

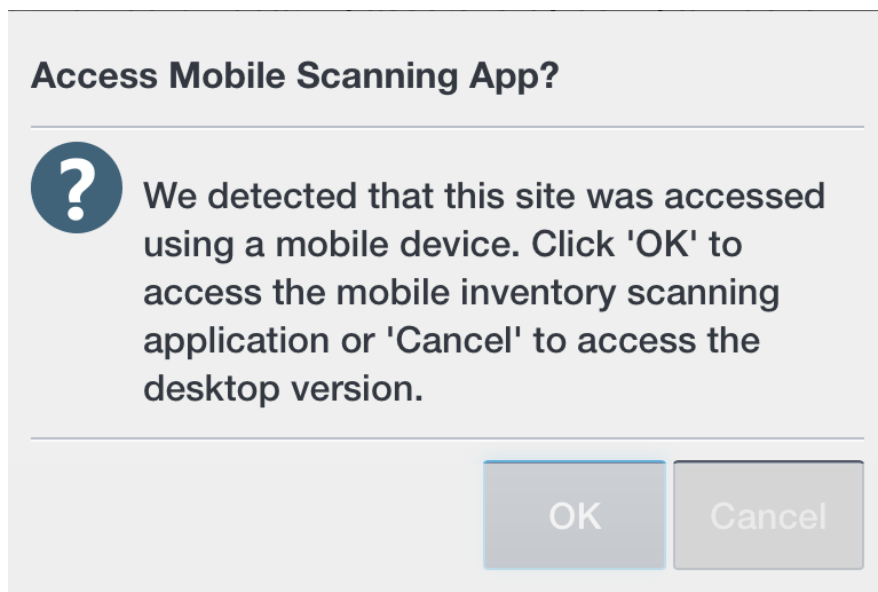


## INSTRUCTIONS FOR COMPLETING INVENTORY

# 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 select 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, select 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 Assests 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”:

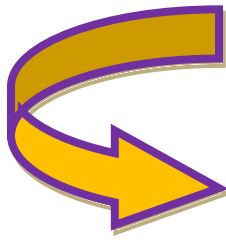
**Selected Search Filters: (click to remove)** Clear

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, tap 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**

158 of 231 Assets Found

★ Denotes Items Previously Located

**Filtered Inventory** (tap Tag Nbr for details, tap row for image)

Search:

Tag Nbr	Asset Descr	Location	Asset Cost
★ 670579	CLINICAL CHEMISTRY SYSTEM	0101 Alexandria Storage Building	63,000.00
★📷 702253	tv, quad hd84 84 lcd 4k w/controller	0111 River Road Annex Building	23,397.60
★📷 450554	FORK LIFT ELECTRIC	0129 River Road Annex Building	19,050.00
📷 652573	ELECTRODIAGNOSTIC SYSTEM	1703 Veterinary Medicine	18,886.00
★ 715005	Gas Chromatograph	0101 Alexandria Storage Building	14,499.00
★ 712878	BD Affirm Microprobe Processor for Vaginosis Panels	0197A Student Health Center (C&I Infirmarary)	10,555.56
★ 683523	MAILING MACHINE W/160/190 LPM FEATURE	0101 Alexandria Storage Building	9,444.00

Showing 1 to 7 of 231 entries

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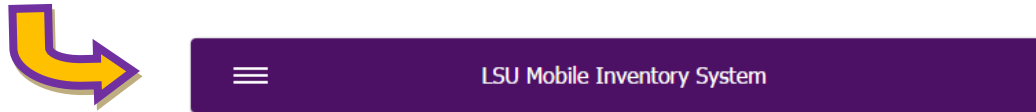
**Refresh Table**

Property Management · 3555 River Road  
[property@lsu.edu](mailto:property@lsu.edu)  
[Provide Website Feedback](#) [Accessibility Statement](#)

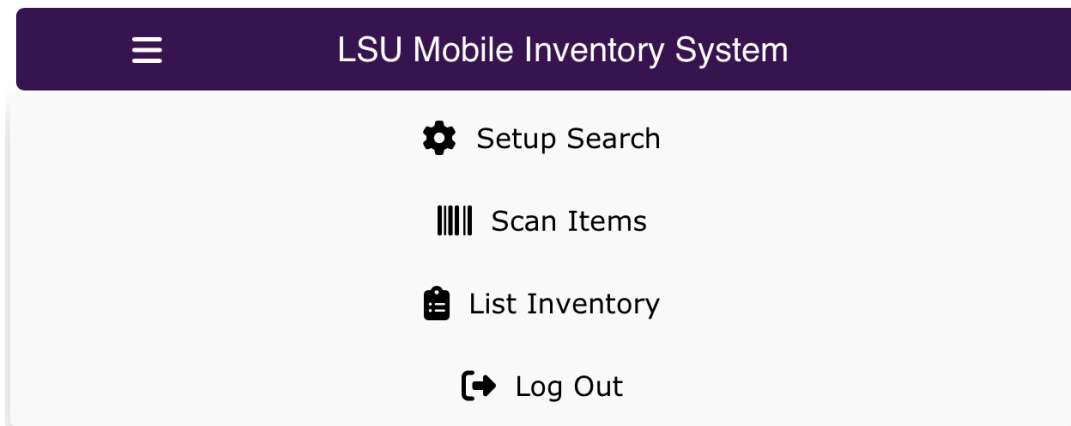
★ Assets that have been previously scanned, or manually entered, will be highlighted in green and a star icon will be visible beside the Tag Number

## Preparing To Scan

- A. To beginning scanning Property Tags, tap on the three lines on the banner at the top of the page:



- B. The box will display a drop down menu with four 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
- ★ Log Out = Logs you out of the inventory application

C. Tap on “Scan Items”. This will display the options for you to select your input method:

### Input Method

Scanner       Manual Entry       Device Camera

- ★ 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, press 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 tap “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 Required Information

- A. Required information changes should be noted in the app using the buttons located at the right of each field. Selecting the button will display a popup window where you will enter the correct/new information:

Asset Details		
<b>Location:</b>	0109A River Road Annex Building	Update
<b>Asset Tag Nbr:</b>	725955	Request Tag
<b>Asset Description:</b>	Desktop Label Printer	Update
<b>Serial Nbr:</b>	0064579	Update
<b>Manufacturer:</b>	Brady	Update
<b>Model:</b>	i5100	Update

- ★ 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.
- ★ Request Tag = This notifies Property Management that the asset needs a new property tag.
- ★ Asset Description = This is used to suggest a new description for the asset.
- ★ 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.
- ★ Update Manufacturer/Model = If an asset is missing the Manufacturer/Model or if this information is incorrect, it can be manually entered here.

- 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

If no photo is attached to an asset, you must use the mobile device to take a picture of the asset and upload it into the app. Photos can assist identifying and locating assets during the inventory cycles.

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 allow you to take a photo of the asset.



Asset Details		
<b>Location:</b>	0109A River Road Annex Building	<a href="#">Update</a>
<b>Asset Tag Nbr:</b>	725955	<a href="#">Request Tag</a>
<b>Asset Description:</b>	Desktop Label Printer	<a href="#">Update</a>
<b>Serial Nbr:</b>	0064579	<a href="#">Update</a>
<b>Manufacturer:</b>	Brady	<a href="#">Update</a>
<b>Model:</b>	i5100	<a href="#">Update</a>
<b>Ownership:</b>	CC00415 - LSUAM   Fin and Admin   Procurement and Property Management	
<b>Date Acquired:</b>	05/20/2019	
<b>Asset Cost:</b>	\$2,174.38	
<b>Inventoried By:</b>	Brian Babin - (bbabin12@lsu.edu)	
<b>Inventoried Date:</b>	05/15/2024 11:38AM	
<b>Scan Method:</b>	Desktop Application	
<a href="#">Add Comment</a>		
<a href="#">Take Photo of Asset</a>		





Once you take the photo you will see two prompts at the bottom of the screen. If the photo is acceptable you will select "Use Photo"

This will bring you back to the asset information screen where you will need to select "Upload"  
This final step attaches a picture of the asset to the asset listing.

