

Inventory Check List

| Task | Refer to Property Inventory System Scanning Instructions Document |
|--|---|
| ____ 1. Get your scanner updated (see notice from FSA email) | |
| ____ 2. Scan all Inventory | <i>Page 5</i> |
| <ul style="list-style-type: none">• For each room of items<ul style="list-style-type: none">- Scan Room Barcode- Scan each item (in that room) | |
| ____ 3. Upload your scan file | <i>Page 8</i> |
| <ul style="list-style-type: none">• Download your scan file to your computer• Upload your file to the Property Inventory System• Clear out your scanner• Repeat steps 2 & 3 until all your inventory has been scanned | |
| ____ 4. Run your inventory report to check your progress | <i>Page 21</i> |
| ____ 5. Certify each Department in your organization | <i>Page 27</i> |
| ____ 6. Certify Summary Unit | <i>Page 27</i> |

[Property Inventory System Scanning Instructions link](#)