



Manual Inventory

1. Follow **Generate an Inventory** guide to produce an **Inventory Report**.

ASST ID	STOCK NBR	SERIAL NBR	LOT NBR	ITEM DESC	QTY	ACQ COST		
LOC	SUB LOC	EXPR DT	ASST CD	CIIC	LOAN	LEASE SUSPT	LST INV DT	NON-ACTBL
INV LOC	INV SUB LOC	SUB CUST	ASST LVL	UI	CD	LOSS	PILPRBL	EXCS ACTN CD
MFR NAME	MFR PART NBR	NBR	NBR	CD	MFR MODEL NBR	STS CD	MFR YR	
HRCROWN10220	702100F00138	341234	341235		COMPUTER	1	\$5,400.00	
BLDG 10	SECTION 9			A	U G N	N/A	01/08/2010	
BLDG 10				HI	EA	NO		N/A
SONY CORP OF AMERICA	113303					2009		
HR1026000015	702500F001722	DEL6JJK			COMPUTER, LAPTOP	1	\$5,400.00	
BLDG 10	SECTION		✓	K	U G N	N/A	01/08/2010	
BLDG 10				HI	EA	NO		N/A
DELL COMPUTER CORPOR					7000	2009		
BULK000000419	6760002858546				LENS, CAMERA, GENERAL	7	\$1,414.00	
BLDG 10	SECTION 11		✓	K	U G N	N/A	01/08/2010	
BLDG 10				HI	EA	NO		N/A
CANON						2006		

Annotate any discrepancies and verify the following:

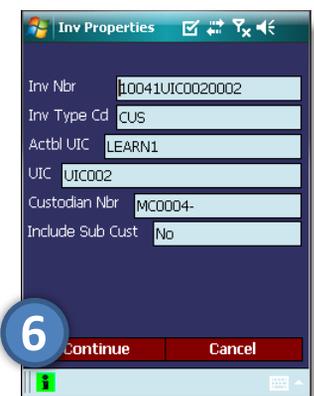
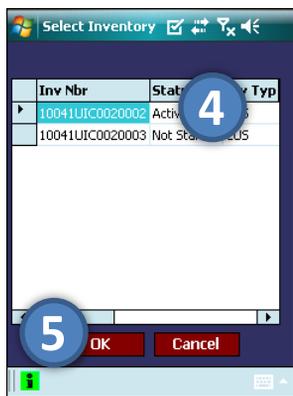
- All data on the report matches the physical asset being inventoried. Notate any discrepancies such as the **Serial Number** on the asset not matching the **Asset Id** on the report.
- The **Asset Id** matches the **Asset Id** on the asset label. You may indicate it has been successfully inventoried by placing a checkmark next to the asset listed on the report, then continues to the next **Asset Id** on the report.
- Repeat the above steps until all assets on the CUSTODIAN INVENTORY REPORT have been manually inventoried and verified.
- Use the **Manage Inventory** process in Web DPAS to reconcile any discrepancies.



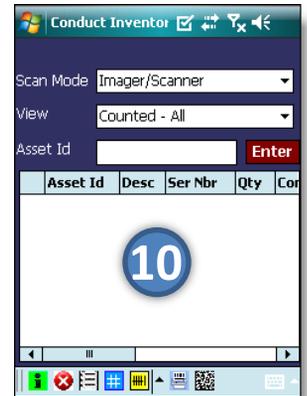
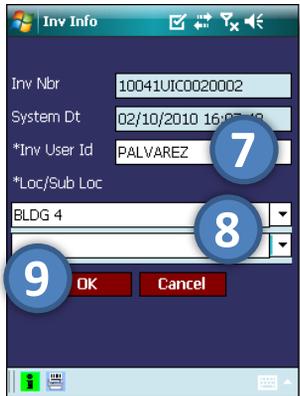


Automated Inventory

1. Verify that DpasAit is installed on the scanner and an inventory is downloaded to it.
2. On the scanner, navigate to **Start / DpasAit**.
3. Tab on **Inventory** from the DPAS Property Accountability screen.
4. Verify the inventory you are about to conduct.
5. Tap **OK** button.
6. Verify Inventory properties and select **Continue** button.

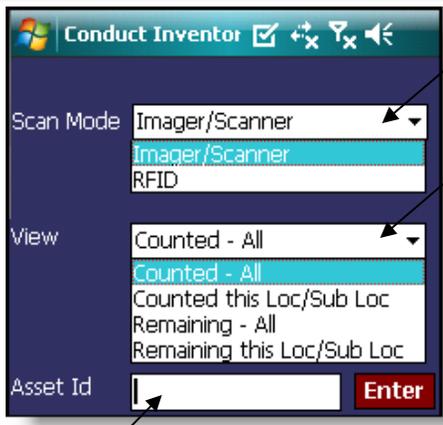


7. Enter **Inv User Id** by using Keyboard option in bottom right corner.
8. Select **Loc / Sub Loc** by using the drop-downs. Sub Loc can also be entered by using the Keyboard option in the bottom right corner.
9. Tap **OK** button.
10. The **Conduct Inventory** screen displays.





Automated Inventory Continued



Scan Mode – toggle between linear barcode/2-D matrix scanning and Radio Frequency Identification

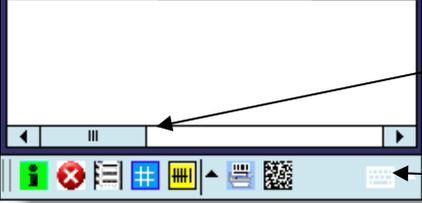
View - Counted – All - counted for the entire inventory
Counted this Loc/Sub Loc - counted per the current Loc/Sub Loc

Remaining – All - what is left to be scanned for the entire inventory

Remaining this Loc/Sub Loc - what is left for the current Loc/Sub Loc

Asset Id – Asset Id's can be manually entered into this field. This can be accomplished by using the keyboard or double tapping the asset Id number. Tap **Enter** button to confirm.

Asset Id	Desc	Ser Nbr	Qty	Cond Cd	Inv Loc	Inv Sub Loc	Stk Nbr	RFID Tag	UII
HR1O27000125	PRINTER, BARC	16200100099	1	A	BLDG 4		703500R501469	144680	LDN00367BROOKS
BULK00000422	DISPLAY,BATTL		1	A	BLDG 4		1440011024330	144750	LDN00367BROOKS
HR1O27000126	PRINTER, BARC	16300101001	1	A	BLDG 4		703500R501469	144681	LDN00367BROOKS



Use the slide bar to see additional information about the Asset Id's. The RFID Tag will always appear even if you are not using the technology. It is assigned to the asset when it is created in Web DPAS.

Keyboard

- About** - display the current version of the DpasAit software on the scanner.
- Cancel** – return back to the DPAS Property Accountability main screen.
- Record Action Item** – add notes or requests for a specific asset.
- Inventory Statistics** – information about the current inventory in process.
- Inventory Options** – additional selections including *Verify Serial Assets*, *Non-Labeled Asset*, *Mark for upload*, *Select Inventory* and *Inventory Information*.
- Request Label** - request to print a new label for a specific asset.
- Associate UII** - match an asset Id to a 2-D matrix assigned to the item.





Conduct Inventory Menus

About

DPAS
Property Accountability

Version

Framework 2.0.7045.0
 OS Microsoft Windows CE 5.2.1235
 DPASAIT 6.02.3635.30403
 Build Dt 12/14/09
 PDCD Model Microsoft DeviceEmulator

Ok

Conduct Inventor

Scan Mode: Imager/Scanner

View: Counted - All

Asset Id: Counted this Loc/Sub Loc
 Remaining - All
 Remaining this Loc/Sub Loc

Asset Id	Desc	Ser Nbr	Qty	Con
HR1O27000	PRINTE	162001000	1	A
BULK00000	DISPLA		1	A
HR1O27000	PRINTE	162001000	1	A

Verify Serial Assets
 Non-Labeled Asset
 Mark for Upload
 Select Inventory
 Inventory Info

Cancel Keyboard

Change Condition Code

Double-tap asset while in Counted - All View

Cond Cd/Qty Chai

*Asset Id: HR1O27000126

Description: PRINTER, BARCODE LABE

Serial Nbr: 16300101001

*Condition Cd: A - Svcb1(w/o Qual)

Qty: 1 UI EA

OK Cancel

Record Action Item

*Asset Id

*Action

*User Id: PALVAREZ

Description

Location / Sub Location: BLDG 4

Save Exit

Inventory Stats

Inv Nbr: 10041UIC0020002

Downloaded: 3

Scanned: 0

Keyed: 0

Serial Verify: 0

Non-Labeled Asset: 0

RFID: 0

Total Trans: 0

OK

Request Label

*User Id: PALVAREZ

*Label Type: Asset Id

*Qty: 1

*Asset Id

Save Exit

Associate UII

Input Asset Id

*User Id: PALVAREZ

*Asset Id

Asset Id	UII

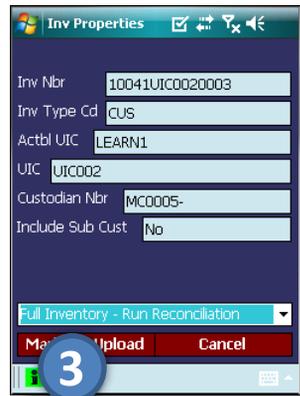
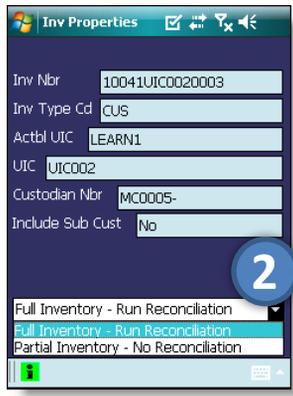
Exit





Mark for Upload

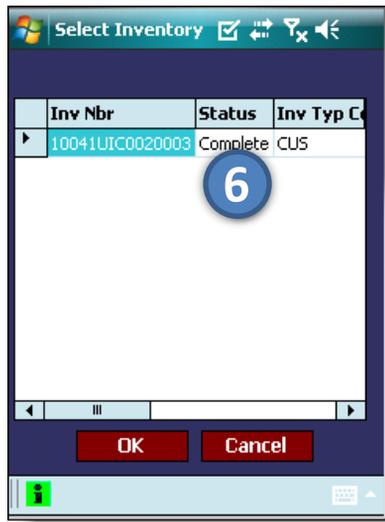
1. Select  from the task bar of the **Conduct Inventory** screen. Select **Mark for Upload** option.



2. Select **Full Inventory – Run Reconciliation** from drop-down menu.

3. Select **Mark for Upload** button.

4. Select **Yes** button.



5. To confirm the status of the inventory, select **Inventory** from the **DPAS Property Accountability** screen.

6. Verify that the status of the inventory is **Complete**.

