found	Panel			37.000	08/18
00D3	003 SOUTH D	2145-CF8-75LLBHA	75LLBHA	2145-CF8	IBM	00D3 U20	AUDITED	Found	Device	Incorrect RU	RU 21	20.000	08/18
00D3	003 SOUTH D	2145-CF8-75LLHRA	75LLHRA	2145-CF8	IBM	00D3 U21	AUDITED	Found	Device	Incorrect RU	RU 20	21.000	08/18
00D3	003 SOUTH D	1726-HC4-13K1LF5					AUDITED	Not Found		Incorrect Rack	In OBTAIN rack 00D2 - 30	0.000	08/18
00D3	003 SOUTH D	1746-C4A-13K1LDX	13K1LDX	1746-C4A	IBM	00D3 U09	AUDITED	Found	Device	Incorrect Height	2 RUs	9.000	08/18
00D3	003 SOUTH D	2145-CG8-75KHYTA	75KHYTA	2145-CG8	IBM	00D3 U35	AUDITED	Found	Device			35.000	08/18
00D3	003 SOUTH D	2145-CG8-75KKBNA	75KKBNA	2145-CG8	IBM	00D3 U34	AUDITED	Found	Device			34.000	08/18
00D3	003 SOUTH D	2145-CG8-75KHYHA	75KHYHA	2145-CG8	IBM	00D3 U33	AUDITED	Found	Device			33.000	08/18
00D3	003 SOUTH D	2145-CG8-75KKBAA	75KKBAA	2145-CG8	IBM	00D3 U32	AUDITED	Found	Device			32.000	08/18
00D3	003 SOUTH D	2145-UPS-UPSROSE1	UPSROSE1	2145-UPS	IBM	00D3 U31	AUDITED	Found	Device			31.000	08/18
00D3	003 SOUTH D	2145-UPS-UPSROSE2	UPSROSE2	2145-UPS	IBM	00D3 U30	AUDITED	Found	Device			30.000	08/18

Audit results spreadsheet viewed on the OBTAIN client.