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:

SURPLUS PROPERTY ▼

☐ Request Delegation   ☐ Revoke Delegation

Select the Unit Officer delegate's email address:

Select Email ▼

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
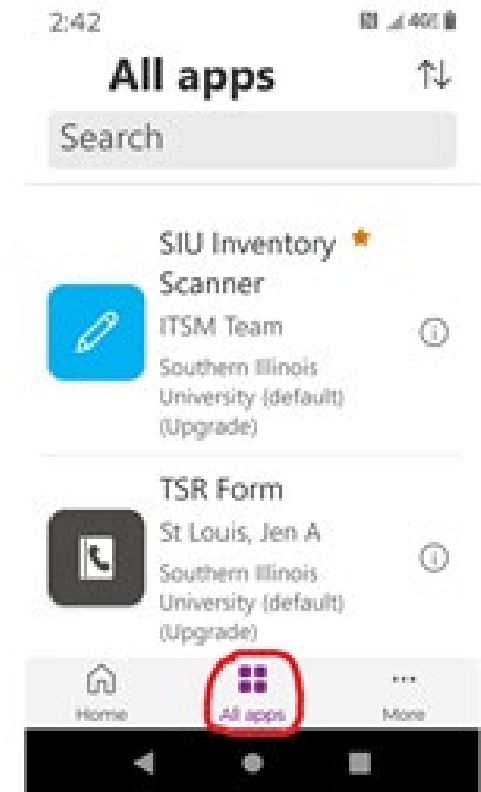
Mobile Inventory Application
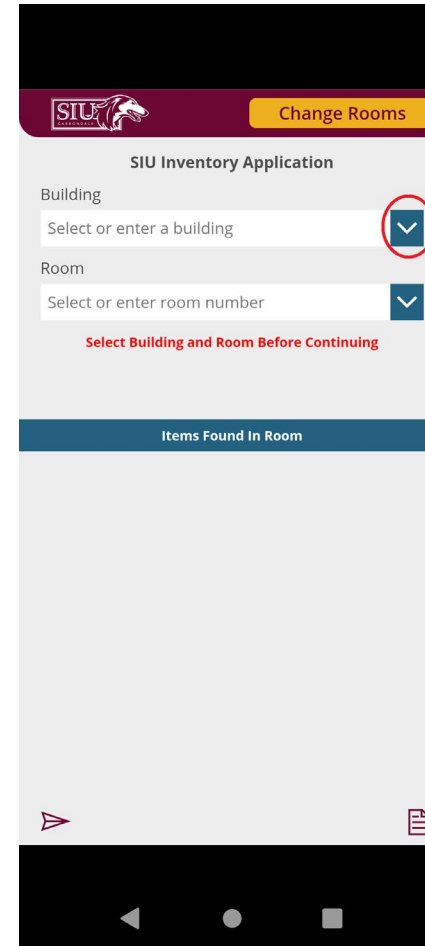
Grant Permissions to the SIU Inventory Scanner Application
- SharePoint
- Office 365 Outlook
- Approvals
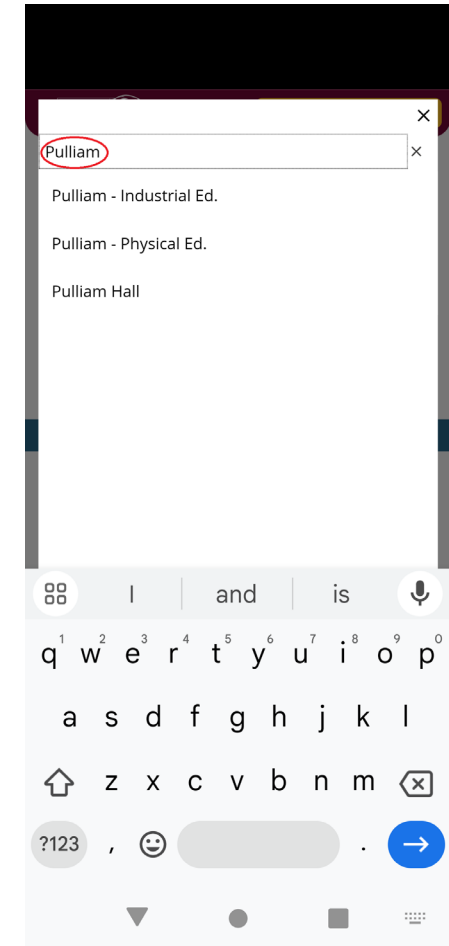
Mobile Inventory Application

Scanning Inventory

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

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*
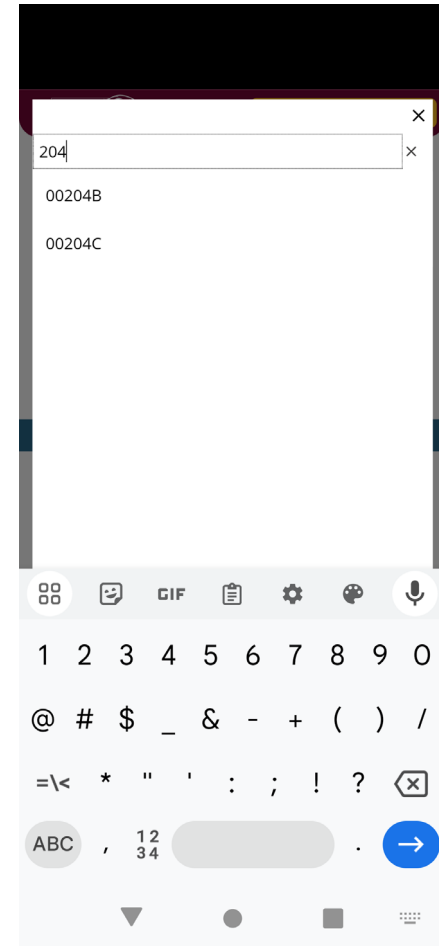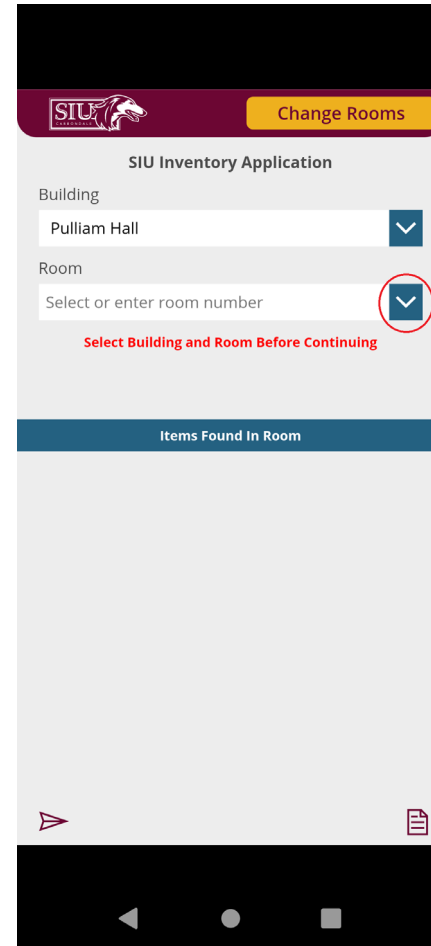
Mobile Inventory Application

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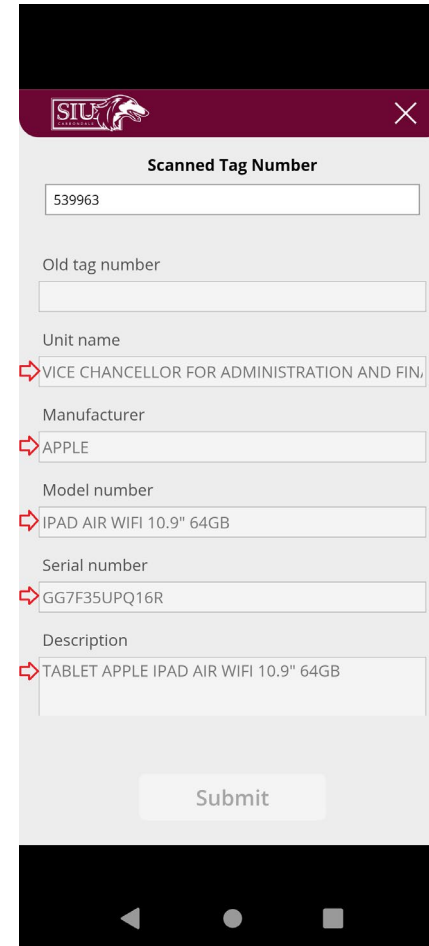
- Click the **Scan Tag Number** Button
- Point Your Device's Camera at the Item's Inventory Barcode
- Once Captured the Inventory Barcode Number Will Be Shown in the Application
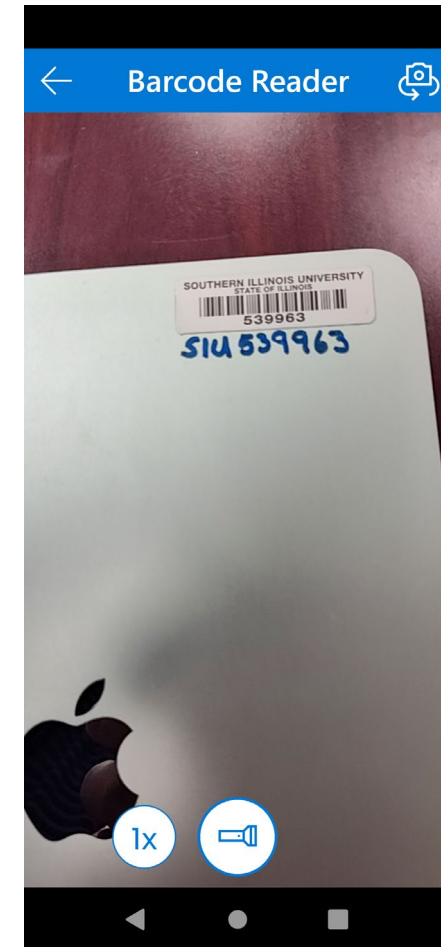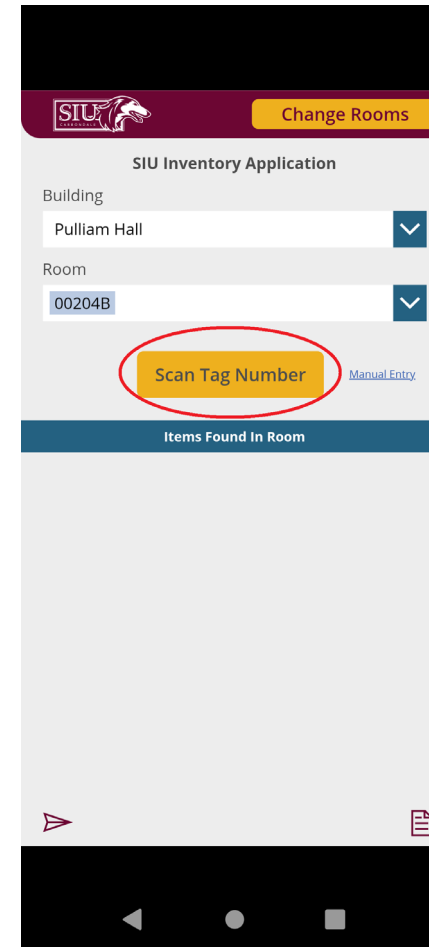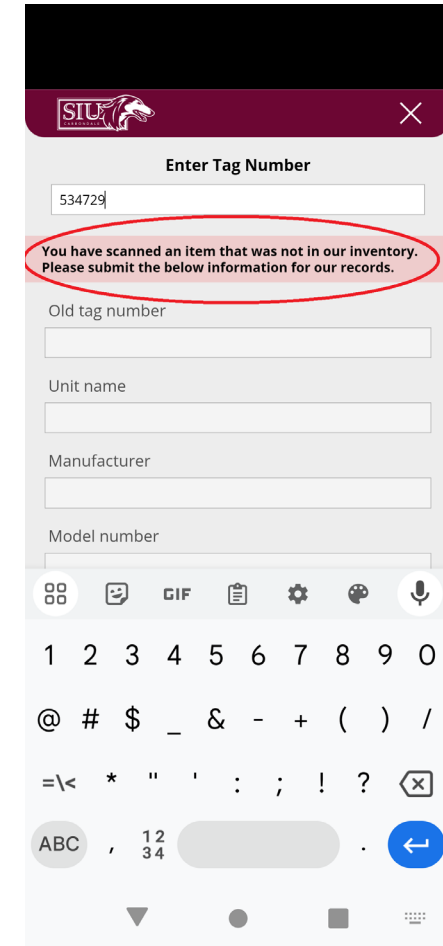
Mobile Inventory Application

Scanning Inventory

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

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

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

Mobile Inventory Application

Changing Rooms

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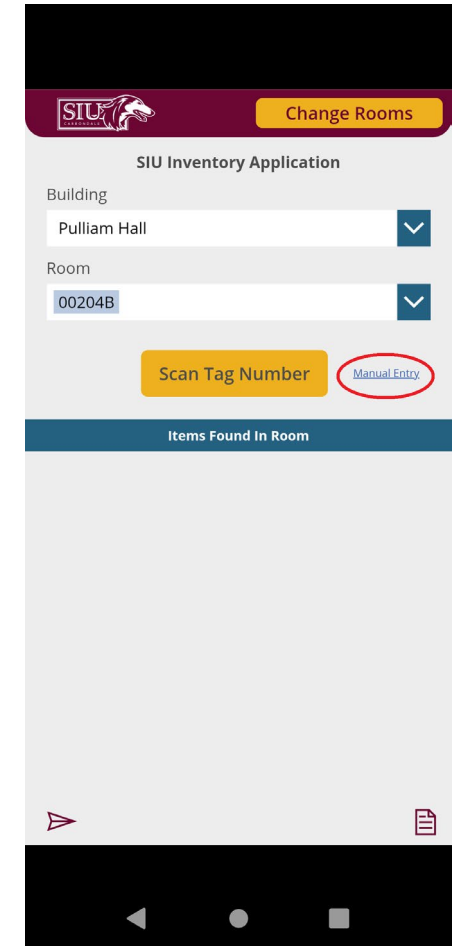- Select a New Room Number
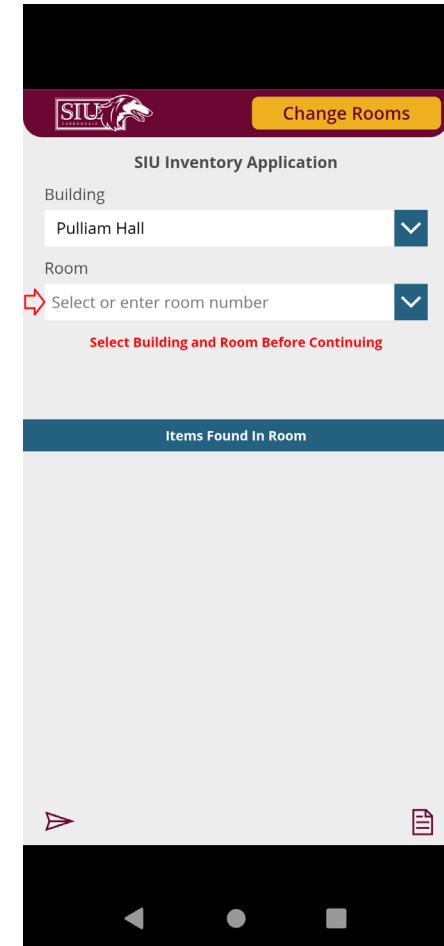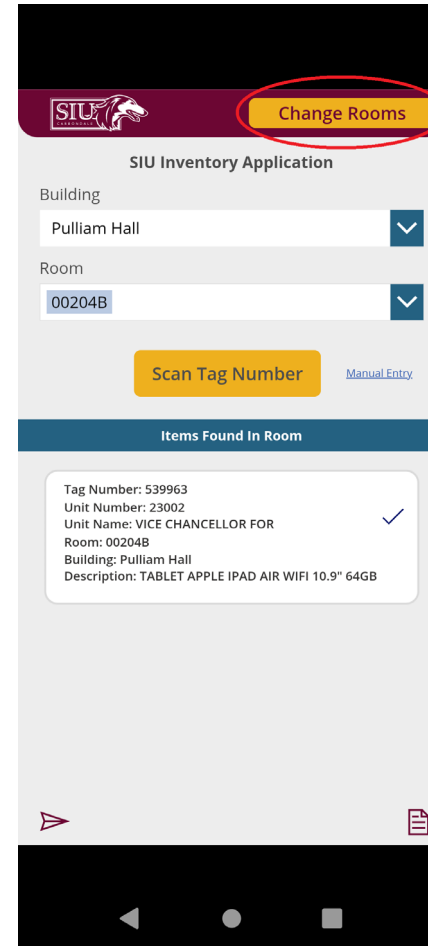
Mobile Inventory Application

Manual Entry

(Only used when item cannot be scanned)

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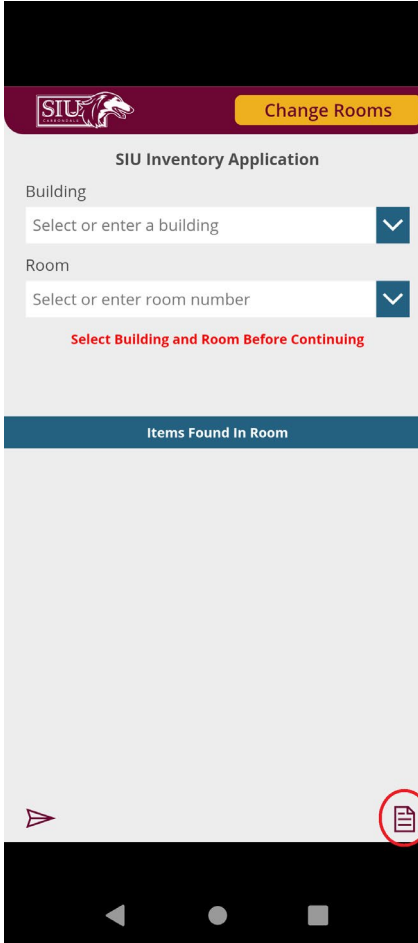- Follow same process as scanning

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
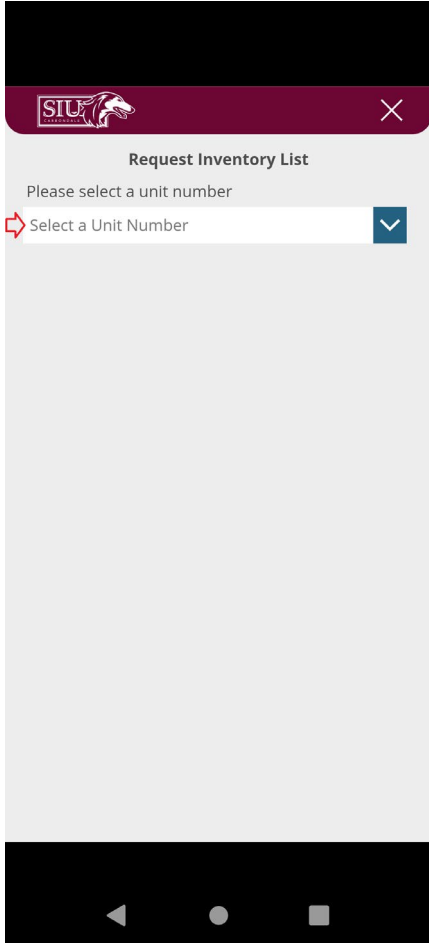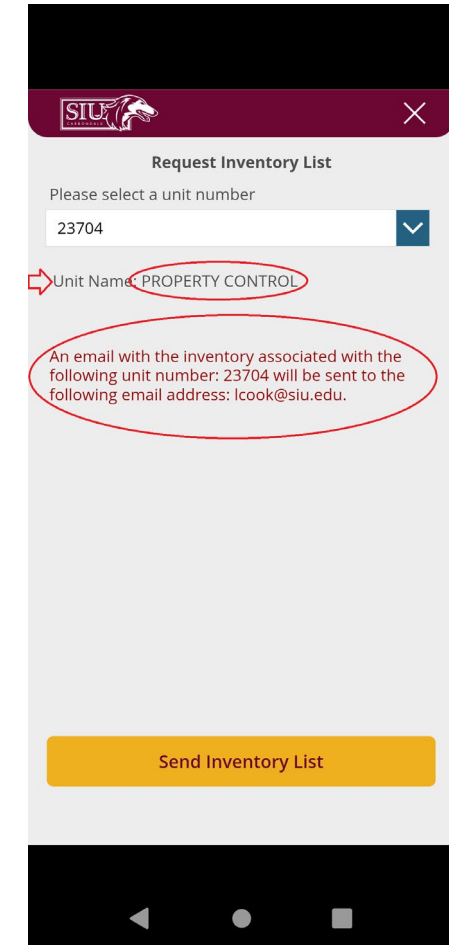
Mobile Inventory Application
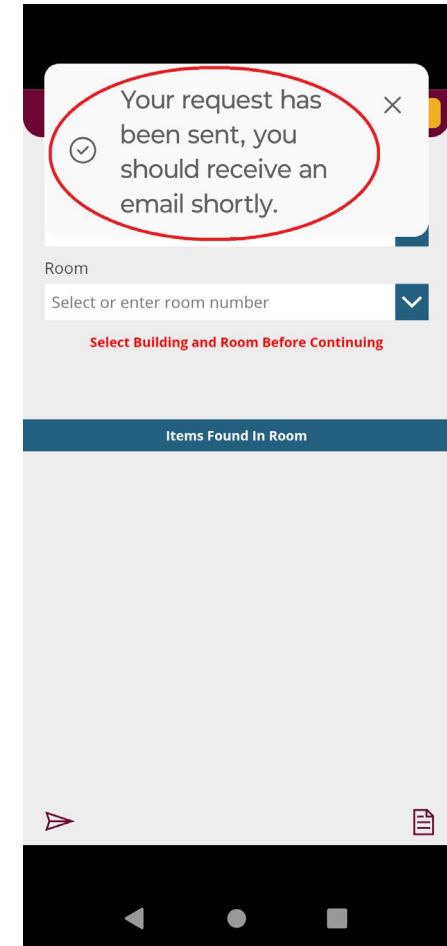
Checking Inventory List

- 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
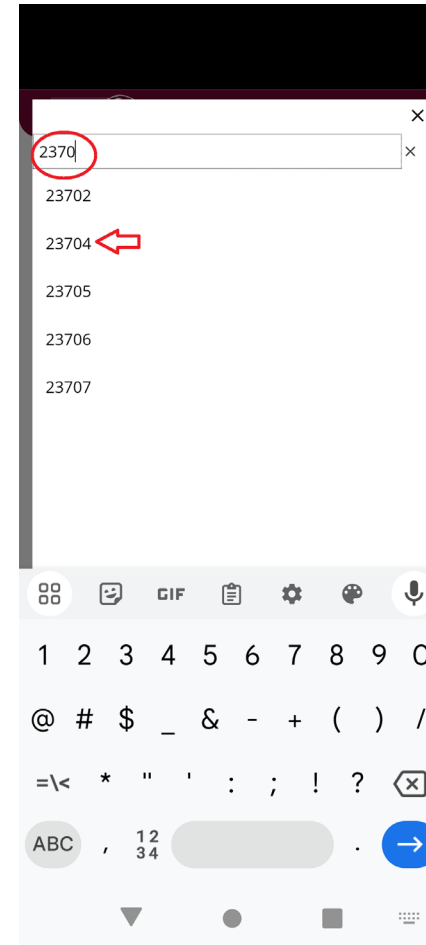
Mobile Inventory Application

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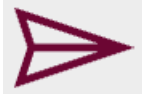
Checking Inventory List
- If there are missing items
  - Continue searching
  - Contact Property Control for additional information
  - Report the inventory to your Unit Officer only after all leads have been exhausted.
- If all items have been found, report the inventory to your Unit Officer
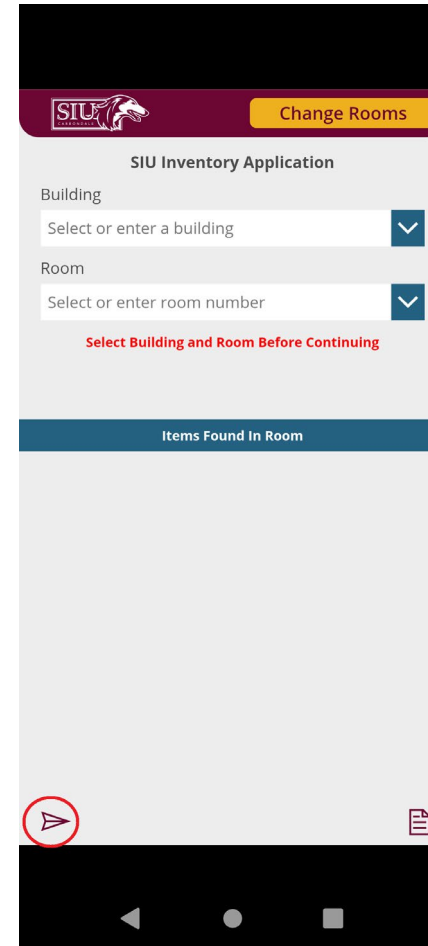
Reporting Completed Inventory

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

Reporting

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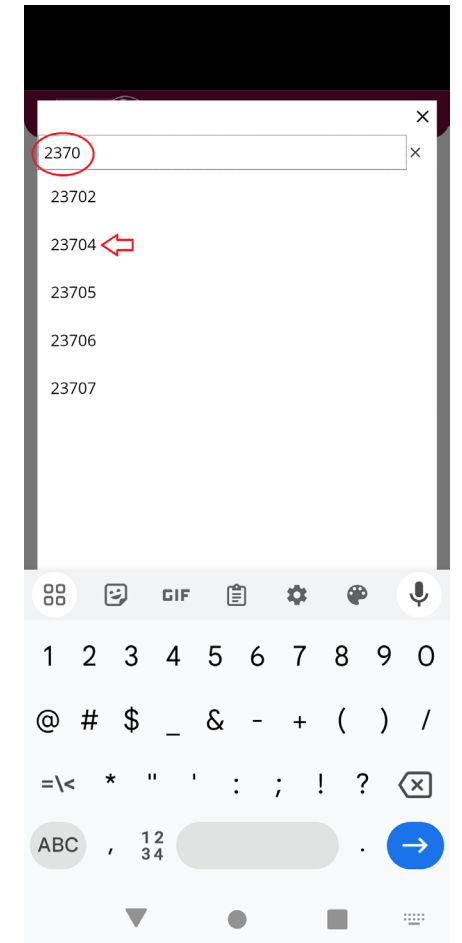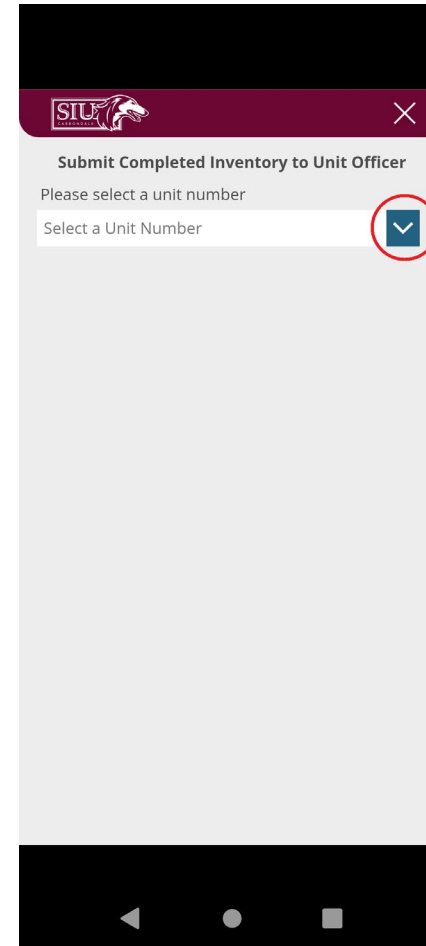
Reporting

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

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
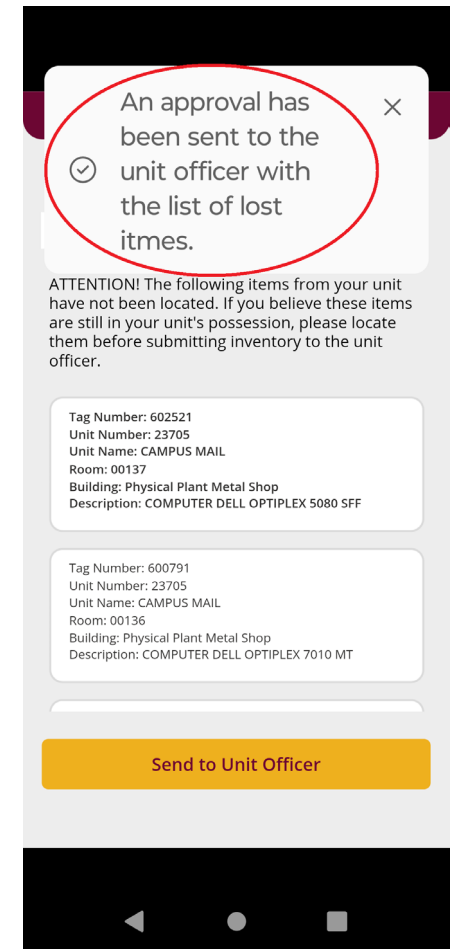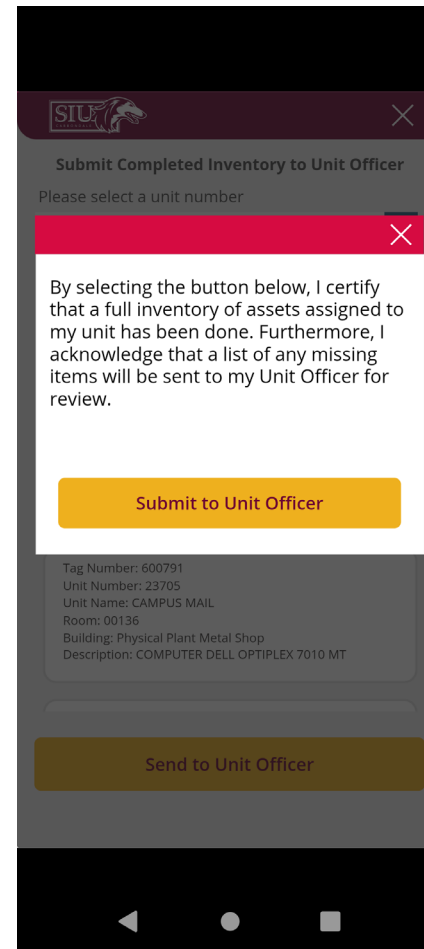
Reporting

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 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

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.*