New Concept Mobile Inventory Application Reporting
Past Practice
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

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<tr>
<th>Google Play</th>
<th>iOS App Store</th>
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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*
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  | 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  | 526513     |                | 23      | 0    | 23704 | PROPERTY CONTROL | 0 | LAPTOP DELL LATITUDE E6540 | DELL | E6540 | E0WFP232 | 06/29/2015 | 1100.13 | TRUE    | kcork@isu.edu | 2024-02-02/20:31:45Z |
| 3  | 539750     |                | 23      | 0    | 23704 | PROPERTY CONTROL | 0 | BICYCLE SUN ATLAS (YELLOW) | SUN BICYCLES | ATLAS | X247 | 03/3/2022 | 600.00 | TRUE    | propertycontrol@isu.edu | 2024-01-23/21:26:27Z |
| 4  | 539751     |                | 23      | 266  | 23704 | PROPERTY CONTROL | 0 | BICYCLE SUN ATLAS (YELLOW) | SUN BICYCLES | ATLAS | X224 | 03/3/2022 | 600.00 | TRUE    | propertycontrol@isu.edu | 2024-01-23/21:26:23Z |
| 5  | 609261     |                | 23      | 265  | 23704 | PROPERTY CONTROL | 0 | COMPUTER DELL OPTIPLEX 7010 MT | DELL | OPTIPLEX 7010 | 2H4MK02 | 04/16/2014 | 343.91 | TRUE    | kcork@isu.edu | 2023-12-15/21:17:43Z |
| 6  | 625494     |                | 23      | 205d | 23704 | PROPERTY CONTROL | 0 | LAPTOP DELL LATITUDE 5220 | DELL | LATITUDE 3520 | 2LQ1R5G3 | 11/2/2021 | 968.42 | TRUE    | kcork@isu.edu | 2024-01-21/21:26:24Z |
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| 8  | 625496     |                | 23      | 0    | 23704 | PROPERTY CONTROL | 0 | LAPTOP DELL LATITUDE 5220 | DELL | LATITUDE 3520 | 0LQ1R5G3 | 11/2/2021 | 968.42 | TRUE    | kcork@isu.edu | 2024-02-02/20:31:23Z |
| 9  | 625497     |                | 23      | 205c | 23704 | PROPERTY CONTROL | 0 | LAPTOP DELL LATITUDE 5220 | DELL | LATITUDE 3520 | 14LQ1R5G3 | 11/2/2021 | 968.42 | TRUE    | kcork@isu.edu | 2024-01-23/21:26:30Z |
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?