

# Instructions for Cataloging NeoSOFT's Devices

This ppt outlines the steps to be taken for cataloging all NeoSOFT's devices. Please read the instructions carefully and follow the reference images for clarity.

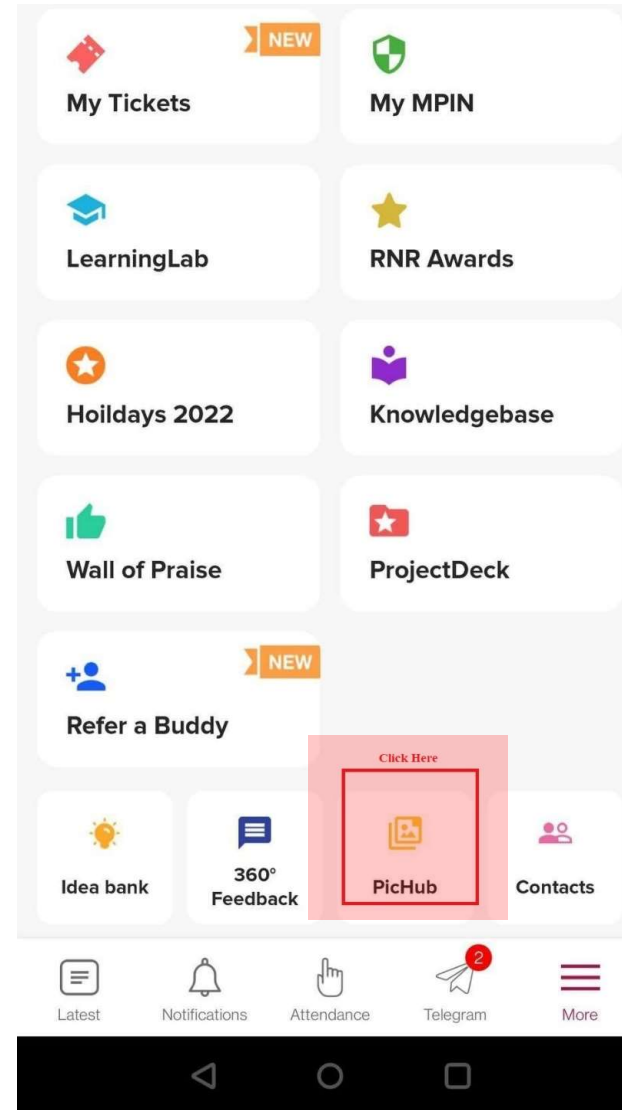
# Remember

- All devices in your possession (laptops, mobiles and dongles) are supposed to be photographed separately and uploaded on the Connecto app – PicHub section.
- This includes multiple photographs of each device which clearly show:
  - 1 – The barcode featured at the back or bottom of each device.
  - 2 – The specifications of each device: mentioned in Step 3

## Step 1:

- Open the Connecto app
- Tap on the “More” option and click on the “PicHub” menu. <Ref image 1>

Ref Image -1



## Step 2:

- Click on the camera button to click the images. *<Ref image 2>*
- Please take images of all devices you hold and upload them one-by-one.
- No collage or video formats. Only clear resolution images to be uploaded.
- Devices that may be in your possession –
  - Laptop (Windows, MacBook, Ubuntu)
  - Mobile/Tab (iPhone, Android, others)
  - Dongles
  - Any other gadgets

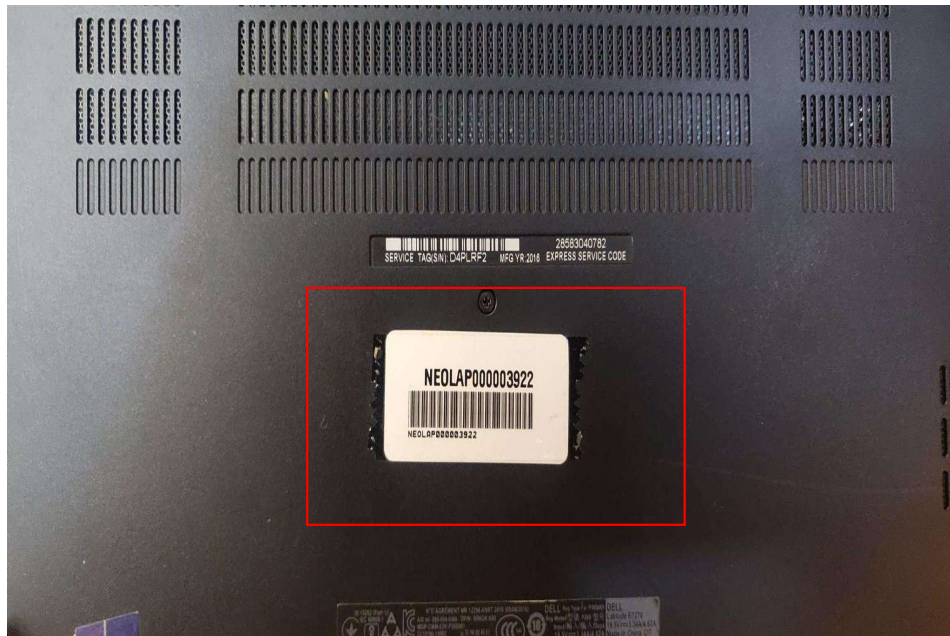
*<Ref image 2>*



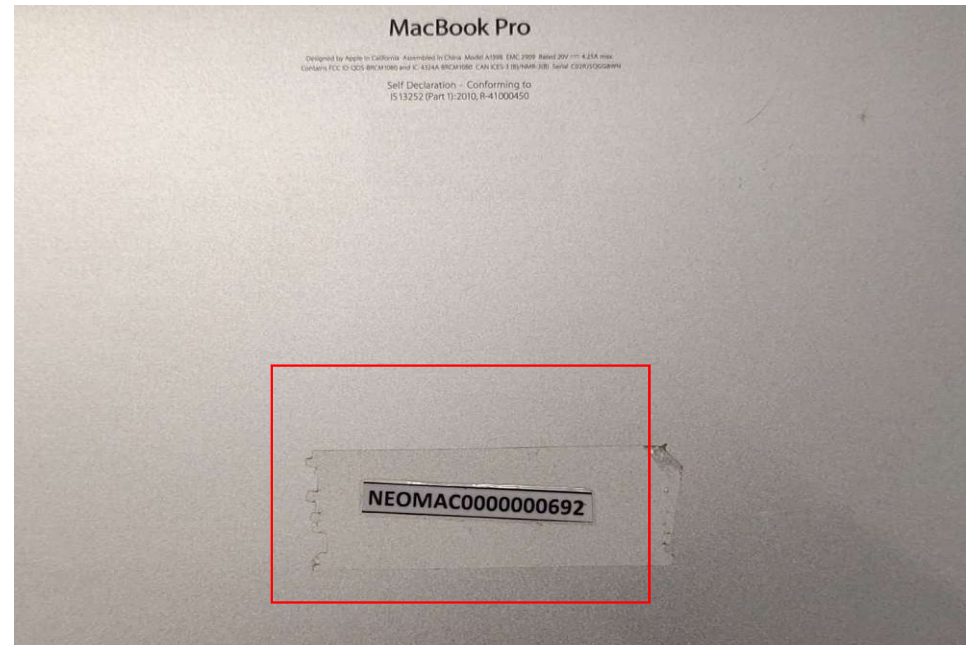
# For Laptop Devices

- Upload an image of the barcode found at the back or bottom of the device.  
<Ref Image 3 & 4>

**Windows** <Ref Image 3>



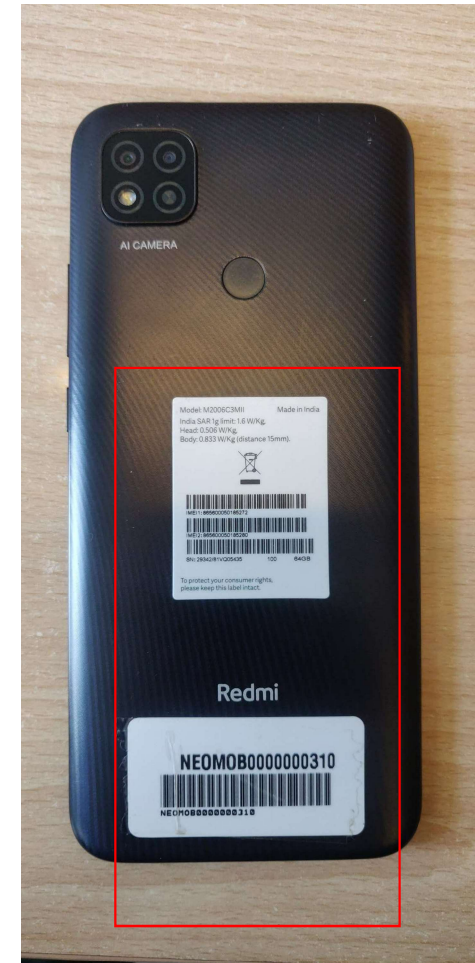
**MacBook** <Ref Image 4>



# For Mobile Devices

- Upload an image of the barcode at the back of the mobile device. <Ref Image 5>
- Upload a screenshot of Serial No. & Model No. in the About phone section.
- This can be accessed by going to Settings > About Phone

<Ref Image 5>



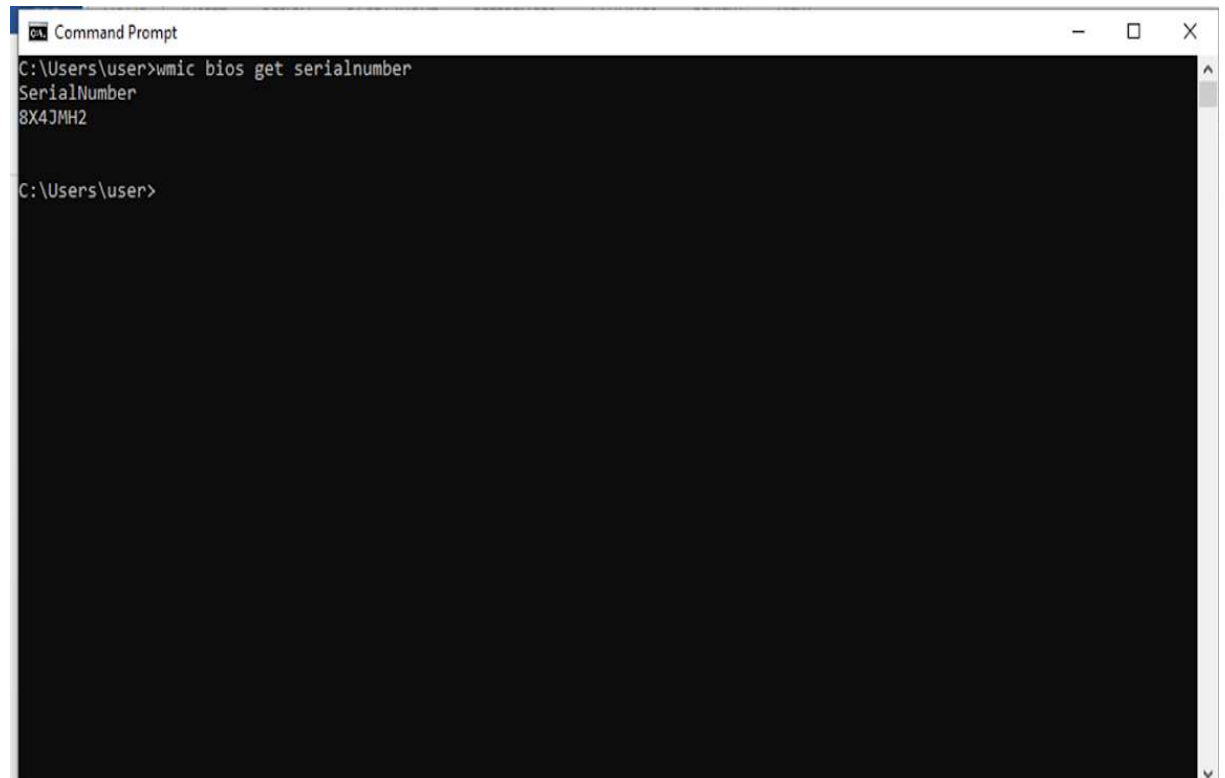
## Step 3: Laptop Instructions

- Depending on the type of laptop (Windows, MacBook, Ubuntu), an additional image is required capturing its specification and must be uploaded to PicHub Section.
- The exact steps are outlined in the next slides for each version.
- The pictures shown in the next slides are an example of what your screen should like when you take the picture.

<Ref Image 6>

## 1. For Windows

- Press Windows key + R key  
→ type CMD → and press Enter.
- Enter the command in the window - **wmic bios get serialnumber**

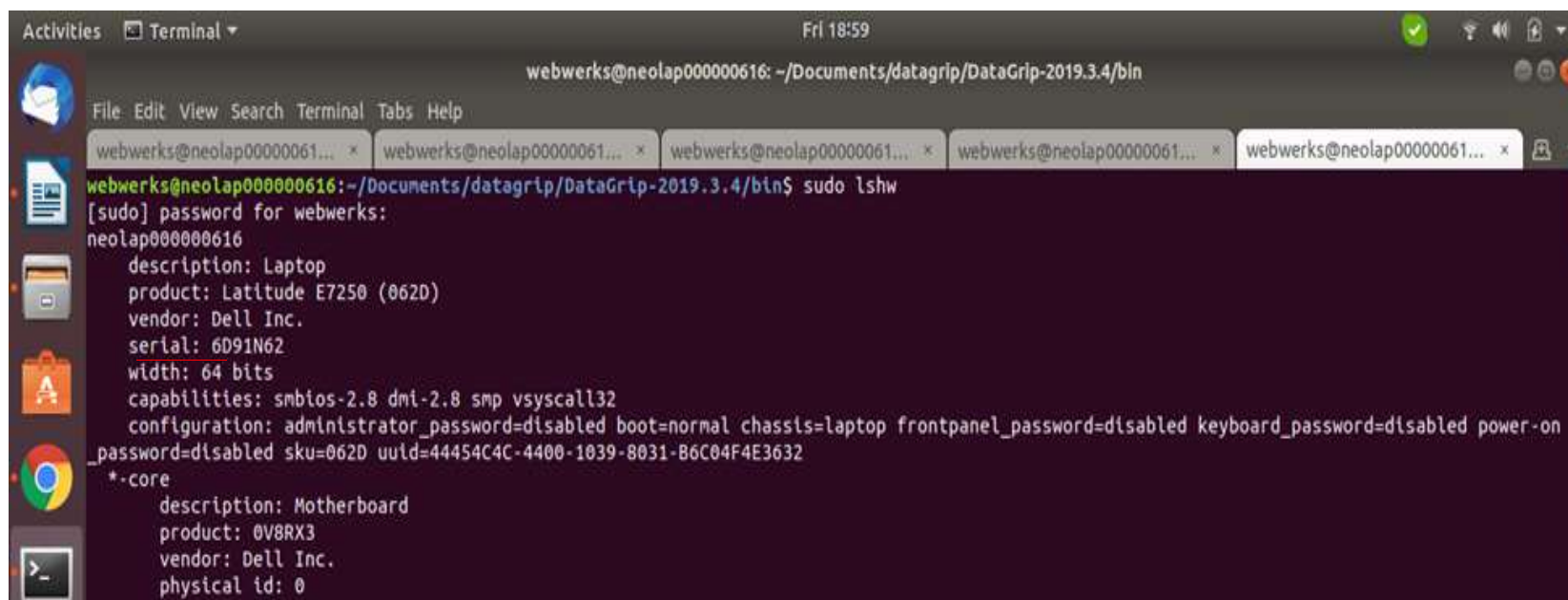


```
Command Prompt
C:\Users\user>wmic bios get serialnumber
SerialNumber
8X4JMH2

C:\Users\user>
```



<Ref Image 7>



```
webwerks@neolap000000616: ~/Documents/datagrip/DataGrip-2019.3.4/bin
File Edit View Search Terminal Tabs Help
webwerks@neolap000000616:~/Documents/datagrip/DataGrip-2019.3.4/bin$ sudo lshw
[sudo] password for webwerks:
neolap000000616
description: Laptop
product: Latitude E7250 (062D)
vendor: Dell Inc.
serial: 6D91N62
width: 64 bits
capabilities: smbios-2.8 dmi-2.8 smp vsyscall32
configuraton: administrator_password=disabled boot=normal chassis=laptop frontpanel_password=disabled keyboard_password=disabled power-on
_password=disabled sku=062D uuid=44454C4C-4400-1039-8031-B6C04F4E3632
*-core
description: Motherboard
product: 0V8RX3
vendor: Dell Inc.
physical id: 0
```

## 2. For Ubuntu

- Go to terminal and run the below command → **Sudo lshw**
- Enter your system password
- Ensure that the **Serial number** (underlined in Red in the reference image) is captured in the shared image.

### 3. For Macbook

- Go to the left side apple icon
- Click on 'About This Mac'

<Ref Image 8>



# Thank You

- Please share your asset details latest by 04/04/2022.
- For any queries, please reach out to Sysadmin.