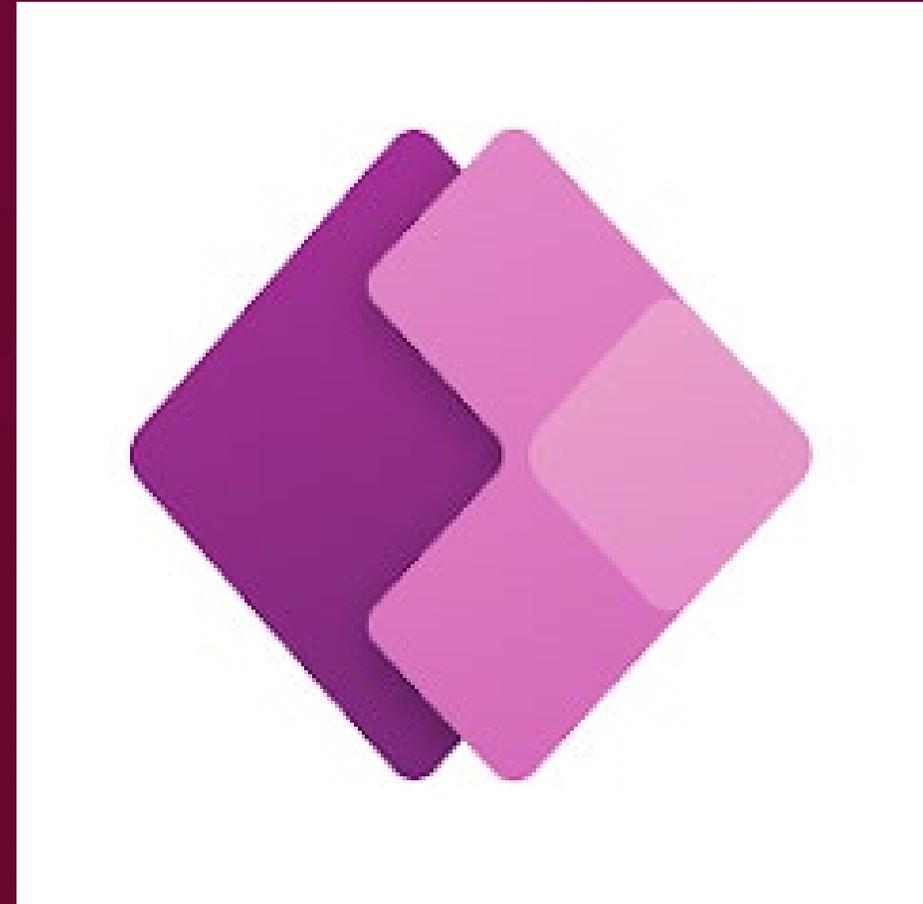


SIU Inventory Scanner Application Instructions

Getting Started

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



✓ Request User Access

- Visit the Property Control Website:
[Property Control | Property Control | SIU](#)
- Fill out the inventory Access Request Form
(SIU email required)
[SIU Inventory Access Request](#)



✓ Install Microsoft Power Apps

Google Play	iOS App Store
	

Use an Android or iOS device to scan the appropriate QR code

You will be directed to the app store where you can install Microsoft Power Apps



✓ Check

- Did you request access?
- Was it approved? (It may take up to 1 business day)
- Did you download the Microsoft Power Apps 

Now you can search within Microsoft Power Apps for the SIU Inventory Scanner application

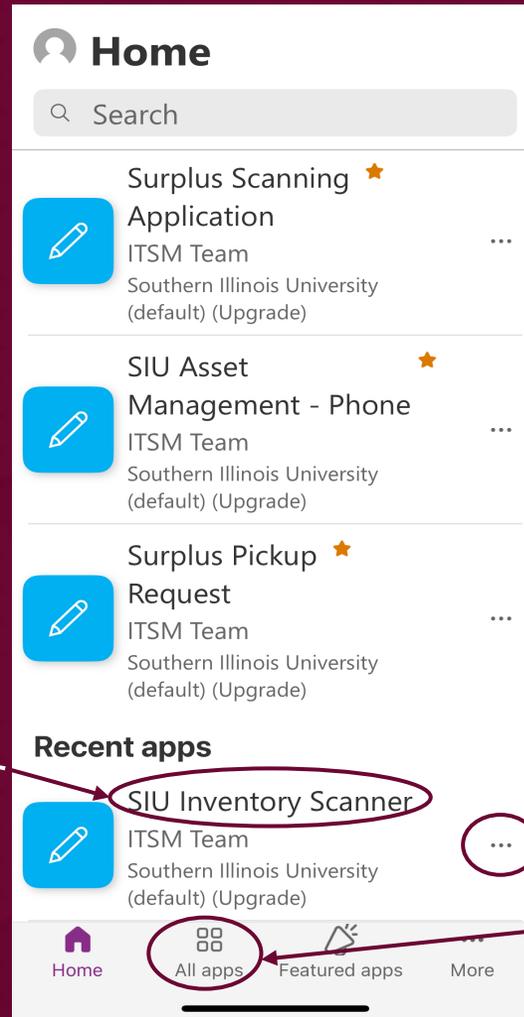


✓ Open Microsoft Power Apps

Open Power Apps on your mobile device and Sign In

Enter your SIU Email Account and Password for Authenticator

Find and select: “SIU Inventory Scanner”



Did you know?
Clicking on the three dots will allow you to save the application as a favorite!

If the Home Screen of Power Apps does not display SIU Inventory Scanner, select All Apps and search for it again.

First Time Using the SIU Inventory Scanner Application on Power Apps?

- You will be asked to:

Grant Permissions to the SIU Inventory Scanner Application

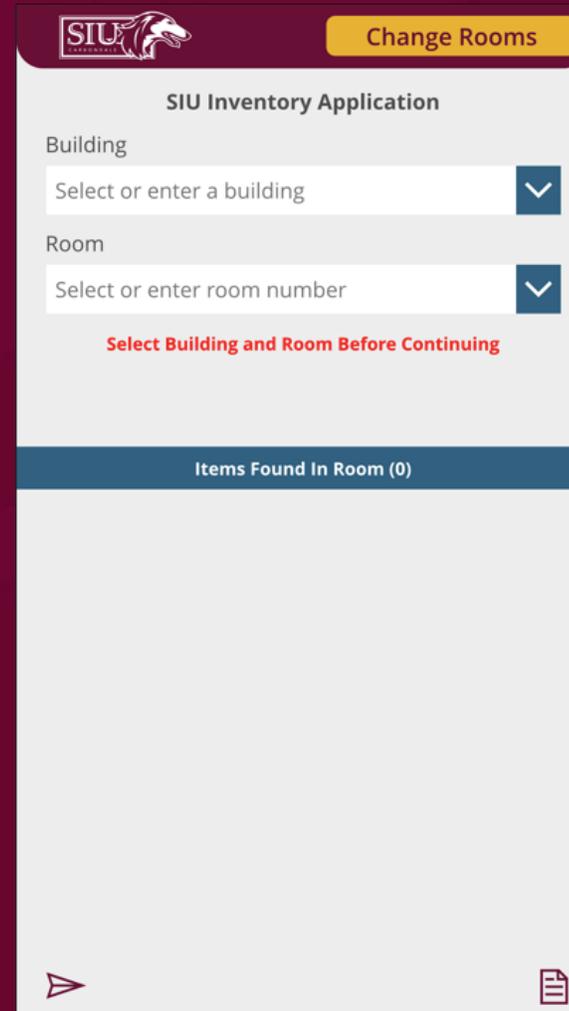
- SharePoint
- Office 365 Outlook
- Approvals



Congratulations!

When you see this screen,
you have successfully
installed and opened the
SIU Inventory Scanner
Application

You are ready to start
scanning!



The screenshot shows the SIU Inventory Application interface. At the top left is the SIU logo. To its right is a yellow button labeled "Change Rooms". Below the logo is the title "SIU Inventory Application". There are two dropdown menus: "Building" with the text "Select or enter a building" and "Room" with the text "Select or enter room number". Below these is a red error message: "Select Building and Room Before Continuing". A blue header bar below the error message reads "Items Found In Room (0)". At the bottom left is a back arrow icon, and at the bottom right is a document icon.

Scanning Inventory

- This is what the first screen will look like
- To start, select the building and room number where you are scanning the equipment

SIU
Change Rooms

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 (0)

- Select the Building Drop-down Menu
- Enter the Building Name
- Select the correct building from the list

Pulliam

Pulliam - Industrial Ed.

Pulliam - Physical Ed.

Pulliam Hall

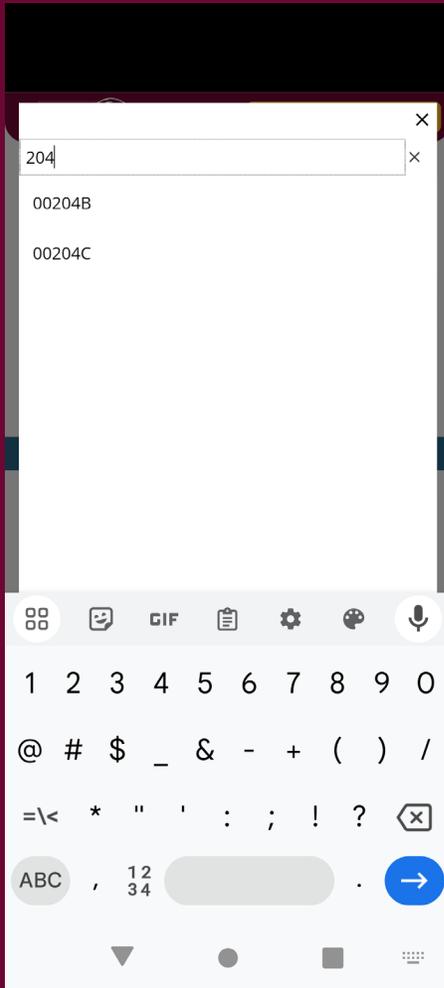
Scanning Inventory

Select the **Room** Drop-Down Menu

Enter the Room Number

Select the correct room number from the list

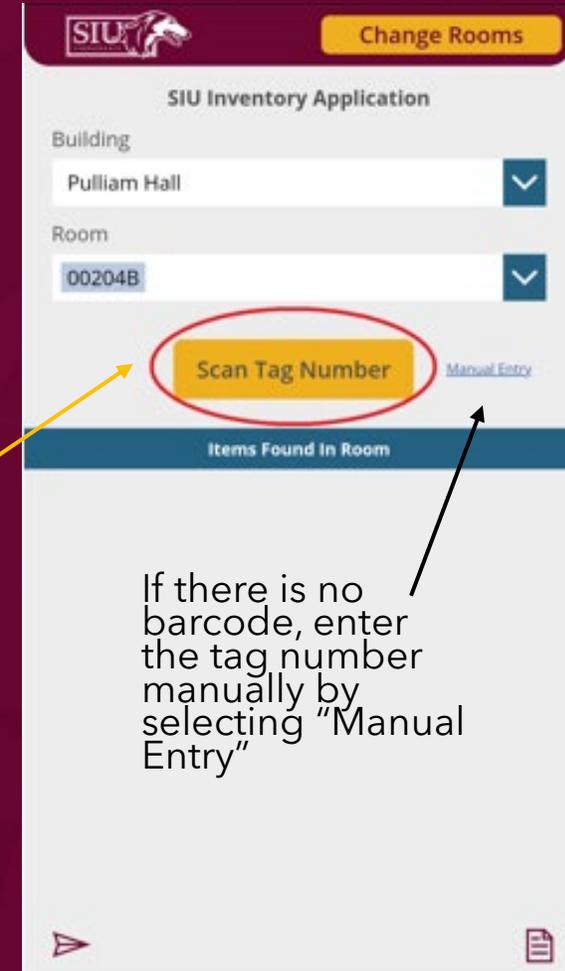
If the room is not listed, click the 'X' in the upper right corner and the room will be saved



If there is anything already scanned in that room, it will show up at the bottom.

Otherwise, the bottom will be blank until you begin scanning

Select "Scan Tag Number" to begin scanning items in that room.

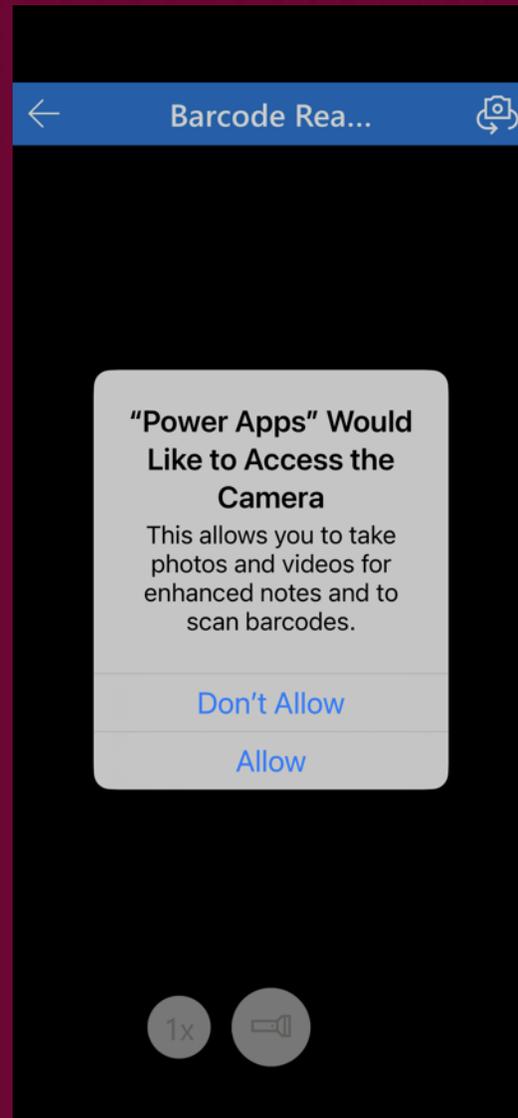


If there is no barcode, enter the tag number manually by selecting "Manual Entry"



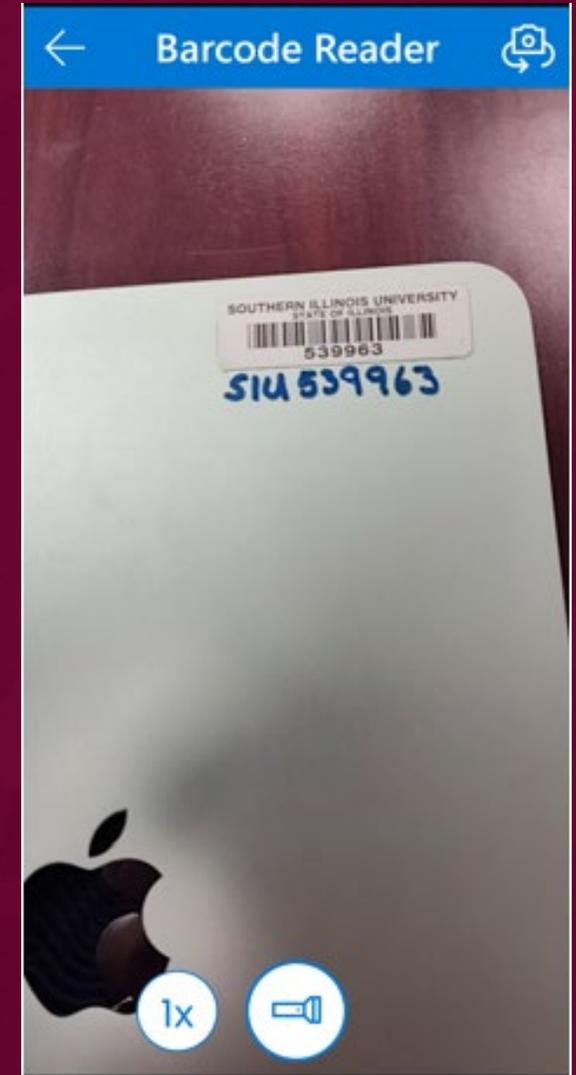
You may see this pop up the first time you select "Scan Tag Number"

You must select "Allow" to be able to scan barcodes



Point your camera at the barcode

Once captured, the Barcode number will be shown in the application



If the barcode was found on the inventory, the detailed information will be displayed

Please verify that the information is correct

Scanned Tag Number

539963

Old tag number

Unit name

VICE CHANCELLOR FOR ADMINISTRATION AND FIN.

Manufacturer

APPLE

Model number

IPAD AIR WIFI 10.9" 64GB

Serial number

GG7F35UPQ16R

Description

TABLET APPLE IPAD AIR WIFI 10.9" 64GB

Submit

Scroll down

If found on inventory and information is correct:

- Enter (optional) Inventory Comments
- Decide if you want to surplus this item
- Click the Submit Button
- Item is saved

Enter Tag Number

539963

IPAD AIR WIFI 10.9" 64GB

Serial number

GG7F35UPQ16R

Description

TABLET APPLE IPAD AIR WIFI 10.9" 64GB

Inventory comment

iPad in green case

Surplus this item?

No

Submit

Note: Selecting "YES" for Surplus this Item? will submit a surplus request in addition to updating the inventory list

Manual Entry: For use only when item cannot be scanned

SIU Inventory Application

Change Rooms

Building
Pulliam Hall

Room
00204B

Scan Tag Number Manual Entry

Items Found In Room

Select the **Manual Entry** Link

Enter the Inventory Tag Number *(6-Digit Number Only)*

Scroll down

If the barcode was found on the inventory, the detailed information will be displayed

Please verify that the information is correct

- Enter *(optional)* Inventory Comments
- Decide if you want to surplus this item
- Click the Submit Button

Item is saved

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

Enter Tag Number

539963

IPAD AIR WIFI 10.9" 64GB

Serial number
GG7F35UPQ16R

Description
TABLET APPLE IPAD AIR WIFI 10.9" 64GB

Inventory comment
iPad in green case

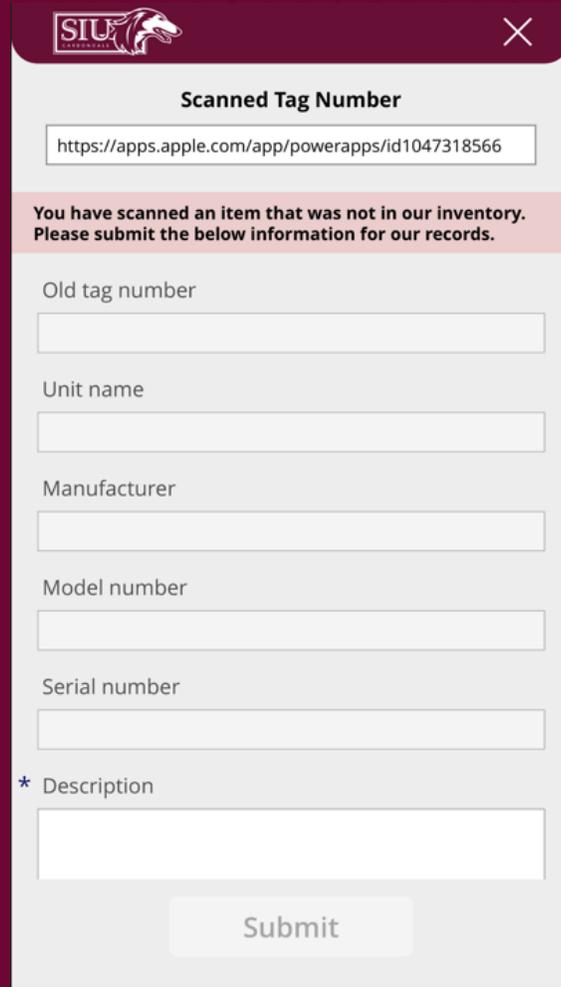
Surplus this item?
 No

Submit

Item Not on Inventory

If you scan a barcode for an item that is not in our inventory, please complete as much information as you can when this screen pops up.

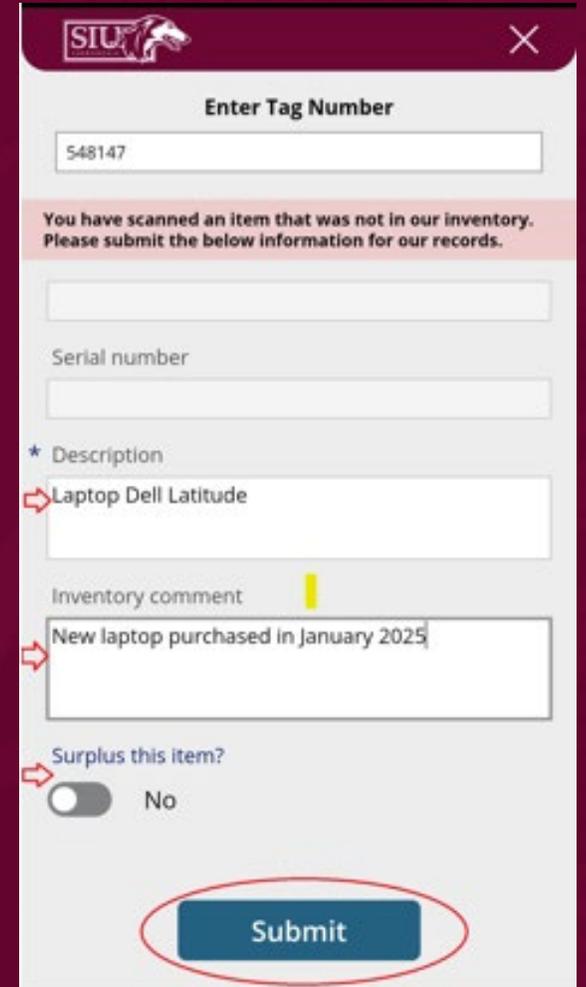
This helps Property Control and will not impact your inventory list!



Scroll down

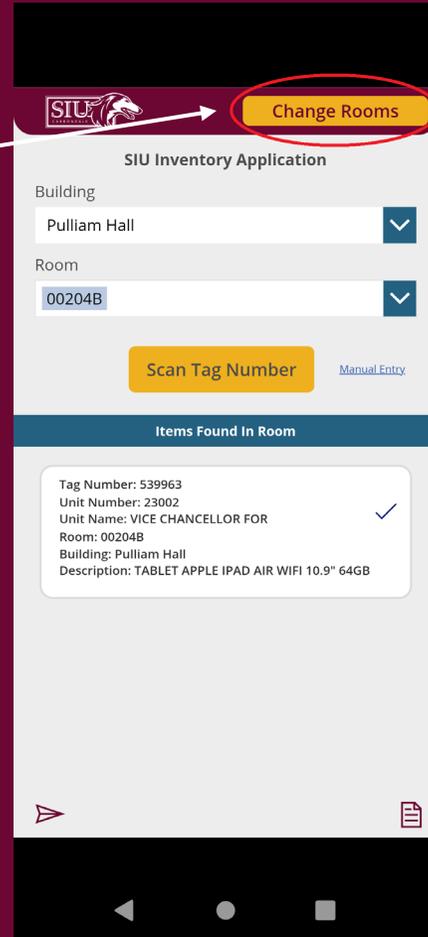
- Enter (*required*) Description
- Enter (*optional*) Inventory Comments
- Decide if you want to surplus this item
- Click the Submit Button
- Item is saved

Note: Selecting “YES” for “Surplus this Item?” will submit a surplus request



Changing Rooms

When you are ready to inventory the next room in your building - Click the **Change Rooms** Button



The screenshot shows the 'SIU Inventory Application' interface. At the top right, there is a yellow button labeled 'Change Rooms' which is circled in red. Below the header, there are two dropdown menus: 'Building' set to 'Pulliam Hall' and 'Room' set to '00204B'. A yellow 'Scan Tag Number' button and a blue 'Manual Entry' link are visible. Below this is a section titled 'Items Found In Room' containing a list of item details with a checkmark on the right.

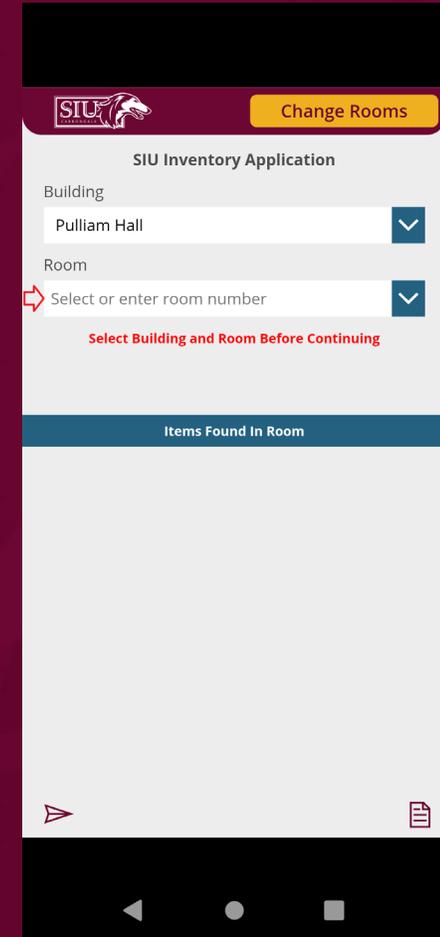
Items Found In Room	
Tag Number: 539963	
Unit Number: 23002	
Unit Name: VICE CHANCELLOR FOR	✓
Room: 00204B	
Building: Pulliam Hall	
Description: TABLET APPLE IPAD AIR WIFI 10.9" 64GB	

Room Number Will Clear

Building Will Remain

Select a New Room Number

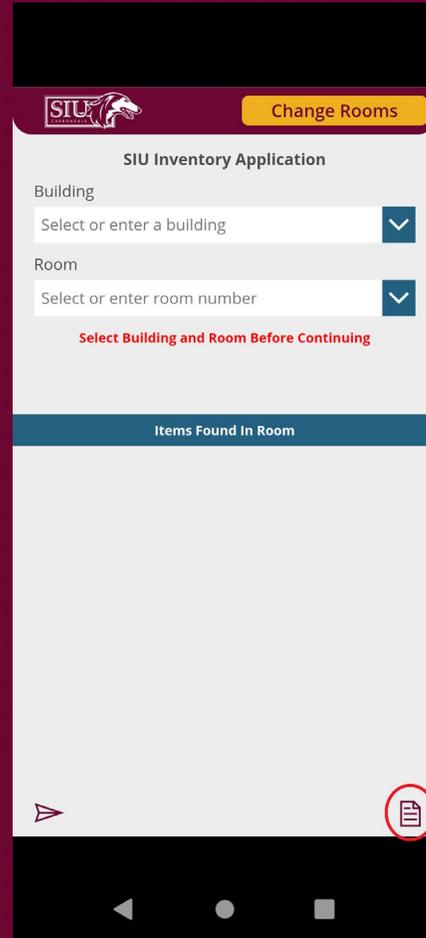
The "Scan Tag Number" button will appear and you can scan all the items in that room



The screenshot shows the 'SIU Inventory Application' interface after clicking 'Change Rooms'. The 'Change Rooms' button is now greyed out. The 'Room' dropdown menu is open, showing 'Select or enter room number' with a red arrow pointing to it. A red error message 'Select Building and Room Before Continuing' is displayed below the dropdown. The 'Items Found In Room' section is currently empty.

Checking the Inventory List

Click the Icon 
in the Lower Right
Corner



SIU
Change Rooms

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



Select the Unit Number
Drop-Down



SIU
Request Inventory List

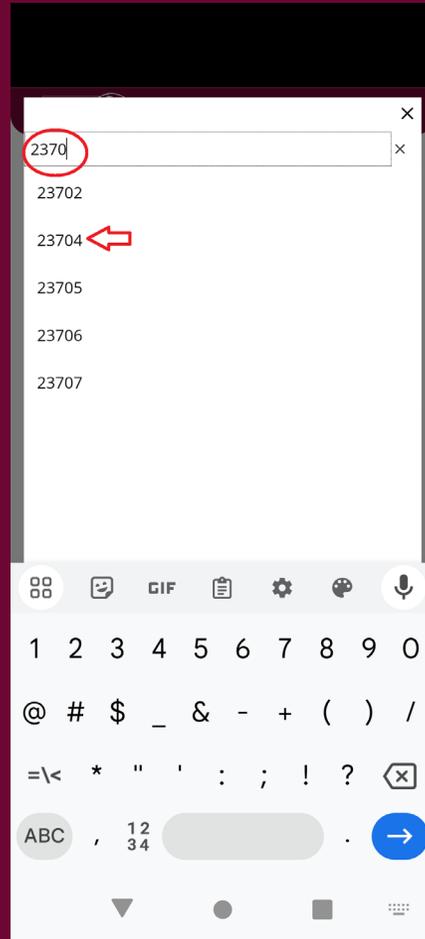
Please select a unit number

Select a Unit Number

Checking the Inventory List

Enter Your Unit Number

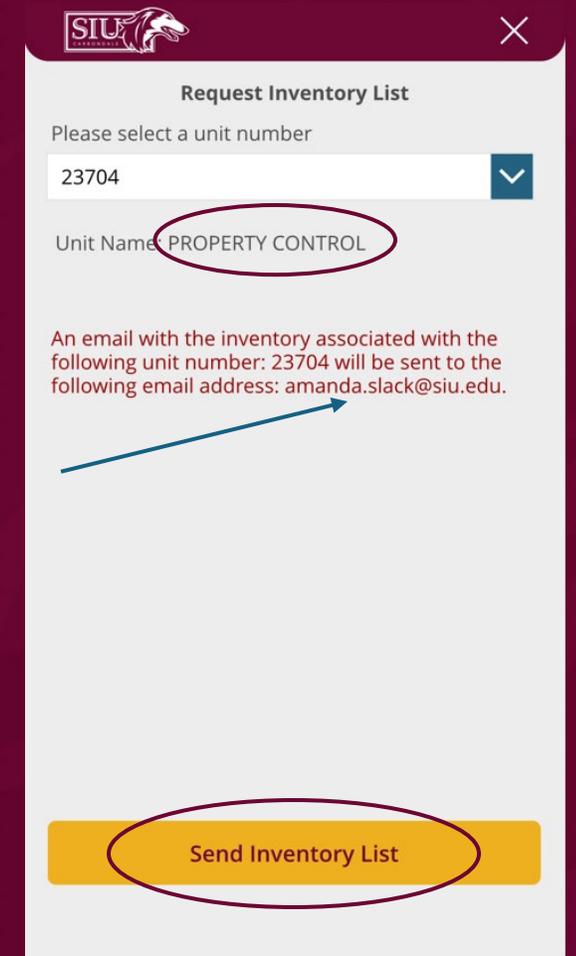
Select the Appropriate
Number from the List



The Unit Name and a
Message Will Be
Displayed

The inventory list will be
sent to the email listed
here (the person signed
into the application)

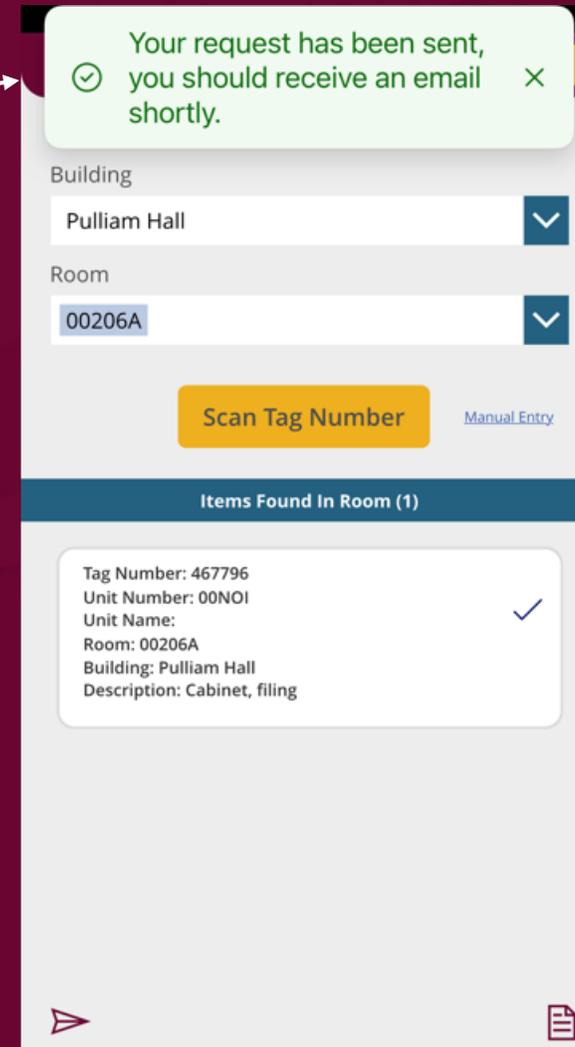
Click the
Send Inventory List
Button



Checking the Inventory List

This message will display

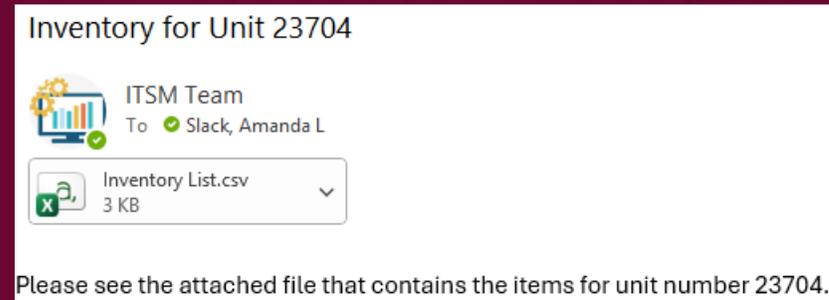
The inventory list will be emailed to the Current User



The screenshot shows a mobile application interface. At the top, a green notification bubble with a checkmark icon contains the text: "Your request has been sent, you should receive an email shortly." Below this, there are two dropdown menus: "Building" with "Pulliam Hall" selected and "Room" with "00206A" selected. A yellow button labeled "Scan Tag Number" and a blue link labeled "Manual Entry" are positioned below the dropdowns. A blue header bar reads "Items Found In Room (1)". Below this, a white card displays the following information: "Tag Number: 467796", "Unit Number: 00NOI", "Unit Name:", "Room: 00206A", "Building: Pulliam Hall", and "Description: Cabinet, filing". A blue checkmark icon is visible to the right of the "Unit Name:" field. At the bottom of the screen, there is a red back arrow icon on the left and a red document icon on the right.

Checking the Inventory List

The email will come from ITSM Team and will have an excel file attached



How to Read the Inventory List

All equipment assigned to your unit inventory list will appear in the excel file.

- The Located column will display TRUE if it was located (scanned or manually entered)
- The Located column will display FALSE if it is not yet located

If the item was scanned or entered manually it will have all columns filled in (comments are optional)

Tag_Num	Old_Tag	Building	Room	Unit	Unit_Nam	User_Segr	Descriptio	Manufac	Model	Serial_Nu	Acquisitio	Cost	Located	Located_By	Date_Located	Comment
526613		23	00206B	23704	PROPERTY	0	LAPTOP DI	DELL	E6540	FDWPQ32	6/29/2015	1106.13	TRUE	amanda.slack@siu.edu	1/30/2026 13:28	
625495		503	100	23704	PROPERTY	0	LAPTOP DI	DELL	LATITUDE:FLQ1RG3		11/2/2021	968.42	TRUE	cvate@siu.edu	2/2/2026 13:41	

Building and Room:
Location selected when it was scanned
IF NOT YET SCANNED the building and room show where it was located as of 12/31/2025

Located:
TRUE if it was found
FALSE if it has not been scanned/entered

Located By:
Email address of the person who scanned the item
BLANK if it has not been scanned/entered

Date Located:
Date and time the item was scanned or entered
BLANK if it has not been scanned/entered

Tag_Number	Old_Tag	Building	Room	Unit	Unit_Nam	User_Segr	Descriptio	Manufac	Model	Serial_Nu	Acquisitio	Cost	Located	Located_By	Date_Located	Comment
519956		503	100	23702	SURPLUS F	0	COMPUTE	APPLE	A1481	F5KMM18	6/11/2014	3969	FALSE			
503472		503	100	23702	SURPLUS F	0	COMPUTE	DELL	T7500	1PN5MS1	5/21/2012	3861.33	FALSE			
466618		503	100	23702	SURPLUS F	0	COMPUTE	DELL	DCNE	5HGWR91	6/30/2006	4346.05	FALSE			

Items not yet located will have blanks in Located By and Date Located (comments are optional)

Checking Your Inventory List

If there are missing items

- Continue searching
- Contact Property Control for additional information
- Only report the inventory to your Unit Officer only after all leads have been exhausted

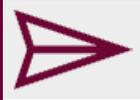
If all items have been found, report the inventory to your Unit Officer (see Reporting Inventory)

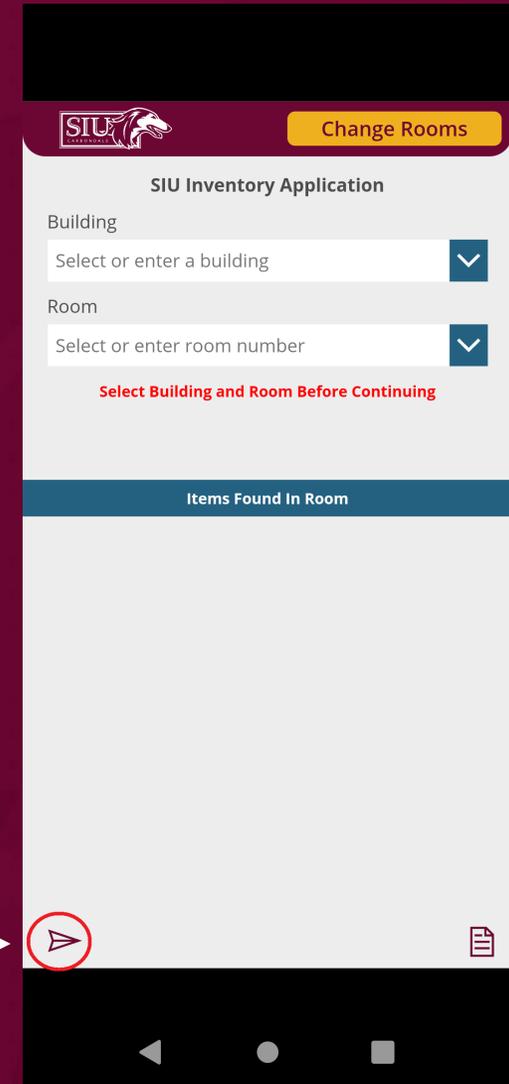


Inventory Reporting

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



Inventory Reporting

Select the
Unit Number
Drop-Down

STU
Submit Completed Inventory to Unit Officer
Please select a unit number
Select a Unit Number

Enter Your Unit Number
and Select It from the List

2370
23702
23704
23705
23706
23707

Inventory Reporting

If you found all items, you will see this message

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

The screenshot shows the 'Submit Completed Inventory to Unit Officer' screen. At the top right, there is a close button 'X' circled in yellow. Below the title, it says 'Please select a unit number' with a dropdown menu showing '23704'. A red arrow points to the text 'PROPERTY CONTROL'. Below that, a message reads: 'Congratulations! You have found all items on this unit's inventory; please click the button below to notify the unit officer for their approval.' At the bottom, a yellow button labeled 'Send to Unit Officer' is circled in red.

If you are missing items, you will see this message

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

The screenshot shows the 'Submit Completed Inventory to Unit Officer' screen. At the top right, there is a close button 'X' circled in yellow. Below the title, it says 'Please select a unit number' with a dropdown menu showing '23705'. A red arrow points to the text 'CAMPUS MAIL'. Below that, a message reads: '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.' Below this are two item details boxes: one for Tag Number 602521 and another for Tag Number 600791. At the bottom, a yellow button labeled 'Send to Unit Officer' is circled in red.

Inventory Reporting

A Message Will Be Displayed

If You Agree: Click the **Submit to Unit Officer** Button

If You DO NOT Agree: Click the 'X' in the Upper Right Corner

Submit Completed Inventory to Unit Officer

Please select a unit number

By selecting the button below, I certify that a full inventory of assets assigned to my unit has been done. Furthermore, I acknowledge that a list of any missing items will be sent to my Unit Officer for review.

Submit to Unit Officer

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

If you select Submit to Unit Officer, you will see this message

Please note:

This message will appear even if you found all items because an excel file is still sent to the Unit Officer

If all items are found, the excel file is blank

An approval has been sent to the unit officer with the list of lost items.

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

Unit Officer Reporting-Teams

Unit Officer (or Delegate) Receives a Notification Under the Activity Icon  in Teams

Scroll down to see the attachment

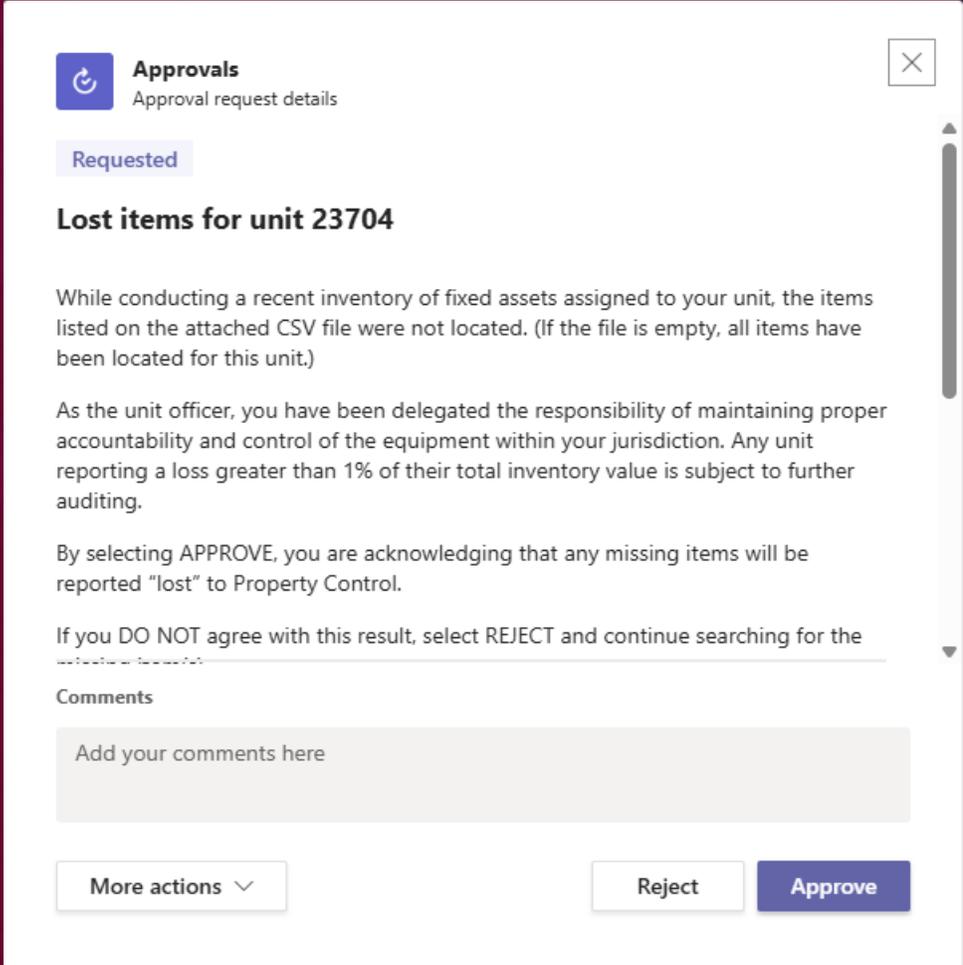
The attached file will be blank if all items were found

If there are missing items, they will be listed in the attached file

Select the **Approve** or **Reject** Button

If **Approved**: Property Control Will Be Notified

If **Rejected**: Inventory Process Can Resume



The screenshot shows a Teams 'Approvals' dialog box. At the top, it says 'Approvals' and 'Approval request details'. Below that, there is a 'Requested' tab. The main heading is 'Lost items for unit 23704'. The text explains that while conducting a recent inventory of fixed assets, some items listed in an attached CSV file were not located. It states that as the unit officer, the user is responsible for maintaining proper accountability and control of equipment. It notes that reporting a loss greater than 1% of the total inventory value is subject to further auditing. The user is asked to select 'APPROVE' to acknowledge that any missing items will be reported 'lost' to Property Control, or 'REJECT' if they do not agree with the result. There is a 'Comments' section with a text input field labeled 'Add your comments here'. At the bottom, there are three buttons: 'More actions' with a dropdown arrow, 'Reject', and 'Approve'.

Common Errors or Problems

If you used the app last year, you may see this error:

Inventory Window Closed

Thank you for participating in this year's inventory!

To Fix:

Clear the cache

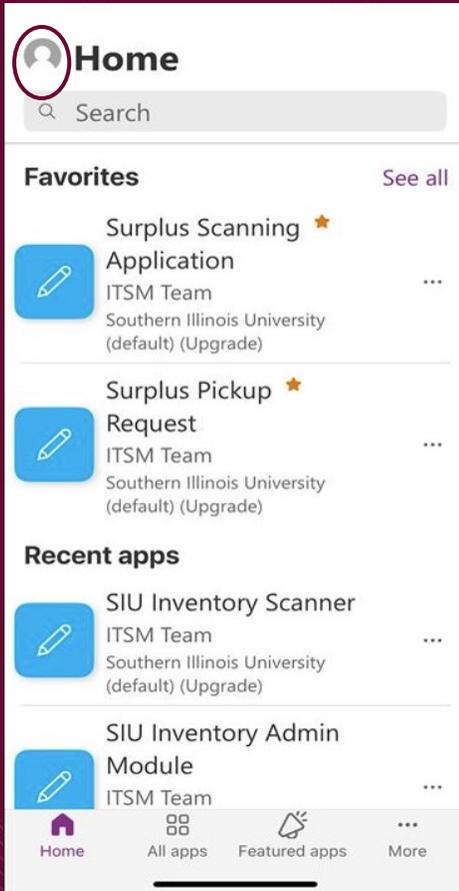
Delete the application and download again

Request Access

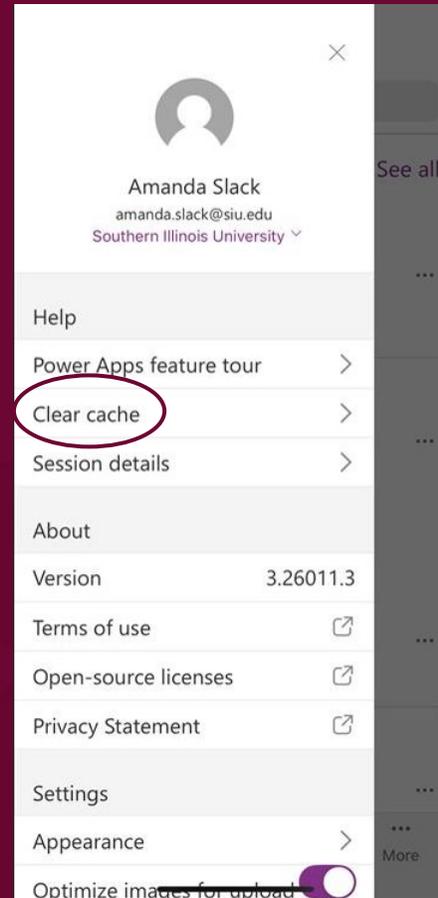


How to Clear Power Apps Cache

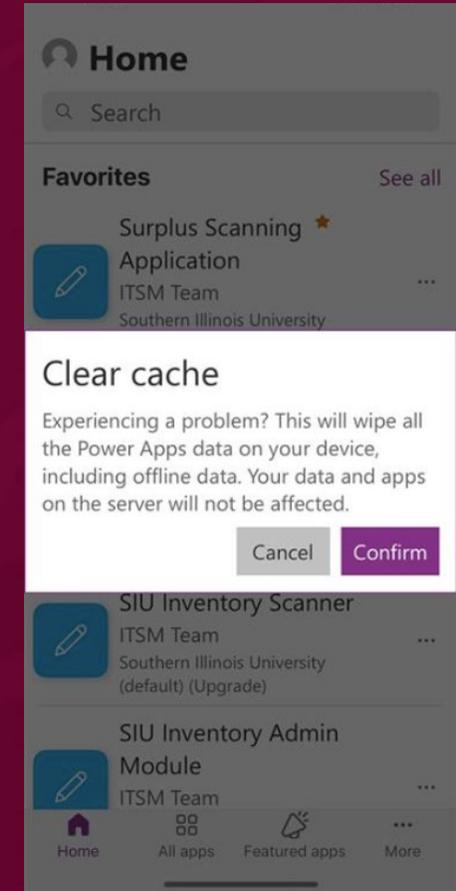
In Power Apps Click on person next to “Home”



Then, when this screen appears, select “Clear cache”



Then, when this screen appears, select “Confirm”



✓ Frequently Asked Questions

- **Do I have to use my personal device?**

No, Property Control has 10 devices to loan out.

If you need one, complete the request form:

[Request to Borrow the Property Control Scanners](#)

- **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



✓ Frequently Asked Questions

- **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! Especially if it is a computer or a vehicle

- **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



✓ Frequently Asked Questions

- **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
- **When can we get started?**
Now!
- **When is the inventory due?**
Unit Officers need to submit approvals by March 20, 2026



✓ Frequently Asked Questions

- **What if I have equipment that does not have a tag, but I think it should be on inventory?**

That is another benefit of looking at all university equipment during the Annual Inventory

Please reach out to Property Control with the Description, any other information, and a good contact person

We will work with the Unit Officer to have that equipment properly tagged and accounted for



Let's work together this spring!

Every Item Matters

Every Update Helps

EVERY SCAN COUNTS



Southern
Illinois
University
CARBONDALE