

## **Instructions for using Software Installations Application**

1. Login to the application with your eRaider ID and Password.

### **To Add a new record for Installations**

2. Enter either Serial Number **OR** Tech Inventory Tag number in the areas provided and click on Continue button.
3. If you have entered a new Serial Number, the application would take you to a page where you can enter the information such as Tech inventory tag number, Room number, Department Name, Campus Name and Software Installed.

You can select multiple software titles by holding down the **Control Key** and clicking each of the titles.

4. If you have entered a Tech inventory tag number and that tag number has not previously been entered into the system, you will be asked to enter a Serial Number. The application would check for you if there is a record existing in the system with that same serial number. If the serial number is not in the system then you will enter information such as Tech inventory tag number, Room number, Department Name, Campus Name and Software Installed.

### **To update a record**

1. Enter either Serial Number **OR** Tech Inventory Tag Number in the areas provided and click on Continue button.
2. If you have entered a Serial Number, the application would take you to a page where you can update the information such as Tech inventory tag number, Room number, Department Name, Campus Name and Software Installed.
3. If you have entered a Tech inventory tag number instead and that tag number has not previously been entered into the system, you will be asked to enter a Serial Number. The application would then let you update the information such as Tech inventory tag number, Room number, Department Name, Campus Name and Software Installed

### **To view the Software Titles Installed**

1. Click on the Report icon on the bottom right corner of the page.