Property Inventory Annual Certification Scanning Procedures

Scanning is the preferred method to complete the Annual Certification of Departmental Inventory. This document provides instructions for each scanning method, of which there are two:

- Using a scanner under the storage mode setting; or
- Using a device with a camera or a scanner.

The scanning functionality allows offsite employees 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 or delegate for verification. Employees should have access to their home department as assigned in HR within the Property Inventory System. If not, additional access is needed to complete the scan. Please contact property.management@ttu.edu for assistance.

If a barcode is not able to be scanned contact Property Management to have a replacement tag sent. **Our goal is to work toward utilization of scanning for all Annual Certifications in future for TTU and TTUS!**

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 on the Property Inventory System Help page.

     a. Property Inventory System Guide
     b. Property Certification Checklist
     c. Property Inventory-Annual Certification (Video)
     d. Property Inventory -Reviewing Reports (Video)

Scanning Procedure Using a Scanner Under Storage Mode Setting
(Instructions for NADAMOO Model Bur 3076 Wireless Barcode Scanner)

To set the scanner to storage mode, scan the Storage Mode barcode from the User Manual or the Wireless Barcode Scanner card (See 1 below). Under the storage mode setting, all scanned tags are stored in the scanner's memory. Internal storage supports up to 100,000 barcodes.

When scanning is completed, connect the scanner to your device either by using the USB cable provided with the scanner or through Bluetooth.

- Sign into the Property Inventory System on your device. You will see the Annual Certification Scan box in the upper right corner of the page. Click the blue Scan with Barcode Scanner box and place the cursor in the blank, dropdown box.
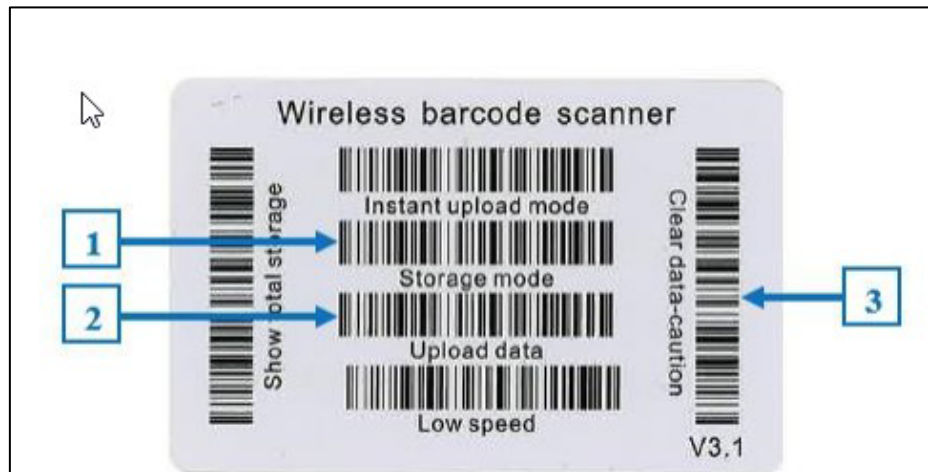
- To upload the data from the scanner, scan the Upload Data barcode from the User Manual or the Wireless Barcode Scanner card (See 2 below). All of the stored barcodes will be uploaded. A green barcode icon will appear for all scanned tags just below the note icon for the asset on the inventory listing page.

- When you determine all tags have been marked as scanned, scan the Clear Data – Caution barcode (See 3 below).

- A column titled Certified is included in the downloaded Excel spreadsheet. The value of True indicates that the item was successfully scanned and a value of False indicates the item has not been scanned

Scanning Procedure Using a Device with a Camera or a Scanner

Scanning may be processed by using a phone, iPad or another device that can connect to the internet and also has a camera. Also, other handheld scanners may be used that can connect to your device.

- Sign in to the Property Inventory System from your device. Property Inventory System The Annual Certification Scan box will be in the upper right corner of the page.

- If using a device with a camera for scanning, click the blue Scan button below the word Camera and allow the system to access the camera on the device. If you use a scanner, make sure the scanner is connected to your device and place the cursor in the blank box under the word Scanner.

- Use the camera or scanner to scan the barcode on the inventory tag.

New Feature - **Edit Asset on Scan**: **Click the check box to activate this feature. This allows you to verify/edit the condition, serial number, and the building and room location of the asset. Uncheck the box to turn this feature off.**

- When the asset is scanned the asset data will populate and the updates of the condition, serial number locations and notes may be entered. ****The SAVE button must be clicked before advancing to the next scan to save the data. The information will not update if you click GO without saving.****

- If the scan is successful, a notification will be seen that the item has been scanned.

- If the scan is not successful, a notification with additional information will be seen.
    - If the item is in the inventory listing for a department/organization that you do not have authority to view, you will receive a message:

        "You can't certify that asset because you don't have access to its ORGN."

        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.
    - If the asset has been previously deleted or is identified as Missing, follow the instructions on the message received:

        "The scanned asset is marked as missing, lost, or deleted. If missing, create a missing property return removal/status change. If lost or deleted, contact the property management office."

    - If you have successfully scanned an item, you will receive an Alert:

        "Asset has already been certified."

- When an item has been successfully scanned, a green barcode icon will appear just below the note icon for the asset on the inventory listing page. A column titled ***Certified*** is included in the downloadable Excel spreadsheet. The value of ***True*** indicates that the item was successfully scanned and the value of ***False*** indicates the item has not been scanned.