**ITSTools: Machine Image Management**

There is a new process for imaging to make the process more consistent and to help keep better records of the machines in our environment. When a machine is to be imaged, the technician will need to fill out the appropriate form and send it for approval. Anyone can fill out the form but only full time staff or senior techs can approve images. The tool is composed of three pages each with a different function that I will describe below.

**New machine**:

* Here is the form that will need to be filled out for a brand new machine (i.e. a new 7070 from 104) In this document, I will **bold** the required fields.
* Tracking
	+ **Helpspot ticket #**
	+ PO # (Comes on the box of the machine…easy to find for new laptops)
* User Information
	+ **NetID**
	+ **Name**
	+ **Email**
	+ Use NetID as the Identifier
		- This will automatically fill in the **Name** and **Email** fields based off of the **NetID** provided. This can be unchecked if it is a student worker machine for example.
		- To populate the **Name** and **Email** fields, click the icon below the field
* Machine Information
	+ **Machine service tag**
	+ **Operating system**
		- Operating system that will be installed during the image
	+ **Machine MAC address**
	+ **Machine type**
* Deployment Information
	+ **Campus**
	+ **Room #**
	+ **Department**
* Verify
	+ The Machine name field will automatically populate based on the information in the above fields. Be sure to double check this.
	+ Click the Validate Machine Name button to make sure that the computer name doesn’t already exist
	+ Click submit to send the image request to the Job List for approval

**Existing Machine**

* Here is the form that will need to be filled out for an existing machine.
* Tracking
	+ **Helpspot ticket #**
* User information
	+ **NetID**
	+ Use NetID as the Identifiter
		- This will automatically fill in the **Name** and **Email** fields based off of the **NetID** provided. This can be unchecked if it is a student worker machine for example.
		- To populate the **Name** and **Email** fields, click the icon below the field
* Existing Machine
	+ **Machine Name**
		- Make it yourself and validate

**Job List**

* Here we can see all of the images that have been submitted. They are organized by date descending and you can also see the user who submitted the request, the machine name, the job type, and its approval status
* You can click on a job to see more information about the image job
* For Senior Techs and full time
	+ To approve an image, click on the job in the Job List, review the information and click approve or deny
* Once an image is approved, it is automatically moved to the appropriate collection in SCCM for it to be imaged.





