# SIUC EQUIPMENT INVENTORY TRAINING

## Presented by: Loren Cook

# Past Practice

# Past Practice

**Inventory by Unit** - *Creates a silo effect*

**Manual Reporting** - *Creates extra steps*

**Property Control Batch Processing** – *Takes too long*

**Only Reported Changes and Lost** – *Makes assumptions*

# New Concept

# New Concept

**Use A Mobile Inventory Application**

    Inventory Space Not Unit

    Report Additional Information

    Streamline Reporting

    Accountability for All Assets

    Realtime Information for Property Control

    Reporting Workflow

# New Concept

**Inventory Space Not Unit**
    Work Together To Do the University's Inventory
    Find Items That Do Not Belong to Your Unit
    Find Items That Are Not On Inventory (depreciated, lost, etc.)

**Report Additional Information**
    Asset Use
    Condition (New, Good, Fair, Poor, Surplus)
    Inventory Comments

# New Concept

**Streamline Reporting**
    Location Changes
    Missing Items

**Accountability for All Assets**
    Scan Every Tag
    Who Scanned
    Time/Date Scanned
    Scanned or Manual Entry

# New Concept

**Realtime Information for Property Control**
- % of Items Completed by Unit and Campus
- Locations That Have Not Been Inventoried
- Items with New Locations
- Surplus Items

**Reporting Workflow**
- No Need for Paper Equipment Certification Form
- No Need for Paper Equipment Deletion Form
- Unit Officer Approvals via Email or Teams

# Mobile Inventory Application

# Mobile Inventory Application

**Application Development**

- Recommendation from Computer Inventory Management Advisory Group
- Cooperation between OIT and Property Control
- Uses SIU Software License Microsoft Power Apps

# Mobile Inventory Application

**Getting Started**

1. Request User Access
2. Install Microsoft Power Apps
3. Open the SIU Inventory Scanner Application
4. Start Scanning

# Mobile Inventory Application

**Requesting User Access**

- Property Control Website: **property-control.siu.edu**
- Announcements
- 2024 Inventory
- **SIU Inventory Access Request** Link

# Mobile Inventory Application

## Install Microsoft Power Apps

| Google Play | iOS App Store |
|---|---|
|  |  |

# Mobile Inventory Application

**Open Microsoft Power Apps**

**Grant Permissions**
- Camera
- Notifications

# Mobile Inventory Application

## Sign in to PowerApps

- Open Power Apps on Your Mobile Device, and Sign In
- Enter Your SIU Email Account and Password for DUO Authentication
- Select the **All Apps** Button
- Select the **SIU Inventory Scanner** Application
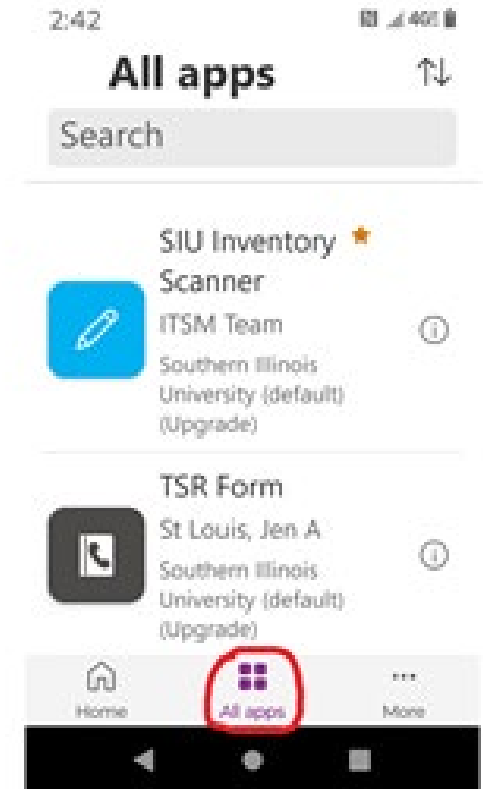
# Mobile Inventory Application
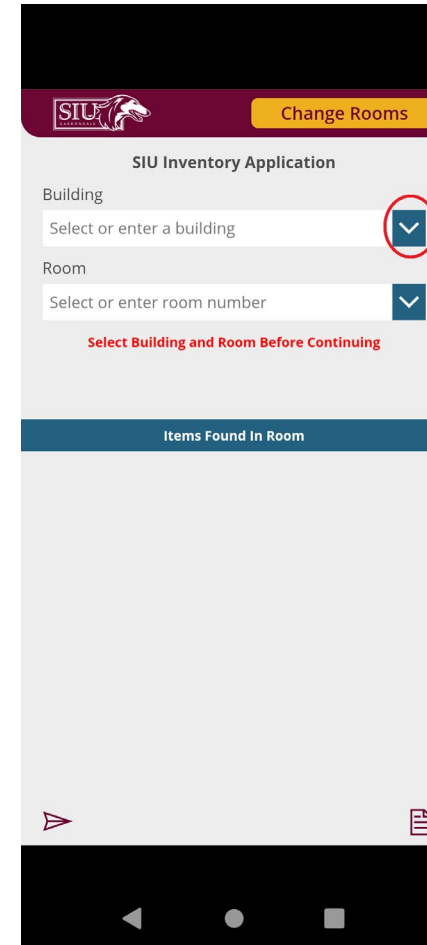
**Grant Permissions to the SIU Inventory Scanner Application**
- SharePoint
- Office 365 Outlook
- Approvals
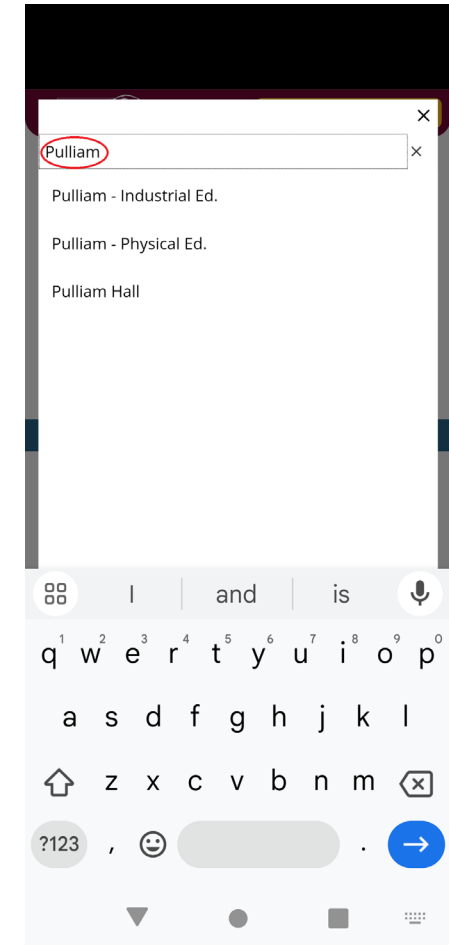
# Mobile Inventory Application

**Scanning Inventory**

- Select the **Building** Drop-down Menu
- Enter the Building Name
- Select the Correct Building from the List

# Mobile Inventory Application

**Scanning Inventory**

- Select the **Room** Drop-down Menu
- Enter the Room Number
- Select the Correct Room Number from the List
- *If the room is not listed, click the 'X' and the room will be saved*

# Mobile Inventory Application

**Scanning Inventory**

- Click the **Scan Tag Number** Button
- Point Your Device's Camera at the Item's Inventory Barcode
- Once Captured the Inventory Barcode Number Will Be Shown in the Application
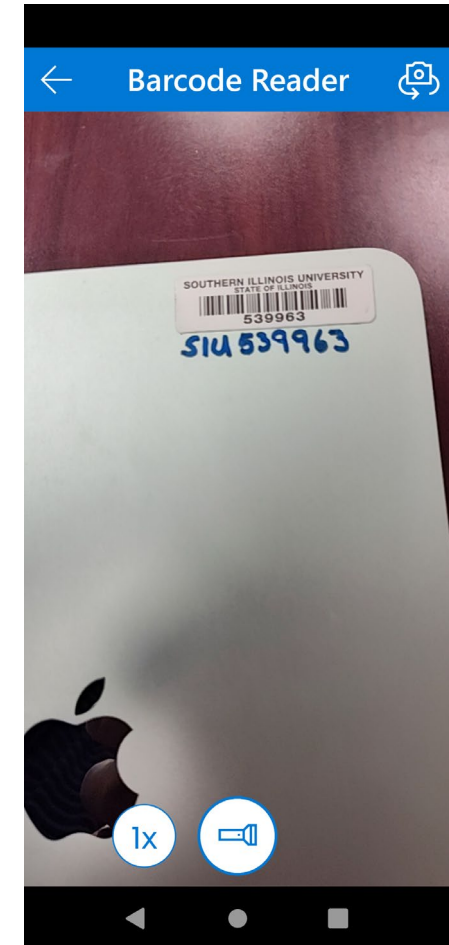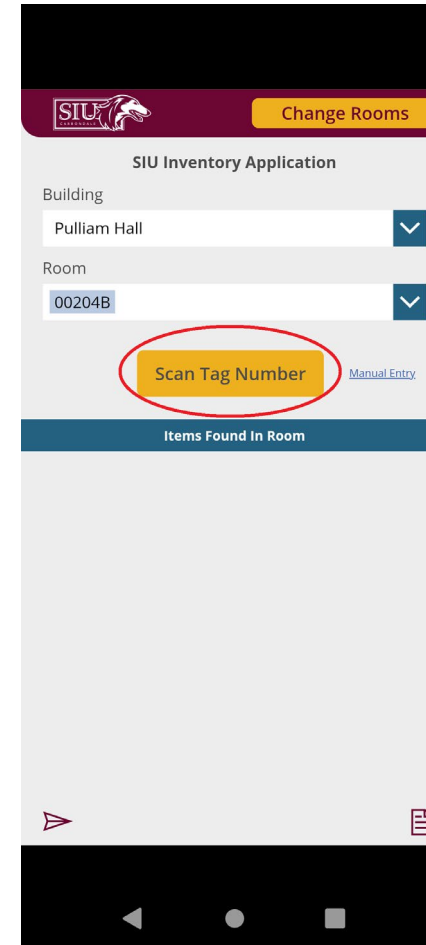
# Mobile Inventory Application

**Scanning Inventory**

- If Found On Inventory
  - ➢ Detail Information will be Displayed
- If Not Found On Inventory
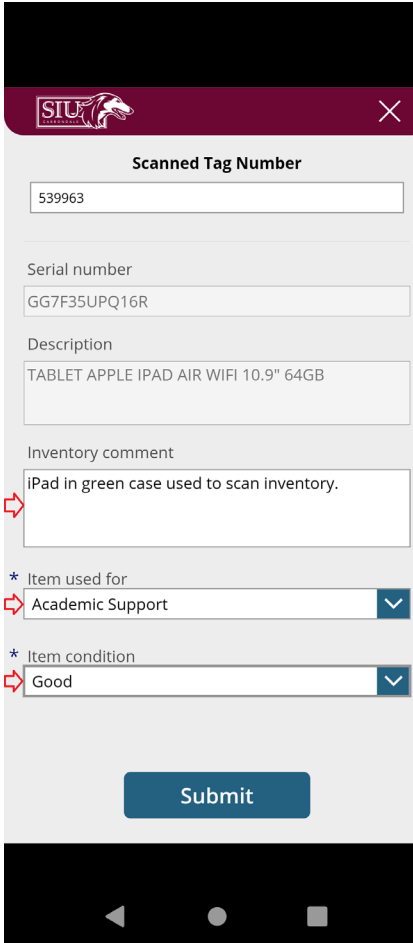  - ➢ A Notification will be Displayed

# Mobile Inventory Application

**Scanning Inventory**

- Scroll Down
- If Found Enter or Select:
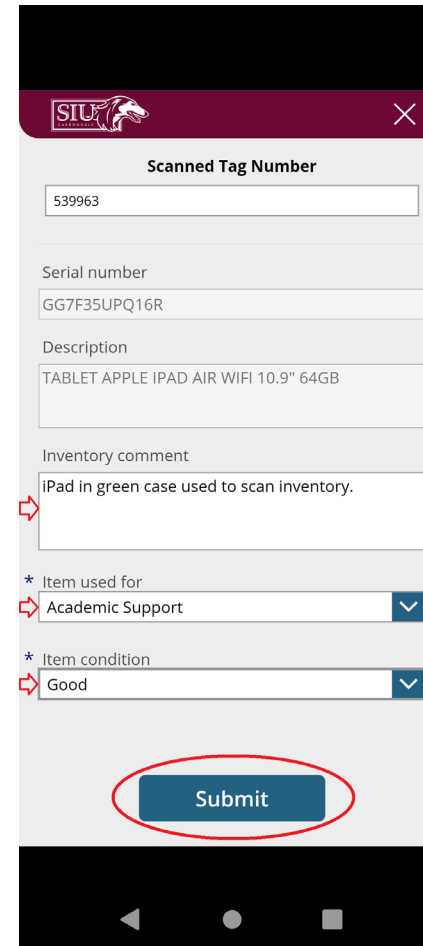    - Inventory Comments (*optional*)
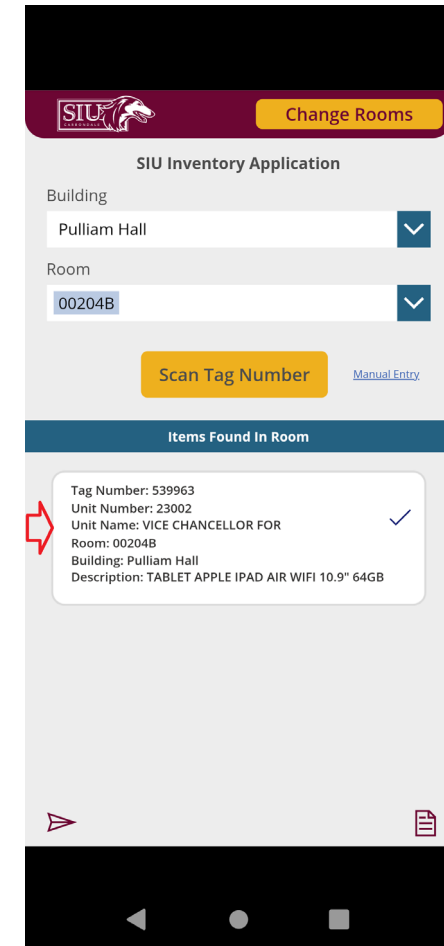    - Item Use
    - Item Condition

# Mobile Inventory Application

**Scanning Inventory**

- If Not Found Enter or Select:
  - Description
  - Inventory Comments
  - Item Use
  - Item Condition
- Click the **Submit** Button
- Item Is Saved

# Mobile Inventory Application

**Item Used For** (Drop-Down Menu)

- Academic Support
- Auxiliary Enterprises
- Institutional Support
- Instruction
- Operations and Maintenance of Plant
- Public Service
- Research
- Student Services
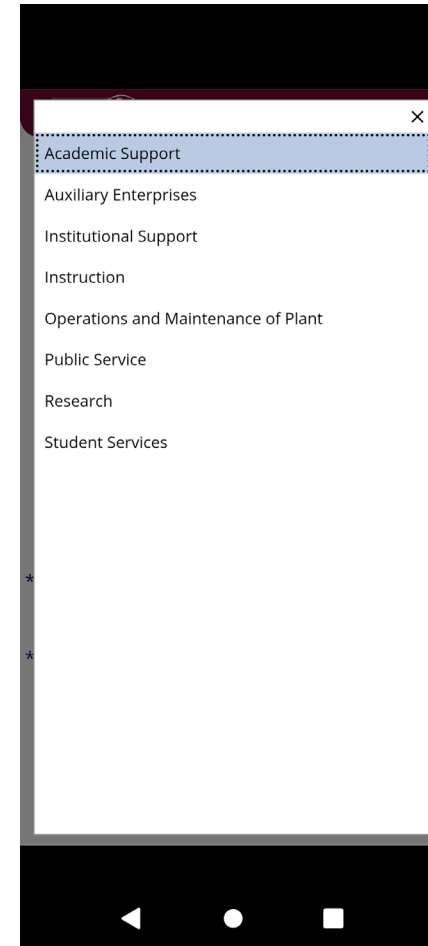
# Mobile Inventory Application

**Item Condition** (Drop-Down Menu)
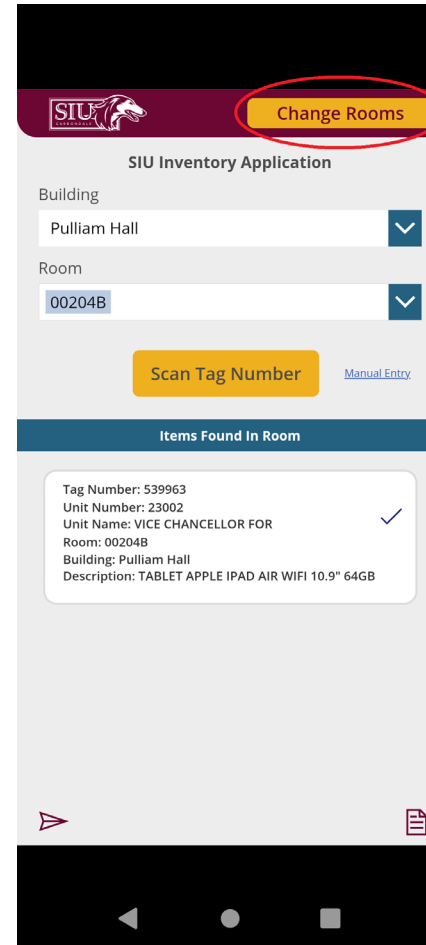
- Surplus (Unusable or Broken)
- Poor
- Fair
- Good
- New
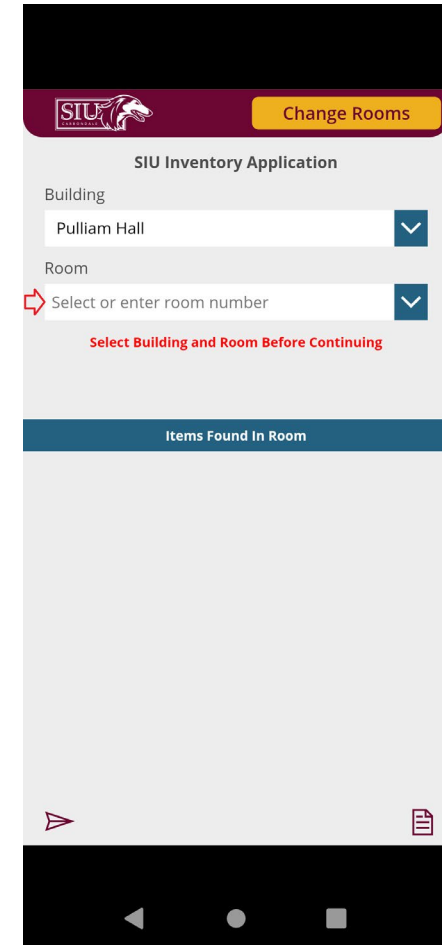
# Mobile Inventory Application

## Changing Rooms

- Click the **Change Rooms** Button
- Room Number Will Clear
- Building Will Remain
- Select a New Room Number

# Mobile Inventory Application

## Manual Entry
*(Only used when item cannot be scanned)*

- Select the **Manual Entry** Link
- Enter the Inventory Tag Number *(6-Digit Number Only)*
- Follow same process as scanning

**Note:** *Enter a comment when doing a manual entry so Property Control knows why the item was not scanned.*

# Mobile Inventory Application

**Location Changes**
- No Special Reporting Required
- Property Control Will Update Locations Daily

**Surplus Processing**
- Set Condition = Surplus
- Surplus Property Will Follow-Up

# Mobile Inventory Application
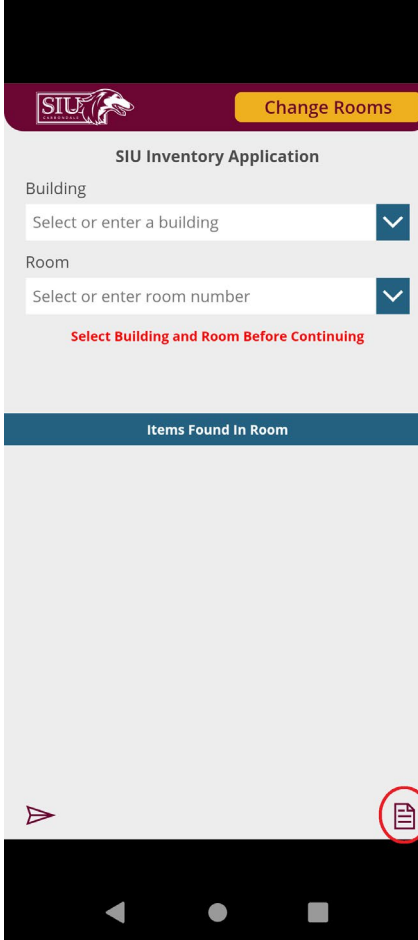
**Loaned Equipment**

- New Loans
  - Scan in Existing Room
  - Comments = On Loan To …
- Cancelations
  - Scan in Existing Room
  - Comments = Cancel Loan
- Property Control Will Follow-Up

# Mobile Inventory Application

**Checking Inventory List**

- Click the Icon ▤ in the Lower Right Corner
- Select the Unit Number Drop-Down
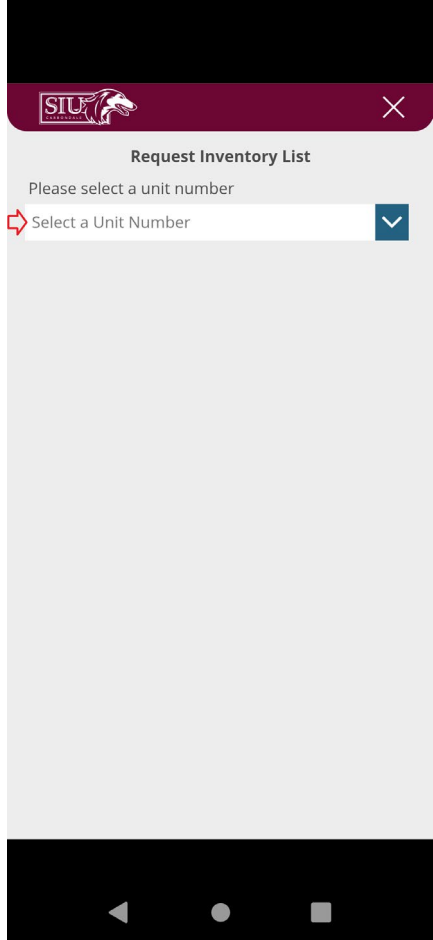
# Mobile Inventory Application

**Checking Inventory List**

- Enter Your Unit Number
- Select the Appropriate Number from the List
- The Unit Name and a Message Will Be Displayed
- Click the **Send Inventory List** Button
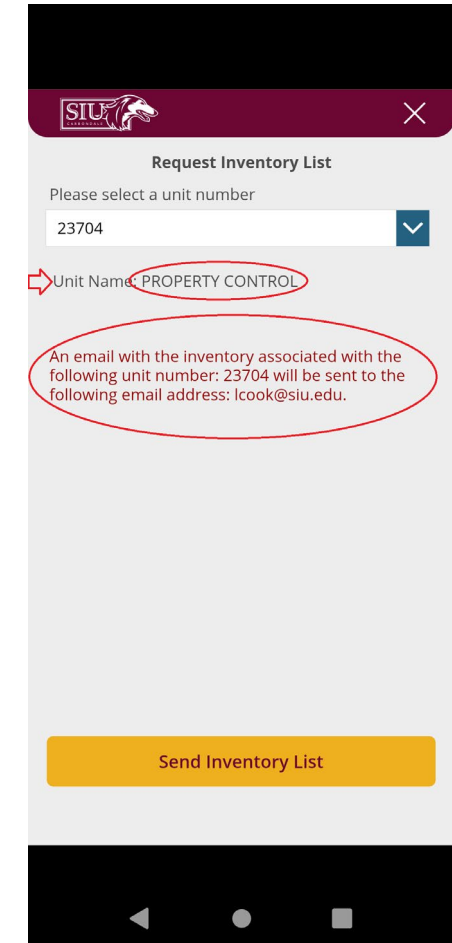
# Mobile Inventory Application

## Checking Inventory List

- A Message Will Display
- The Inventory List Will Be Emailed to the Current User

# Mobile Inventory Application

**Checking Inventory List**
- Building & Room: Where the Item Was Scanned
- Located: True or False
- Located By: User That Scanned the Item
- Date Located: The Last Time the Item Was Scanned

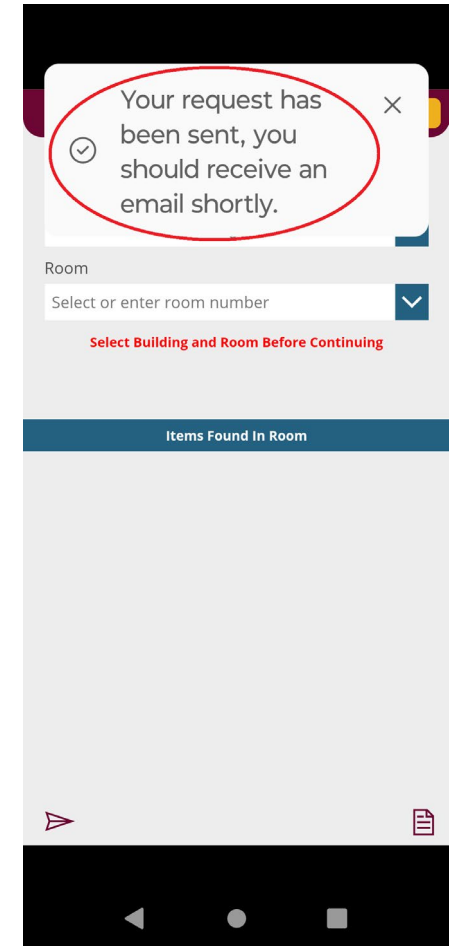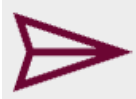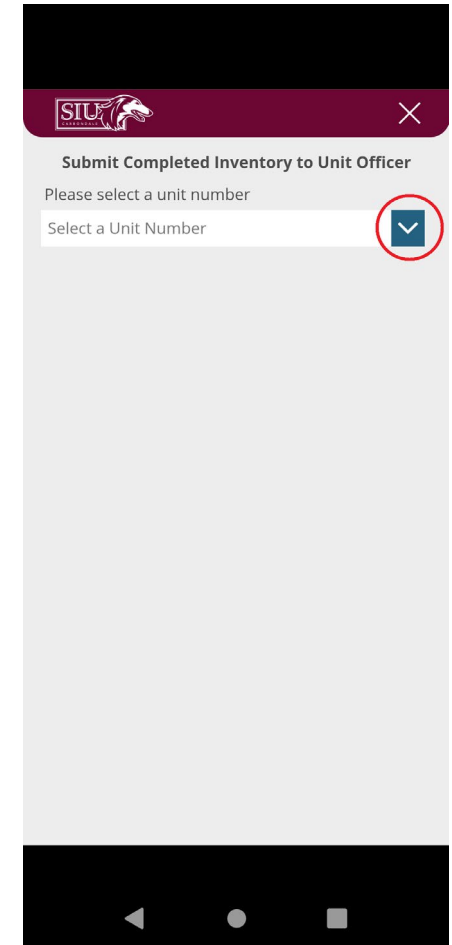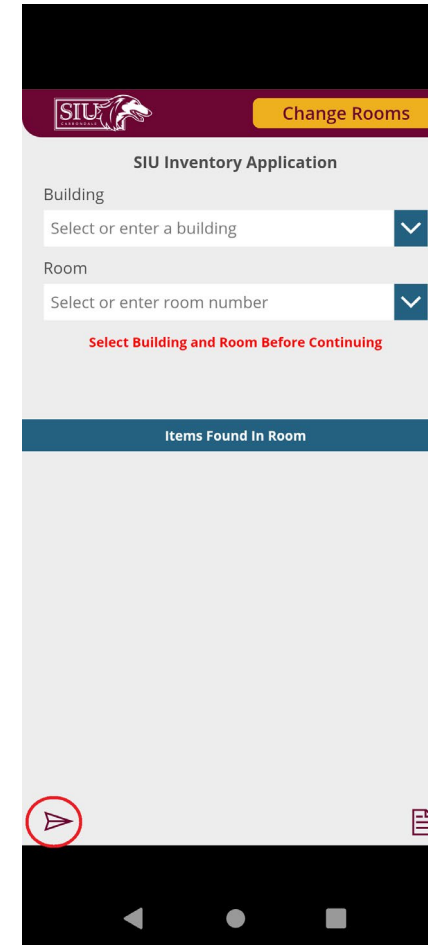| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Tag_Number | Old_Tag_Number | Building | Room | Unit | Unit_Name | User_Segment | Description | Manufacturer | Model | Serial_Number | Acquisition_Date | Cost | Located | Located_By | Date_Located |
| 2 | 526613 | | 23 | 0 | 23704 | PROPERTY CONTROL | 0 | LAPTOP DELL LATITUDE E6540 | DELL | E6540 | FDWPQ32 | 6/29/2015 | 1106.13 | TRUE | lcook@siu.edu | 2024-02-02T20:31:45Z |
| 3 | 539730 | | 23 | Out | 23704 | PROPERTY CONTROL | 0 | BICYCLE SUN ATLAS (YELLOW) | SUN BICYCLES | ATLAS | X247 | 3/3/2022 | 100 | TRUE | propertycontrol@siu.edu | 2024-01-23T21:26:27Z |
| 4 | 539731 | | 23 | 206 | 23704 | PROPERTY CONTROL | 0 | BICYCLE SUN ATLAS (YELLOW) | SUN BICYCLES | ATLAS | X224 | 3/3/2022 | 100 | TRUE | propertycontrol@siu.edu | 2024-01-23T21:26:23Z |
| 5 | 600241 | | 23 | 205 | 23704 | PROPERTY CONTROL | 0 | COMPUTER DELL OPTIPLEX 7010 MT | DELL | OPTIPLEX 7010 | 2HMPK02 | 4/16/2014 | 743.91 | TRUE | lcook@siu.edu | 2023-12-15T21:17:01Z |
| 6 | 625494 | | 23 | 205d | 23704 | PROPERTY CONTROL | 0 | LAPTOP DELL LATITUDE 3520 | DELL | LATITUDE 3520 | DLQ1RG3 | 11/2/2021 | 968.42 | TRUE | lcook@siu.edu | 2024-01-23T21:26:24Z |
| 7 | 625495 | | 23 | 0 | 23704 | PROPERTY CONTROL | 0 | LAPTOP DELL LATITUDE 3520 | DELL | LATITUDE 3520 | FLQ1RG3 | 11/2/2021 | 968.42 | TRUE | lcook@siu.edu | 2024-02-02T20:32:10Z |
| 8 | 625496 | | 23 | 0 | 23704 | PROPERTY CONTROL | 0 | LAPTOP DELL LATITUDE 3520 | DELL | LATITUDE 3520 | GLQ1RG3 | 11/2/2021 | 968.42 | TRUE | lcook@siu.edu | 2024-02-02T20:31:23Z |
| 9 | 625497 | | 23 | 205c | 23704 | PROPERTY CONTROL | 0 | LAPTOP DELL LATITUDE 3520 | DELL | LATITUDE 3520 | HLQ1RG3 | 11/2/2021 | 968.42 | TRUE | lcook@siu.edu | 2024-01-23T21:26:30Z |

# Reporting

# Reporting

**Reporting Completed Inventory**
- Done by Unit Point of Contact Only
- Select the Icon ⟁ in the Lower Left Corner
- Select the Unit Number Drop-Down

# Reporting

**Reporting Completed Inventory**
- Enter Your Unit Number and Select It from the List

# Reporting

**Reporting Completed Inventory**

- A Message Will Be Displayed
- Verify the Unit Name
- If You Agree: Click the **Send to Unit Officer** Button
- If You DO NOT Agree: Click the **'X'** in the Upper Right Corner
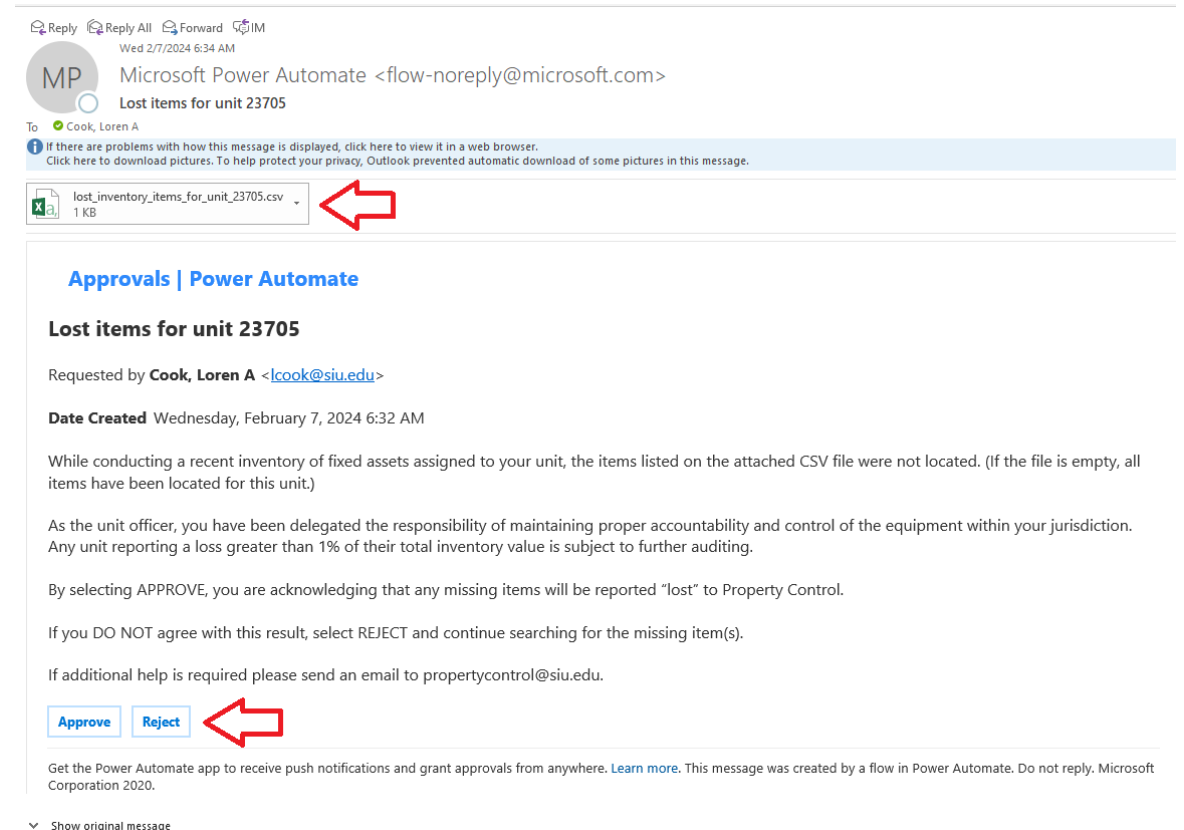
# Reporting

**Reporting Completed Inventory**
- A Message Will Be Displayed
- If You Agree: Click the **Submit to Unit Officer** Button
- A Message Will Be Displayed

- If You DO NOT Agree: Click the **'X'** in the Upper Right Corner
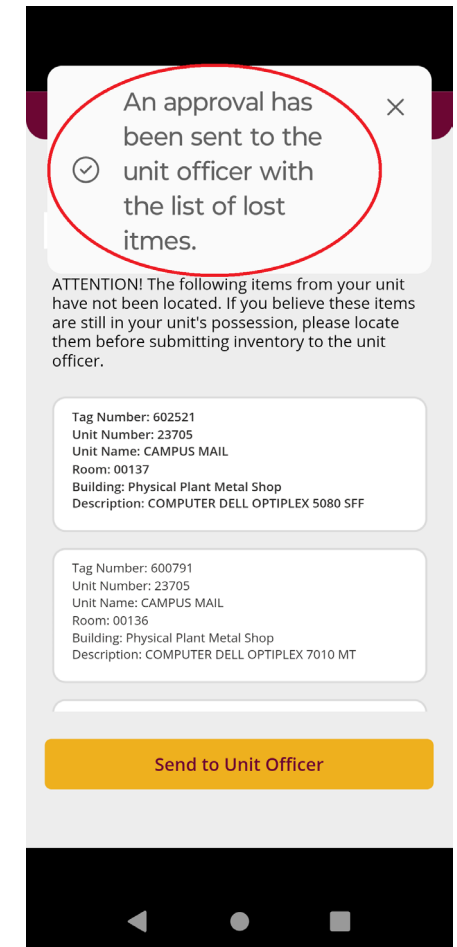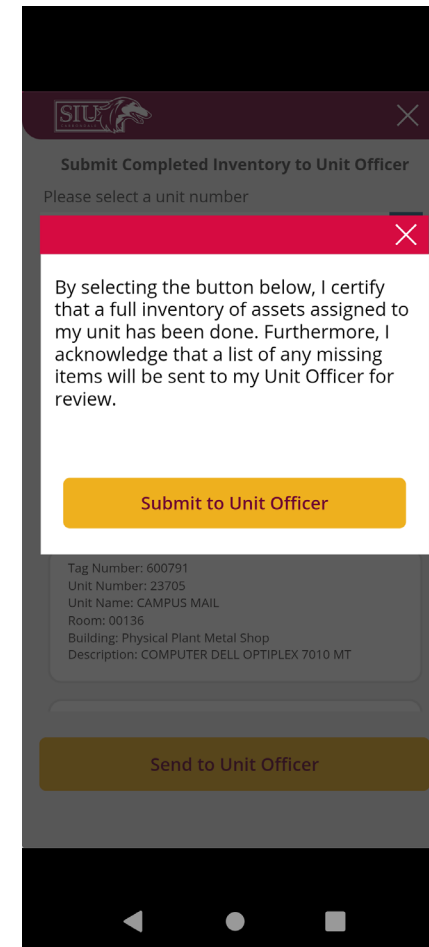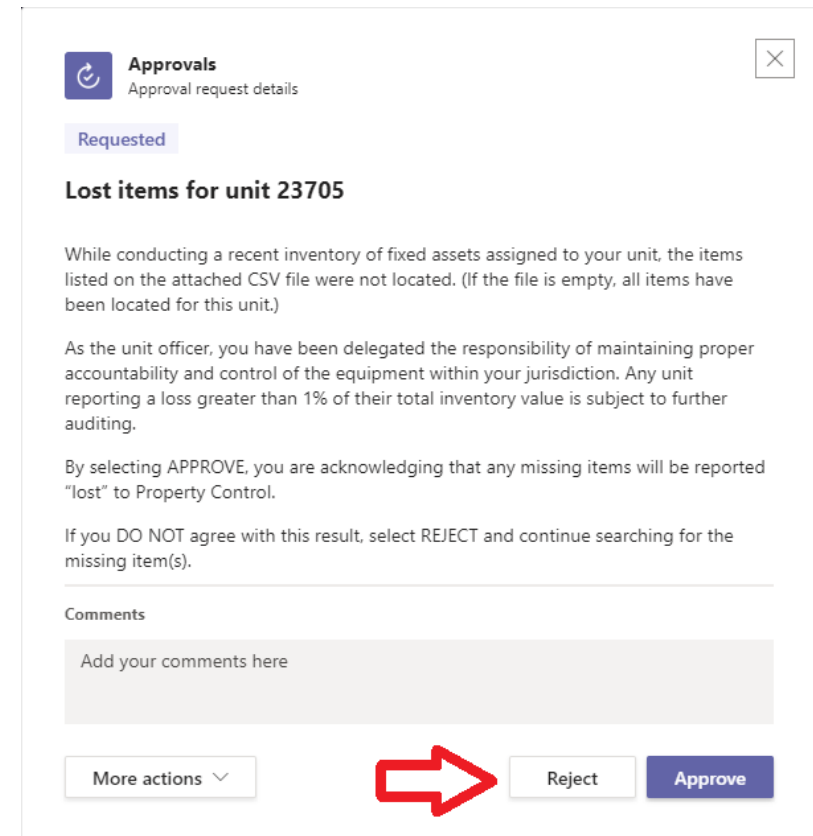
# Reporting

**Unit Officer Approval - Email**

- Unit Officer Receives an Email
- List of Lost Items (if any)
- Select the **Approve** or **Reject** Button
- If Approved: Property Control Will Be Notified
- If Rejected: Inventory Process Can Resume

# Reporting

**Unit Officer Approval - Teams**
- Unit Officer Receives a Notification in Teams
- List of Lost Items (if any)
- Select the **Approve** or **Reject** Button
- If Approved: Property Control Will Be Notified
- If Rejected: Inventory Process Can Resume

# Q & A

When can we get started?
Do I have to use my personal device?
What kind of scanning device can I use?
Can I submit my inventory the old way?
Most of my unit's equipment is remote, what do I do?