Transferring Devices across Regions

Overview

This Quick Reference Guide illustrates how to transfer a device from a school in one region to a school in another. The procedure can only be carried out by two Regional Technical Support Officers (RTSOs), one in each region.

The device is transferred from the source school (in Region 1) to the destination school (in Region 2) via the DET pool.

Work Instructions

The first part of the transfer (A) is carried out by the RTSO in region 1, and the second part (B) by the RTSO in region 2.

A. Transferring the device from the source school to the DET pool

The RTSO from region 1 follows the procedure below:

1. Click the Device tab in the Device Management menu
2. Search for the device to be transferred by entering the serial no. in the **Serial No.** field, and clicking **Search**.

3. In the resulting **Device List**, check the box next to the device, and then select the **magnifying glass** next to the **Transfer Devices to School** field.

   ![Device Assignment Screen](image)

   **Note:** You can only transfer a device that is in pool or re-imaged status.

4. Enter “department” into the **Location Name** field and select **Search**
5. Select the “Department of Education & Training”

6. Select **Transfer**.

7. Select **OK**.

8. The device has been successfully transferred to the DET pool.
9. Inform the RTSO in region 2 to perform the second phase of the transfer outlined below.

B. Transferring the device from the DET pool to the destination school

Send the device to the RTSO from region 2 follows the procedure below:

1. Click the Device tab in the Device Management menu

2. Search for the device to be transferred by entering the serial no. in the Serial No. field, and selecting Search.

3. In the device transfer popup dialog, Select transfer

4. The device is successfully transferred
The Devices were successfully transferred to Cherrybrook Technology High School

<table>
<thead>
<tr>
<th>School</th>
<th>Device Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cherrybrook Technology High School</td>
<td>All</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enter/scan serial number or RFID</th>
<th>Device Status</th>
<th>Purchase Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-M053DN</td>
<td>All</td>
<td>All</td>
</tr>
</tbody>
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