

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 <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)	<i>Page 5</i>
____ 3. Upload your scan file <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	<i>Page 8</i>
____ 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](#)