



BARCODING COMPLIANCE COMPONENT

DEFINITION

<i>Name</i>	Barcoding
<i>Description</i>	Barcoding encompasses the requirements necessary for entering and/or maintaining the State of Missouri computer hardware inventory database utilizing Barcode scanning hardware and software. These processes and devices may include live or online scanning of Barcode tags while connected to the database or remote or disconnected use and scanning of the tags with subsequent updates to the master database.
<i>Rationale</i>	Utilization of barcode technology and the processes outlined here will improve accuracy of data collected, entered and maintained and can often reduce workloads of staff who must update the database.
<i>Benefits</i>	By utilizing barcoding technology as outlined here, stakeholders will achieve: <ul style="list-style-type: none">• More accurate entry and updates of inventory data• Reduced workloads through scanned data entry• More timely access to the information

ASSOCIATED ARCHITECTURE LEVELS

<i>Specify the Domain Name</i>	Systems Management
<i>Specify the Discipline Name</i>	Asset Management
<i>Specify the Technology Area Name</i>	Hardware Inventory
<i>Specify the Product Component Name</i>	

COMPLIANCE COMPONENT TYPE

<i>Document the Compliance Component Type</i>	Guideline
<i>Component Sub-type</i>	

COMPLIANCE DETAIL

<p><i>State the Guideline, Standard or Legislation</i></p>	<ul style="list-style-type: none"> ➤ Barcode labels and scanning equipment should conform to Code 39 (ISO/IEC 16388) or Code 128 (ISO/IEC 15417) standards. ➤ Barcode label placement: <ul style="list-style-type: none"> ○ Place the Barcode label in the upper right front or top of the item. ○ If there is an additional tag, place the Barcode label above it. If there is not enough room, then to the left of the additional tag. ➤ Barcode labels are required on IT items over the state accounting threshold. ➤ Barcode labels are optional on equipment under the state accounting threshold, except those deemed sensitive or traceable by the respective agency. ➤ Barcode application must work across wide area network connections, preferably through a web browser interface ➤ Any database of scanned information must interface with State of Missouri computer hardware inventory systems, either directly or through standard data import utilities. ➤ Inventory data must be able to be taken “offline” from the hardware inventory database, viewed, updated, a simple scan recorded, and then uploaded into the State of Missouri computer hardware inventory system. ➤ The inventory data taken offline must include at least the minimum required fields of the hardware inventory and software inventory technology areas. ➤ Data to be downloaded to Barcode scanning hardware must be able to be filtered for criteria. ➤ Data to be downloaded to Barcode scanning hardware must be able to be limited based upon access credentials. ➤ Inventory data must be able to be queried by Last Scan Date, including those pieces of inventory not scanned within a certain period of time. ➤ Inventory data must be able to be filtered by “sensitive” and “non-sensitive” status. ➤ It is desirable to have vendors apply Barcode labels whenever possible.
<p><i>Document Source Reference #</i></p>	

Compliance Sources

<i>Name</i>	American National Standards Institute (ANSI)	<i>Website</i>	http://www.ansi.org
<i>Contact Information</i>	1819 L Street, NW (between 18th and 19th Streets), 6th floor Washington, DC 20036 Tel: 1.202.293.8020 Fax: 1.202.298.9287		
<i>Name</i>	Global Trade Identification Number (GTIN)	<i>Website</i>	http://www.gtin.info
<i>Contact Information</i>	N/A		

KEYWORDS

<i>List Keywords</i>	
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COMPONENT CLASSIFICATION

<i>Provide the Classification</i>	<input type="checkbox"/> <i>Emerging</i> <input checked="" type="checkbox"/> <i>Current</i> <input type="checkbox"/> <i>Twilight</i> <input type="checkbox"/> <i>Sunset</i>
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<i>Sunset Date</i>	
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COMPONENT SUB-CLASSIFICATION

Sub-Classification	Date	Additional Sub-Classification Information
<input type="checkbox"/> <i>Technology Watch</i>		
<input type="checkbox"/> <i>Variance</i>		
<input type="checkbox"/> <i>Conditional Use</i>		

Rationale for Component Classification

<i>Document the Rationale for Component Classification</i>	
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Migration Strategy

<i>Document the Migration Strategy</i>	
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Impact Position Statement

<i>Document the Position Statement on Impact</i>	
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CURRENT STATUS

<i>Provide the Current Status</i>	<input type="checkbox"/> <i>In Development</i> <input type="checkbox"/> <i>Under Review</i> <input checked="" type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Rejected</i>
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AUDIT TRAIL

<i>Creation Date</i>	10/24/2006	<i>Date Approved / Rejected</i>	10/16/07
<i>Reason for Rejection</i>			
<i>Last Date Reviewed</i>		<i>Last Date Updated</i>	08/28/2007
<i>Reason for Update</i>			