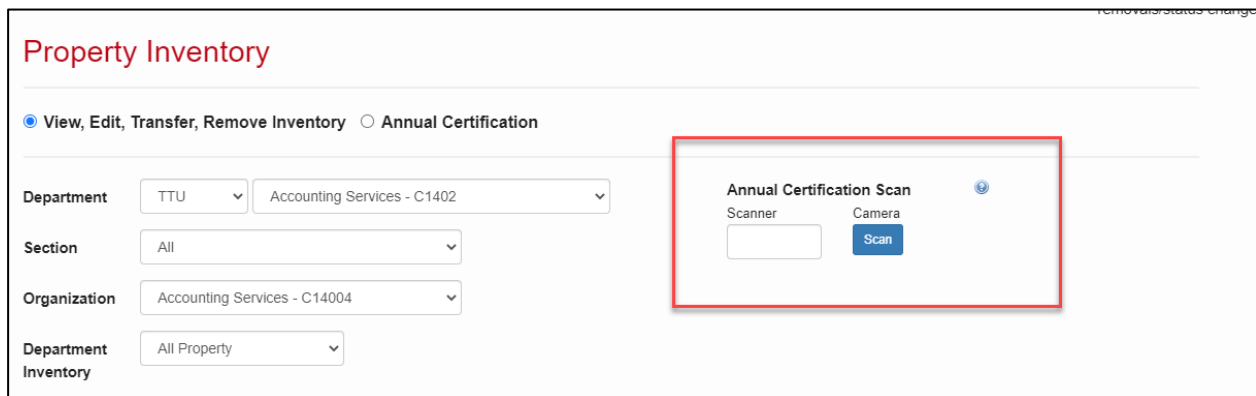Property Inventory Annual Certification Scanning Procedure
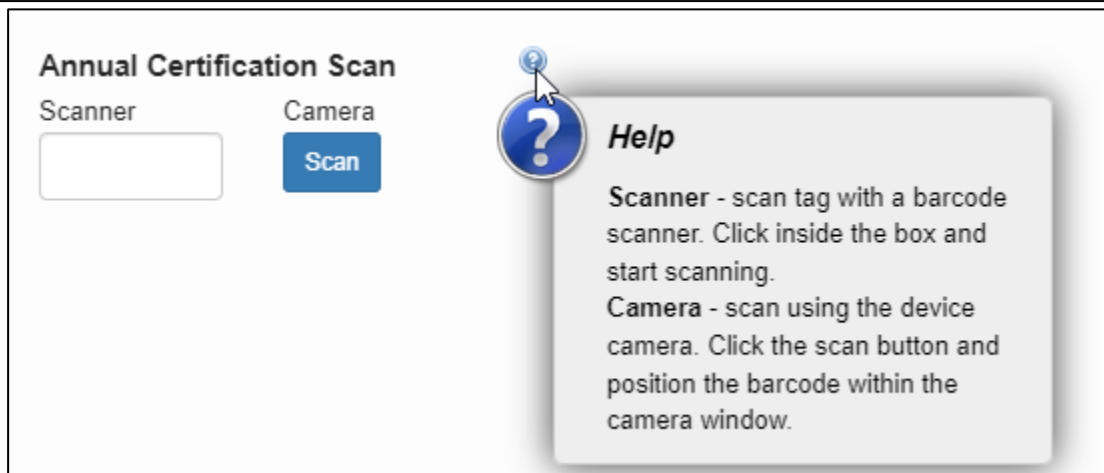
The Property Inventory System has been updated to allow Annual Certification Scanning. You can use a phone, iPad or another device that can connect to the internet and also has a camera, or you can use a handheld scanner that can connect to your device. Two possible models KOAMTAC KDC480 and the AML LDX10 Batch Mobile Computer.

The process does not yet include the capability to make updates to the assets. If a serial number or location update is needed those will still need to be done manually.

1. Sign into the Property Inventory System on your device, https://www.fiscal.ttuhsc.edu/propinv/
2. Once logged in you will see the scanner on the screen the below:

3. If you are using a device with a camera for scanning, click on the **Scan** button below the word **Camera** and allow the system to access the camera on your device. If you are using a scanner, make sure the scanner is connected to your device and place the cursor in the blank box under the word **Scanner**
4. Use your camera or scanner to scan the barcode on the inventory tag.
5. When an item has been successfully scanned, a green barcode icon will appear just below the note icon for the asset. A new column(L) called **Certified** has been added to the downloadable Excel spreadsheet. A value of **True** indicates that the item was successfully scanned and a value of **False** indicates the item has not been scanned.

					Room 308				
309726		N	CA	IPAD PRO 11 P0811984	P0811984 APPLE INC	PRO	DMPD696ZPTRF	Texas Tech Plaza Room 308	8/12/2020 $749.00
					Certified by scan				
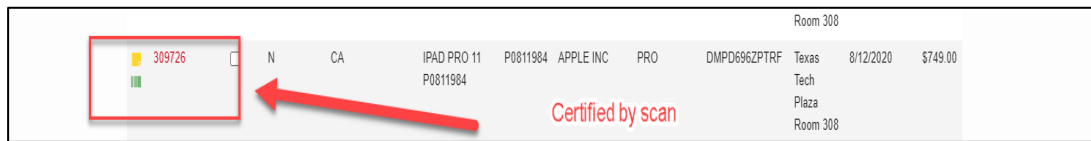
6. If a scan is not successful, a notification will populate with further information:
   a. If the asset tag is illegible and not able to be scanned contact Property Management for a replacement.
      i. You can manually enter the tag number in the scanner text box and hit enter on the keyboard of the device to certify the asset.
   b. *The scanned asset is not in the selected department:* if the item is not in the inventory listing for the organization
      i. First, check to see if the asset is associated with another organization within the current department and select that organization.
      ii. If it is not in an organization under the department, search for the tag number (Search, Inventory) to determine which departmental listing includes the item. That department can transfer the item to your departmental listing, allowing you to scan the item.
   c. *The scanned asset is marked as missing, lost, or deleted*: if the asset has been previously deleted or reported as missing or lost
      i. If missing, create a missing property return removal/status change.
      ii. If lost or deleted, contact the property management office.
   d. *The scanned asset has already been certified*: If you have already successfully scanned an item. No further action needed.
7. After all assets are scanned for the department the custodian or delegate will need to complete the certification by June 30th. Instructions can be found at this link:
   https://www.depts.ttu.edu/accountingservices/Property-Management/Property-Inventory-System-Help.php
   a. Property Inventory System Guide
   b. Property Certification Checklist
   c. Property Inventory-Annual Certification (Video)
   d. Property Inventory -Reviewing Reports (Video)

Notes:

1. The scanning functionality will allow offsite workers to scan the barcode on their equipment and will eliminate the need for them to bring the asset to the authorized location or to provide a photo of the inventory tag to the property custodian for verification.
2. Currently, the only functionality associated with the scan feature is scanning of asset tags for the Annual Certification process. Enhancements will be added in the future with additional features that would allow updates to location and/or serial number.
3. The goal is to make scanning a requirement for all Annual Certifications in future years as the functionality is refined.