CAS Inventory – OCS System

Windows Computers

1. If the computer to be inventoried does not have an active internet connection, save the CAS Inventory.exe file to a usb flash drive or disk. The .exe file can be run on the computer from the usb flash drive or disk. Proceed to Step 3.

If the computer to be inventoried does have an active internet connection proceed to Step 2.

2. Please follow the link ‘PC Inventory’ [http://support.okstate.edu](http://support.okstate.edu)

3. You will be prompted to Run or Save the application. Choose run if you are using the computer to be inventoried. Please choose to RUN on any of the Security Warnings.

![File Download - Security Warning](image1)

![Internet Explorer - Security Warning](image2)
4. When the application starts, it will prompt you to enter the location of your computer. This should be the physical location of the computer including your Building and room number, followed by the primary user or some distinguishing name. (Ex. “LSE005 Pistol Pete” or “LSE005 Student Workstation”)

5. The inventory should now be collected on your computer and automatically upload the results to the inventory server. This process may take a few minutes.

6. When you see ‘Inventory Complete’ and get an ‘OK’ button, please do so. Your computer has now been inventoried and the information collected.

If you do not see the above window after a few minutes, it may be hidden by other open windows. Minimize all open windows.

[Only proceed to the next step if your computer does have an active internet connection.]

7. When the inventory completed, it should have opened a folder containing a .xml file. This should be located in C:\Logs. Please copy that file to your usb flash drive or disk and email the file to cas-help@okstate.edu with subject “OCS file”.

If the C:\Logs folder is not present on your computer you will need to open Windows Explorer (not Internet Explorer). Create a new folder in C: drive called “Logs” and re-run the CAS Inventory.exe file.