

Staff and Teacher Device Check Out Process

All schools/departments will provide a storage location for employee devices to Clifford Scarborough ccscarbo@volusia.k12.fl.us – All devices checked-out will be assigned to that location. (Devices should either be in that physical location or checked out in Focus.)

Devices being checked out for summer.

1. Teacher will fill out form for VCS Employee Device Check-out
<https://forms.office.com/r/VmYeCAUxXG>
2. Inventory Designee will confirm county number on the VCS Employee Device Check-out list
3. Inventory Designee will check out device in Focus to employee. **(Appendix A)**
4. Inventory Designee will verify all items either have a check-out form completed or are returned to the correct storage location
 - Only items for summer checkout are to remain checked out to the employee.

Devices being returned for storage for summer.

1. Inventory Designee will check Focus for devices checked out.
2. Inventory Designee will check in devices, clearing teacher record in focus. **(Appendix B)**
3. Inventory Designee will label device with teacher name, and store in the identified employee devices storage room, should have a sign on them not to reimage.
5. Upon return to employee - Inventory Designee will check out device in Focus to employee and employee will fill out this form <https://forms.office.com/r/VmYeCAUxXG>

Devices being returned by employees leaving, leave of absence, or non-reappointed.

All Devices checked are to be returned for employees leaving VCS, taking a leave of absence, or are non-reappointed for next school year.

1. Inventory Designee will check Focus for devices checked out.
2. Laptop (with accessories) should be returned to the Inventory Designee.
3. Laptop will be checked in Focus by the Inventory Designee. **(Appendix B)**
4. Inventory Designee will create a tech request to have the laptop reimaged
5. Device and accessories will be stored in the identified employee devices storage room

Devices being transferred to another school or department.

1. Teacher will fill out form for VCS Employee Device Check-out
<https://forms.office.com/r/VmYeCAUxXG>
2. Inventory Designee will check Focus for devices checked out.
3. Laptop (with accessories) should remain checked out to the employee.
4. Inventory Designee will transfer to the employee's new work location. (Select no to pickup request)
5. Old Inventory Designee will email new work location's designee asking that the transfer be accepted.
6. Employee will take Laptop, dock, and any other accessories. (Monitors will remain at the school.)
7. New work location inventory designee will receive transfer in Focus and confirm device is still checked out to the teacher.

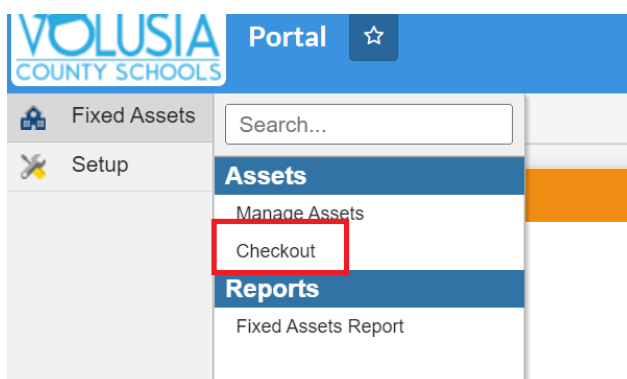
Appendix A

Check-out Teacher Devices in FOCUS ERP

IMPORTANT: As a matter of account management security, any VCS personnel attempting to complete this transaction must have been granted access to the FOCUS FIXED ASSETS. Each school's security contact can request this access by creating a ticket at <https://volusia.incidentiq.com>.

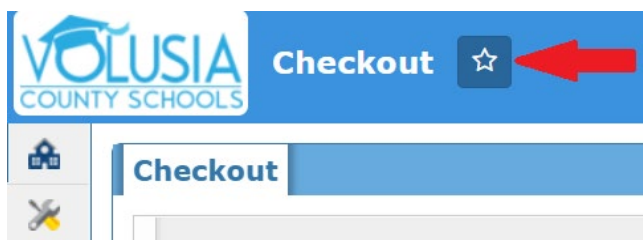
Step #1

- Access the Checkout screen from the Fixed Assets menu.

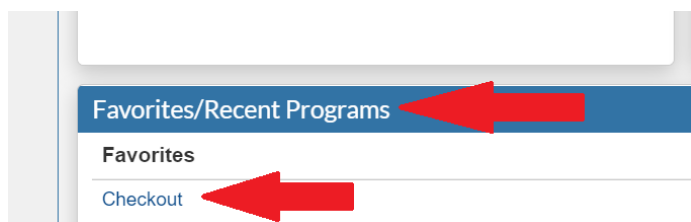


Step #2 (OPTIONAL)

- Favorite the Checkout screen by selecting the star next to Checkout.



- Checkout screen link will now be visible in your Favorites from the main page.



Step #3

- On Checkout screen make sure the Asset Identification Method is Barcode (default)
- Your school's name & number should appear in the Asset Facility. If not, choose your school site name from drop down menu.

Check Out

Check Out Asset

Asset Identification Method Barcode ▼

Asset Facility 6881 - PINE RIDGE HIGH SCHOOL ▼

Step #4

Based on your procedures, choose one of the following:

- Search for employee name in ASSIGNED STAFF.

Asset Identification Method Barcode ▼

Asset Facility 0745 - CAMPBELL MIDDLE SCHOOL ▼

Assigned Student [Empty] - or - Assigned Staff ▼

Assignee Identification Click to scan [Barcode icon]

Asset Identification Click to scan [Barcode icon]

Checkout Details ☐ Charger Issued ☐ Summer Device Note

Check Out

Step #5

- Click into Asset Identification box.
- Type or scan Asset Tag

Asset Identification Method Barcode ▼

Asset Facility 0745 - CAMPBELL MIDDLE SCHOOL ▼

Assigned Student ▼ - or - Assigned Staff ▼

Assignee Identification Click to scan [Barcode icon]

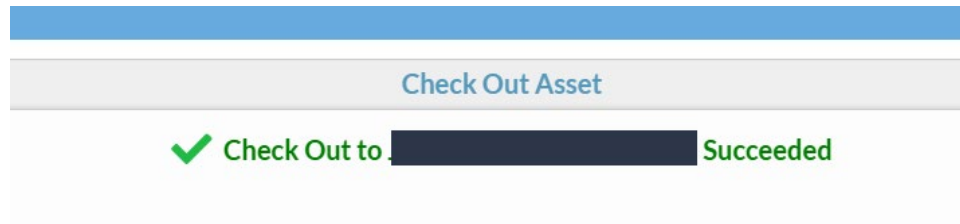
Asset Identification Click to scan [Barcode icon]

Checkout Details ☐ Charger Issued ☐ Summer Device Note

Check Out

Step #6

- Verify that the green success message appears to confirm the device is checked out in student's name.



NEW: Once the device is successfully checked out to student, you will notice that the name and date populates at the top of the “Checkout History” at the bottom of screen. This new feature now sorts device activity by date.

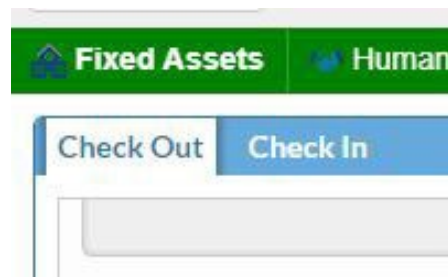
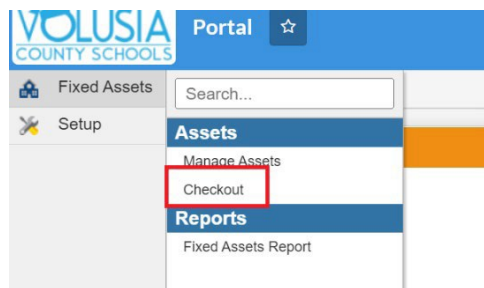
NEED HELP? If you are experiencing any technical issues, please call ext. 25000.

Appendix B

How to Check-in Devices

IMPORTANT: *Personnel must have been granted access to FOCUS Fixed Assets. The school's security contact should submit a request to account management in the Tech Support site at <https://volusia.incidentiq.com>.*

1. Go to Vportal
2. Open the FOCUS tile.
3. Click on ERP tab at the top, right.
4. From the Fixed Assets menu, choose "Checkout"



5. Your school's name should auto populate.
6. Asset Identification Method should be on "Barcode".
7. Click into white box above Asset Barcode.
8. Scan device asset tag and listen for the "beep".

A screenshot of the FOCUS Fixed Assets 'Check In' form. The top navigation bar is green with 'Fixed Assets', 'Human Resources', 'Payroll', and 'Setup' tabs. The 'Check In' tab is selected. The form has a white background with a blue header bar. It contains the following fields and controls:

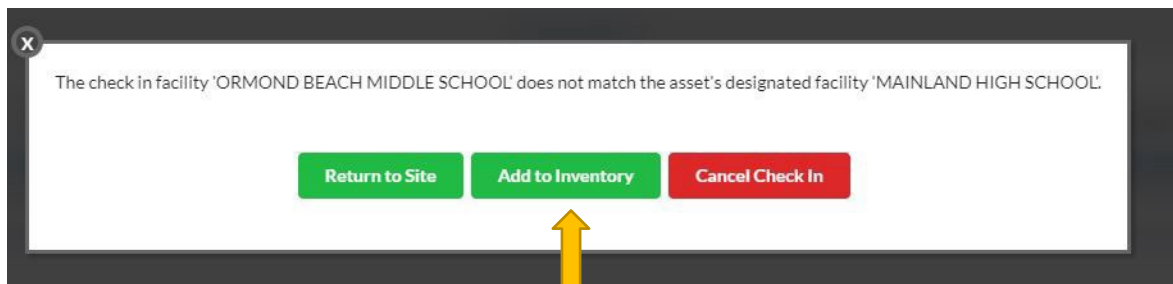
- 'Check In Facility' dropdown menu with '0621 - BLUE LAKE ELEMENTARY SCHOOL' selected.
- 'Asset Identification Method' dropdown menu with 'Barcode' selected.
- 'Asset Identification' text input field with 'Ready to scan' entered.
- 'Check In Details' section with a checked 'Charger Returned' checkbox and a 'Note' button.
- A 'Check In' button at the bottom.

At the bottom of the form, there is a 'Checkin History' section with the text 'No Records Found'.

9. Confirm teacher name matches teacher checking in device.

Facility	Receiver	Receiver Type	Asset Barcode	Asset Serial #	Asset Description	Checkout Date	Checkout By	Checkin Date	Checkin By	Charger Issued	Charger Returned	Summer Device	Note
MAINLAND HIGH SCHOOL	Timothy Harrell (127016)	Student	V21-005740	4784273	Latitude 2190	03/03/2023 14:22:10	Josie Stumpf (125028)	03/10/2023 13:38:12	Melissa Carr (127614)	☐	☒	☐	Note
ORMOND BEACH MIDDLE SCHOOL	David Izarelli (212700)	Student	V21-025875	C782793	Latitude 2190	03/03/2023 14:45:13	Heather Bates (134416)	03/10/2023 13:36:05	Melissa Carr (127614)	☐	☒	☐	Note

New Feature! If the teacher has checked out the device from another school, this message will appear. You can choose to “Add to (your school) inventory” and proceed.



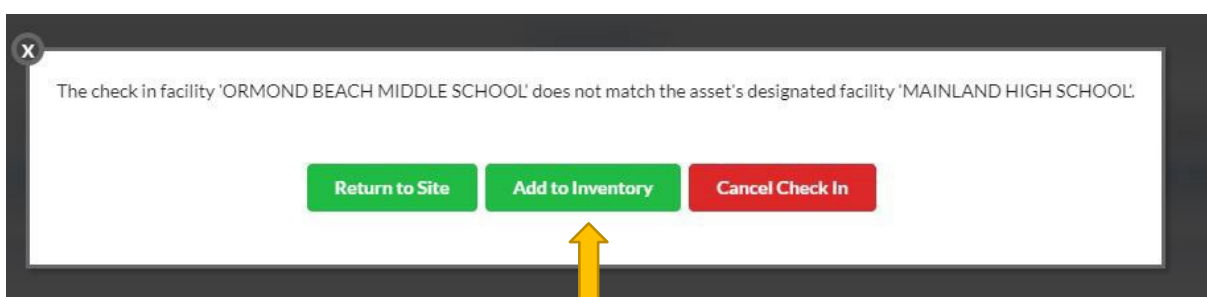
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Appendix C

Click Sheet for Transferring Device between Schools in Focus

At times, you will come across a device which was checked out from another school. New features now allow for you to correct this inventory issue. Follow steps below:

1. If teacher is returning a device that is not in your school's inventory, you will follow steps to CHECK IN the device from student.
2. If the teacher has checked out the device from another school, this message pictured below will appear. You can choose to "Add to (your school) inventory" and proceed.



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