

Southern Illinois University

CARBONDALE

Property Control Inventory Workshop

Agenda



- Introduction
- Inventory Overview
- Inventory Process
- Mobile Application
- Questions and Answers

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Meet Your Inventory Team

Property Control

- Amanda Slack
- Charles Vale
- Laurel Stewart



OIT-Enterprise Solutions

- Brandon Byars

Once a year, SIU faculty and staff come together to complete the annual equipment inventory.

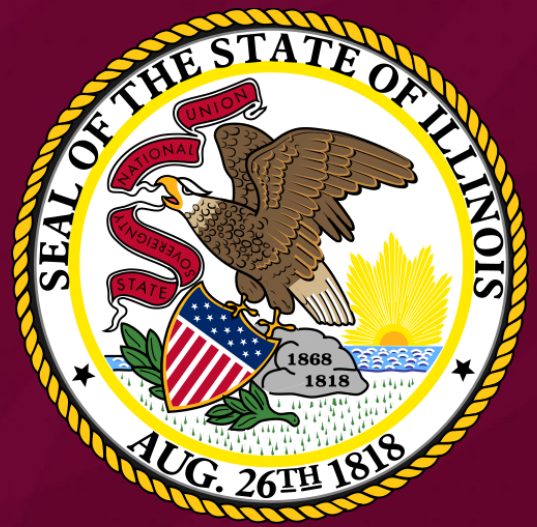
But WHY?



1. State of Illinois Compliance

State of Illinois Property Control Act (30 ILCS 605)

- Annual **physical** inventory verifies existence, location, and condition
- Equipment with a value of $2,500 or more
- Required equipment (no matter the value): vehicles, weapons, drones, and computers



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2. Protection of University Assets

- Ensures SIU-Carbondale can locate, verify, and safeguard state-owned property.

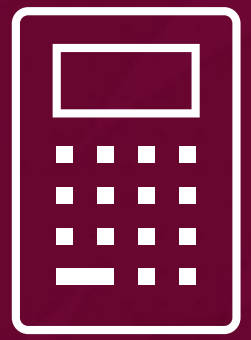
- Reduces risk of loss, theft, or misuse of university equipment.



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3. Financial Accuracy and Audit Readiness

- Annual verification supports accurate financial reporting of capital and controlled assets.



- Documentation from inventory is required for internal and external audits, helping SIU avoid audit findings and potential penalties.



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4. Responsible Stewardship of Public Funds

- SIU manages equipment purchased with state, federal, and grant funds.
- Annual inventory demonstrates accountability to taxpayers, legislators, and funding agencies.



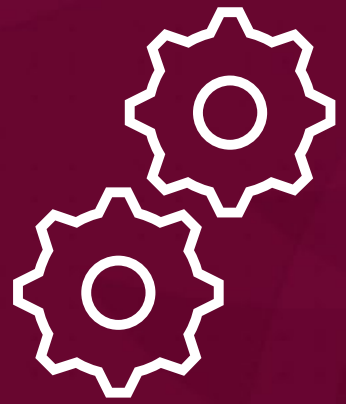
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5. Campus Operational Efficiency

- Helps departments maintain accurate records, plan replacements, and locate available assets.

- Supports better budgeting, lifecycle planning, and resource allocation across campus.





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How to Complete the Annual Inventory

- ✓ Roles and Responsibilities
- ✓ Inventory Process
- ✓ Mobile Application



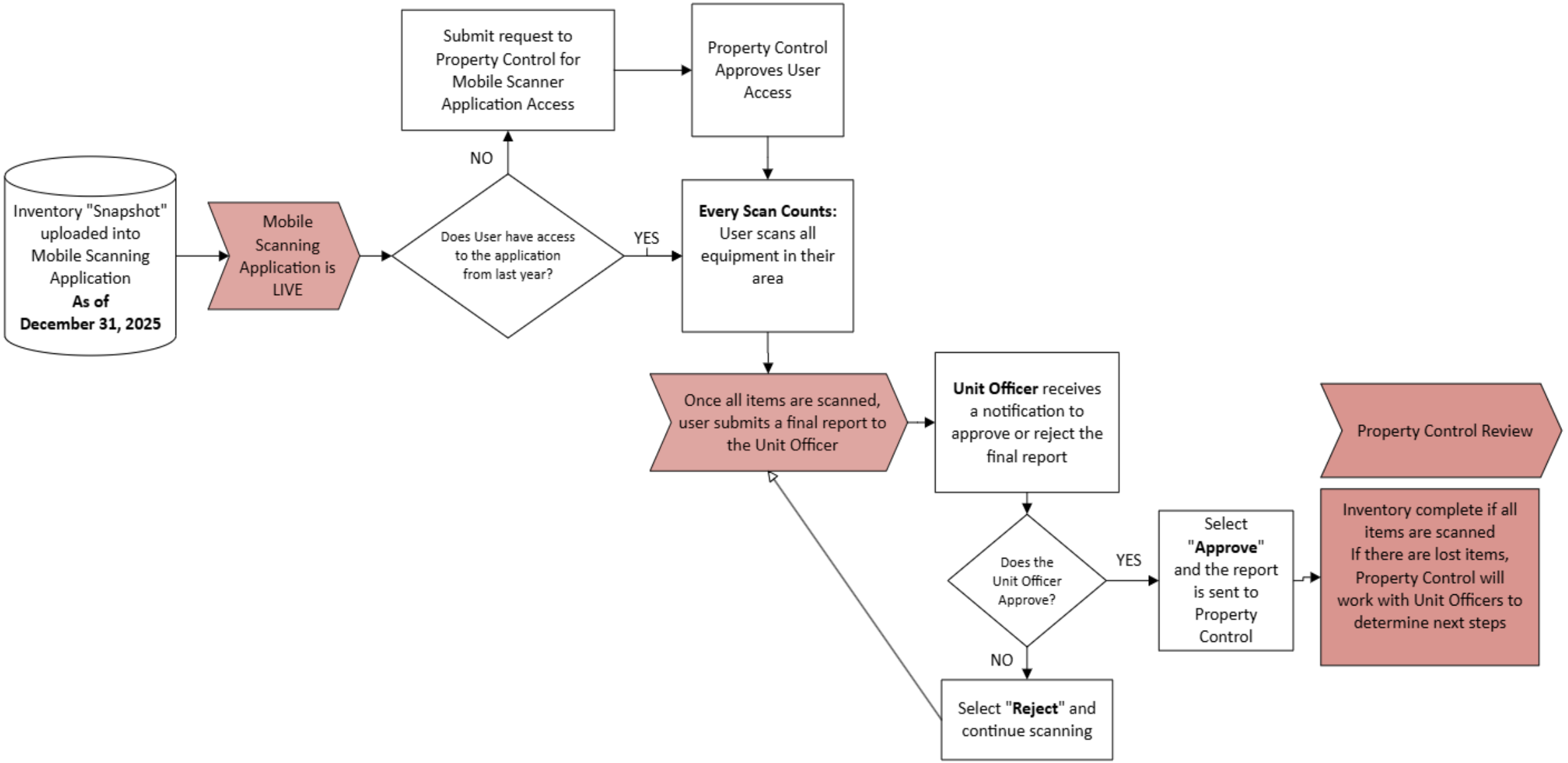
✓ Roles and Responsibilities

Unit Officer

- Overall responsible for completing the inventory
- Approves or rejects delegate request
- Approves or rejects final inventory report

Department/Unit Personnel

- With SIU Inventory Scanner Access, they can scan all items
- Can submit final report to the unit officer or delegate for approval


Inventory "Snapshot" uploaded into Mobile Scanning Application **As of December 31, 2025**
Mobile Scanning Application is LIVE
Does User have access to the application from last year?
NO
YES
Submit request to Property Control for Mobile Scanner Application Access
Property Control Approves User Access
Every Scan Counts: User scans all equipment in their area
Once all items are scanned, user submits a final report to the Unit Officer
Unit Officer receives a notification to approve or reject the final report
Property Control Review
Does the Unit Officer Approve?
YES
NO
Select "**Approve**" and the report is sent to Property Control
Inventory complete if all items are scanned If there are lost items, Property Control will work with Unit Officers to determine next steps
Select "**Reject**" and continue scanning

All About Tags

Tag Example	Tag Description	Do I Inventory?
	• Tag Numbers between 350000 & 599999 • Most common tag	Yes, Scan it!
	• Tag Numbers greater than 600000 • Applied by Dell • Only found on computers	Yes, Scan it!
	• Older style • Tag Numbers below 350000 • If found, the tag number may be stamped, etched, or written	Manually Check
	• Equipment between $100 and $2,499 must still be tagged as university property and are marked with a Blue Tag • Blue Tags are not on your inventory list and have no number assigned by Property Control	No

Every Scan Counts

Your careful scanning:

- Protects our assets
- Ensures accurate records
- Keeps us audit-ready

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Scan all items in your space

Scanning **all items** helps because you may:

- Find items that do not belong to your unit
- Find items that are not on inventory
  - Lost
  - Depreciated, but not re-tagged
  - Never tagged

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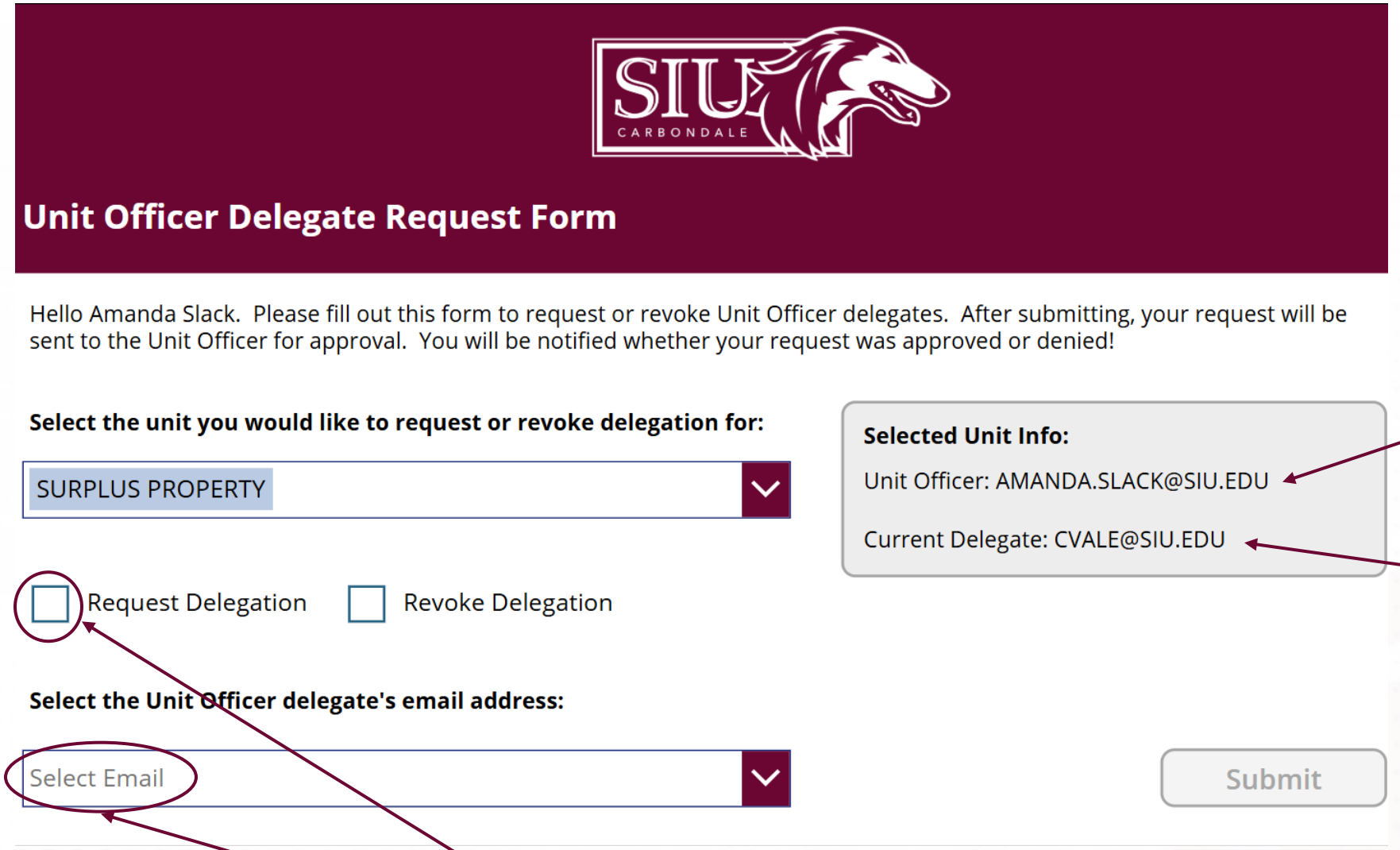
✓ Inventory Goals

- SIU is required to maintain a loss percentage below 1%
- All inventory reports approved by March 20th
- 100% accountability of high theft items (vehicles, weapons, computers)

✓ Mobile Application

- Delegation
- User Access
- Scanning
- Changing Rooms
- Check Inventory List
- Reporting
- Troubleshooting

✓ Unit Officer Delegation



Unit Officer email will be listed here

If there is a delegate approved, their email will be listed here

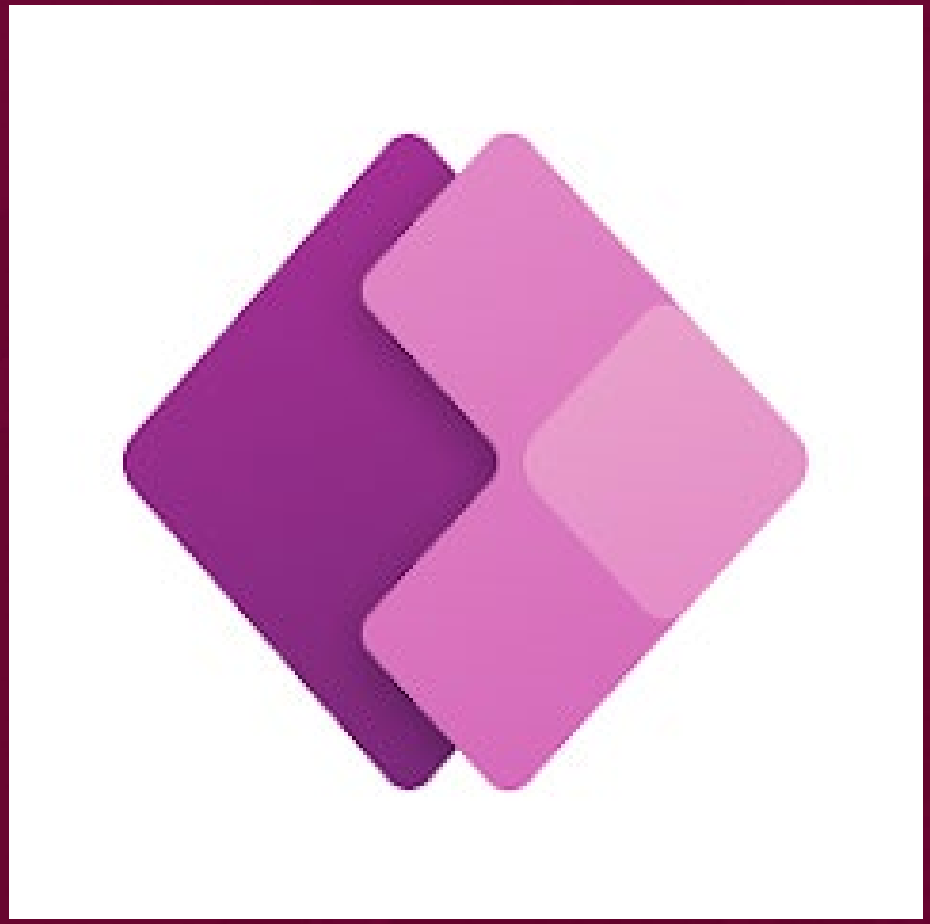
To select a delegate, click the box and search for the siu.edu email address

[Unit Officer Delegate Request Form - Power Apps]

✓ Mobile Application Access

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

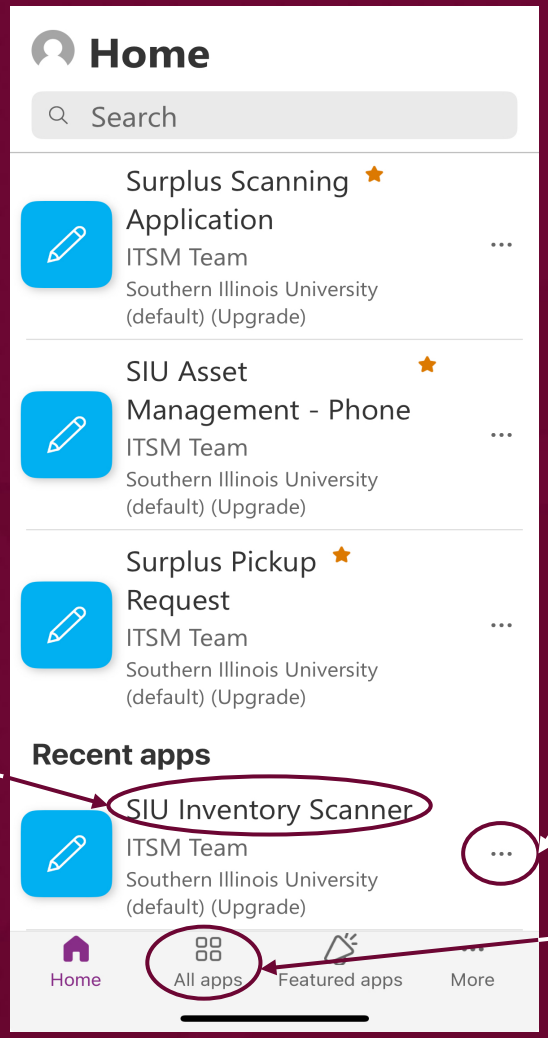
Google Play	iOS App Store

Open SIU Inventory Application

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.

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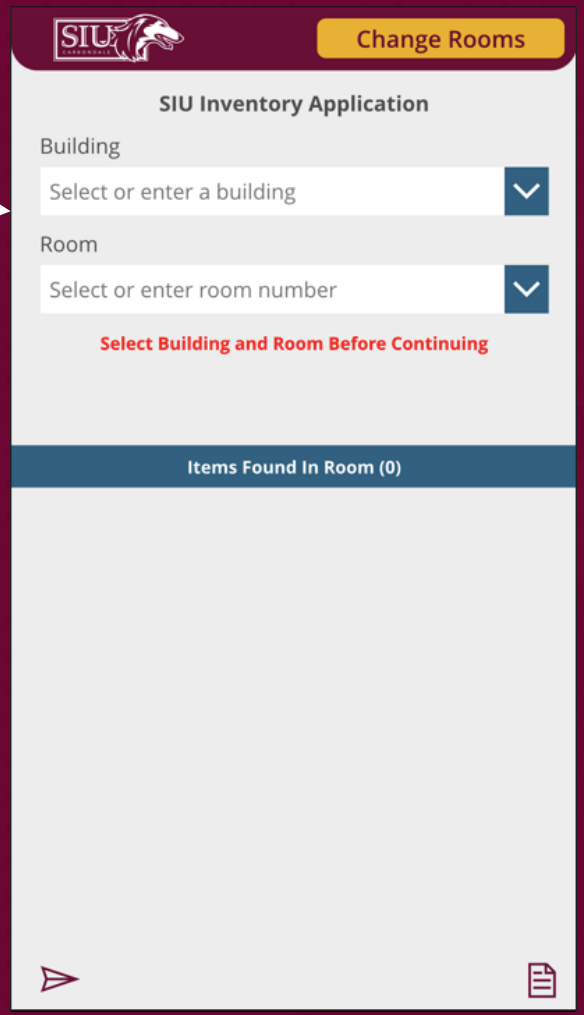
First Time Using the SIU Inventory Scanner Application on Power Apps?

- You will be asked to:

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

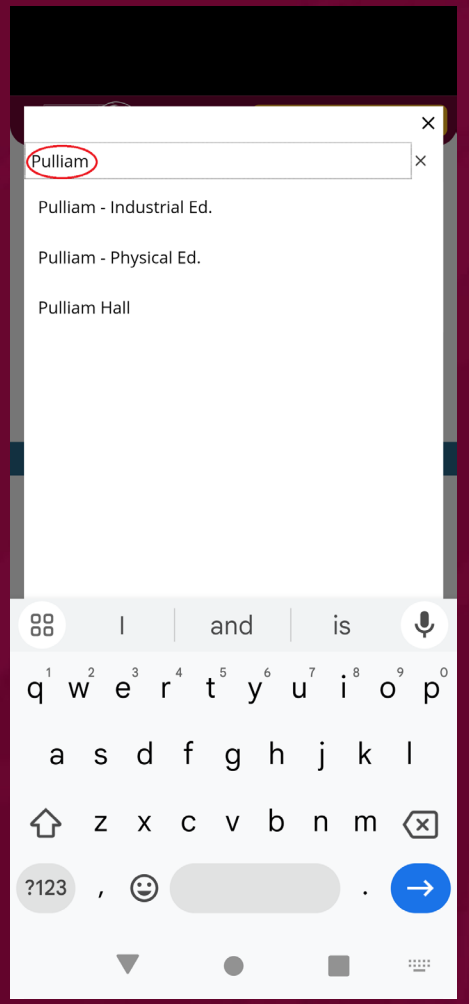
Scanning Inventory

- This is what the first screen will look like



- To start, select the building and room number where you are scanning the equipment

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



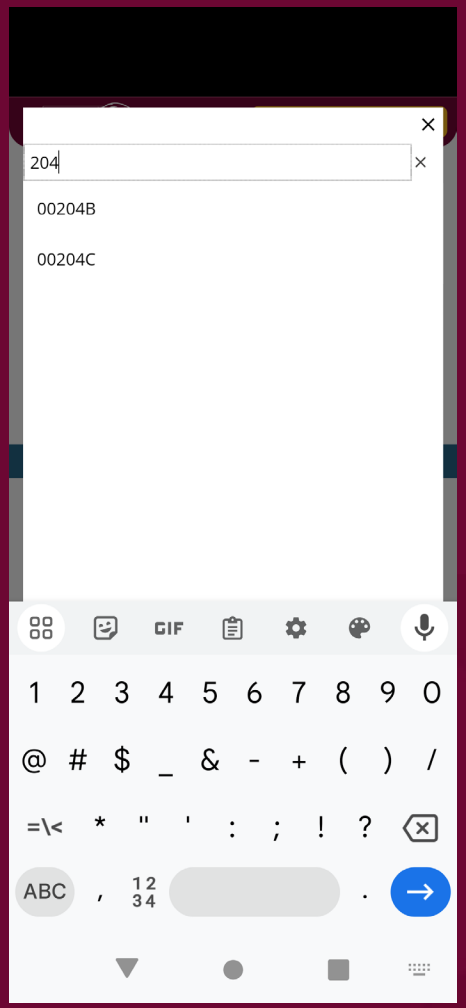
Scanning Inventory

Select the **Room** Drop-Down Menu

Enter the Room Number

Select the correct room number from the list

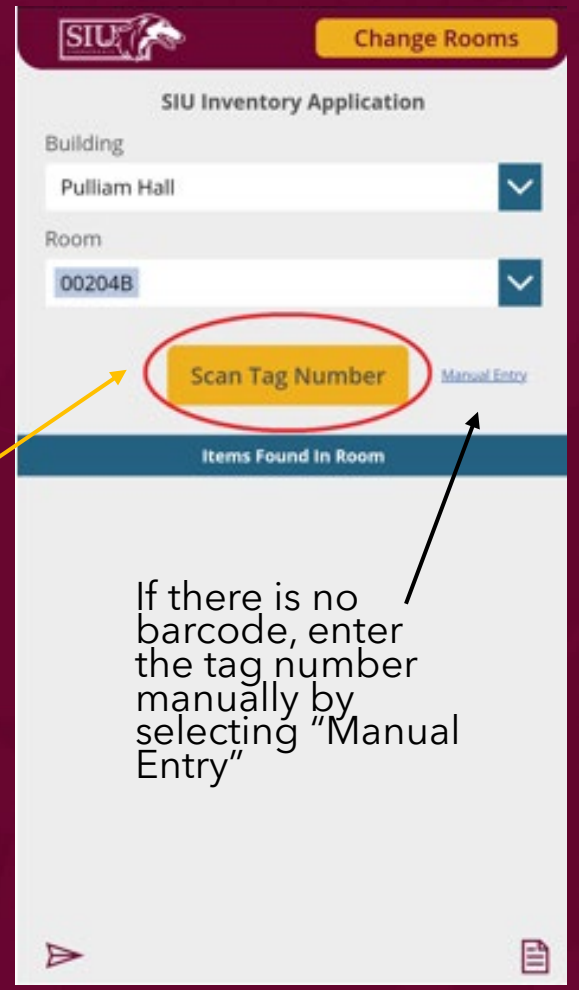
If the room is not listed, click the 'X' in the upper right corner and the room will be saved



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

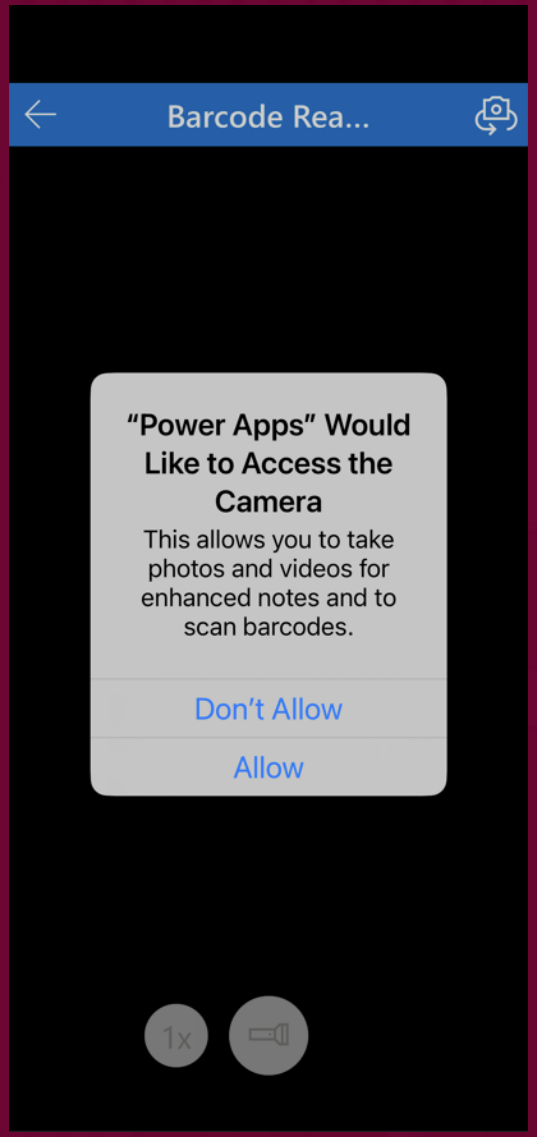
Select "Scan Tag Number" to begin scanning items in that room.



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

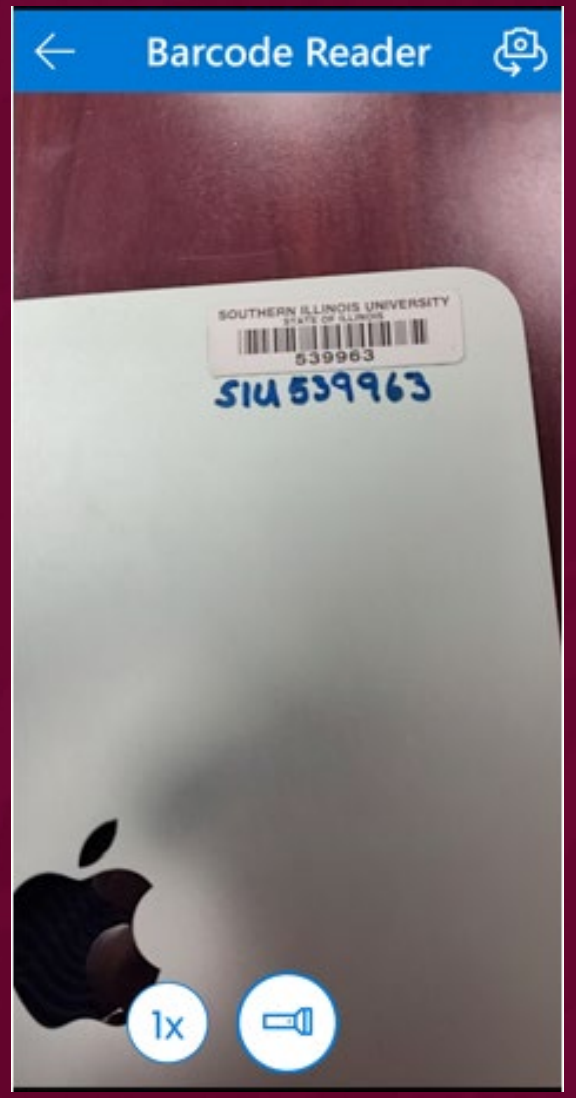
You may see this pop up the first time you select “Scan Tag Number”

You must select “Allow” to be able to scan barcodes



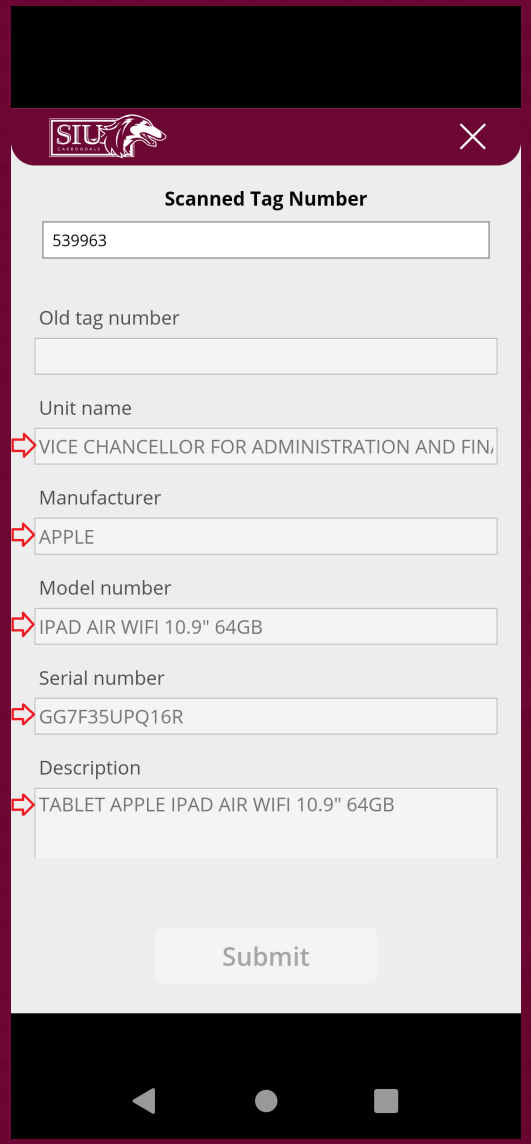
Point your camera at the barcode

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

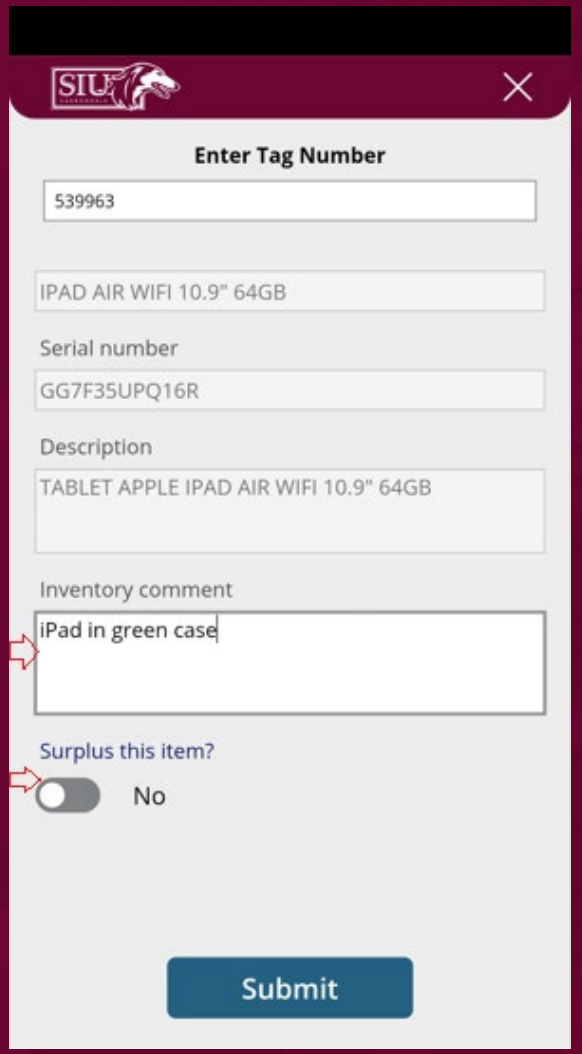
Please verify that the information is correct



Scroll down

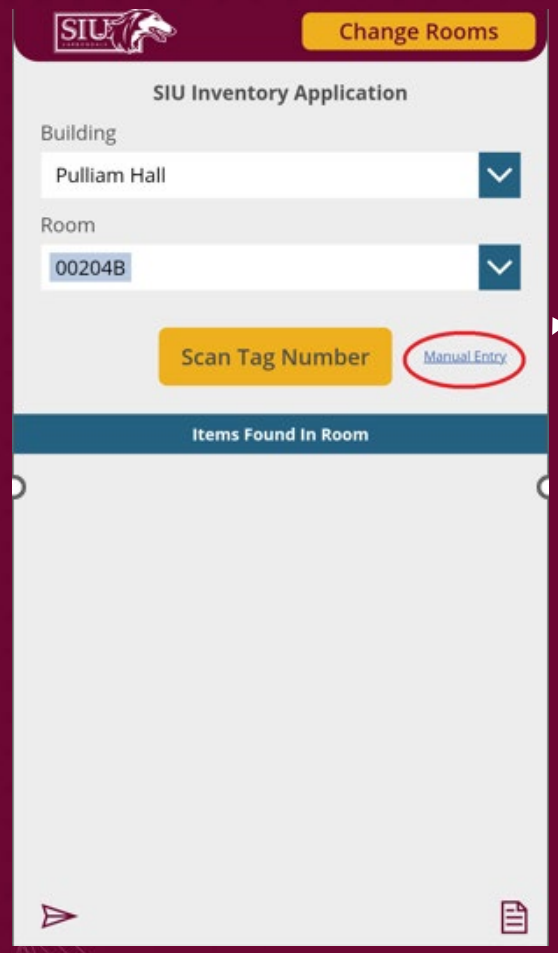
If found on inventory and information is correct:

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



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



Select the **Manual Entry** Link

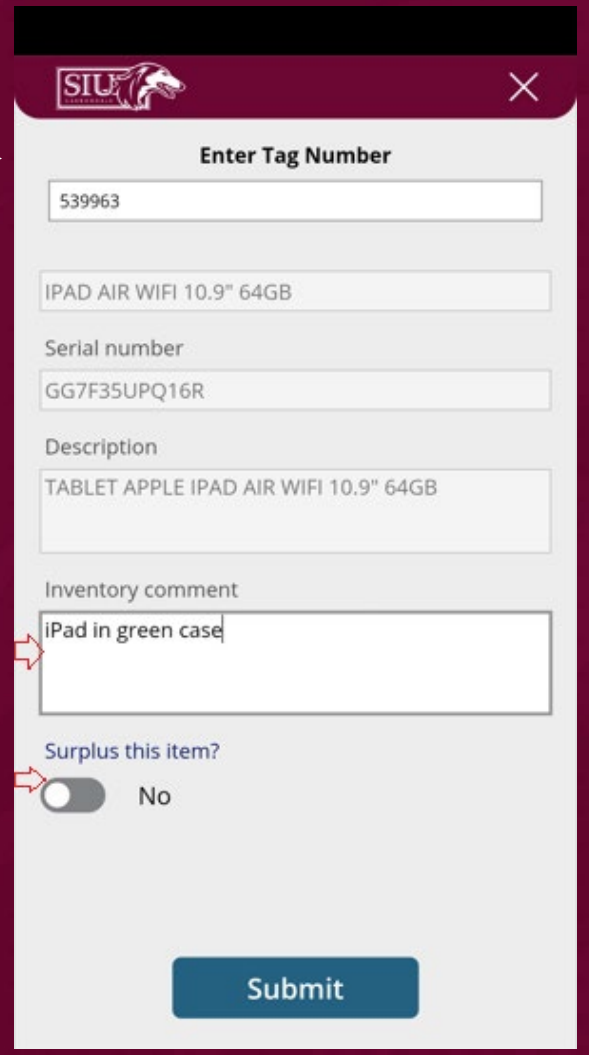
Enter the Inventory Tag Number *(6-Digit Number Only)*
Scroll down
If the barcode was found on the inventory, the detailed information will be displayed

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

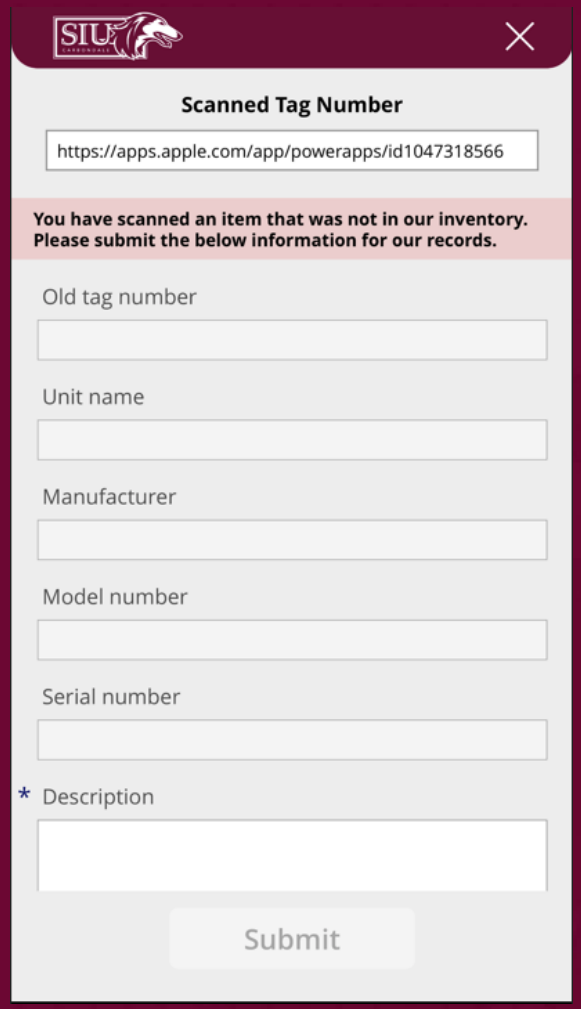
Note: Please enter a comment when doing a manual entry so Property Control knows why the item was not scanned.



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.

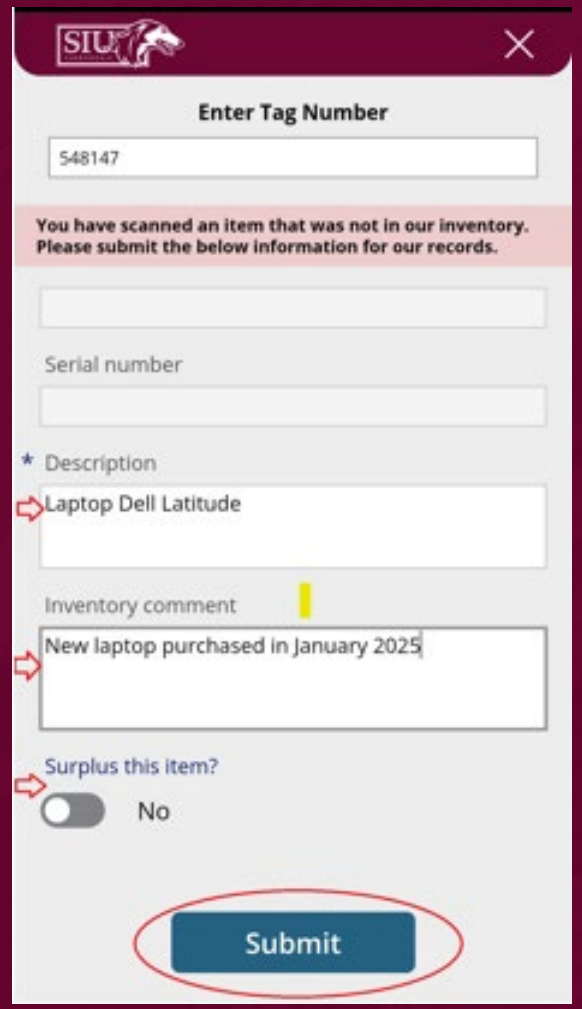
This helps Property Control and will not impact your inventory list!



Scroll down

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

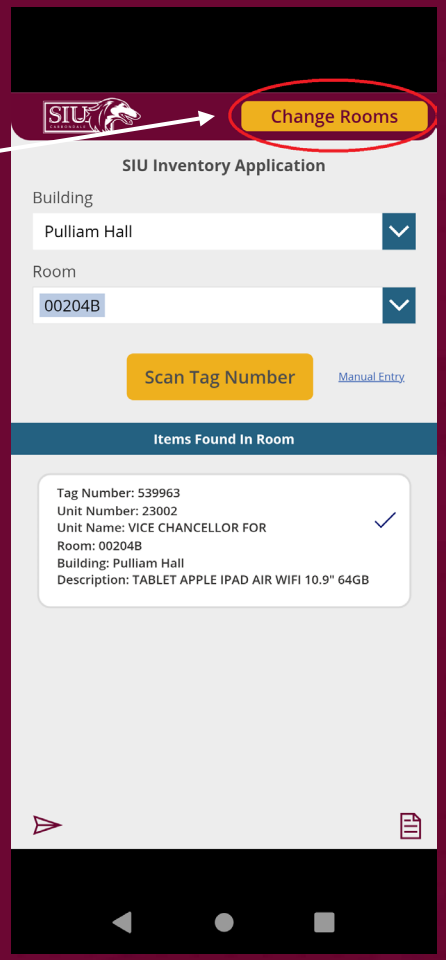
Note: Selecting "YES" for "Surplus this Item?" will submit a surplus request



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Changing Rooms

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

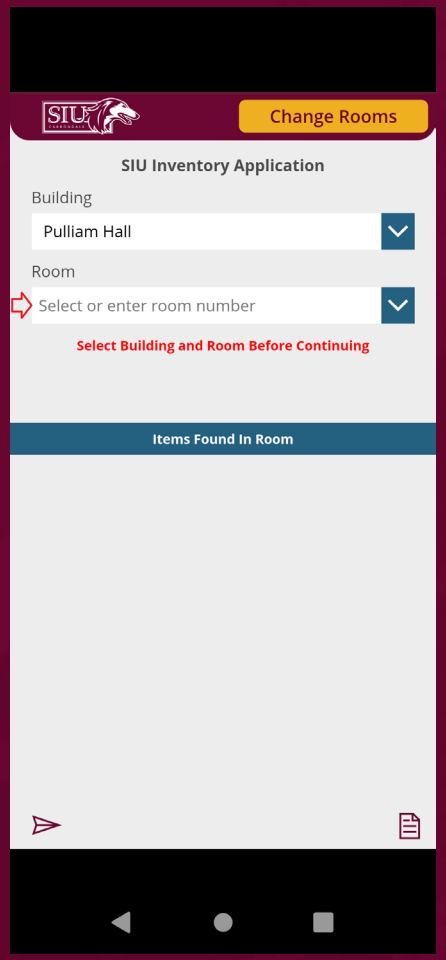


Room Number Will Clear

Building Will Remain

Select a New Room Number

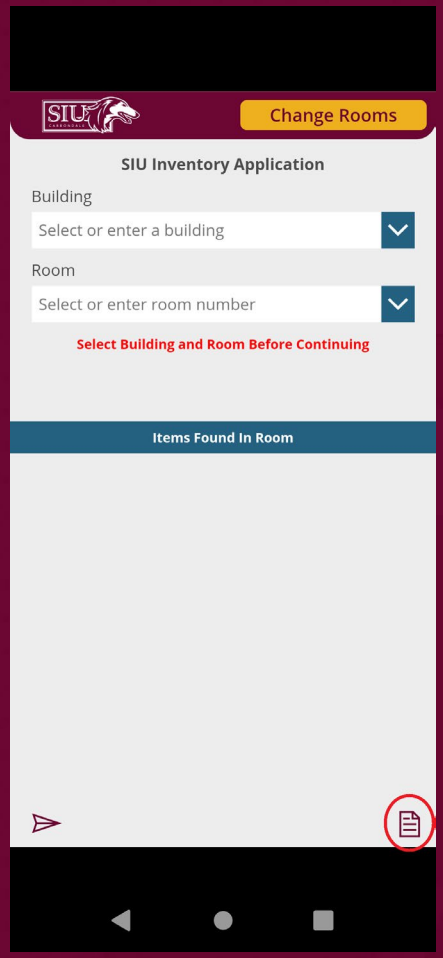
The “Scan Tag Number” button will appear and you can scan all the items in that room



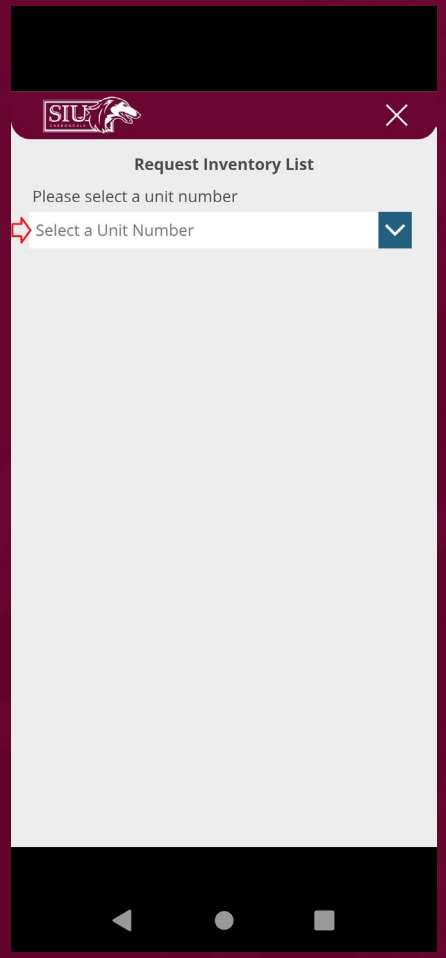
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Checking the Inventory List

Click the Icon in the Lower Right Corner



Select the Unit Number Drop-Down

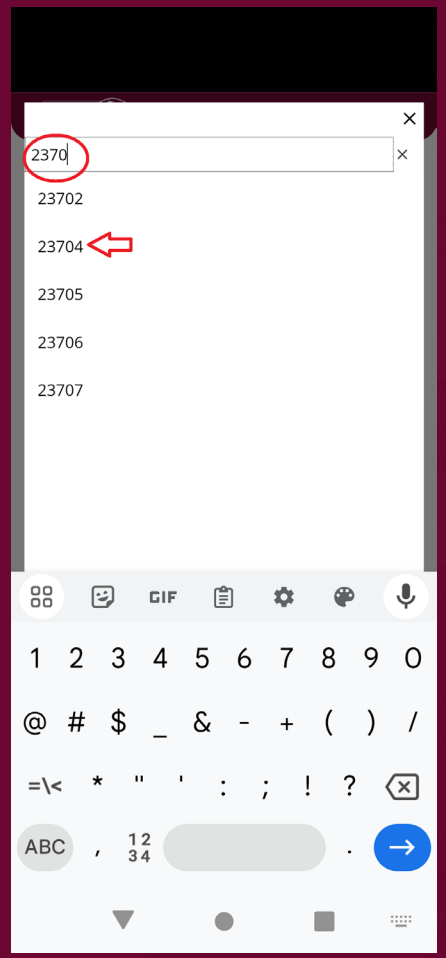


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Checking the Inventory List

Enter Your Unit Number

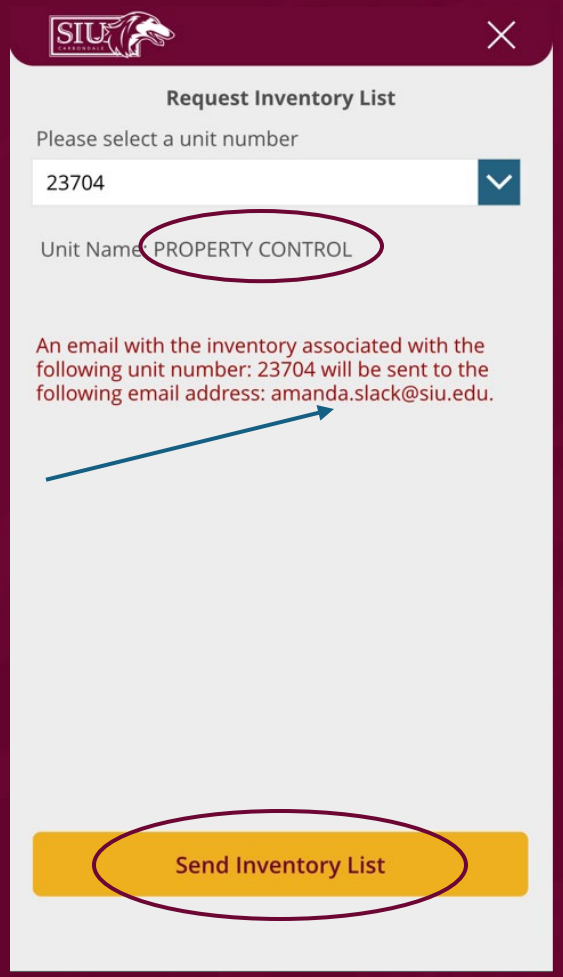
Select the Appropriate Number from the List



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)

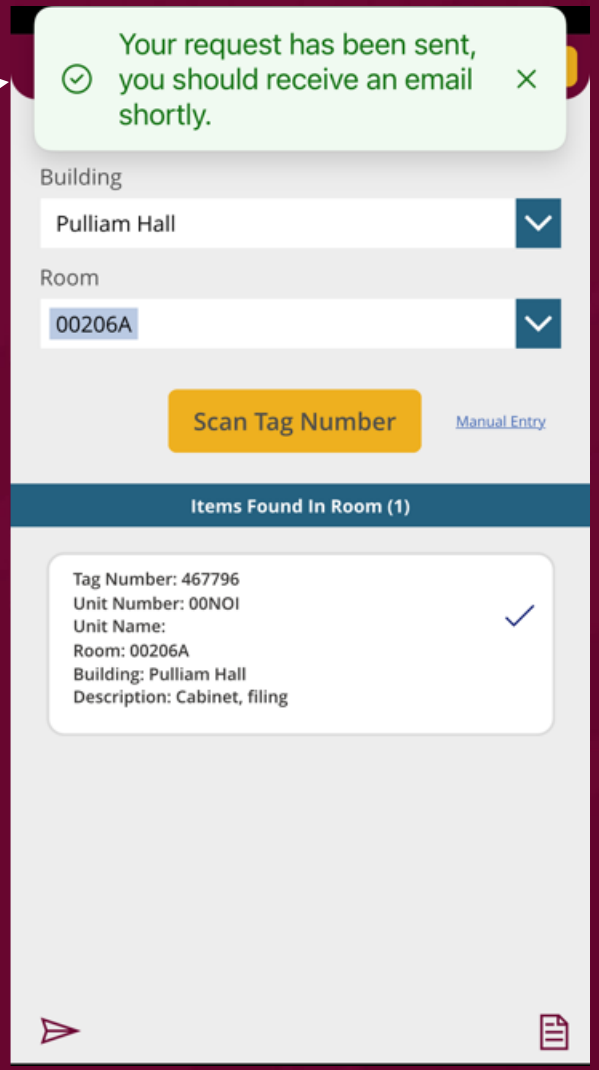
Click the **Send Inventory List** Button



Checking the Inventory List

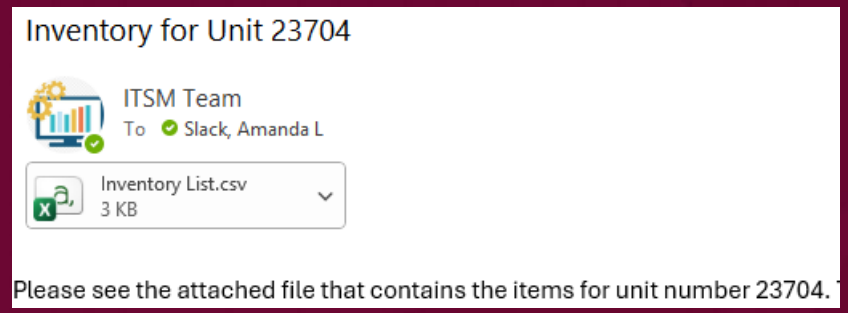
This message will display

The inventory list will be emailed to the Current User



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_Numl	Old_Tag_N	Building	Room	Unit	Unit_Nam	User_Segn	Descriptic	Manufacti	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_N	Building	Room	Unit	Unit_Nam	User_Segn	Descriptic	Manufacti	Model	Serial_Nu	Acquisitio	Cost	Located	Located_By	Date_Located	Comment
519956		503	100	23702	SURPLUS F	0	COMPUTE	APPLE	A1481	F5KMM18I	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)

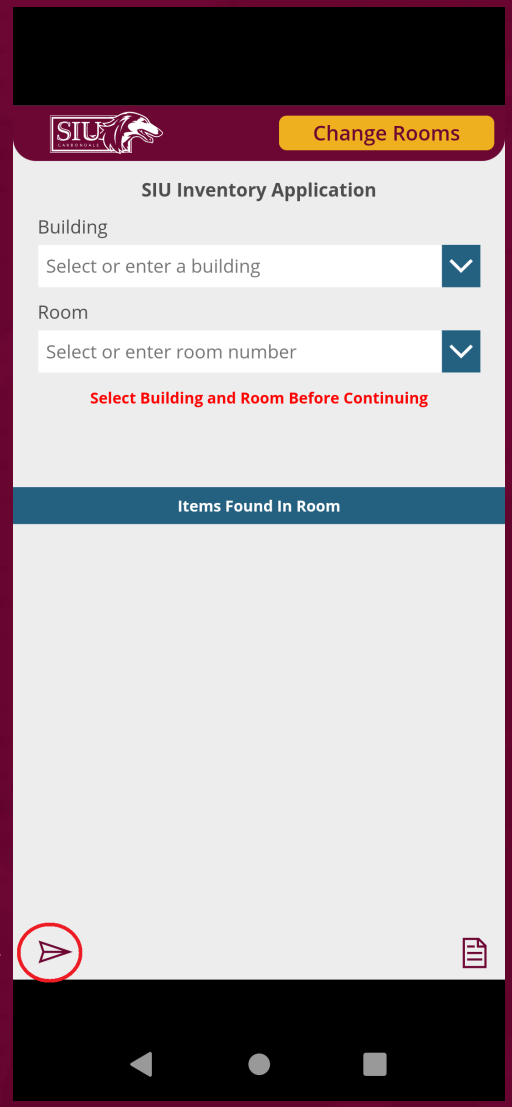
Inventory Reporting

Proceed only if your entire inventory is complete

Done by only 1 Person

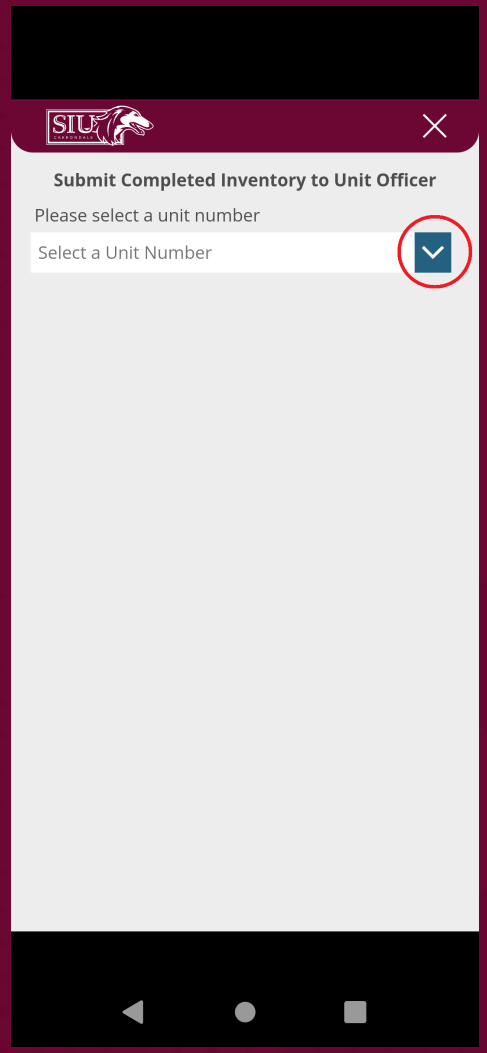
Unit Point of Contact

Select the Icon  in the Lower Left Corner



Inventory Reporting

Select the Unit Number Drop-Down



Enter Your Unit Number and Select It from the List



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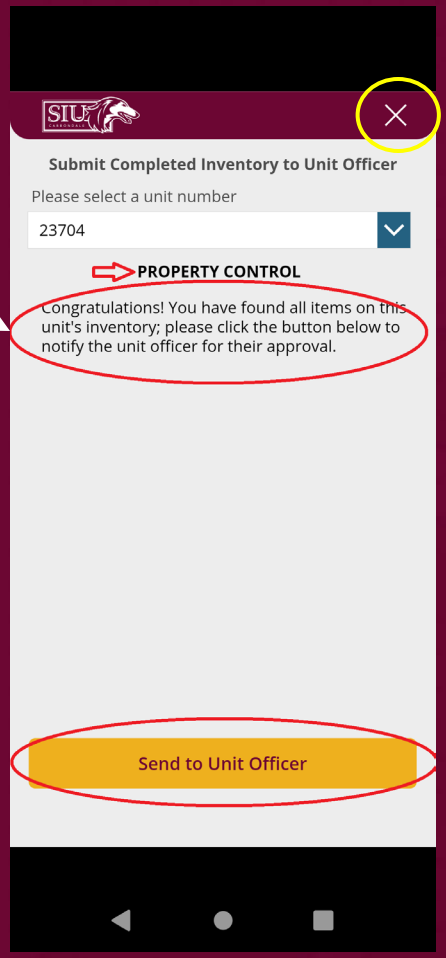
Inventory Reporting

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

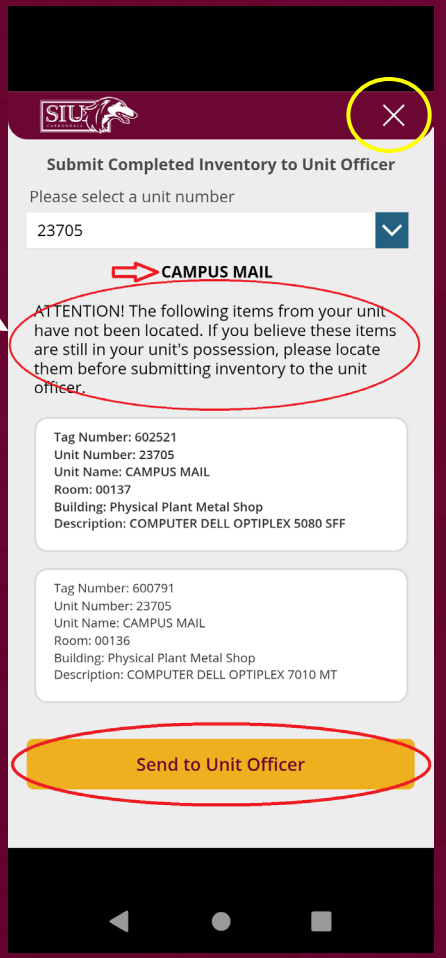


If you are missing items, you will see this message

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

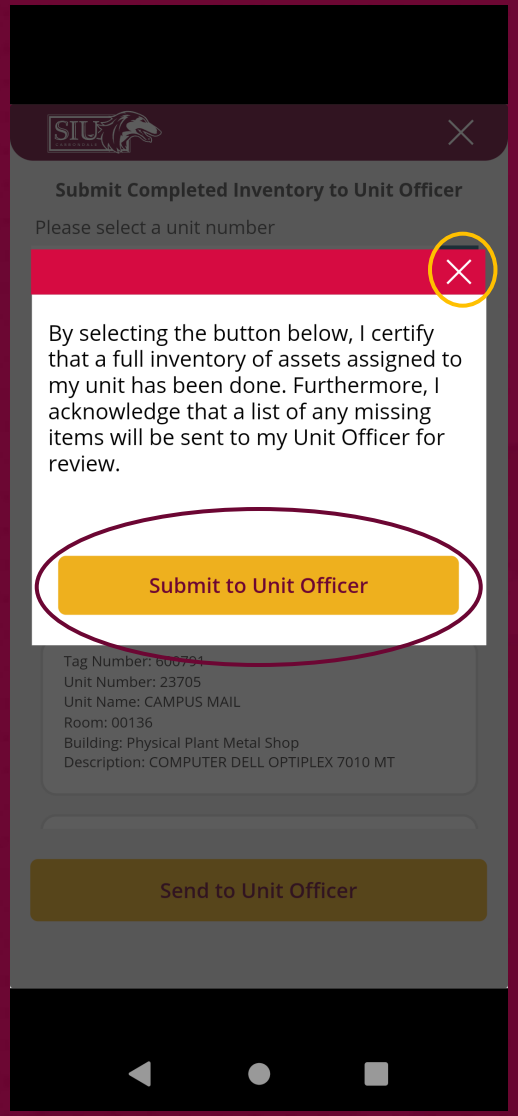


Inventory Reporting

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

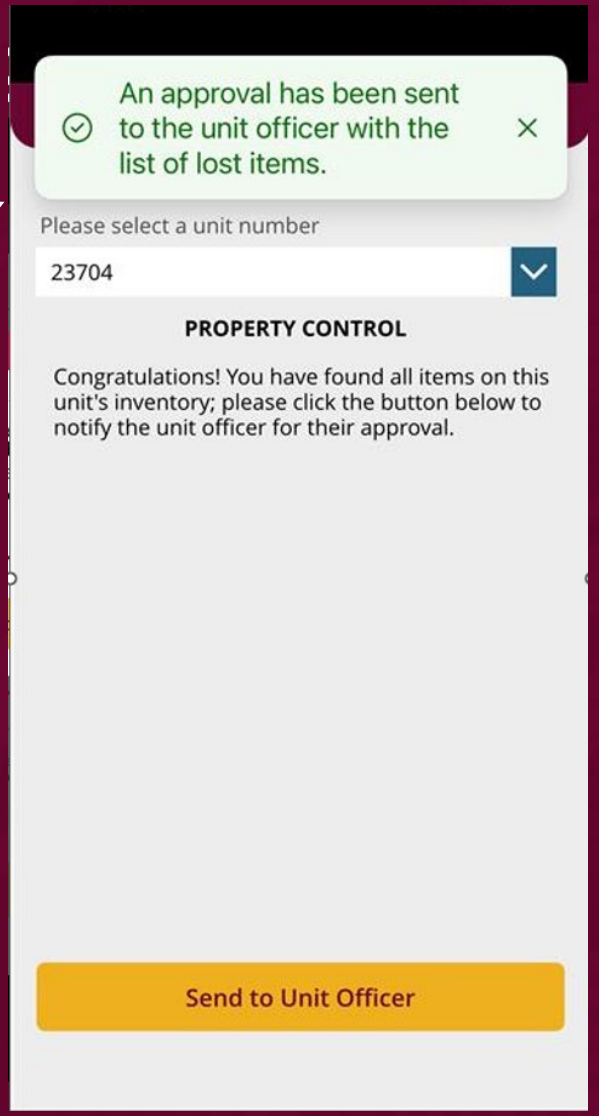


If you select Submit to Unit Officer, you will see this message

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



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Unit Officer Reporting-Email

Unit Officer (or Delegate) Receives an Email

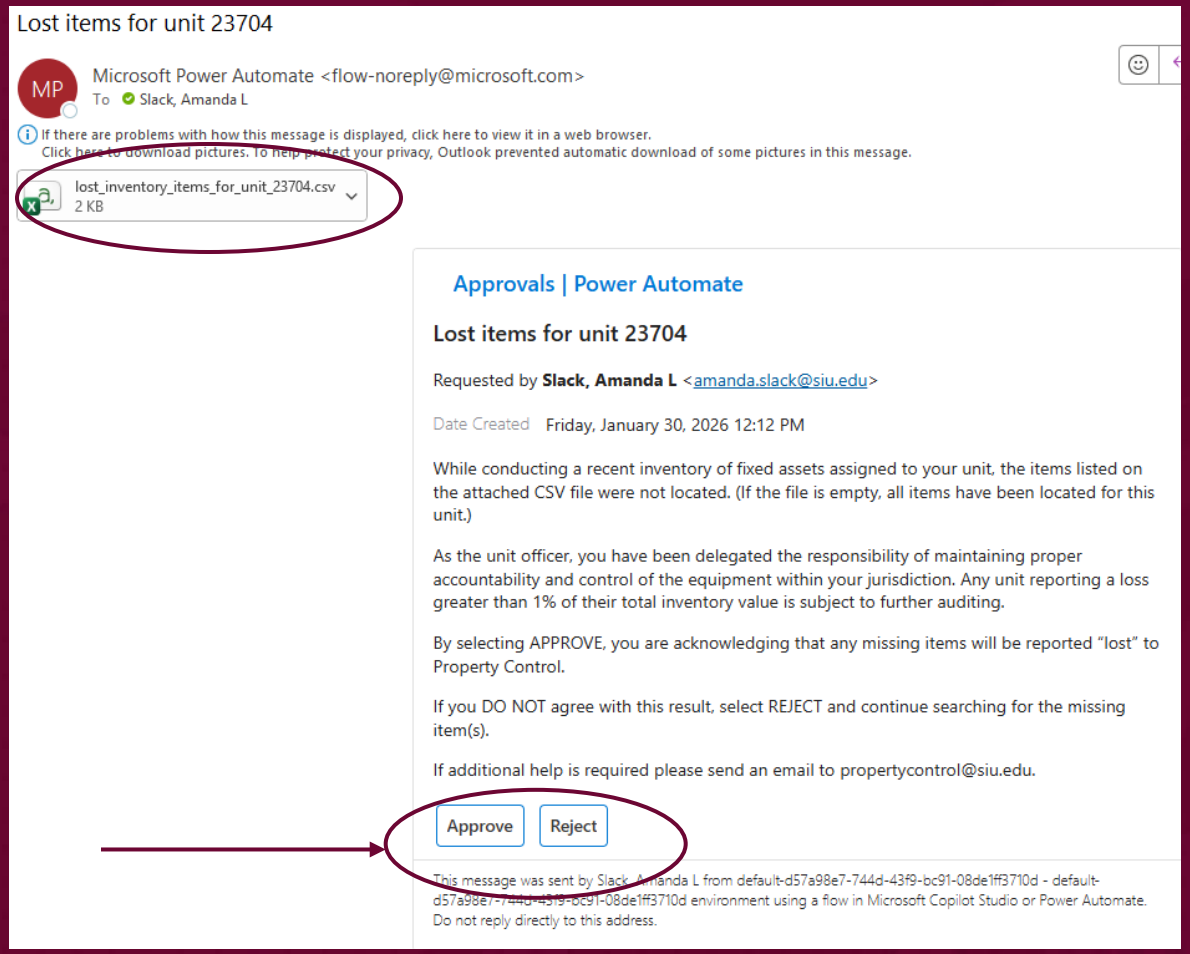
Open the attachment:

Tag_Numl	Building	Room	Unit_Num	Unit_Nam	Descriptic	Manufacti	Model	Serial_Nu	Acquisitio	Cost_of_Item

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



Unit Officer Reporting-Teams

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

in Teams

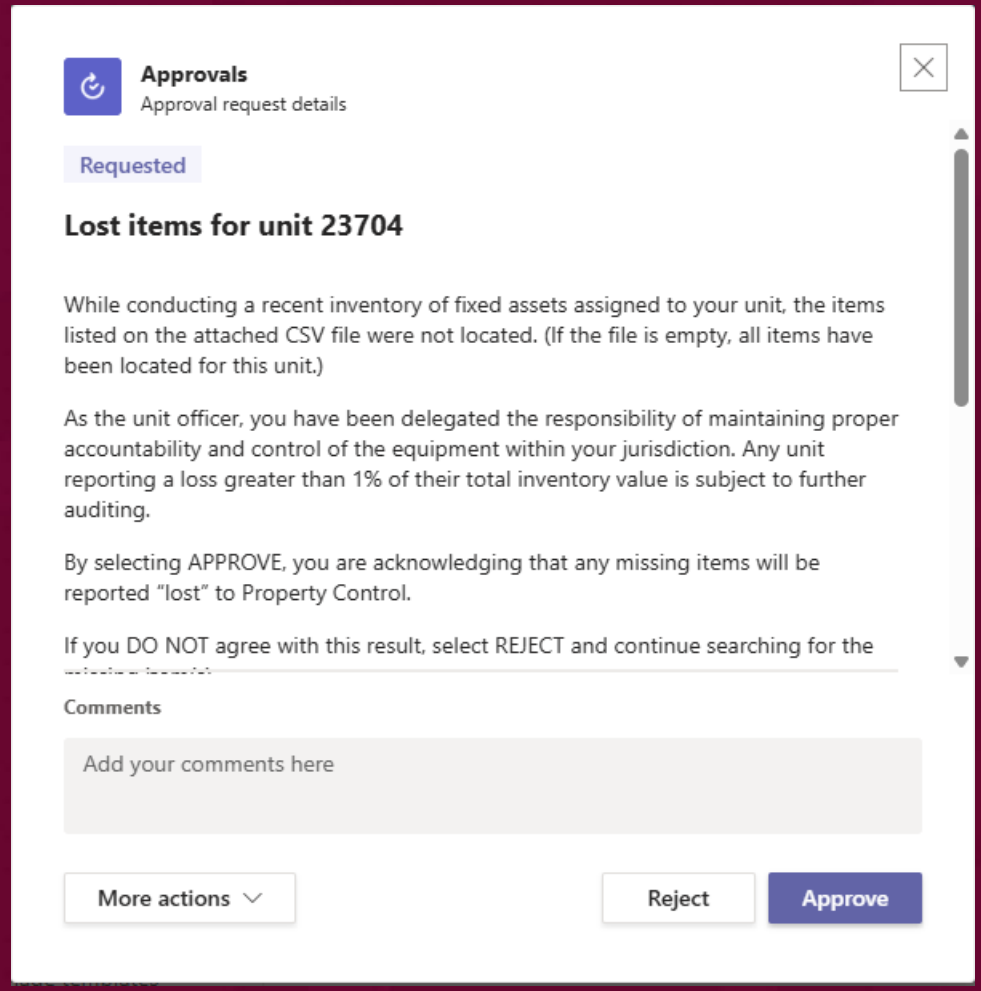
Scroll down to see the attachment

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



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Common Errors or Problems

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

Inventory Window Closed

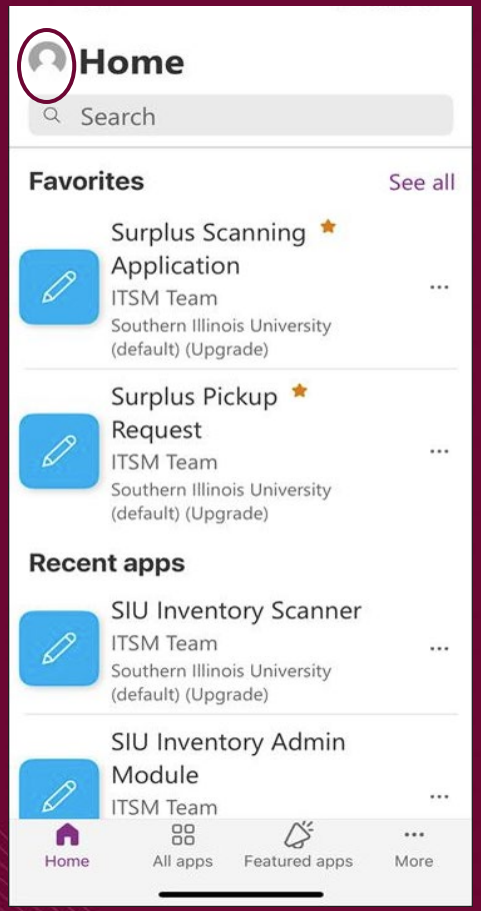
Thank you for participating in this year's inventory!

To Fix:

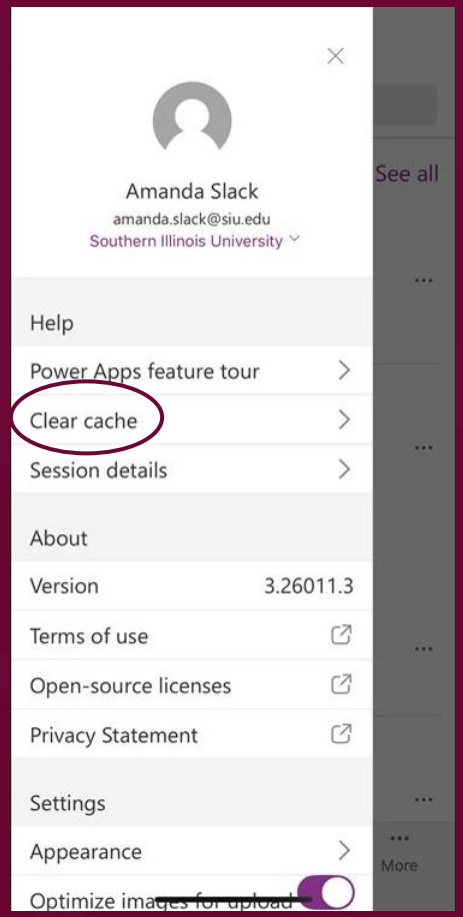
Clear the cache
Delete the application and download again
Request Access

How to Clear Power Apps Cache

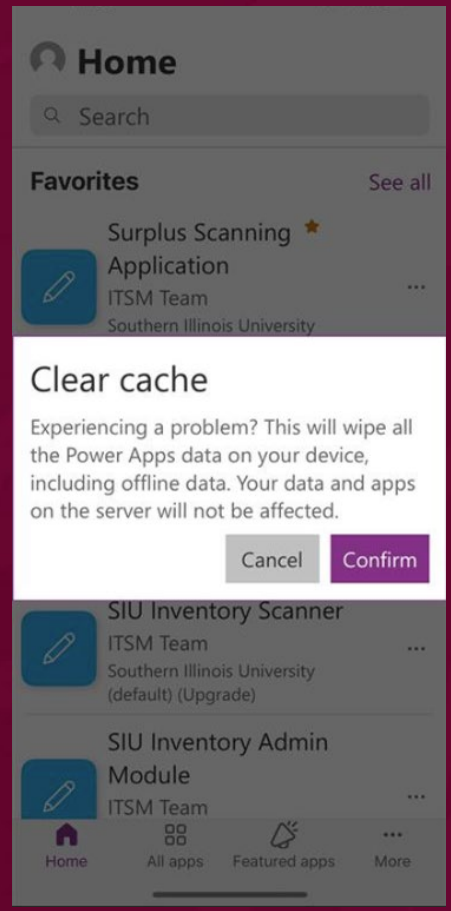
In Power Apps Click on person next to “Home”



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



Then, when this screen appears, select “Confirm”



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✓ 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 an accounted for

Let’s work together this spring!

Every Item Matters

Every Update Helps

EVERY SCAN COUNTS

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