

# SIUC EQUIPMENT INVENTORY TRAINING

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**Past  
Practice**

**New  
Concept**

**Mobile  
Inventory  
Application**

**Reporting**

# 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](https://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




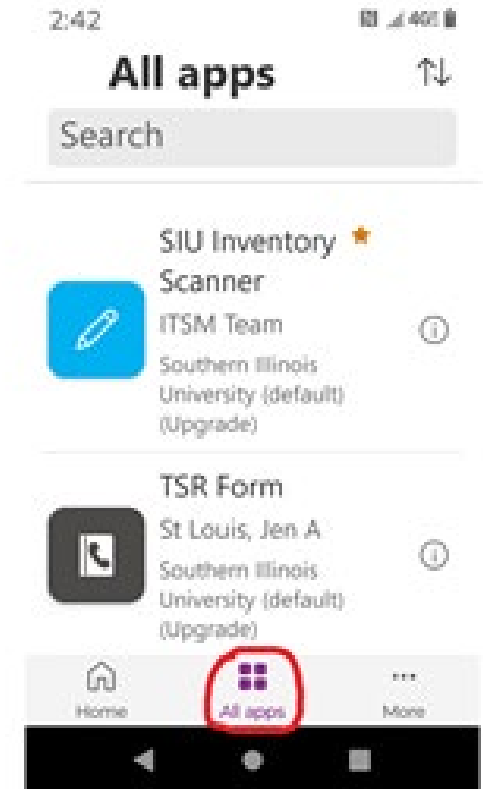
**Grant Permissions**

- 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

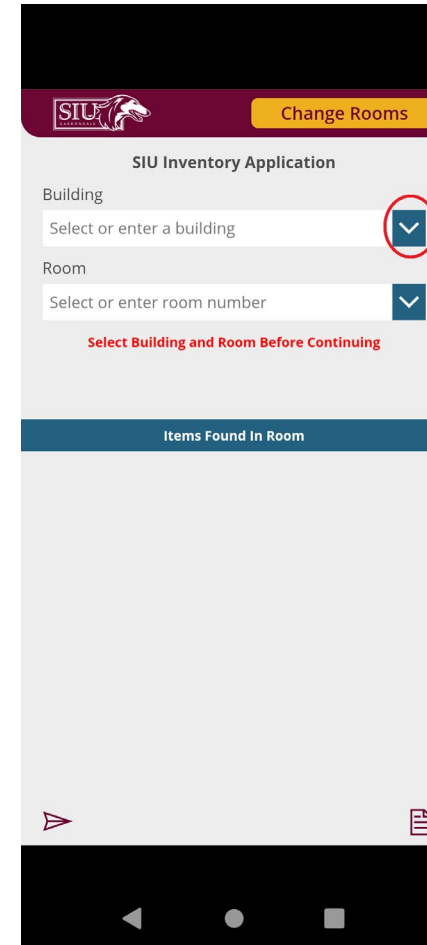
## Grant Permissions to the SIU Inventory Scanner Application

- SharePoint
- Office 365 Outlook
- Approvals

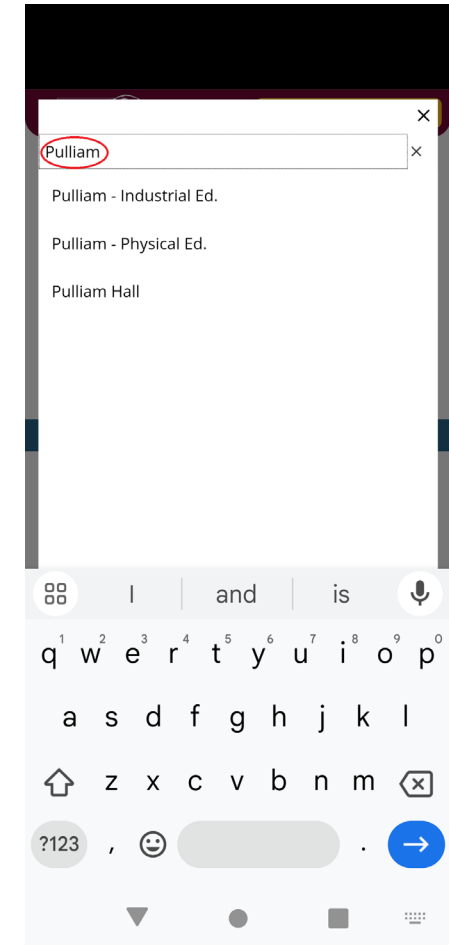
# Mobile Inventory Application

## Scanning Inventory

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



The screenshot shows the main interface of the 'SIU Inventory Application'. At the top, there is a purple header with the SIU logo and a yellow 'Change Rooms' button. Below the header, the title 'SIU Inventory Application' is centered. The form contains two sections: 'Building' with a text input 'Select or enter a building' and a blue dropdown arrow icon circled in red, and 'Room' with a text input 'Select or enter room number' and a blue dropdown arrow icon. A red error message 'Select Building and Room Before Continuing' is displayed below the inputs. A blue bar labeled 'Items Found In Room' is positioned above a large, empty light gray area. The bottom of the screen features a black navigation bar with three icons: a triangle, a circle, and a square.

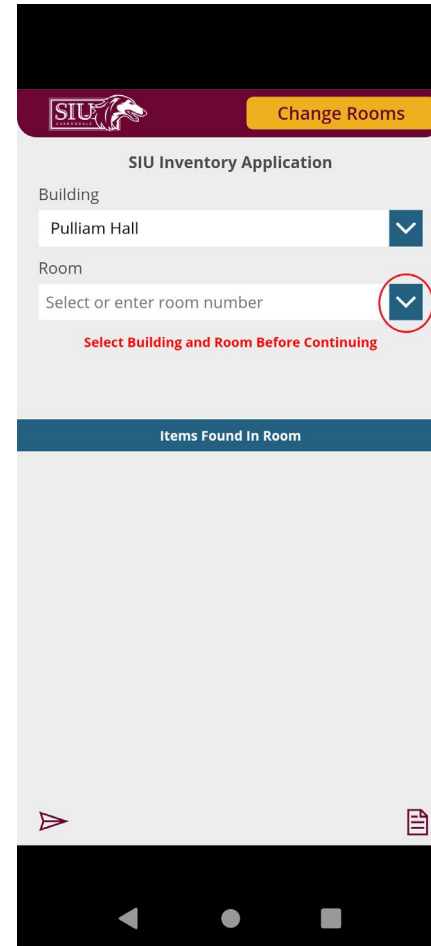


This screenshot shows the dropdown menu that appears after selecting the 'Building' dropdown arrow. The menu has a search bar at the top containing the text 'Pulliam'. Below the search bar, a list of options is displayed: 'Pulliam - Industrial Ed.', 'Pulliam - Physical Ed.', and 'Pulliam Hall'. The bottom of the screen shows a portion of a mobile keyboard with various keys and a blue arrow key.

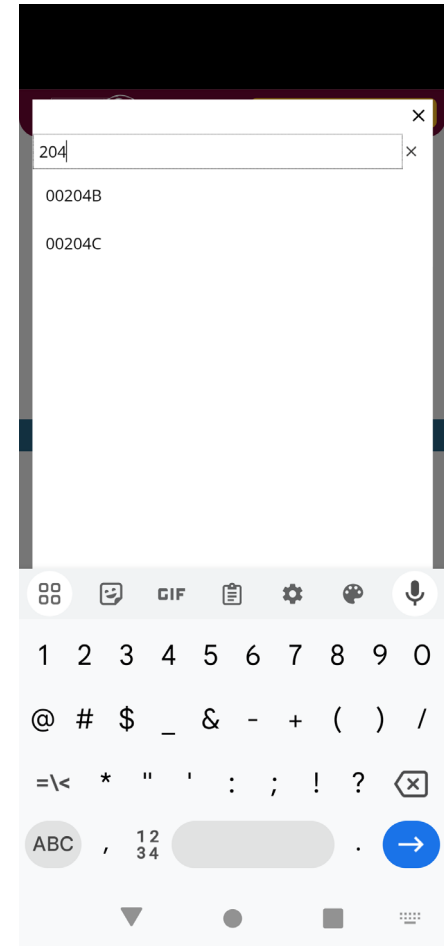
# Mobile Inventory Application

## 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*



The screenshot shows the main interface of the 'SIU Inventory Application'. At the top, there is a purple header with the SIU logo and a yellow 'Change Rooms' button. Below the header, the title 'SIU Inventory Application' is centered. The 'Building' section has a dropdown menu currently showing 'Pulliam Hall'. The 'Room' section has a text input field with the placeholder 'Select or enter room number' and a dropdown arrow icon, which is circled in red. Below the input fields, a red error message reads 'Select Building and Room Before Continuing'. A blue header bar below the form says 'Items Found In Room'. The bottom of the screen shows a navigation bar with a back arrow, a home circle, and a document icon.

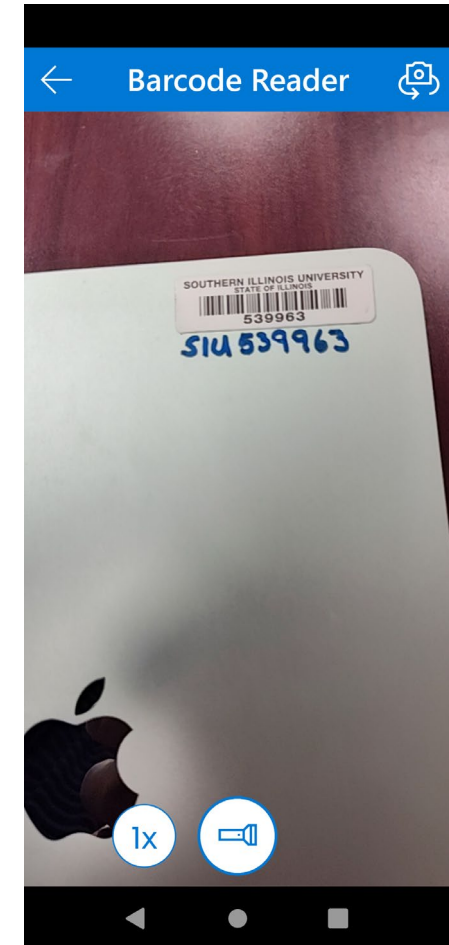
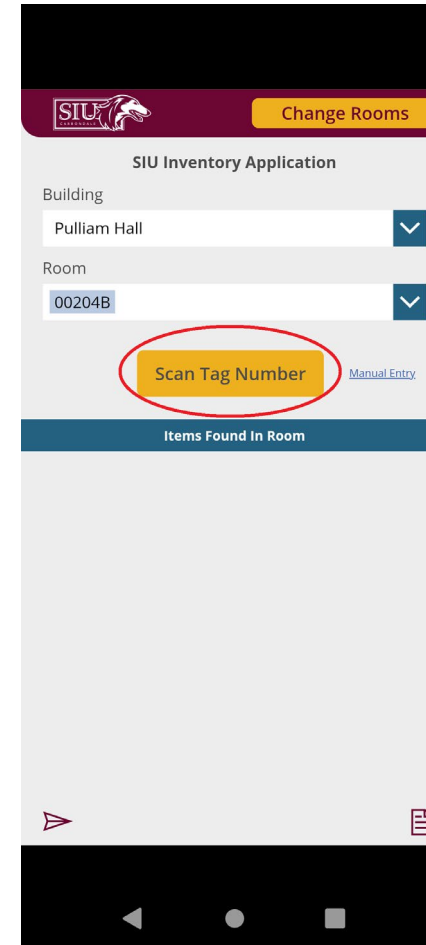


This screenshot shows the dropdown menu that appears after clicking the room selection arrow. The input field at the top contains '204'. Below it, a list of room options is displayed: '00204B' and '00204C'. There is a small 'X' icon in the top right corner of the dropdown list to close it. The bottom of the screen shows a standard Android keyboard with a blue arrow key.

# 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

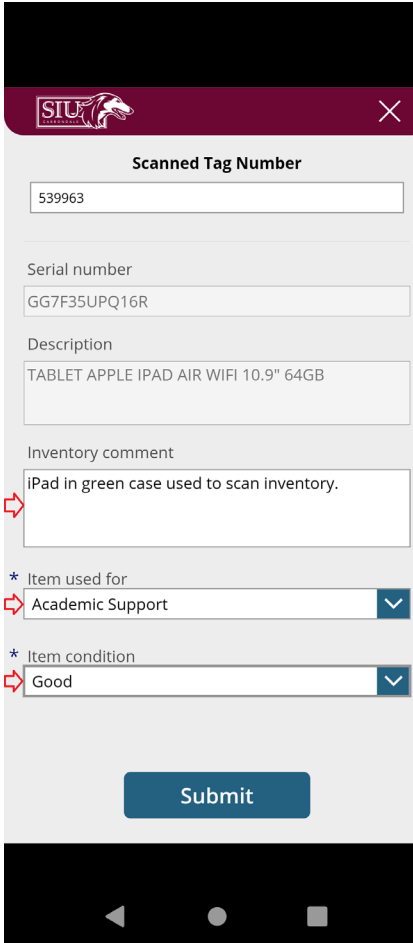
The screenshot shows the 'Scanned Tag Number' screen of the mobile application. At the top, there is a maroon header with the STU logo and a close button. Below the header, the 'Scanned Tag Number' is displayed as 539963. Underneath, there are several input fields with red arrows pointing to them, indicating they are populated with data: 'Old tag number', 'Unit name' (VICE CHANCELLOR FOR ADMINISTRATION AND FIN.), 'Manufacturer' (APPLE), 'Model number' (IPAD AIR WIFI 10.9" 64GB), 'Serial number' (GG7F35UPQ16R), and 'Description' (TABLET APPLE IPAD AIR WIFI 10.9" 64GB). A 'Submit' button is located at the bottom of the form.

The screenshot shows the 'Enter Tag Number' screen of the mobile application. At the top, there is a maroon header with the STU logo and a close button. Below the header, the 'Enter Tag Number' is displayed as 534729. A red oval highlights a notification message: 'You have scanned an item that was not in our inventory. Please submit the below information for our records.' Below the notification, there are several input fields: 'Old tag number', 'Unit name', 'Manufacturer', and 'Model number'. At the bottom, there is a numeric keypad and a keyboard with a blue back arrow button.

# Mobile Inventory Application

## Scanning Inventory

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



The screenshot displays a mobile application interface for scanning inventory. At the top, there is a dark header with the STU logo and a close button (X). Below the header, the form is titled "Scanned Tag Number" and contains a text input field with the value "539963". The next section is labeled "Serial number" and contains a text input field with the value "GG7F3SUPQ16R". The "Description" section contains a text input field with the value "TABLET APPLE IPAD AIR WIFI 10.9\" 64GB". The "Inventory comment" section contains a text input field with the value "iPad in green case used to scan inventory." Below this, there are two dropdown menus: "Item used for" with the selected value "Academic Support" and "Item condition" with the selected value "Good". At the bottom of the form is a blue "Submit" button. The entire form is set against a light gray background with a dark footer containing navigation icons.

Scanned Tag Number

539963

Serial number

GG7F3SUPQ16R

Description

TABLET APPLE IPAD AIR WIFI 10.9" 64GB

Inventory comment

iPad in green case used to scan inventory.

\* Item used for

Academic Support

\* Item condition

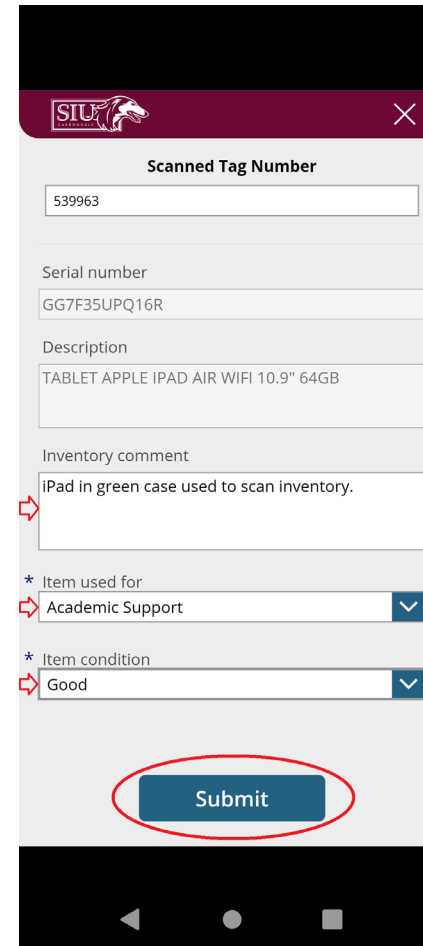
Good

Submit

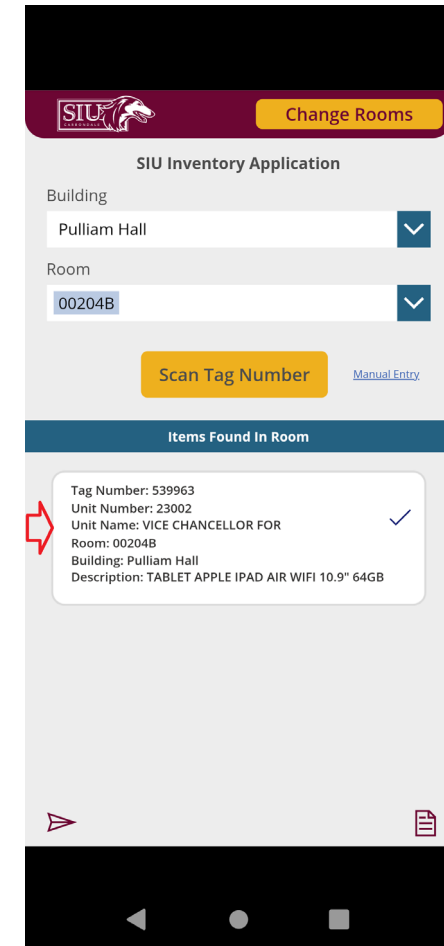
# Mobile Inventory Application

## Scanning Inventory

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



The screenshot shows the 'Scanned Tag Number' form in the SIU Inventory Application. The form includes fields for 'Scanned Tag Number' (539963), 'Serial number' (GG7F35UPQ16R), 'Description' (TABLET APPLE IPAD AIR WIFI 10.9" 64GB), and 'Inventory comment' (iPad in green case used to scan inventory.). There are also dropdown menus for 'Item used for' (Academic Support) and 'Item condition' (Good). A red arrow points to the 'Submit' button at the bottom, which is circled in red.

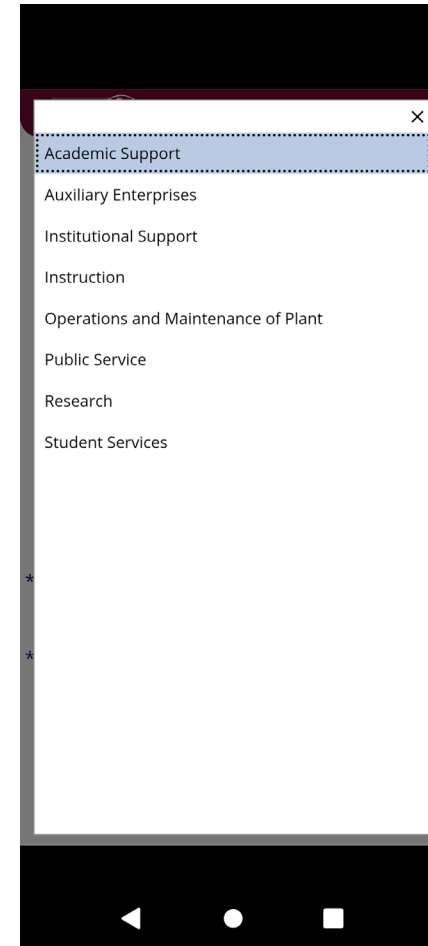


The screenshot shows the 'SIU Inventory Application' interface. It includes a 'Change Rooms' button, dropdown menus for 'Building' (Pulliam Hall) and 'Room' (00204B), and a 'Scan Tag Number' button. Below these is a section titled 'Items Found In Room' which displays a list of items with their details: Tag Number: 539963, Unit Number: 23002, Unit Name: VICE CHANCELLOR FOR, Room: 00204B, Building: Pulliam Hall, and Description: TABLET APPLE IPAD AIR WIFI 10.9" 64GB. A red arrow points to the 'Scan Tag Number' button, and a checkmark is visible next to the item details.

# 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)

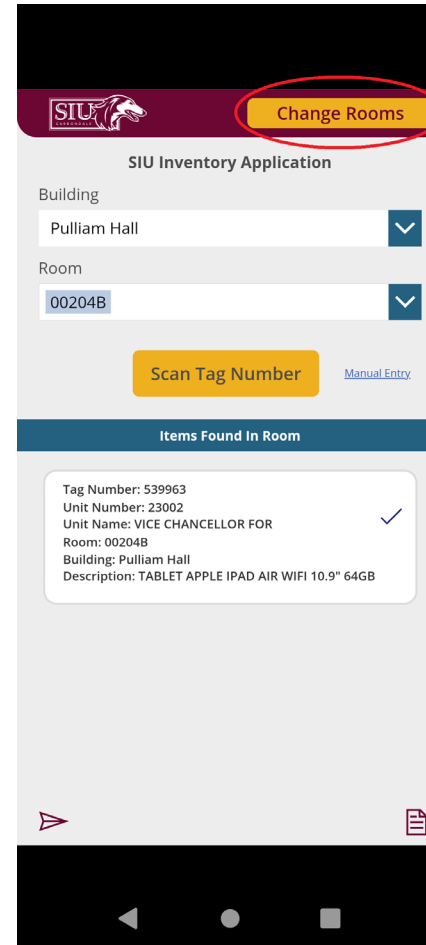
- Surplus (Unusable or Broken)
- Poor
- Fair
- Good
- New



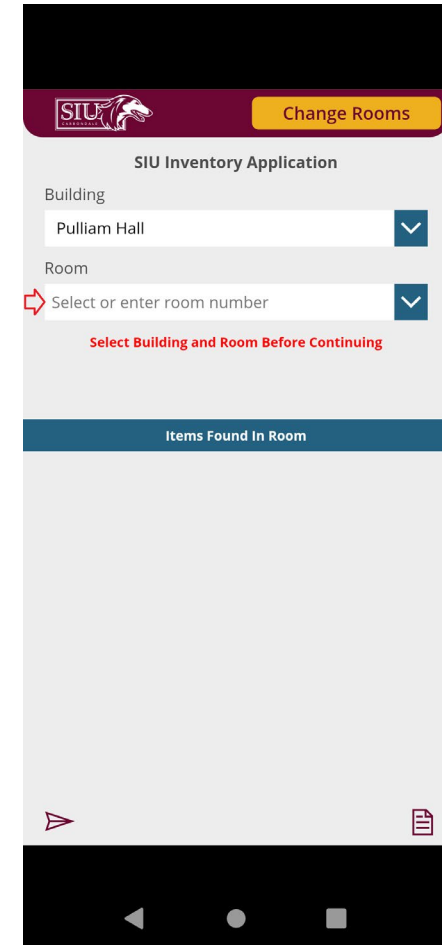
# Mobile Inventory Application

## Changing Rooms

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



This screenshot shows the 'SIU Inventory Application' interface. At the top, there is a purple header with the SIU logo and a yellow 'Change Rooms' button, which is circled in red. Below the header, the 'Building' dropdown is set to 'Pulliam Hall'. The 'Room' dropdown is currently set to '00204B'. Below these fields are two buttons: 'Scan Tag Number' (yellow) and 'Manual Entry' (blue). A section titled 'Items Found In Room' displays a list of item details: Tag Number: 539963, Unit Number: 23002, Unit Name: VICE CHANCELLOR FOR, Room: 00204B, Building: Pulliam Hall, and Description: TABLET APPLE IPAD AIR WIFI 10.9" 64GB. A blue checkmark is visible to the right of the item details.



This screenshot shows the 'SIU Inventory Application' interface after the 'Change Rooms' button was clicked. The 'Building' dropdown remains set to 'Pulliam Hall'. The 'Room' dropdown is now empty, with a red arrow icon and the text 'Select or enter room number' next to it. Below the dropdowns, a red error message reads 'Select Building and Room Before Continuing'. The 'Items Found In Room' section is currently empty.

# 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.*

The screenshot displays the SIU Inventory Application interface on a mobile device. At the top, there is a header with the SIU logo and a 'Change Rooms' button. Below this, the title 'SIU Inventory Application' is centered. The form includes two dropdown menus: 'Building' with 'Pulliam Hall' selected, and 'Room' with '00204B' selected. Below these, there are two buttons: 'Scan Tag Number' (yellow) and 'Manual Entry' (blue, circled in red). At the bottom of the form, there is a section titled 'Items Found In Room' which is currently empty. The bottom of the screen shows the standard Android navigation bar with back, home, and recent apps buttons.

# 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

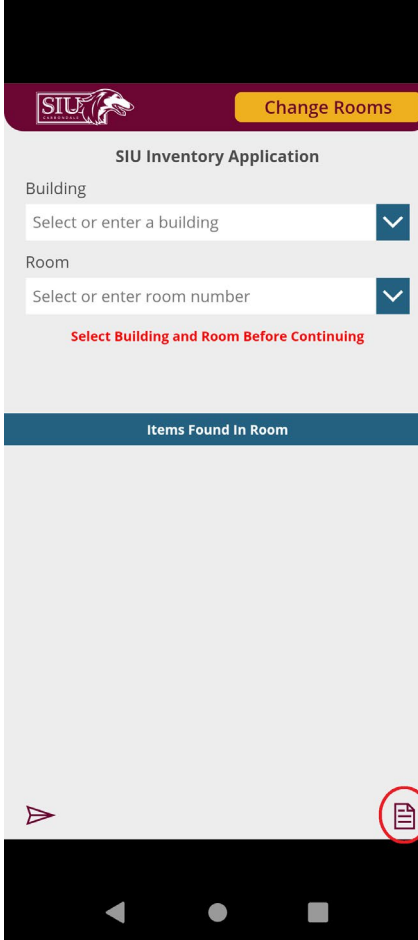
## Loaned Equipment

- 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



SIU Inventory Application

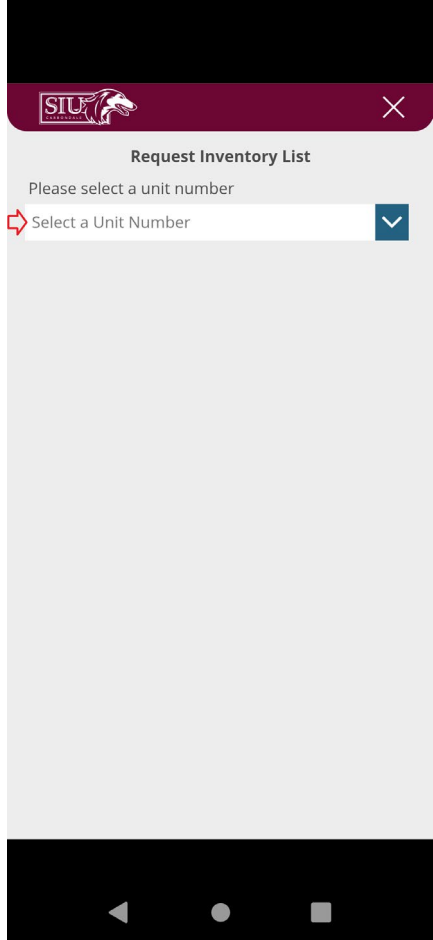
Building  
Select or enter a building

Room  
Select or enter room number

Select Building and Room Before Continuing

Items Found In Room

Navigation icons at the bottom: back, home, and a circled document icon in the bottom right corner.



Request Inventory List

Please select a unit number

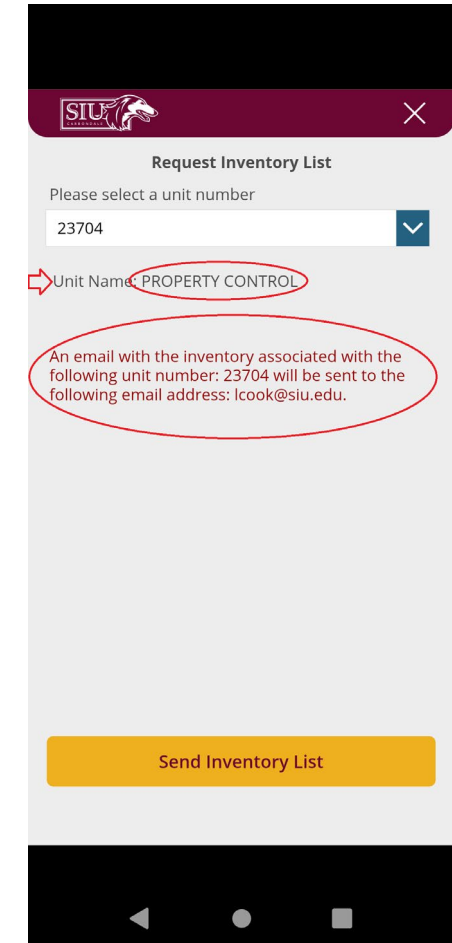
Select a Unit Number

Navigation icons at the bottom: back, home, and square.

# Mobile Inventory Application

## Checking Inventory List

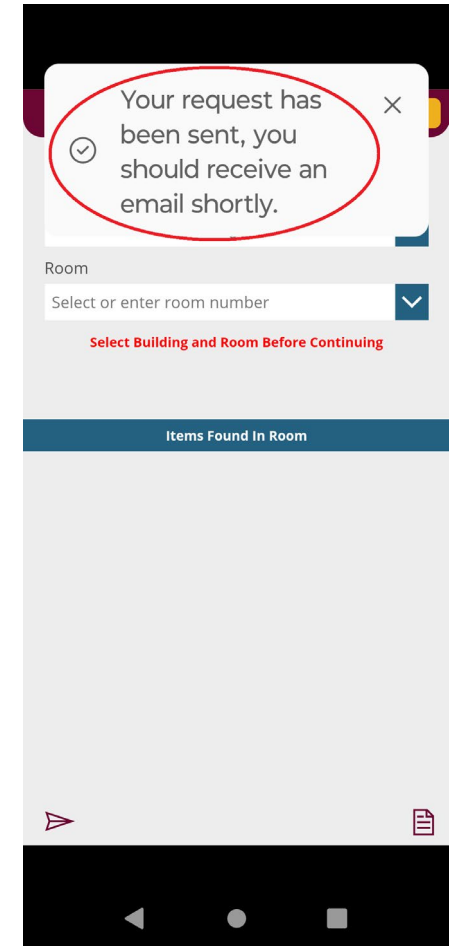
- Enter Your Unit Number
- Select the Appropriate Number from the List
- The Unit Name and a Message Will Be Displayed
- Click the **Send Inventory List** Button



# 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

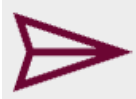
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Tag_Number	Old_Tag_Number	Building	Room	Unit	Unit_Name	User_Segment	Description	Manufacturer	Model	Serial_Number	Acquisition_Date	Cost	Located	Located_By	Date_Located
2	526613		23	0	23704	PROPERTY CONTROL	0	LAPTOP DELL LATITUDE E6540	DELL	E6540	FDWPK32	6/29/2015	1106.13	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

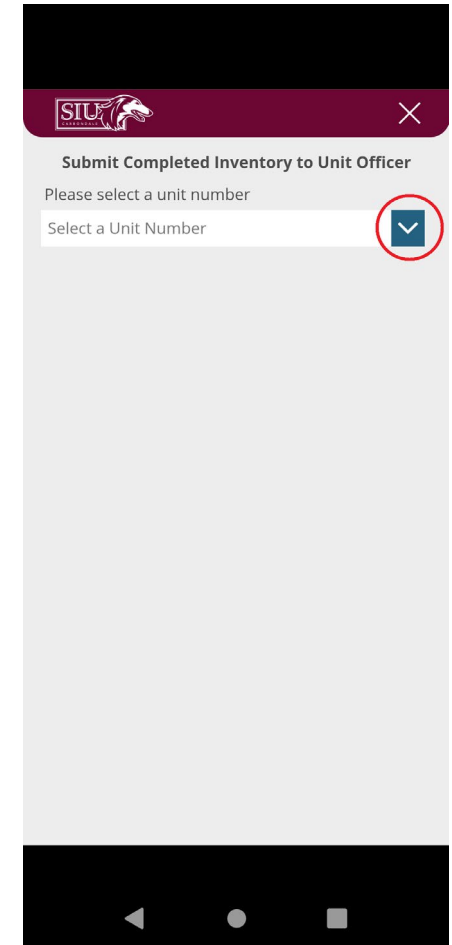
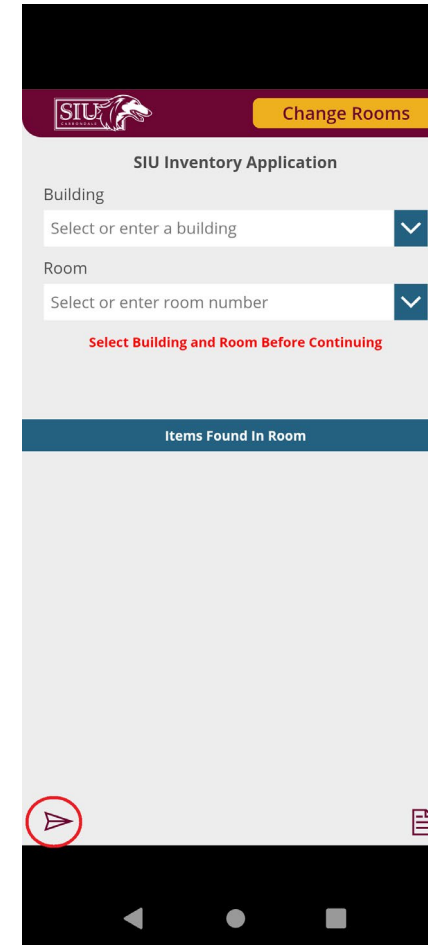
# Reporting



# 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

STU

Submit Completed Inventory to Unit Officer

Please select a unit number

23704

PROPERTY CONTROL

Congratulations! You have found all items on this unit's inventory; please click the button below to notify the unit officer for their approval.

Send to Unit Officer

STU

Submit Completed Inventory to Unit Officer

Please select a unit number

23705

CAMPUS MAIL

ATTENTION! The following items from your unit have not been located. If you believe these items are still in your unit's possession, please locate them before submitting inventory to the unit officer.

Tag Number: 602521  
Unit Number: 23705  
Unit Name: CAMPUS MAIL  
Room: 00137  
Building: Physical Plant Metal Shop  
Description: COMPUTER DELL OPTIPLEX 5080 SFF

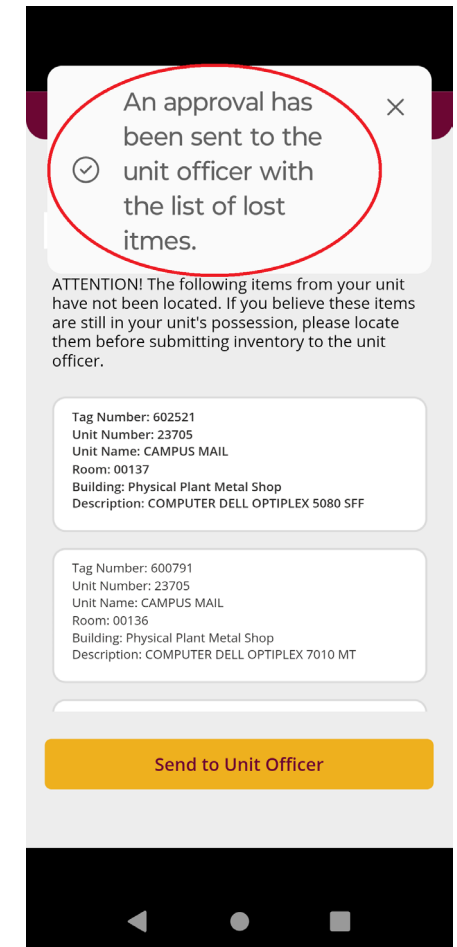
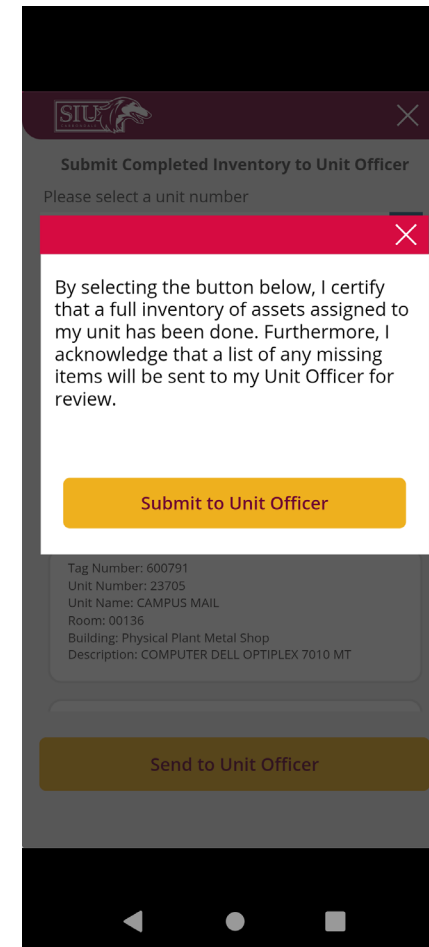
Tag Number: 600791  
Unit Number: 23705  
Unit Name: CAMPUS MAIL  
Room: 00136  
Building: Physical Plant Metal Shop  
Description: COMPUTER DELL OPTIPLEX 7010 MT

Send to Unit Officer

# Reporting

## Reporting Completed Inventory

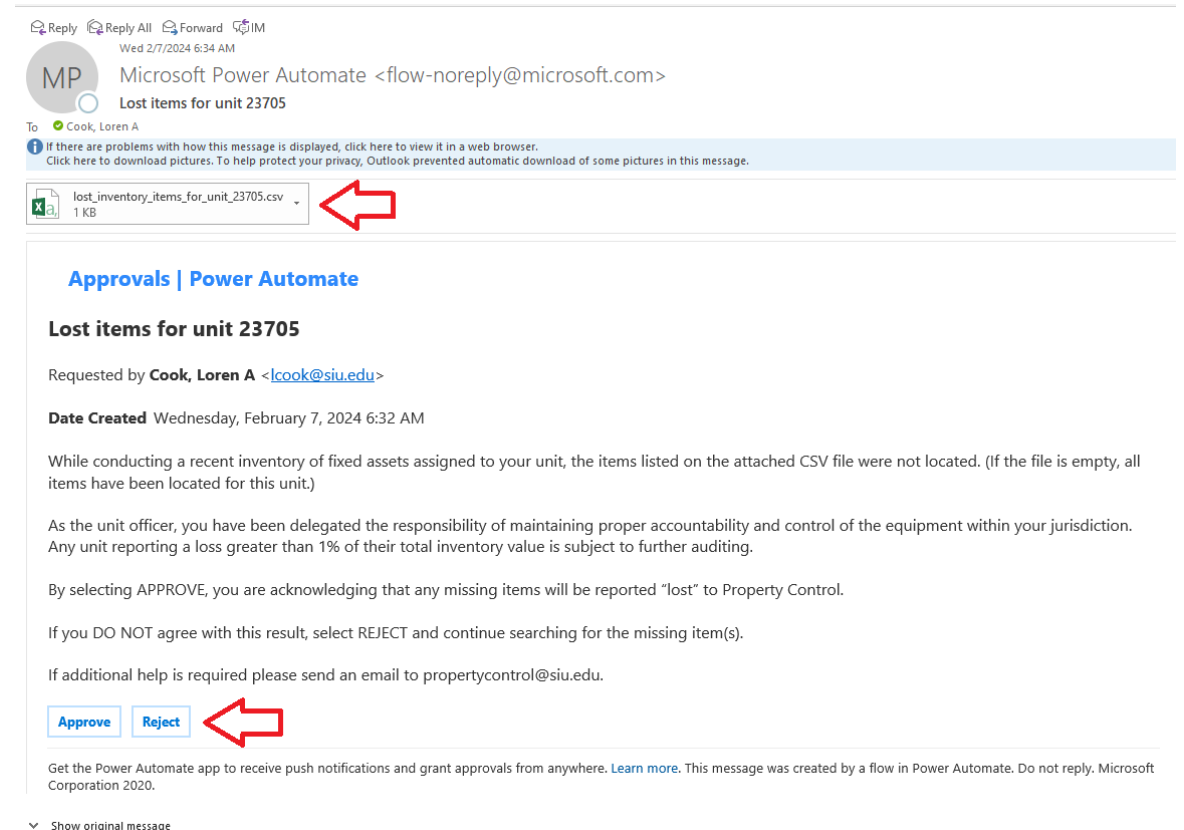
- A Message Will Be Displayed
- If You Agree: Click the **Submit to Unit Officer** Button
- A Message Will Be Displayed
- If You DO NOT Agree: Click the 'X' in the Upper Right Corner



# Reporting

## Unit Officer Approval - Email

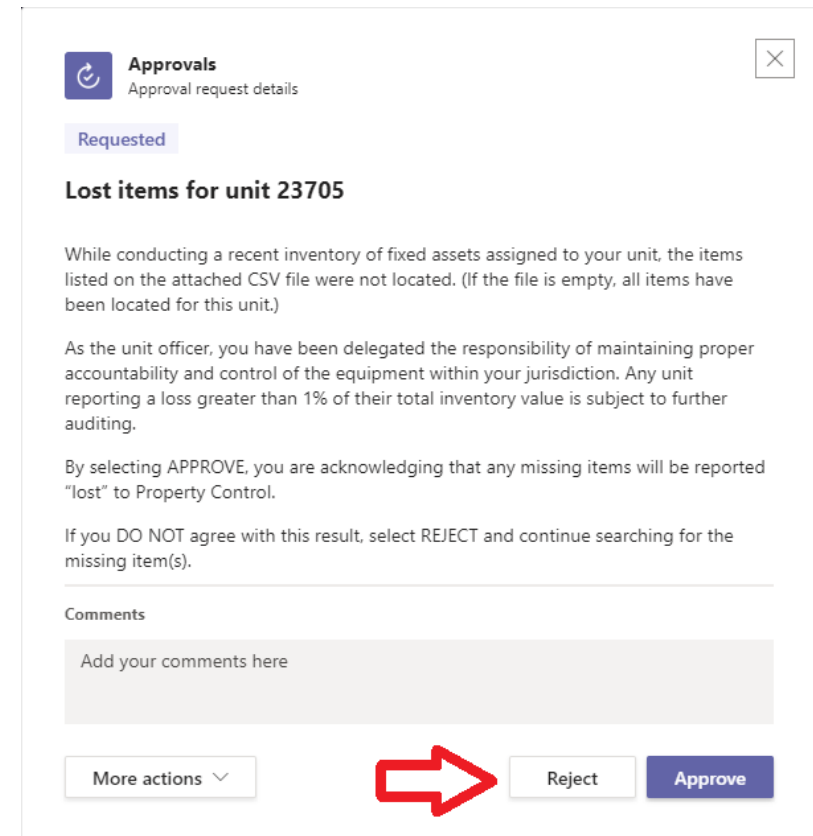
- Unit Officer Receives an Email
- List of Lost Items (if any)
- Select the **Approve** or **Reject** Button
- If Approved: Property Control Will Be Notified
- If Rejected: Inventory Process Can Resume



# 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



**Approvals**  
Approval request details

Requested

**Lost items for unit 23705**

While conducting a recent inventory of fixed assets assigned to your unit, the items listed on the attached CSV file were not located. (If the file is empty, all items have been located for this unit.)

As the unit officer, you have been delegated the responsibility of maintaining proper accountability and control of the equipment within your jurisdiction. Any unit reporting a loss greater than 1% of their total inventory value is subject to further auditing.

By selecting APPROVE, you are acknowledging that any missing items will be reported "lost" to Property Control.

If you DO NOT agree with this result, select REJECT and continue searching for the missing item(s).

Comments

Add your comments here

More actions ▾

Reject

Approve



# 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?

