

SIUC EQUIPMENT INVENTORY TRAINING

Presented by: Loren Cook



Moving Forward



Moving Forward

If you see it, scan it!

Moving Forward

Scan All Items in Your Space

- **We are Working 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.)

Moving Forward

Mobile Application Streamline Reporting

- Location Changes
- Missing Items
- Comments
- Surplus Items

Mobile Application Creates an Audit Trail

- Who Scanned
- Time/Date Scanned
- Scanned or Manual Entry

Moving Forward

Property Control Receives Realtime Data

- % of Items Completed by Unit
- Locations That Have Not Been Inventoried

Reporting Workflow Instead of Paper

- No More Paper Equipment Certification Form
- No More Paper Equipment Deletion Form
- No More Police Reports for Missing Computers
- Unit Officer Approvals via Email or Teams

Moving Forward

Unit Officer Delegate

- One Unit Officer Delegate can be assigned for each unit
- A Unit Officer Delegate will approve transactions in the place of the Unit Officer
- A Unit Officer Delegate Request must be completed for each unit you wish to assign a Delegate
- Assigning a Delegate is not required

Moving Forward

Unit Officer Delegate

- Property Control Website: property-control.siu.edu
- Announcements
- 2025 Inventory
- **Unit Officer Delegate Request Form – Power Apps**

1 Delegate per Unit

Moving Forward



Unit Officer Delegate Request Form

Hello Loren Cook. Please fill out this form to request or revoke Unit Officer delegates. After submitting an approval will be sent to the Unit Officer. You will be notified whether your request was approved or denied!

Select the unit you would like to request or revoke delegation for:



Request Delegation Revoke Delegation

Select the Unit Officer delegate's email address:



Selected Unit Info:

Unit Officer: LCOOK@SIU.EDU

Current Delegate: EGINN@SIU.EDU


Submit

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
- 2025 Inventory
- **SIU Inventory Access Request** Link to a Microsoft Form

Mobile Inventory Application

Install Microsoft Power Apps 

Google Play



iOS App Store



Mobile Inventory Application


Open Microsoft Power Apps 

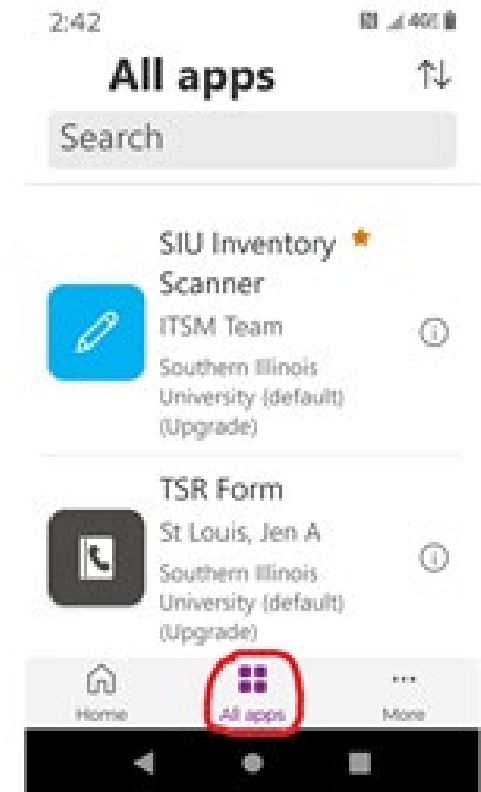
Grant Permissions if Requested

- 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 Authenticator
- Select the **All Apps** Button 
- Select the **SIU Inventory Scanner** Application



Mobile Inventory Application

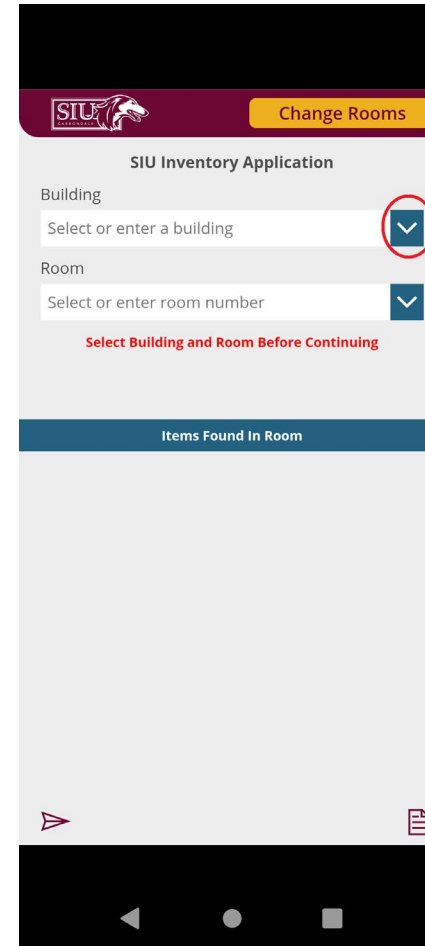
Grant Permissions to the SIU Inventory Scanner Application

- SharePoint
- Office 365 Outlook
- Approvals

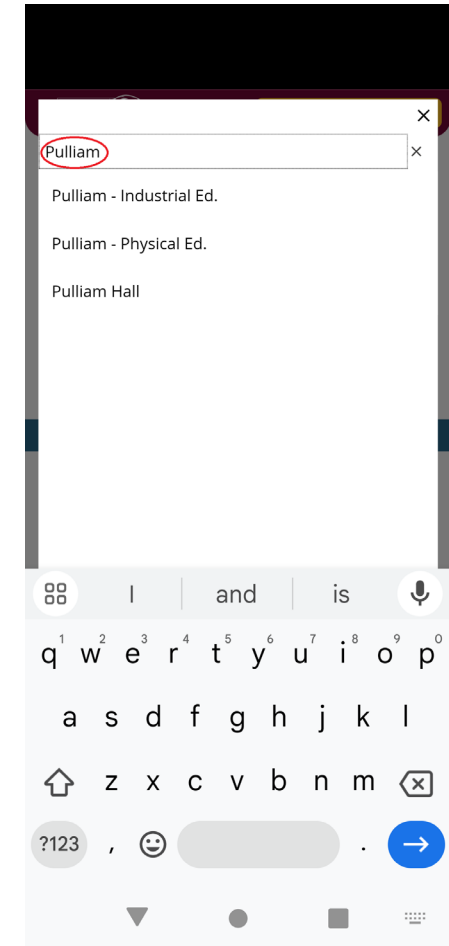
Mobile Inventory Application

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 button labeled "Change Rooms". Below the header, the title "SIU Inventory Application" is displayed. There are two input fields: "Building" with a dropdown arrow circled in red, and "Room" with a dropdown arrow. A red error message "Select Building and Room Before Continuing" is visible below the fields. A blue header "Items Found In Room" is positioned above a large, empty list area. The bottom of the screen shows a navigation bar with a home icon, a circle, and a square.

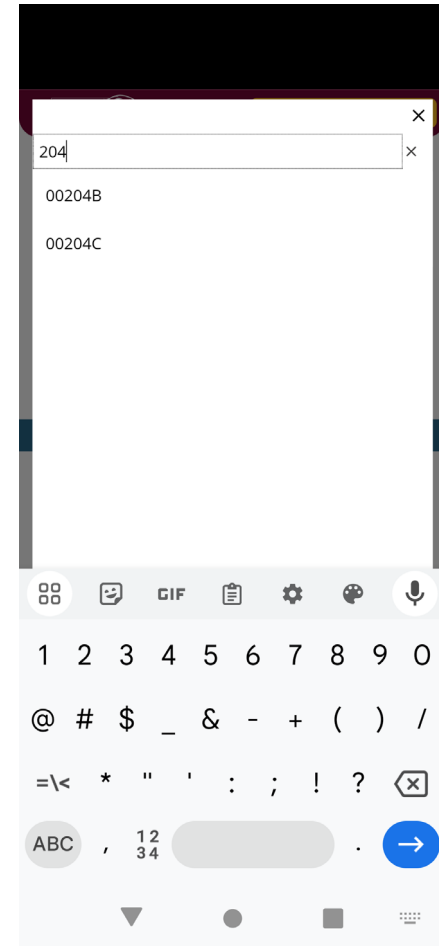
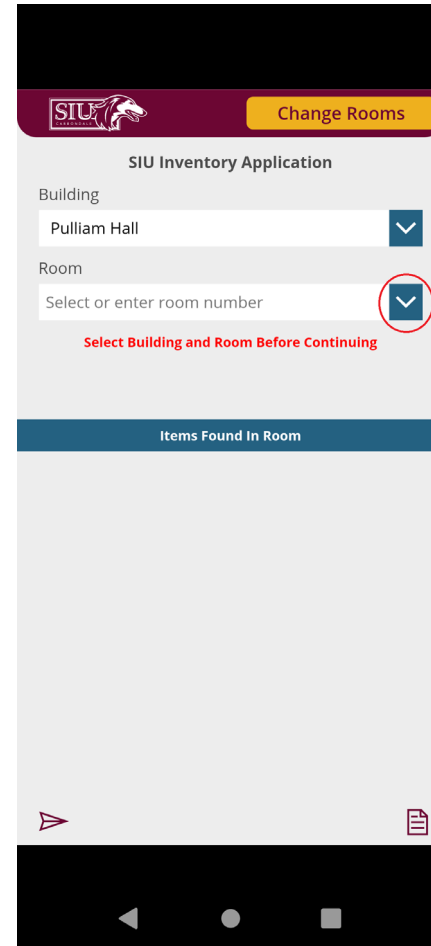


The screenshot shows a dropdown menu for building selection. The search bar at the top contains the text "Pulliam" and is circled in red. Below the search bar, a list of buildings is displayed: "Pulliam - Industrial Ed.", "Pulliam - Physical Ed.", and "Pulliam Hall". The bottom of the screen shows a keyboard with a search bar and a blue arrow button.

Mobile Inventory Application

Scanning Inventory

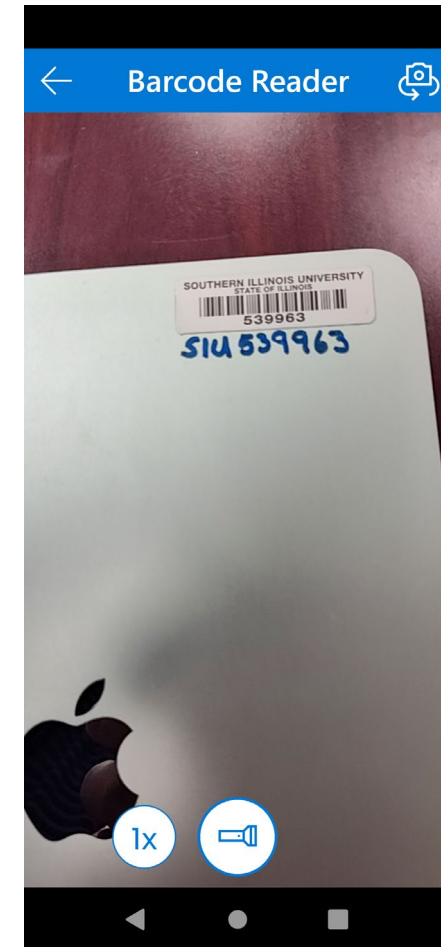
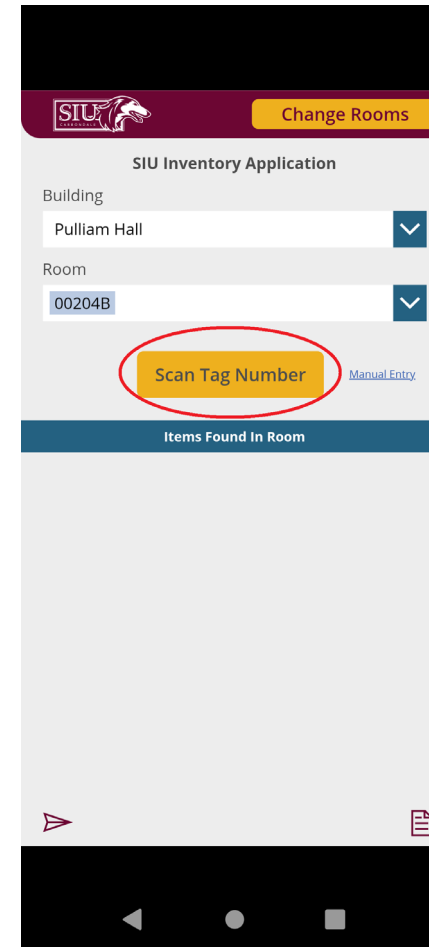
- Select the **Room Drop-down Menu**
- Enter the Room Number
- Select the Correct Room Number from the List
- *If the room is not listed, click the 'X' in the upper right corner and the room will be saved*



Mobile Inventory Application

Scanning Inventory

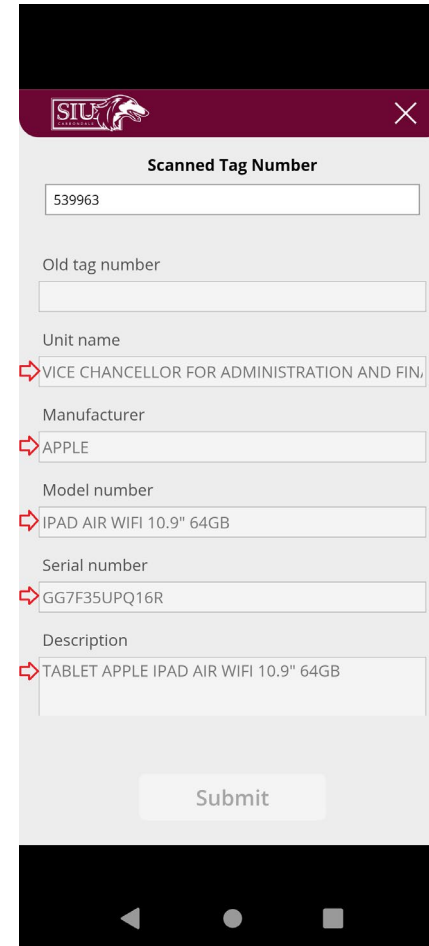
- Click the **Scan Tag Number** Button
- Point Your Device's Camera at the Item's Inventory Barcode
- Once Captured the Inventory Barcode Number Will Be Shown in the Application



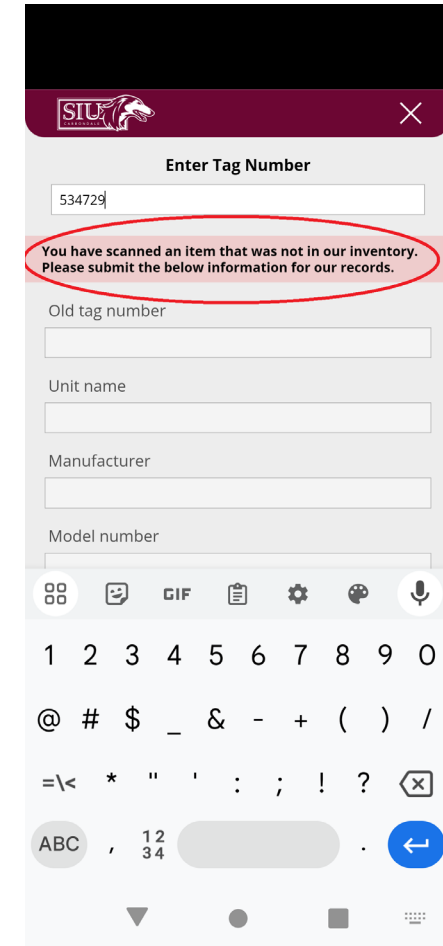
Mobile Inventory Application

Scanning Inventory

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



The screenshot shows the 'Scanned Tag Number' screen. At the top, there is a maroon header with the STU logo and a close button. Below the header, the 'Scanned Tag Number' field contains '539963'. The 'Old tag number' field is empty. The 'Unit name' field contains 'VICE CHANCELLOR FOR ADMINISTRATION AND FIN.'. The 'Manufacturer' field contains 'APPLE'. The 'Model number' field contains 'IPAD AIR WIFI 10.9" 64GB'. The 'Serial number' field contains 'GG7F35UPQ16R'. The 'Description' field contains '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. At the top, there is a maroon header with the STU logo and a close button. Below the header, the 'Enter Tag Number' field contains '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, the 'Old tag number' field is empty. The 'Unit name' field is empty. The 'Manufacturer' field is empty. The 'Model number' field is empty. A keyboard is visible at the bottom of the screen.

Mobile Inventory Application

Scanning Inventory

- Scroll Down
- If Found on Inventory, Enter or Select (*optional*):
 - Inventory Comments
 - Surplus this item?
 - Click the **Submit** Button
 - Item Is Saved

The screenshot shows the 'Enter Tag Number' form. At the top, there is a purple header with the SIU logo and a close button. The form contains several input fields: 'Enter Tag Number' (with value 539963), 'IPAD AIR WIFI 10.9" 64GB', 'Serial number' (with value GG7F35UPQ16R), 'Description' (with value TABLET APPLE IPAD AIR WIFI 10.9" 64GB), and 'Inventory comment' (with value iPad in green case). Below the comment field is a toggle switch for 'Surplus this item?' which is currently turned off. A blue 'Submit' button is at the bottom.

The screenshot shows the 'SIU Inventory Application' form. At the top, there is a purple header with the SIU logo and a 'Change Rooms' button. The form contains several dropdown menus: 'Building' (with value Anthony Hall) and 'Room' (with value 00207). Below the dropdowns is a yellow 'Scan Tag Number' button and a blue 'Manual Entry' link. A blue header indicates 'Items Found in Room207 (5)'. Below this, there is a list of items found in the room. The first item is highlighted with a red arrow: Tag Number: 539963, Unit Number: 23002, Unit Name: VICE CHANCELLOR FOR, Room: 00207, Building: Anthony Hall, Description: TABLET APPLE IPAD AIR WIFI 10.9" 64GB. The second item is: Tag Number: 548147, Unit Number: , Unit Name: , Room: 00207, Building: Anthony Hall, Description: Laptop Dell Latitude. A red arrow points to the first item's description. A blue 'Submit' button is at the bottom.

Mobile Inventory Application

Scanning Inventory

- If Not Found on Inventory, Enter or Select:
 - Description (*required*)
 - Inventory Comments
 - Surplus this item?
- Click the **Submit** Button
- Item Is Saved

SIU

Enter Tag Number

548147

You have scanned an item that was not in our inventory. Please submit the below information for our records.

Serial number

* Description

Laptop Dell Latitude

Inventory comment

New laptop purchased in January 2025

Surplus this item?

No

Submit

SIU

Change Rooms

SIU Inventory Application

Building

Anthony Hall

Room

00207

Scan Tag Number

Manual Entry

Items Found In Room207 (5)

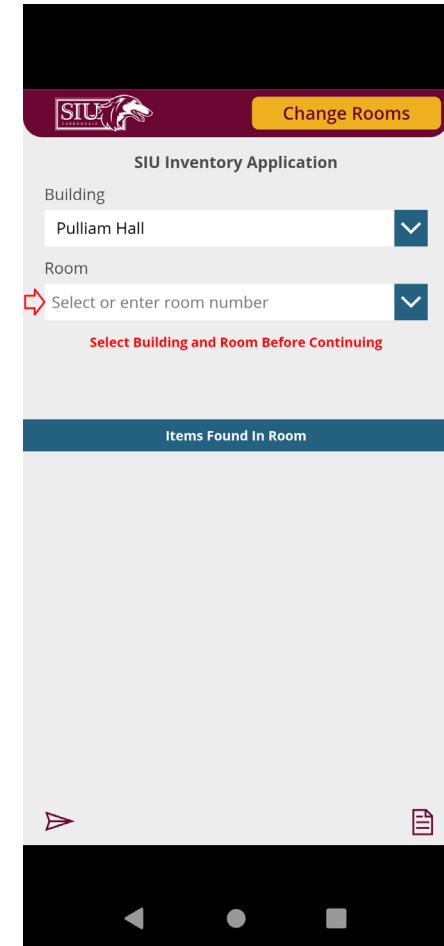
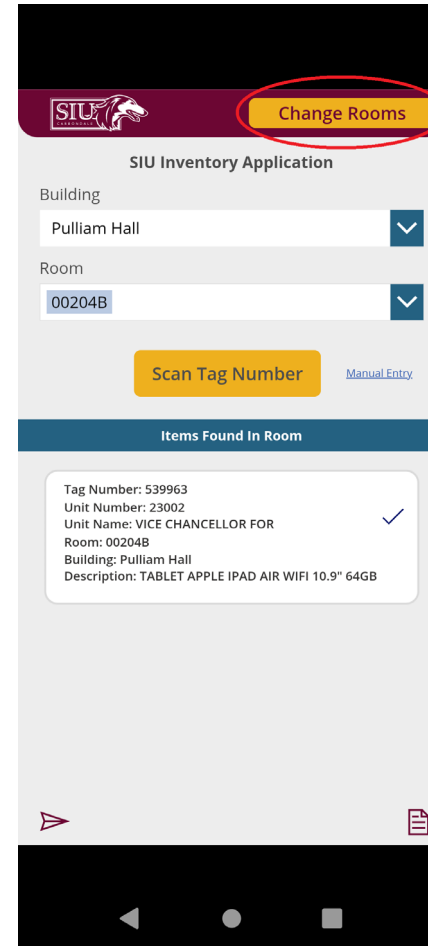
Tag Number: 539963
Unit Number: 23002
Unit Name: VICE CHANCELLOR FOR
Room: 00207
Building: Anthony Hall
Description: TABLET APPLE IPAD AIR WIFI 10.9" 64GB

Tag Number: 548147
Unit Number:
Unit Name:
Room: 00207
Building: Anthony Hall
Description: Laptop Dell Latitude

Mobile Inventory Application

Changing Rooms

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



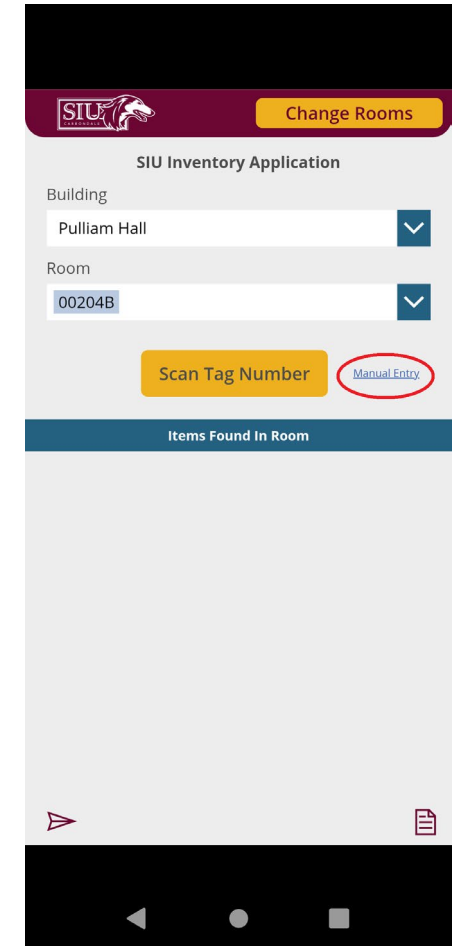
Mobile Inventory Application

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

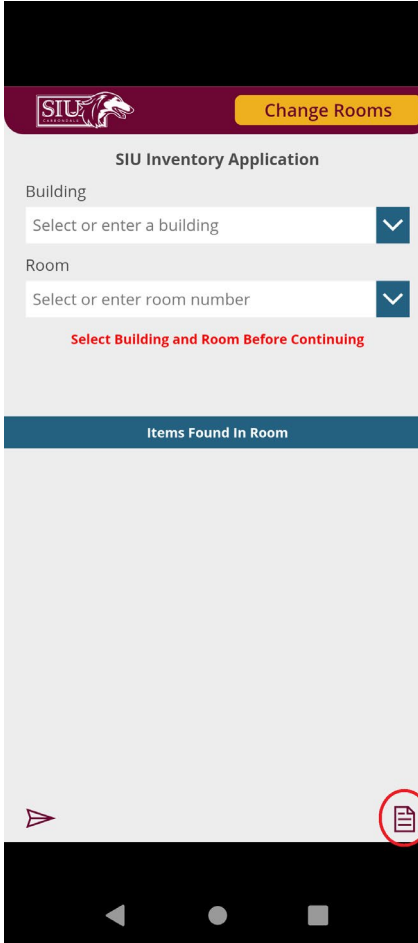
Note: *Enter a comment when doing a manual entry so Property Control knows why the item was not scanned.*



Mobile Inventory Application

Checking Inventory List

- Click the Icon  in the Lower Right Corner
- Select the Unit Number Drop-Down



SIU
Inventory Application

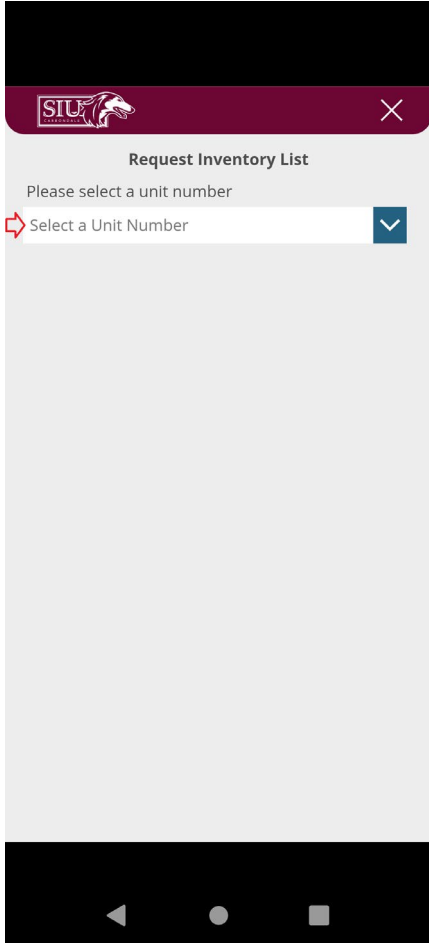
Change Rooms

Building
Select or enter a building

Room
Select or enter room number

Select Building and Room Before Continuing

Items Found In Room



SIU
Request Inventory List

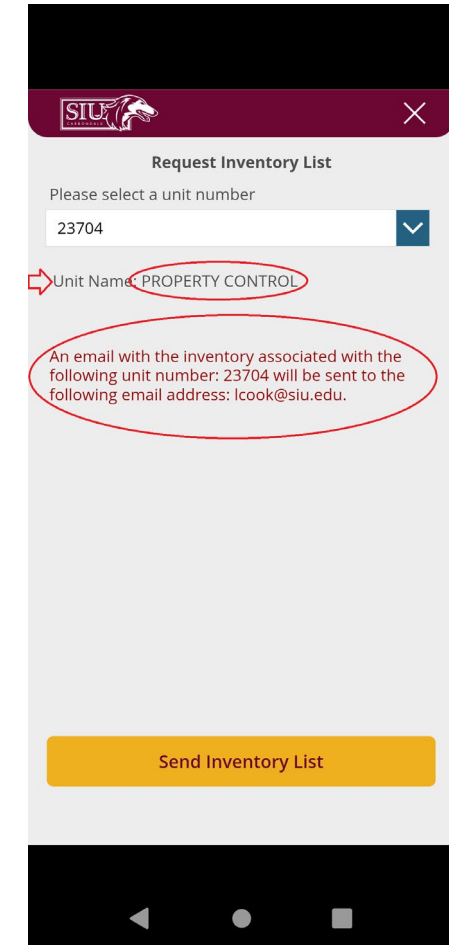
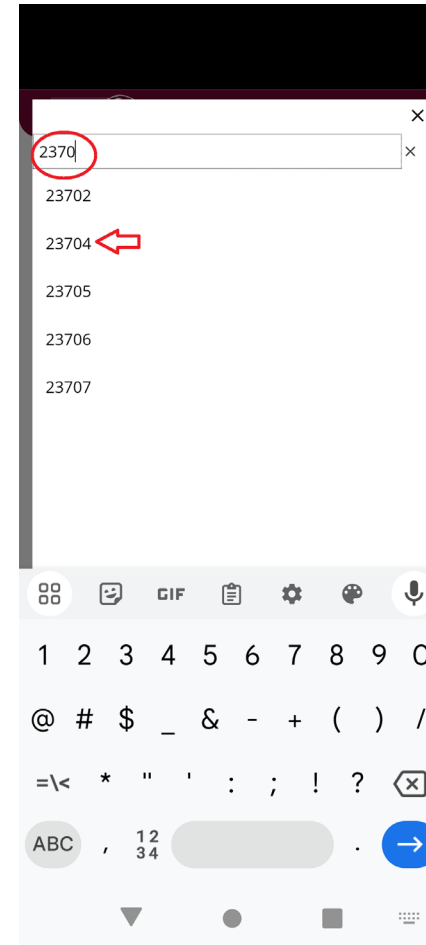
Please select a unit number

Select a Unit Number

Mobile Inventory Application

Checking Inventory List

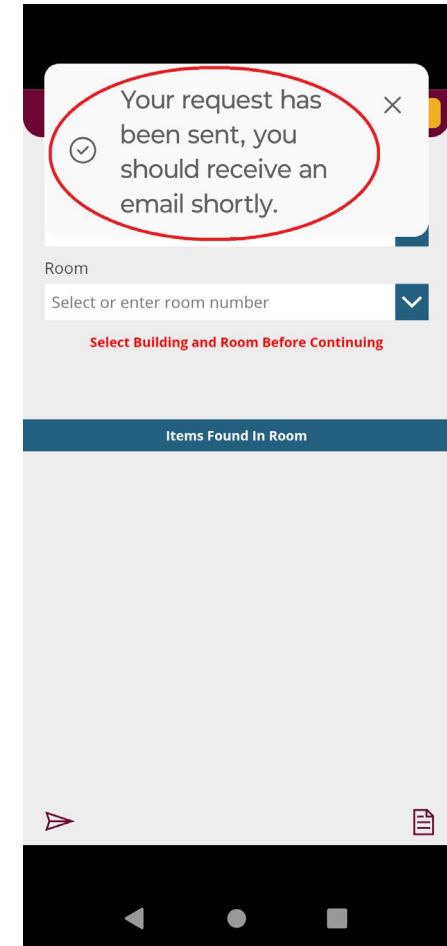
- Enter Your Unit Number
- Select the Appropriate Number from the List
- The Unit Name and a Message Will Be Displayed
- Click the **Send Inventory List** Button



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:
 - If Found: Scanned Location
 - If Not Found: Last Location from AIS
- 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	Q
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	Comment
2	625496		23	207D	23704	PROPERTY CONTROL	0	LAPTOP DELL LATITUDE 3520	DELL	LATITUDE 3520	GLQ1RG3	11/2/2021	968.42	TRUE	lcook@siu.edu	1/17/2025 8:17	
3	539730		23	206	23704	PROPERTY CONTROL	0	BICYCLE SUN ATLAS (YELLOW)	SUN BICYCLES	ATLAS	X247	3/3/2022	100	TRUE	lcook@siu.edu	1/17/2025 8:17	Has flat tire
4	625494		00LOAN	0	23704	PROPERTY CONTROL	0	LAPTOP DELL LATITUDE 3520	DELL	LATITUDE 3520	DLQ1RG3	11/2/2021	968.42	TRUE	lcook@siu.edu	1/17/2025 8:18	Loan to Eric Jones
5	539731		5	207	23704	PROPERTY CONTROL	0	BICYCLE SUN ATLAS (YELLOW)	SUN BICYCLES	ATLAS	X224	3/3/2022	100	TRUE	lcook@siu.edu	1/17/2025 8:16	
6	526613		502	WHSE	23704	PROPERTY CONTROL	0	LAPTOP DELL LATITUDE E6540	DELL	E6540	FDWPQ32	6/29/2015	1106.13	TRUE	lcook@siu.edu	1/17/2025 8:16	Ella's music laptop
7	625497		23	00205C	23704	PROPERTY CONTROL	0	LAPTOP DELL LATITUDE 3520	DELL	LATITUDE 3520	HLQ1RG3	11/2/2021	968.42	FALSE			
8	625495		00LOAN	0	23704	PROPERTY CONTROL	0	LAPTOP DELL LATITUDE 3520	DELL	LATITUDE 3520	FLQ1RG3	11/2/2021	968.42	FALSE			
9	600241		23	206	23704	PROPERTY CONTROL	0	COMPUTER DELL OPTIPLEX 7010 MT	DELL	OPTIPLEX 7010	2HMPK02	4/16/2014	743.91	TRUE	lcook@siu.edu	1/21/2025 10:26	Broken

Mobile Inventory Application

Checking Inventory List

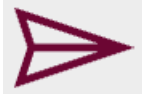
- If there are missing items
 - Continue searching
 - Contact Property Control for additional information
 - Report the inventory to your Unit Officer only after all leads have been exhausted.
- If all items have been found, report the inventory to your Unit Officer

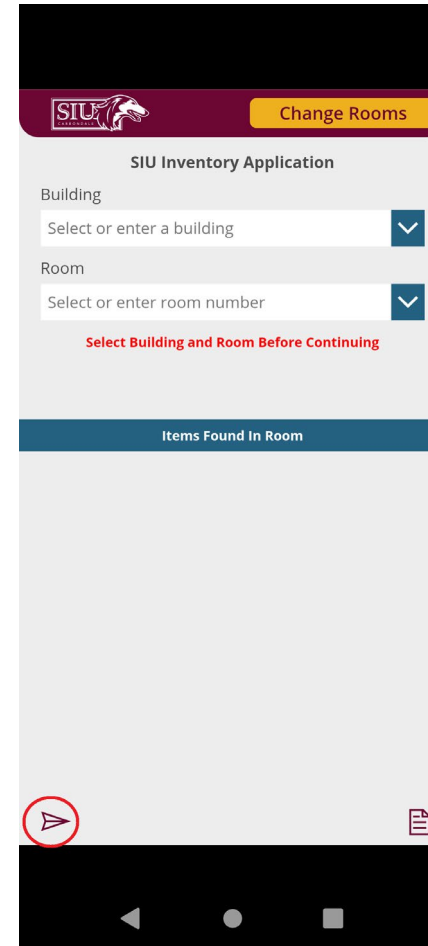
Reporting Completed Inventory



Reporting

Reporting Completed Inventory

- Proceed only if your entire inventory is complete.
- Done by only 1 Person
 - **Unit Point of Contact**
- Select the Icon  in the Lower Left Corner

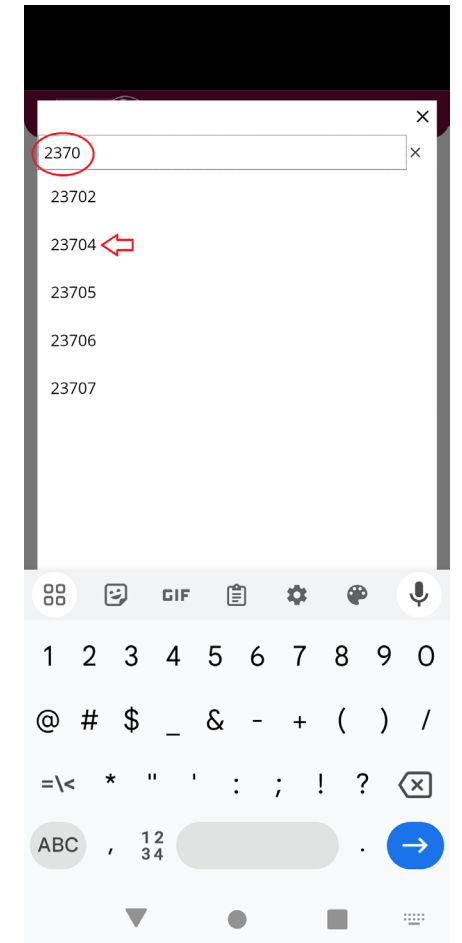
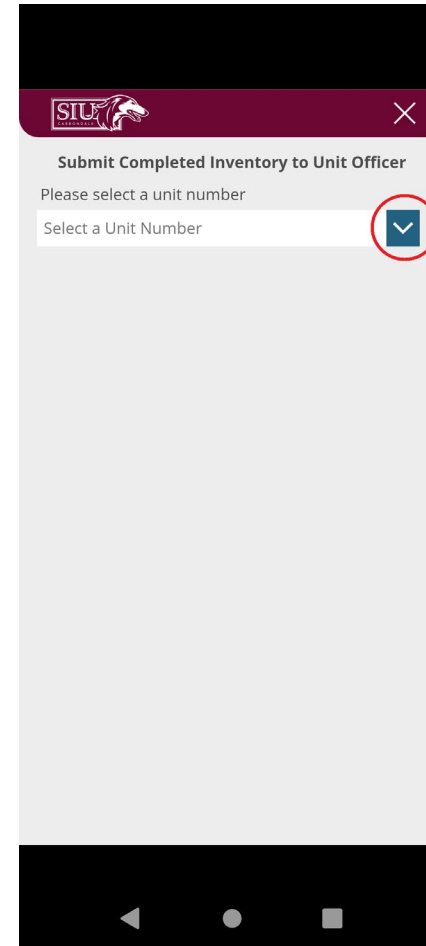


The screenshot shows the SIU Inventory Application interface on a mobile device. At the top, there is a purple header with the SIU logo and a yellow "Change Rooms" button. Below the header, the title "SIU Inventory Application" is displayed. The form contains two dropdown menus: "Building" with the placeholder text "Select or enter a building" and "Room" with the placeholder text "Select or enter room number". A red error message "Select Building and Room Before Continuing" is visible below the dropdowns. A blue header "Items Found In Room" is positioned above a large, empty white area. At the bottom of the screen, there is a navigation bar with a red circle highlighting a purple arrow icon in the lower-left corner and a document icon in the lower-right corner. The Android navigation bar is visible at the very bottom.

Reporting

Reporting Completed Inventory

- Select the Unit Number Drop-Down
- 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

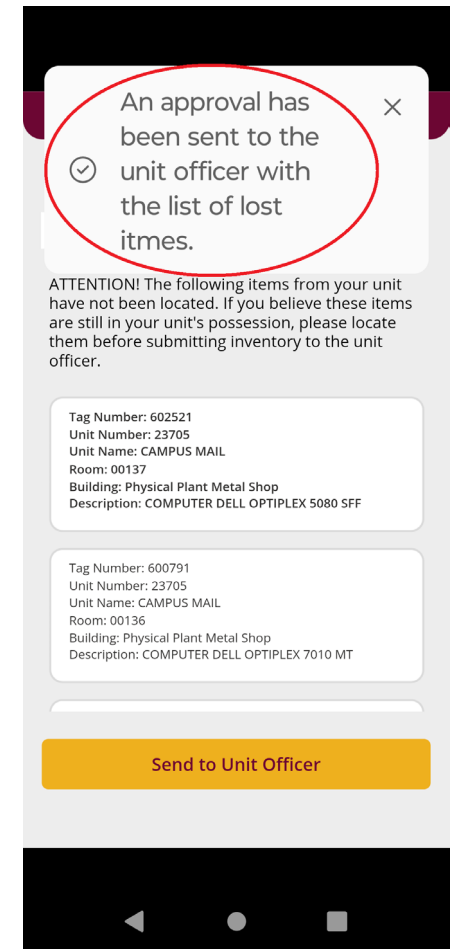
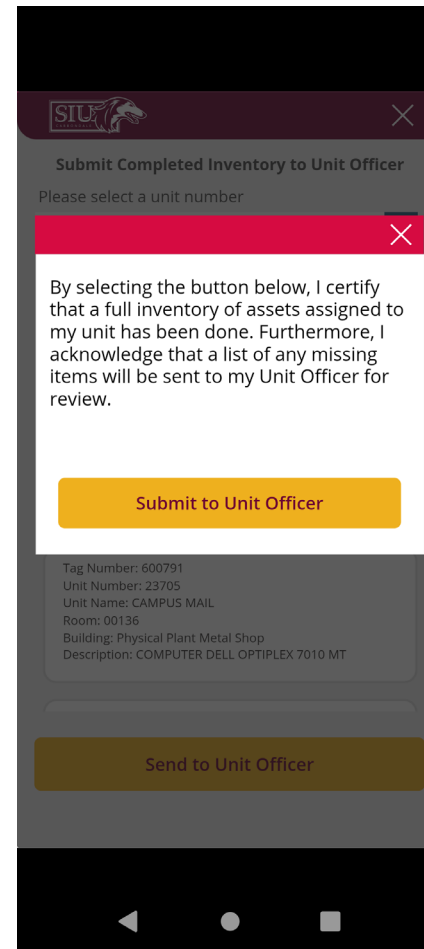
STU
Submit Completed Inventory to Unit Officer
Please select a unit number
23704
PROPERTY CONTROL
Congratulations! You have found all items on this unit's inventory; please click the button below to notify the unit officer for their approval.
Send to Unit Officer

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

Reply Reply All Forward IM
Wed 2/7/2024 6:34 AM

MP Microsoft Power Automate <flow-noreply@microsoft.com>
Lost items for unit 23705

To Cook, Loren A

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

lost_inventory_items_for_unit_23705.csv
1 KB

Approvals | Power Automate

Lost items for unit 23705

Requested by **Cook, Loren A** <lcook@siu.edu>

Date Created Wednesday, February 7, 2024 6:32 AM

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).


If additional help is required please send an email to propertycontrol@siu.edu.


Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

▼ Show original message

Reporting

Unit Officer Approval - Teams

- Unit Officer Receives a Notification Under the Activity Icon  in Teams
- List of Missing 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? *February 3, 2025*

When is the inventory due? *March 17, 2025*

Do I have to use my personal device? *No, Property Control has 10 devices to loan out. If you need one, contact Laurel Stewart (laurelstewart22@siu.edu)*

What kind of scanning device can I use? *Most modern Android or IOS mobile devices will work.*

What if I found an item after my inventory was submitted? *Scan the item. You do not need to resubmit your inventory.*

Q & A

What if an item gets scanned twice? *That's okay. The last scan will overwrite the previous scan.*

If an item does not belong to my unit, should I scan it? *YES!*

Most of my unit's equipment is remote, what do I do? *Contact the user and ask them to email you a picture of the barcode for verification. Either scan the pictured barcode or use the Manual Entry link to enter the tag into the application.*

How do I scan items in areas without Wi-Fi or Cell Service? *Verify the tag number and use the Manual Entry link once you get to an area with Wi-Fi or Cell Service.*

