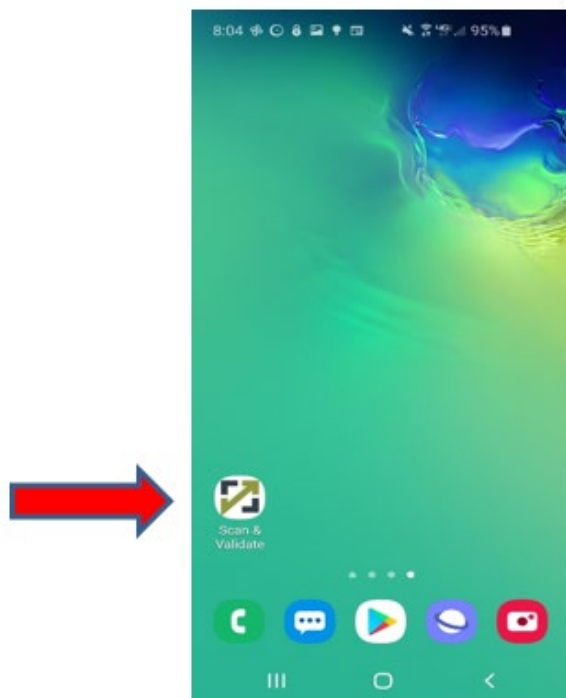


Physical Inventory Procedures

A schedule will be set up to provide a specific time for every department. Each department must complete their inventory within the allotted time in order for all departments to be accommodated. We request that you follow these important procedures in order to correctly complete the physical inventory:

1. A week before your scheduled time for inventory, check your inventory list to see if any special arrangements should be made for items (laptops, cameras, items in the field, etc). All Alt APO should be able to access their inventory through Canopy, if you are unable to please contact Property Accounting immediately.
 2. At the scheduled time, you will go to the Property Accounting office (Room 107, College Hall) and sign out the scanner you will use for the physical inventory. When your inventory is completed you will return the scanner to Property Accounting and sign it back in.
 3. Complete and return the “Equipment Deletion/Transfer Notice” or “Missing or Stolen Property Report” as needed for ‘No Scan’ items on your inventory.
 4. The department Head, Alt APO, and any other employee verifying the physical inventory should sign the Certification of Physical Inventory of Property. Please use the lines on this page to make a note of any bar-coded items you have that are not showing on your inventory
- Property Accounting appreciates your full cooperation in getting this done correctly and promptly. Your annual Certification of Physical Inventory needs to be returned no later than your specifically assigned due date.

Instructions for Android Bar Code Scanner



The power button is located at the top of the screen. Slide the screen up to unlock. Click on the application icon. This will bring you to the login screen for the application. You will enter your credentials here. Your username is your department acronym (non-cap) and the password is tamuk1.



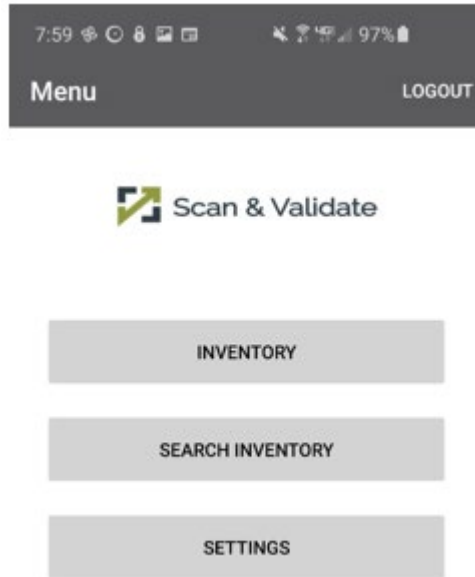
idc _____

.....

SIGN IN

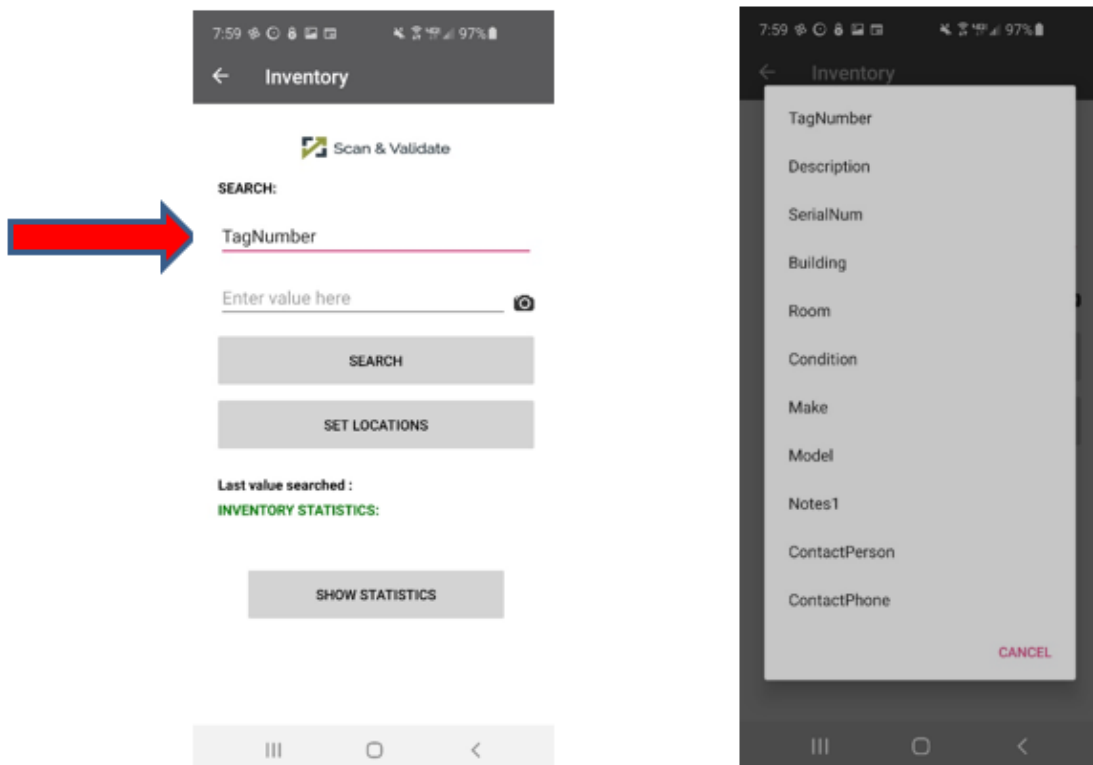
Device ID: 459df6e29909b3d3

After you login, you will be taken to the application home screen.



Inventory Screen

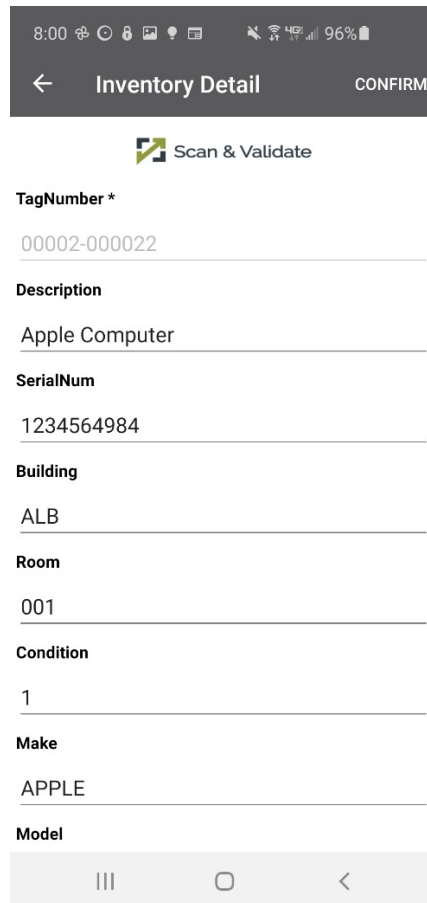
On this screen is a search field where you scan your asset and a search by field where you choose which field you would like to search by. You can change which field you want to search with by tapping on the underlined search field title and tapping on the field you want to select.



Once you choose which field you want to search on, scan your barcode or type the number into the search field and hit search. This will take you to the asset edit screen (see next page). If all info on this screen is correct, hit the confirm button. If you need to make a change, click on the field you want to change, make your changes and hit the confirm button. The asset will be confirmed and you will be taken back to the Inventory Scan Screen.

Asset Detail Edit

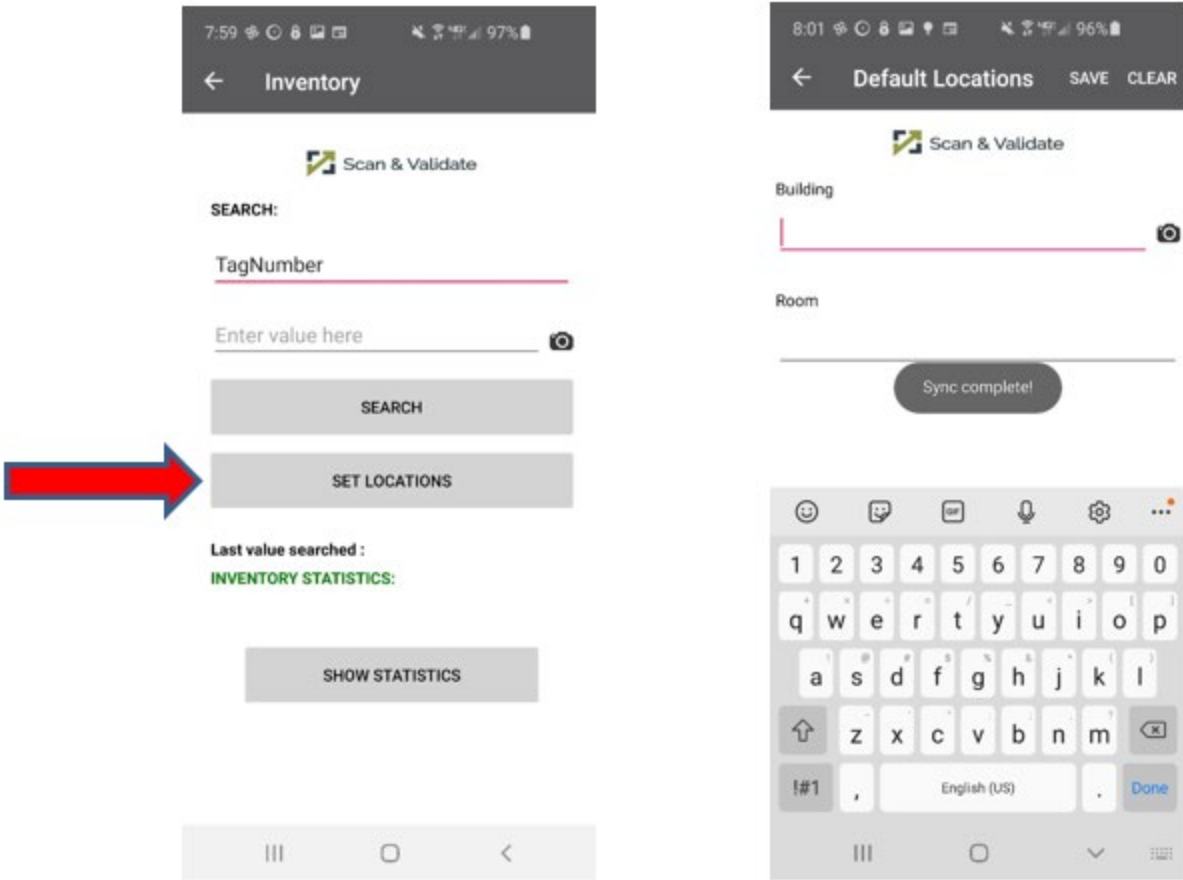
On this screen you have the option to edit any fields that need to be edited. To edit a field, simply tap on the field and enter your new information. Once you finish making your changes, tap on the confirm button in the upper right corner and you will be taken back to the scan screen.



The screenshot shows a mobile application interface for editing an asset. At the top, there is a status bar with the time 8:00 and 96% battery. Below that is a dark header with a back arrow, the text 'Inventory Detail', and a 'CONFIRM' button. A green logo with the text 'Scan & Validate' is centered below the header. The main area contains several labeled text input fields: 'TagNumber *' with the value '00002-000022', 'Description' with 'Apple Computer', 'SerialNum' with '1234564984', 'Building' with 'ALB', 'Room' with '001', 'Condition' with '1', 'Make' with 'APPLE', and 'Model' which is currently empty. At the bottom of the screen, there is a light gray navigation bar with three icons: a hamburger menu, a circle, and a back arrow.

Set Default Locations

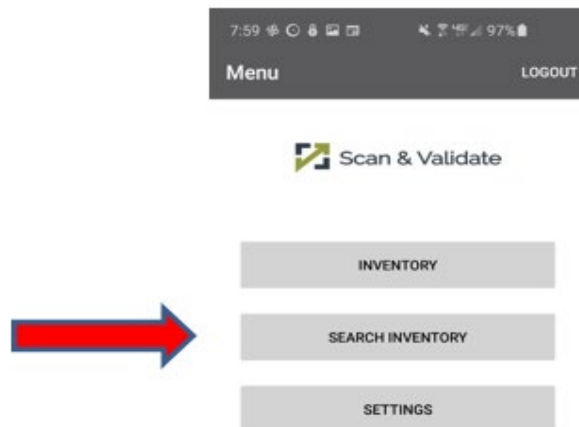
On this screen, you also have the option of setting default locations. These are used to apply a predetermined value to certain fields. To accomplish this, tap on the set locations button. This will take you to the Edit Default Locations screen. Fill in the desired values for the fields and tap save. If you want to change the default locations or clear them at a later time, simply come back to this screen and tap the clear button and then the save button.



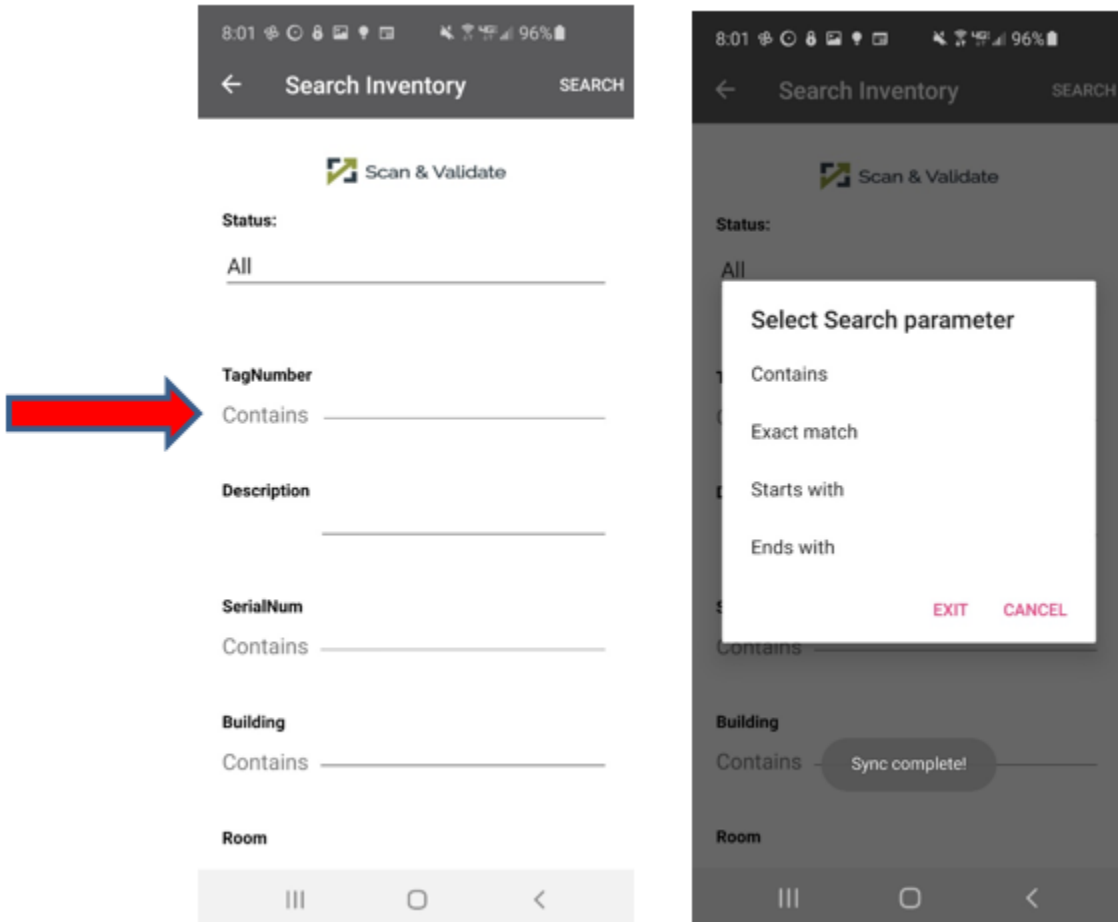
After your default locations are set, tap the save button in the upper right to go back to the scan screen.

Search Inventory

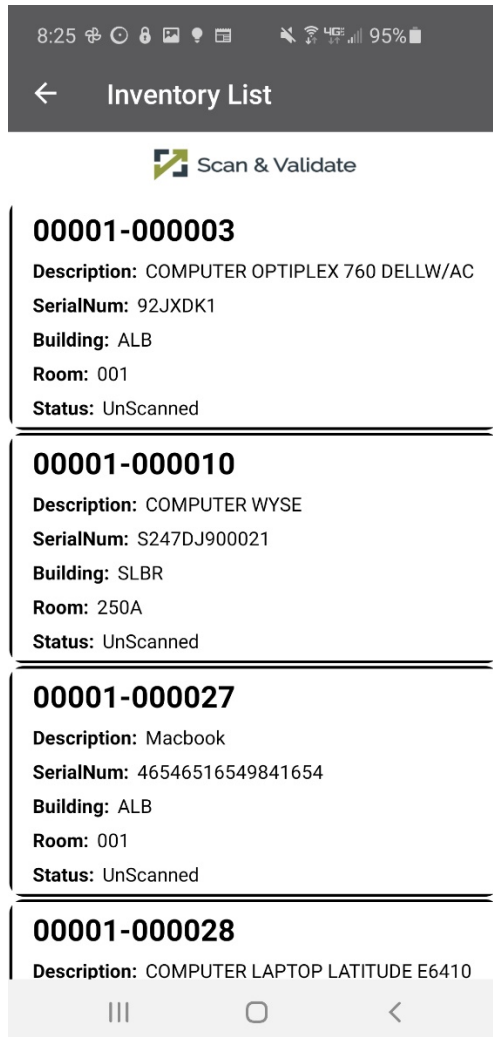
The next option you have on the home screen is the Search Inventory button. This button is used to view the assets that are currently loaded on the scanner. This is for informational purposes only, you will not be able to edit any assets from this screen. To search for an asset, tap on the search button and you will be taken to the search screen.



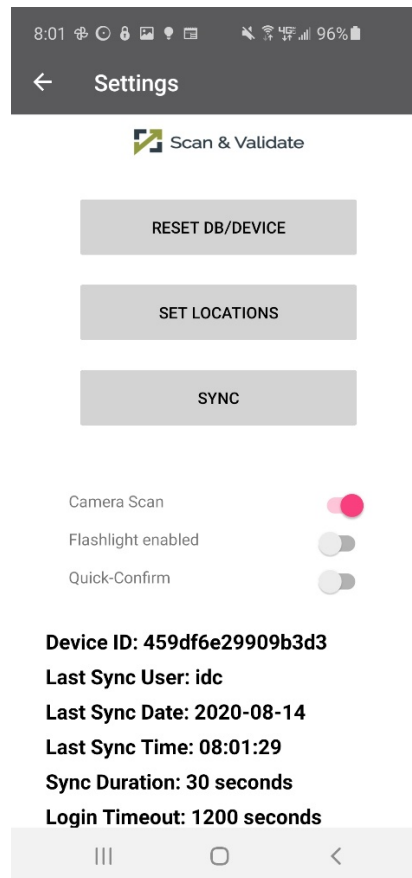
Once there you can search on any field displayed on the screen. Each field has an operator option that you can use to search for values that start with, contain, exact match or end with the value that you put in the field. You can access the operators by tapping on the gray drop down arrow in the bottom right of each field. You also have the option to search for assets by their status. The application will default to “All” statuses but can be changed by tapping on the gray drop down arrow in the bottom right of the Device Status field.



Once you have entered all of your search information, tap the search button and you will be shown a list of assets that meet your search criteria. From here you can tap on the asset to bring up the asset detail screen for the asset. When you are done, tap the back button in the upper left to return to the search screen and again to return to the home screen.



Settings



The third option available to you on the home screen is the Settings button. You will use this button to access all application settings including:

Reset DB/DEVICE – To do this, click on the “Reset DB/DEVICE” button. You will be prompted to enter a username and password. If you continue, the database will be reset on the device and synced with current data in the database.

Set Locations – You will use this to set pre-determined fields up for location information.

Sync- This will sync your device with the database.

Camera Scan – If you have a device that doesn’t have a laser, this will allow the application to use the device’s camera to scan the barcodes.

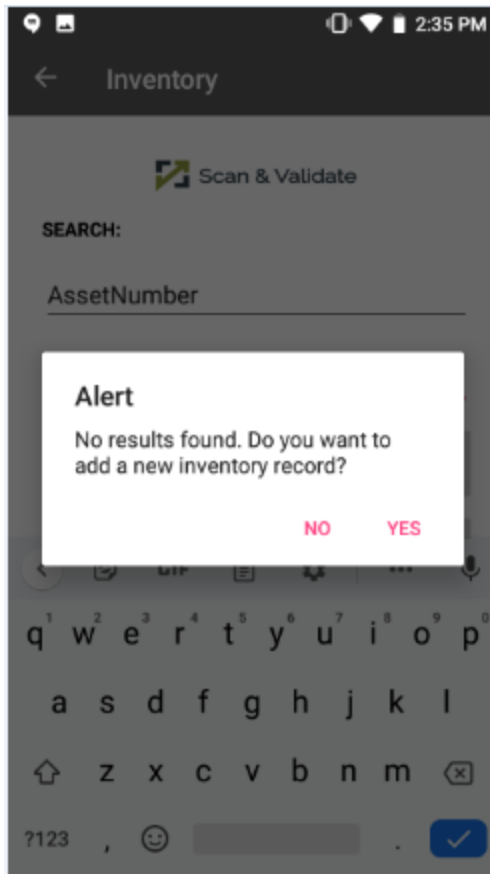
Quick Confirm – If Quick Confirm is on, any asset that you scan will be confirmed automatically.

How to Scan a Barcode

To start conducting your inventory, you will go to the Scan & Validate Application on the scanner homepage. Login using your credentials, then you will select the inventory tab. Make sure the “Enter value here” is selected before you scan the barcode. When you are ready to scan, hold down one of the yellow buttons on either side of the scanner.

| Field | Value |
|---------------|-------------------------------------|
| AssetNumber * | 171800084337 |
| Description | COMPUTER DELL OPTIPLEX 7050 SFF XCT |
| Dept | APPM |
| BldgNum | 00501 |
| RoomFloor | 111 |
| OtherLoc | SHELBY |
| SerialNum | C1T30M2 |
| MfrModel | OPTIPLEX 7050 SFF |
| Condition | O1 |
| Available | US |
| SubDept | |

The asset will pop up showing all the available fields to change. Please update the building number, room number and other location. If the asset should not be in your department, please create an equipment transfer in Canopy. Once you have updated the asset, click “CONFIRM”.



If you receive this alert when conducting inventory, this mean that the asset you are scanning is not in your current inventory. I recommend writing down the asset number and have Property Accounting check on the asset.