Pre-Inventory Tips and Steps

1. Select View Inventory to see current inventory

2. Select Info to view to see number of assets in departments Inventory

3. Info Screen – you can come back to this screen any time to see how many items you have left (NoScan)
   
   a. Select the NoScan button to view which items have not been scanned and last location, you can also use them to view the other selection
   b. When you have a “0” in the NoScan you have completed your inventory
   c. To return to the main screen, select Done, and then Back

Inventory Steps

1. Select Physical Inventory
2. Scan each Asset tag by using the yellow button to shoot the laser
   a. Complete one room at a time, start from entrance & work your way around back to the entrance
   b. Check the View Details to make sure the item has the correct information, especially the room and building number, if everything is correct select Correct

   ![View Details](image1.png)

   ![Asset Tag](image2.png)

   c. (Disregard this step if no changes have to be made)
      If you need to change a building number or room number or add Other location, Select Change make changes as needed and select Save

   ![Change Details](image3.png)

3. Proceed to scanning rest of items until complete, you can check how many items are left by going to the main screen and selecting View inventory
   a. If you do not feel like going item by item to view locations, you can download a copy of your inventory through canopy, select Canopy Inventory Search under the link below:

   ![Inventory Search](image4.png)

   http://adminservices.tamucc.edu/contracts_hub_property/Inventory%20Reference%20Material.html

**Important:** If you see an item not on your inventory, go ahead and scan it, put the BldgNum & RoomFloor numbers, when we upload the data to Assetworks the item will be listed under the correct department

You will see this screen, just add the BldgNum & RoomFloor, then Select Add

![Add Item](image5.png)