

## **Notes and Reference Items Regarding Preparation of the Computer Management Register (Forms 1 - 3)**

This document provides notes and reference items related to computer management register preparation.

The basic items required for preparing forms 1 - 3 are included in the forms. To avoid the survey respondent having to read the same items twice, those items are omitted here.

This document was created with the possibility in mind of future revisions, based on inquiries received during the survey. To make it easier to read both for editors and readers, the item numbers ((1) through (35)) in the forms are used here as headings.

### **General Items**

- A. Scope of computers owned by the university
  - a) For the purposes of the register (Form 1), computers owned by the university include those purchased with public funds and donations. Public funds include departmental funds, such as scientific research funds.

### **1. Installation Location Information, etc.**

#### **(1) Register preparation (update) date**

- A. Enter the date the register was actually prepared. This may differ from the submission date.

#### **(2) Installation (usage) building name**

- A. Enter the name of the building where the computer is installed (used).
- B. The name of the building entered in A may differ from your own department.
- C. When possible, enter as shown in the example below.
  - Ex.) Information Initiative Center, North Building

#### **(3) Installation (usage) room number, etc.**

- A. Enter the number, etc. of the room where the computer is installed (used).
- B. The room number, etc., entered in A may differ from the number of your own department.
- C. When possible, enter as shown in the example below.
  - Ex.) 2F Room 102

#### **(4) Software manager's name (Manager of the computer)**

- A. Regarding the software manager:
  - a) According to regulations\*, individual faculty members are designated as software managers, so write the name of the corresponding faculty member.
    - \* National University Corporation Hokkaido University Software Asset Management Regulations
  - b) According to the same regulations, in the case of administrative staff, specialists, professional staff, or assistant managers serve as the software managers of sections, offices, administrative offices, and auditing offices. Coordinate as needed and enter the corresponding name.
- B. Regarding computers personally owned by faculty members:
  - a) Enter the name of the computer's owner.

### **2. Computer Information**

This item will be used by the Office for (the Promotion of) Information and Communication Technology Environment for field research during compilation and cataloguing, and for follow-up after the survey is completed. It will also be used when attaching confirmation stickers (tentative name) to the computers after the survey is completed, and for software management.

#### **(18) Model name**

- A. Enter the model name.
- B. Enter "Home-built PC" if you built the computer yourself.
- C. In the case of order-made or built to order (BTO) computers without a fixed name, enter "order-made."

#### **(19) Manufacturer's name**

- A. Enter the manufacturer’s name.
- B. Nothing needs to be entered here if you built the computer yourself.

**(20) Computer type**

- A. Select the computer type from 1 through 4 below.
  - 1. General computer (Standard computer)
  - 2. Server (Computer that provides its own functionality and data to client computers over a network)
  - 3. Workstation (High-performance business-use machine specializing in advanced technical calculations and processing [computer-aided design, graphic design, etc.])
  - 4. Other (For computers to which the above do not apply)

**(22) IP address**

- A. If the computer is connected to a network, enter the IP address.
- B. Enter “DHCP” for computers for which a DHCP connection application was submitted and approved during the HINES application process.
- C. Nothing needs to be entered if no HINES connection application has been submitted and the computer is not connected to a network.

**How to Confirm the IP Address**

OS Type	Procedure
Windows XP	“Start” → “Run” → enter “cmd” → enter “ipconfig/all” The section shown in “IP Address: *.*.*.*.*”
Windows Vista	“Start” → “Start Search” → enter “cmd” → enter “ipconfig /all” The section shown in “IPv4 Address: *.*.*.*.*”
Macintosh (OSX)	Apple menu → “About This MAC” → “More Info” → “Network”
Linux	“Applications” → “Accessories” → “GNOME Terminal” → enter “/sbin/ifconfig -a  more” The section shown in “inet addr: *.*.*.*.*”

**(23) MAC address**

- A. If you entered “(22) IP address,” enter the MAC address.
- B. For notebook PCs with two LAN cards for wired or wireless network connectivity or servers with multiple LAN ports, give priority to the MAC address registered with HINES. If both are registered with HINES, enter the second MAC address as MAC address 2.
- C. If the computer has three or more MAC addresses, the extra addresses do not need to be entered.
- D. Nothing needs to be entered for computers without internal LAN cards and for which a HINES connection application was not submitted.

**How to Confirm the MAC Address**

OS Type	Procedure
Windows XP	“Start” → “Run” → enter “cmd” → enter “ipconfig/all” The section shown in “Physical Address: XX-XX-XX-XX-XX-XX”
Windows Vista	“Start” → “Start Search” → enter “cmd” → enter “ipconfig /all” The section shown in “Physical Address: XX-XX-XX-XX-XX-XX”
Macintosh (OSX)	Apple menu → “About This MAC” → “More Info” → “Network”
Linux	“Applications” → “Accessories” → “GNOME Terminal” → enter “/sbin/ifconfig -a  more” The section shown in “HWaddr: XX-XX-XX-XX-XX-XX”

**(25) OS name (Operating System: Software used for overall computer system management)**

- A. Enter the computer's OS.  
 Ex. 1) Windows Vista Business Service Pack 1  
 Ex. 2) Mac OS 10.4.1

**How to Confirm the OS**

OS Type	Procedure
Windows XP	“Start” → “Control Panel” → “System”
Windows Vista	“Start” → “Control Panel” → “System and Maintenance” → “System”
Macintosh (OSX)	Apple menu → “About This MAC”
Linux	Enter the distribution name Ex.) Fedora, Ubuntu

**3. Installed Software Information**

**(29) Software information**

Enter “(29)-1: Software name”, “(29)-2: Version”, “(29)-3: Developer”.

- Ex. 1) Software name: Microsoft Office Professional Edition 2003  
 Version: 11.0.8172.0  
 Developer: Microsoft Corporation
- Ex. 2) Software Name: Adobe Acrobat Standard 8.0  
 Version: 10.0.32.18  
 Developer: Adobe Systems Incorporated

**How to Confirm Installed Software**

OS Type	Procedure
Windows XP	“Start” → (Settings) → “Control Panel” → “Add or Remove Programs” → Check which programs are installed
Windows Vista	“Start” → (Settings) → “Control Panel” → “Programs” → “Programs and Features” → Check the software items to see which programs are installed
Macintosh (OSX)	“Apple Menu” → “About This MAC” → “More Info” → Check the software items to see which programs are installed