

Guide for Department Contacts

This guide outlines the four-part procedure Department Contacts (DCs) will use in the BCCR process. Note: The PeopleSoft Asset Management - Computer Replacement (AM-CR) system is used to track assets and assist in the BCCR process. To learn more BCCR terms, see the glossary at: www.bc.edu/offices/its/bccr/dc-resources/glossary.html

1. Verify Data

Department Contacts and TCs will be provided a list of all eligible positions in the selected department codes they are responsible for and asked to verify the computers assigned to them through the previous BCCR cycle. If data cleanup is needed, the DC and TC should communicate the required changes to the BCCR Coordinator before beginning the Prepare process in the Asset Management system (aka AM-CR).

2. Prepare

The Prepare phase should be completed at least six weeks before the first day of your area's deployment date. You will use the Asset Management system (aka AM-CR) for this phase and the remaining phases in the process. Note: Department TCs are able to assist with all of the Prepare phase.

1. Using Firefox, log into AM-CR: <https://itamprd.bc.edu:8460/FAMPRD/signon.html>. In the left navigation bar, select **BC Custom**. Select **BCCR Deployment Process** from the page. Select **Prepare for BCCR**.
2. Enter the DC username and sequence number (provided by the BCCR Coordinator) and click the **Search** button.
 - Step 1: Update the location for each person.
 - Step 2: Verify the proper assets are associated with each BCCR-eligible position and confirm whether the computer has been found and whether it will be returned (otherwise a 3-way swap of a working, BC-owned computer is expected).
 - Step 3: If necessary, update Shared system location and/or Asset Contact for each computer and verify whether it was found and whether it will be returned.
3. When you are finished with the Prepare phase, notify the BCCR Coordinator to initiate the Select phase.

3. Select

The Select phase should be completed at least one month before the first day of your area's deployment date. Note: Department TCs have view-only access to the Selection phase.


1. Using Firefox, log into AM-CR: <https://itamprd.bc.edu:8460/FAMPRD/signon.html>. In the left navigation bar, select **BC Custom**. Select **BCCR Deployment Process** from the page. Click **Select Computer Model Type**.
2. Enter the DC username and sequence number (provided by the BCCR Coordinator) and click the **Search** button.
 - Step 1: Select the appropriate model and verify the variance for all **primary** computer selections.
 - Step 2: Select the appropriate model and verify the variance for all **shared** computer selections.
3. When the Selection phase is completed, please obtain variance approval and notify the BCCR Coordinator. The Coordinator will verify variance approval and submit the order request to the Business Office, and then initiate the Schedule phase.

4. Schedule

The Schedule phase should be completed at least one week before the first day of your area's deployment date. Note: Department TCs have view-only access to the Schedule phase.

1. Using Firefox, log into AM-CR: <https://itamprd.bc.edu:8460/FAMPRD/signon.html>. In the left navigation bar, select **BC Custom**. Select **BCCR Deployment Process** from the page. Select **Schedule BCCR Deployment**.
2. Enter the DC username and sequence number (provided by the BCCR Coordinator) and click the **Search** button.
3. For each computer, choose a date and AM/PM window, and confirm if the user would like BCCR to migrate their data. Once complete, make sure there is a maximum of 8 computers per day and only 4 in each AM/PM window. Tip: Sorting the schedule list using the "YMD AM/PM" column will help with this.

AM-CR Tips

- Remember to click **Save** often, especially before exiting or moving to another page.
- You may export the information for sharing in an Excel spreadsheet by clicking the spreadsheet icon in the upper right corner: 
- You can sort by any column header.