



PROPERTY MANAGEMENT

INSTRUCTIONS FOR COMPLETING
INVENTORY

Inventory Scanning Application

Accessing the Mobile Inventory App

- Open a web browser on the mobile device and log into <https://sso.paws.lsu.edu/login> (or go to lsu.edu and click myLSU)
- Access the Inventory App here: **myLSU → Financial Services → Inventory Scanning Application**
- The application will detect whether you're using a mobile device or a PC. When you log on using a tablet or smartphone, you will be asked "Access Mobile Scanning App?". Select OK to continue with the Mobile version. If you are using a mobile device but specifically want to access the Desktop version, click Cancel when prompted.

Inside The Mobile Inventory App

LSU Mobile Inventory System

Build Search Filters
Search and click results to add to selected filters below

Cost Center Hierarchy:

Cost Center:

Building:

Selected Search Filters: (click to remove) Clear

Selected Cost Center Hierarchies:

Selected Cost Centers:

Selected Buildings:

Find Assessts Using Selected Filters

Property Management - 3555 River Road
property@lsu.edu

- A. The home screen (shown above), once you are logged in, will have your assigned cost center(s) displayed in the section titled “Selected Search Filters”:

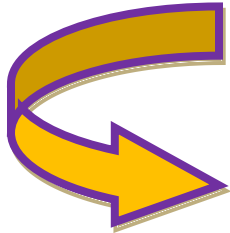
Selected Search Filters: (click to remove) Clear

Selected Cost Center Hierarchies:

Selected Cost Centers:


- CC01104 - LSUAM | PROPERTY MANAGEMENT - WAREHOUSE
- CC01105 - LSUAM | PROPERTY MANAGEMENT - ASSET DISPOSAL OR SURPLUS
- CC01106 - LSUA | PROPERTY MANAGEMENT - ASSET DISPOSAL OR SURPLUS
- CC01107 - LSUE | PROPERTY MANAGEMENT - ASSET DISPOSAL OR SURPLUS
- CC01108 - LSUS | PROPERTY MANAGEMENT - ASSET DISPOSAL OR SURPLUS
- CC01109 - LSUAG | PROPERTY MANAGEMENT - ASSET DISPOSAL OR SURPLUS
- CC01110 - LSUPBRC | PROPERTY MANAGEMENT - ASSET DISPOSAL OR SURPLUS

- B. Review this area carefully, as you have the ability to re-filter the search criteria using the “Build Search Filters” section of the homepage:



Build Search Filters	
Search and click results to add to selected filters below	
Cost Center Hierarchy:	<input type="text"/>
Cost Center:	<input type="text"/>
Building:	<input type="text"/>

- C. After you have confirmed that the search filters are relevant to your area, click here to open a filtered list of assets for your department:

 [Find Assets Using Selected Filters](#)

D. The screen will display a comprehensive list of assets, sortable by Tag Number, Asset Description, Location, and Asset Cost:

☰
LSU Mobile Inventory System

6 of 7 Assets Found

★ Denotes Items Previously Located

Filtered Inventory (click on row to view picture below table)

Tag Nbr	Asset Descr	Location	Asset Cost
★ 628340	COMPUTER: OPTIPLEX SMALL DESKTOP	No Location Listed	1,092.00
★ 663671	COMPUTER:LATITUDE LAPTOP CORE2 DUO T7100	Undesignated Room Northeast Office Building	2,055.00
633697	PROJECTOR	0264A Charles E. Coates Hall	5,596.00
★ 431587	REFRIGERATED CIRCULATOR	No Location Listed	1,887.00
★ 626351	ROTAVAP	No Location Listed	3,132.00
★ 673559	SERVER(W/PERC6/I DRIVER,4 SERVER ADAPTR)	Veterinary Medicine Building > 3501 Veterinary Medicine	24,854.00
★ 624257	ULTRASOUND MACHINE	0111 River Road Annex Building	40,000.00

Showing 1 to 7 of 7 entries

Previous
Next

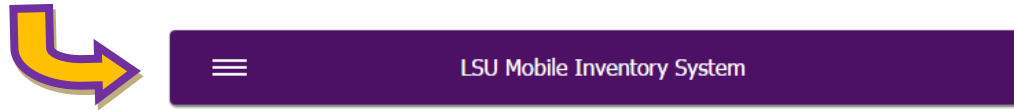
Refresh Table

Property Management · 3555 River Road
property@lsu.edu

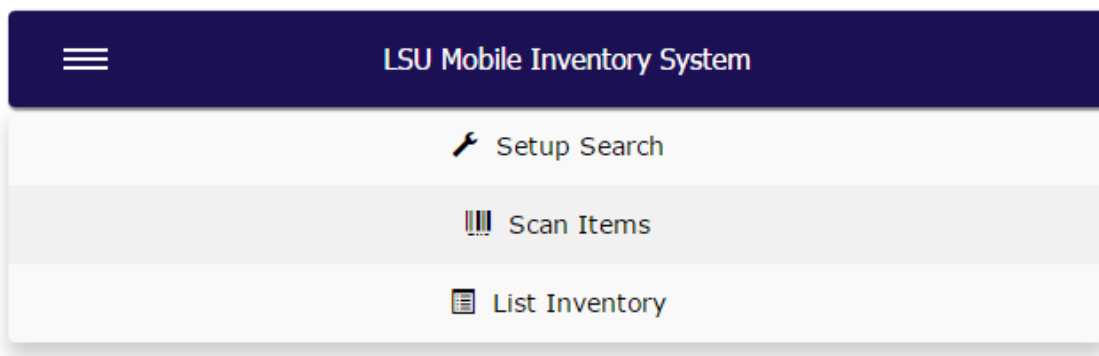
★ Assets that have been previously scanned, or manually entered, will be highlighted in green and a star icon will be visible beside the Tag Number

Preparing To Scan

- A. In order to beginning scanning Property Tags, click on the three lines on the banner at the top of the page:



- B. The box will display a drop down menu with three choices:

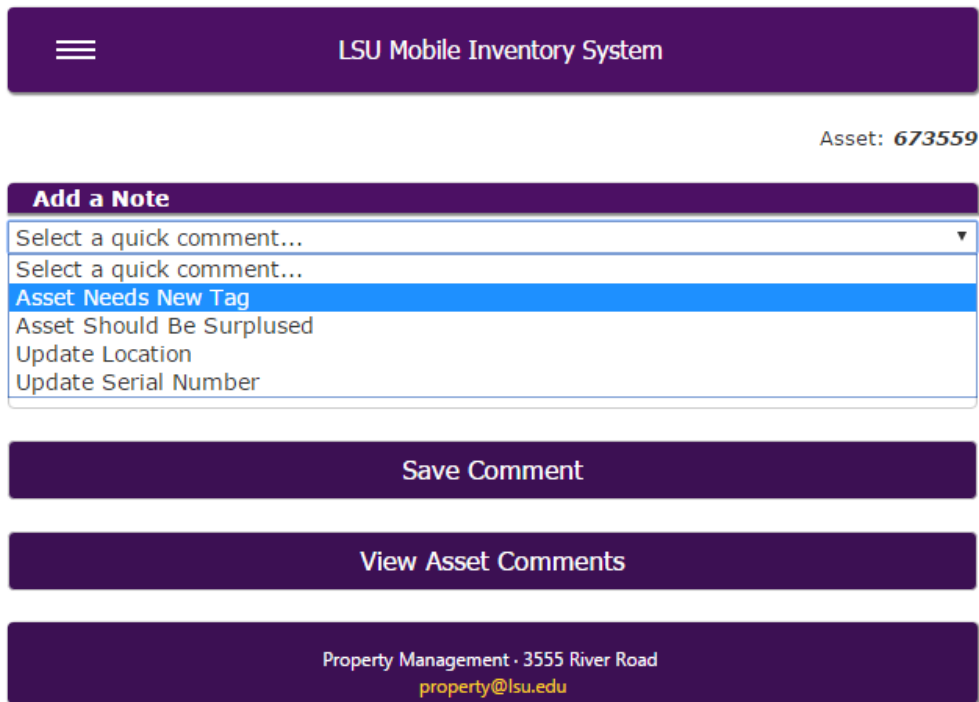


- ★ Setup Search = Return to the homepage and search filters
 - ★ Scan Items = Allows you to scan assets into the mobile inventory app
 - ★ List Inventory = Returns you to the list of filtered inventory assets
- C. Click on “Scan Items”. This will display the options for you to select your input method:
- ★ Scanner – Select if using Bluetooth scanner to input located assets
 - ★ Device Camera – Used to take a picture of a Property Tag, allowing the app to “read” the barcode
 - ★ Manual Entry – This option is to be selected only if a barcode is unable to be scanned, the Property Tag is missing (but verified), the asset has an older property tag with no barcode, etc. **TIP: To bring up the iPad keyboard, click the scanner’s power button twice quickly.**

- D. As a rule, all assets with barcode tags must be scanned (vs. manual entry). Certain situations such as damaged barcode or off campus equipment are exceptions. Once the asset is scanned, the scanner will emit a beep, signifying the scan was completed. Successfully scanning a Property Tag will result in the asset being highlighted and notated with a star on the “Filtered Inventory” screen.
- E. If an asset must be manually entered, type in the Property Tag number and click “Validate Asset”. Successfully entering a Property Tag manually will result in the asset being highlighted and notated with a star on the “Filtered Inventory” screen.
- F. Use of the “Device Camera” option is the least efficient method and will generally be a last resort.

Updating Room Locations and Serial Numbers

- A. Building and room changes should be noted in the app using the “Add Comment” option located at the bottom of the page. Clicking on the bar will display a page with a drop down menu:



- ★ Asset Needs New Tag = This notifies Property Management that the asset will need a new Property Tag.

- ★ Asset Should Be Surplused = Allows the user to easily identify assets which need to be transferred to Property Management for surplus/disposal. Note that selecting this option does NOT initiate a transfer to surplus in Workday. Normal surplus procedures are still required. This simply creates a note within the inventory app for later follow up.
 - ★ Update Location = enter the correct building and room number for the current location of the asset so that the asset can be transferred to the updated location in Workday. Note that the location update (transfer) in Workday is separate and must be completed by the Asset Custodian.
 - ★ Update Serial Number = If an asset is missing the serial number, it can be manually entered or scanned here, and Property Management will add to the asset in Workday. No additional action is required by the Asset Custodian for this.
- B. As always, asset locations should be kept current and updated throughout the year. ***Asset Custodians should notify Property Management when a location (room/building combination) is not available in Workday as we are actively working with Facility Services to update locations.***
- C. Effort should be made to update any missing serial numbers and/or to correct inaccurate serial numbers as they are identified by the Asset Custodian throughout the inventory cycle.

Adding/Uploading Pictures of Assets

In certain situations, it may be necessary to use the mobile device to take a picture of the asset and upload it into the app. At the bottom of the page displaying an asset's information, there is a bar titled "Take Photo of Asset". Making this selection will utilize the device's camera to upload a picture of the asset, or Property Tag, into the mobile app.