

# Inventory Training 2016

October 10<sup>th</sup> and 12<sup>th</sup>

University Property Office  
Financial Systems Administration

# Welcome

# Introductions

# Key Dates

- 10/01/16** Inventory Process Begins
- 10/10/16** Week of Inventory Process Training (Oct 10 & Oct 12)
- 12/13/16** Report to University Administrative Council on inventory status
- 12/21/16** Inventory Certifications due to Central Property
- 12/22/16** Inventory System uploading and departmental certifications disabled at end of day
- 01/13/17** Summary Level Inventory Certifications due to Central Property

# How Scanning Works



# How Scanning Works (Cont)



# Syncing Software

## Links to Download Syncing Software

Windows 7 – Windows Mobile Device Center 6.1

<http://www.microsoft.com/en-us/download/details.aspx?id=14> (32-bit)

<http://www.microsoft.com/en-us/download/details.aspx?id=3182> (64-bit)

*Note: Administrator access on your computer is required to install these programs.*

# How to Use Scanner

## Instructions on how to scan inventory using the Scanners

### Setup

1. Turn on the Scanner
2. Tap Start -> Programs -> PTS TracerPlus 7 -> DALL-V.3-NMSU
3. Tap on User Name and type your username (hint – use the blue button to turn the number pad into a keyboard)
4. Tap on the Scan Door field



# How to Use Scanner (Cont)

## Scanning

1. Scan the door (or OUTSIDE barcode)
2. Tap the Item field
3. Scan all items in the room
4. Review Scan Accepted field
5. Tap New Room
6. Repeat!



# Syncing

After you are finished scanning, the scan data is on the **scanner**.

To sync, you need to **cradle** the scanner.

The syncing program is used to move the scan data from the scanner to your **computer** – but rename your scan file first!

Windows 7 – Windows Mobile Device Center 6.1

Remember – **do not sync** your personal information (email, etc!)

# Details of Naming Convention for Scan Data files

- *<Department Scanning Code>-<User Initials><File Number>.txt*
- For example: FSA-SH3.txt
- Now you can move your file to the computer

# How to Upload Scanner Data

1. Go to the **Property Inventory System** website:

<http://inventory.nmsu.edu>

2. Click **Upload Scan Files**.
3. Log in as ACN\your\_user\_name (eg., ACN\shaley)
4. Click **Browse**.

# How to Upload Scanner Data (Cont)

5. Locate the file you want to upload (eg. FSA-SH3.txt).
6. Click **Open**.
7. Click **Upload**.
8. Delete the file from the scanner.

# Scan File Integrity

1. It is important that inventory be conducted according to the steps in the documentation – scan the inventory, then upload the scan file.
2. Tampering with the scan files compromises the data and invalidates the scan file as proof of conducting inventory.
3. The contents of scan files should never be modified for any reason.
4. Contact FSA if you have any problems with your scan files.

# Reporting

1. Inventory is updated *immediately* with your scan data.
2. You can run reports right away.
3. Reports can be saved to Excel – right-click and choose “Export to Microsoft Excel.”

# Information Needed from Users

Don't forget to sign in!

1. Name
2. Email address – this is used to give you access to the system
3. Department



# Important Forms

- Inventory Change Request (ICR)
- **Statuses:** *Stolen, Surplus, Cannibalized, Destroyed, Found and Missing*
  - If an item is missing, a memo answering the following questions and signed by the Dean/Director must accompany the ICR.
    - **When was the last time this item was scanned?**
    - **What was the last location this item had?**
    - **What efforts were made to locate this item?**
    - **Who is the custodian?**
    - **What process will be put in place to avoid in the future missing items?**

# Important Forms

- Approval for Home/Off Campus Use
- Inventory Scan Exception Form
- Inventory Certification – Summary and Department
- Permission to Sell

Available at the Central Property Page under Forms:

<https://property.nmsu.edu/>

Also at the Administration and Finance Forms Page:

<http://af.nmsu.edu/forms/>

# Property Website

- <http://property.nmsu.edu>

**NM STATE** All About Discovery!  
New Mexico State University  
Central Property

Search Central Property

Barcodes Certification Process Inventory Process Scanners Inventory System RePete Quick Links

**PROPERTY WAREHOUSE**

**Surplus** **Forms** **Auction/Sales**

**News/Updates**  
Training for 2015-2016  
Inventory Cycle  
Announcement Schedule

**Office of Information**  
Physical Location  
1600 Wells  
Mailing

2015 NMSU Annual Inventory Training

# Support

## ➤ FSA

- Scanning questions
- Using the Property Inventory System
- Uploading scan data from the scanner to the website
- Submit work order at <http://fsa.nmsu.edu/service-desk-request/>

## ➤ ICT

- ACN password changes
- Submit request at <https://itrequests.nmsu.edu/SelfService/>

## ➤ Your desktop support

- Installing syncing software

# Contact Information

NMSU Property Office Email:

[nmsuproperty@nmsu.edu](mailto:nmsuproperty@nmsu.edu)

Sujeay Aguilar Phone:

(575) 646-2896

FSA Technical Support

Submit Work Order:

<http://fsa.nmsu.edu/service-desk-request/>

Email: [bfhrtech@nmsu.edu](mailto:bfhrtech@nmsu.edu)

Phone: (575) 646-TECH (8324)

# Property Accounting

- Transfers of Equipment or Trade-Ins (ICR)
- Updates for Custodian or Equipment Manager (email)
- Disposals of F, S, or P tagged items (email list of tags)
- Doors without Barcode Form (email Space Mgmt.)

[AFR\\_Property@nmsu.edu](mailto:AFR_Property@nmsu.edu) (Property Accounting)

# Questions?