

NRCS Y22 REFRESH INSTRUCTIONS

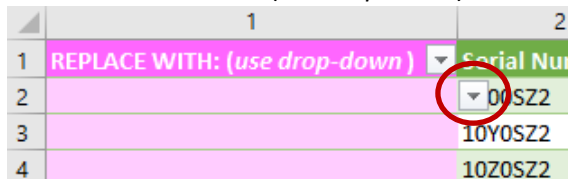
(DO NOT DOWNLOAD or REPLACE the spreadsheet. It is to be filled out within the TEAMS Channel. Simply open the file and follow the instructions below. There is no need to "SAVE", it will automatically save your changes when it's closed.)

Quick Tab Definitions:

- **RESULTS** – Shows the totals for suggested replacements and what is being requested (based on what replacements are chosen and the number of new hire computers ordered).
 - **Total of Non-Standard Configuration** - If ordering your own computer configurations, place the total in this box.
 - **FY22 Type 1 Estimated Cost** - If Type 1 equipment is needed, place estimated cost in this box.
 - **FY22 Equipment Estimated Cost** – If additional equipment is needed, place estimated cost in this box.
**Note: All Laptop computers come with a power supply, external Keyboards & Mice, and docking station with power supply.*
- **NRCS** – Shows details about computers due for refresh and where choices are made for refreshing each computer. All sections in PINK are required fields that must be filled out if replacing the computer.
 - **USED BY (TANIUM)** – Shows who logged into the computer last or who's currently using it. **Note: Tanium may not detect older computers, so an NA# reading, doesn't necessarily mean that it is not being used.*
- **CHANGES & NEW HIRES** - To order for those not listed on the NRCS tab and to order extra inventory for projected new hire employees.
- **CONFIGURATIONS** – Shows the complete list and details of each computer configuration available to request.

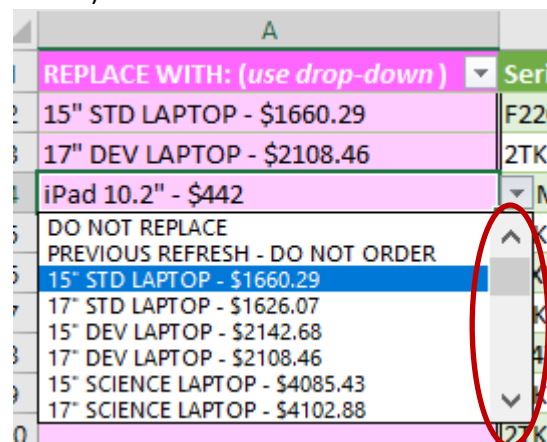
To order a replacement:

1. In column 1: "REPLACE WITH: (use drop-down)" ... when the cell is clicked on, a drop-down arrow will appear.



	1	2
1	REPLACE WITH: (use drop-down)	Serial Number
2		00SZ2
3		10Y0SZ2
4		10Z0SZ2

2. Click on the arrow and choose the computer type you would like to replace the computer shown in column 2 (Serial Number) with. Use the scroll bar to see more options.



	A	
1	REPLACE WITH: (use drop-down)	Serial Number
2	15" STD LAPTOP - \$1660.29	F22
3	17" DEV LAPTOP - \$2108.46	2TK
4	iPad 10.2" - \$442	
5	DO NOT REPLACE	
6	PREVIOUS REFRESH - DO NOT ORDER	
7	15" STD LAPTOP - \$1660.29	
8	17" STD LAPTOP - \$1626.07	
9	15" DEV LAPTOP - \$2142.68	
10	17" DEV LAPTOP - \$2108.46	
11	15" SCIENCE LAPTOP - \$4085.43	
12	17" SCIENCE LAPTOP - \$4102.88	

- a. **DO NOT REPLACE** = User is no longer an employee with NRCS or is planning to leave. Choose this option if a computer is not to be purchased for replacement.
- b. **PREVIOUS REFRESH - DO NOT ORDER** = A replacement has already been ordered for this computer in a previous refresh year but has yet to be installed. If a replacement is being requested, then the information in columns 7 – 12 must be correct and complete. Leaving any section blank will delay the computer replacement for the user.

3. In column 7, email addresses must be USDA addresses. Personal email addresses will not be accepted. Most email addresses are already filled in. Please make sure they are correct.
 - a. Shipping Address, City, State, Zip is where the new computer should be shipped and where the computer refresh will take place, whether it's at a facility or user's home.
 - b. Phone number of the user receiving the replacement (CEC can contact them for replacement questions and info.)

7	8	9	10	11	12
Used by: Email Address ▼	Shipping Address ▼	City ▼	State ▼	Zip ▼	Phone # ▼
Aleya.Brinkman@USDA.GOV		FAIRBANKS	AK		
ann.rippy@usda.gov		FAIRBANKS	AK		
Daniel.Stich@usda.gov		FAIRBANKS	AK		

4. Use the CHANGES & NEW HIRES tab to order computers for anticipated new hire employees and for computers that are not on the NRCS tab that were not ordered in previous refreshes.
 - a. To add additional computers for replacement, fill out the blue section. All cells are required.

TO CHANGE ASSIGNED USER or ADD COMPUTER to be REFRESHED:							
REPLACE WITH: (use drop down) ▼	Serial # ▼	Assign To: (email address) ▼	Shipping Address ▼	CITY ▼	STATE ▼	ZIP ▼	Phone # ▼
17" DEV LAPTOP - \$2108.46	2TK468235	CLARK.KENT@USDA.GOV	1235 Metroplis Road	SMALLVILLE	KS	54321	(123) 456-7890
▼							

- b. To order extra computers for anticipated new hire employees, fill in the orange section.

TO ORDER COMPUTERS FOR NEW HIRE EMPLOYEES			
COMPUTER TYPE (use dropdown) ▼	CITY ▼	STATE ▼	HOW MANY ▼
15" STD LAPTOP - \$1660.29	SMALLVILLE	KS	10
▼			

NOTE: All computers added to the CHANGES & NEW HIRES tab are automatically calculated on the RESULTS tab.

* Contact CEC to pick up all extra/unused computers to avoid being charged a seat cost.