

NMSU
Annual Inventory
Central Property Office
Financial Systems Administration

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.”

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
Information on the surplus process and the Surplus Property Warehouse, including contact information.

Forms
Property and Inventory forms (ICR, etc.)

Auction/Sales
Links to Public Surplus and NMSU's auction/sales policies.

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

Property Accounting

- Transfer 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)
- Door without Barcode Form (email Space Mgmt.

Afr_Property@nmsu.edu (Property Accounting)

Contact Information

NMSU Property Office

Email: nmsuproperty@nmsu.edu

Phone: (575) 646-3139

FSA Technical Support

Submit Work Order At:

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

Email: bfhrtech@nmsu.edu

Phone: (575) 646-TECH (8324)

Property Accounting Office

Email: Afr_Property@nmsu.edu

Phone: (575) 646 -1514

Questions?