Inventory Training 2015
September 14th and 18th
University Property Office
Financial Systems Administration
Welcome
Introductions
Key Dates

09/14/15  Inventory Process Begins
09/14/15  Week of Inventory Process Training (Sept 14 & Sept 18)
11/07/15  Initial scan of department inventories
12/01/15  Report to University Administrative Council on inventory status
01/31/16  Final scanning and Inventory Certifications due to Central Property- Inventory complete
How Scanning Works
How Scanning Works (Cont)

Sync

Upload
Syncing Software

Links to Download Syncing Software

Windows 7 – Windows Mobile Device Center 6.1


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.
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 Administration and Finance Forms Page:
http://af.nmsu.edu/forms/
Property Website

- [http://property.nmsu.edu](http://property.nmsu.edu)
Support

➢ FSA
  • Scanning questions
  • Using the Property Inventory System
  • Uploading scan data from the scanner to the website
  • Submit work order at bfhrtech.nmsu.edu

➢ 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

Sujey Aguilar
Phone: (575) 646-2896

FSA Technical Support
Submit Work Order: bfhrtech.nmsu.edu
Email: bfhrtech@nmsu.edu
Phone: (575) 646-TECH (8324)
Questions?