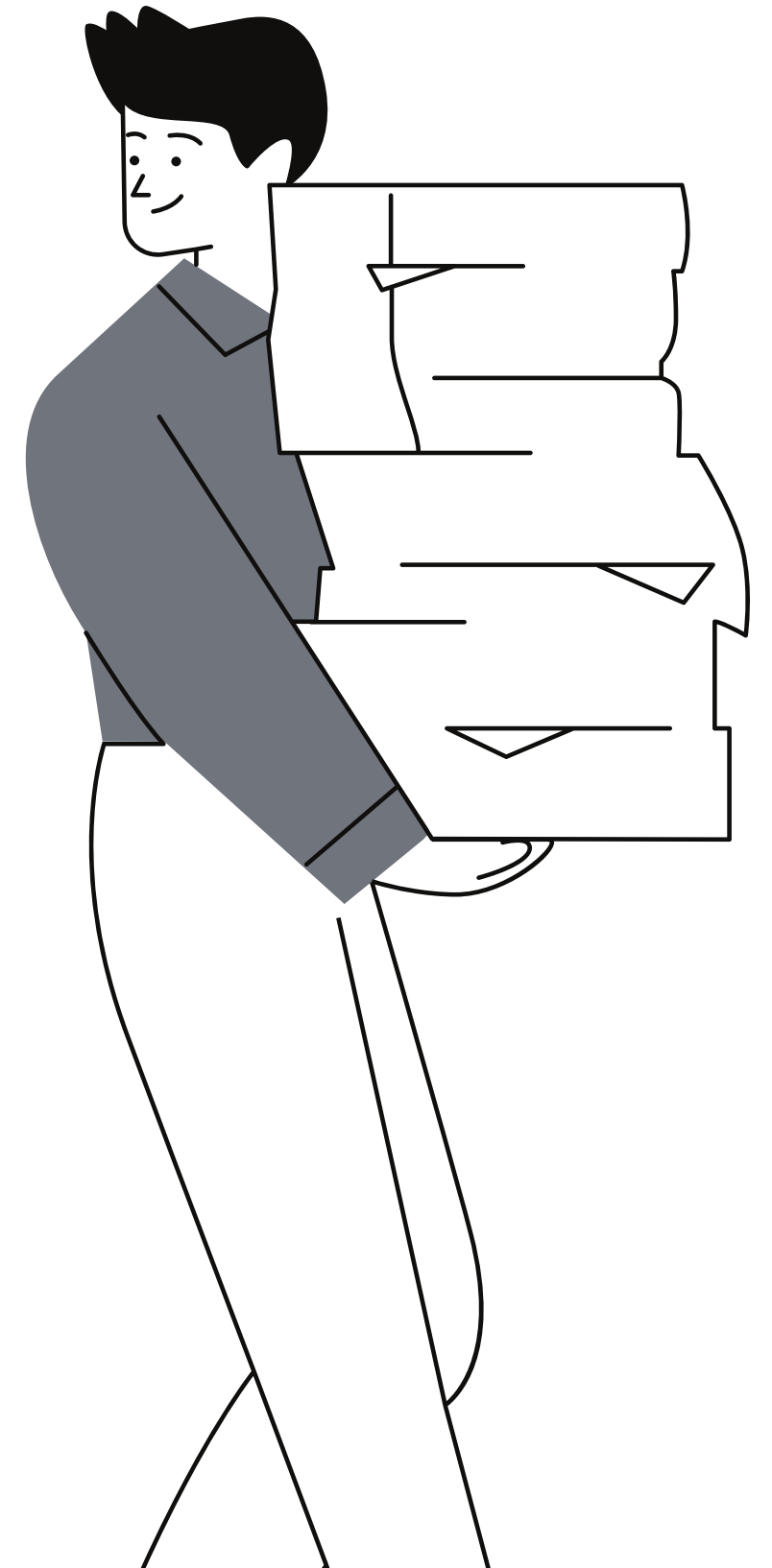


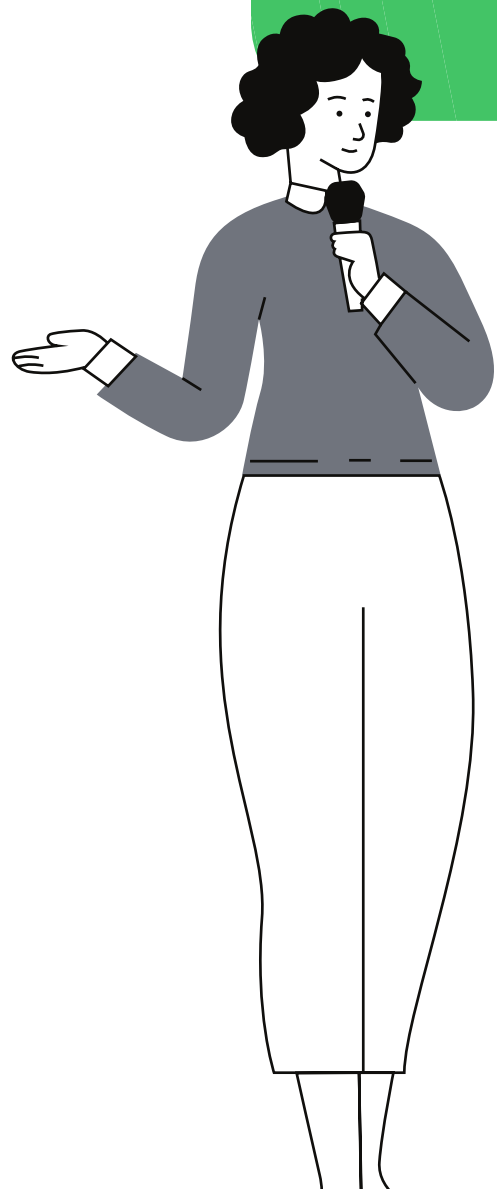
Controllable Asset
Management

TIPWeb-IT Audit Quick Reference

A simple tool for
navigating your Room,
Staff, and Student audits



Frequent Questions



1

How do I view my audit progress?

2

Who hasn't completed their audit?

3

How do I reopen someone's audit?

4

How do I complete an audit myself?

A large green speech bubble with a white outline, pointing downwards towards the 'Viewing the progress of your audits' section. It contains the text 'Viewing the progress of your audits' in white.

Viewing the progress of your audits

Begin by clicking on Audits at the top of the TIPWeb-IT screen and then on View Audits

You will see your audits listed by Room, Staff, and Student (if you are a campus).

New=Audits that have not been started

In Progress=Audits that have not been completed

Scan Complete=Audits that have been completed

Progress=*Scan Complete* audits divided by the total number of audits (New+In Progress+Scan Complete)

District Initiated Audits for 169 Kramer Elementary

Filters

Refresh

GO

Edit Columns

E-Mail Compliance Report

Please Select Audit Report...

Audit Name	Created Date	Audit Due Date	Last Modified Date	New	In Progress	Scan Complete	Closed	Progress ? ▲	Inventory	Verified	Missing	Misplaced	Actions	Percentage Scanned
2020 Staff Device Inventory-169 Kramer	11/17/2020	12/11/2020	06/30/2021	0	0	0	73	Closed	85	71	12	2		85%
2021 Campus Room Inventory-169 Kramer	02/01/2021	02/05/2021	06/30/2021	0	0	0	90	Closed	758	271	382	105		49%
Spring 2021 Student Device Inventory-169 Kramer	05/14/2021		08/10/2021	0	0	0	717	Closed	636	425	183	28		71%

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Page size: 50

3 items in 1 pages

Who hasn't completed their audits?

Staff or Student Audit

1

Click on the audit you want to check—the **Audit Details** window will open

2

You can search a name or ID number in the Location Box

DO NOT CLICK HERE

Audit Details

Audit Name: 2021 971 Student Transportation Staff Device Audit

Product Types: All

Ignore Tags Modified Date:

Audit For: Staff

Staff Types: 1039 Selected

New: 94

Created Date: 08/12/2021

Grades: All

In Progress: 11

Last Modified Date: 08/19/2021

Scan Complete: 44

Complete Scan (Move to Reconcile)

Reopen All

Please Select Audit Report...

Refresh

	Location	Status	Modified Date	Inventory	Verified	Found	Missing	Misplaced	Actions
		All items checked							
	Staff: AJASIA A DARDEN	Scan Complete	08/19/2021	2	0	0	0	2	
	Staff: ALEJANDRO NARVAEZ	Scan Complete	08/12/2021	0	0	0	0	0	
	Staff: ALICE MARIE PADILLA	Scan Complete	08/13/2021	0	0	0	0	0	
	Staff: ALVIN LLOYD HUNT	New	08/12/2021	1	0	0	1	0	
	Staff: AMBER DARCHE JOHNSON WATTS	New	08/12/2021	0	0	0	0	0	
	Staff: ANDREA C SAENZ	Scan Complete	08/12/2021	2	0	0	0	2	
	Staff: ANGEL A VALES LARA	Scan Complete	08/12/2021	1	0	0	0	1	
	Staff: ANGELA D MOORE	In Progress	08/17/2021	1	0	1	1	0	
	Staff: ANGELIA M PEREZ	New	08/12/2021	2	0	0	2	0	
	Staff: ANTHONY DELANEY	New	08/12/2021	0	0	0	0	0	

DO NOT CLICK HERE

3

You can sort the audits using the dropdown under Status

4

You can enter or remove items from an audit by clicking on the 

5

You can reopen an audit by clicking the  to the right of the specific audit

Who hasn't completed their audits?

1

Click on the audit you want to check—the **Audit Details** window will open

2

You can search by room barcode or actual number in the Location Box



Room Audit

District Audit Details

Audit Details

Audit Name: 2021 971 Kleberg Room Audit

Audit For: Room

Created Date: 08/17/2021

Last Modified Date: 08/17/2021

Audit Due Date: 08/17/2021

Product Types: All

Room Types: All

Ignore Tags Modified Date:

New: 2

In Progress: 0

Scan Complete: 11

Complete Scan (Move to Reconcile)

Reopen All

Please Select Audit Report...

Refresh

	Location	Status ?	Date	Inventory	Verified	Found	Missing	Misplaced	Actions
		All items checked							
	Room: 1519557 Shop	Scan Complete	08/17/2021	12	5	0	0	7	  
	Room: 904728 1	Scan Complete	08/17/2021	1	0	0	0	1	  
	Room: 904729 3	Scan Complete	08/17/2021	1	0	0	0	1	  
	Room: 904730 4	Scan Complete	08/17/2021	2	0	0	0	2	  
	Room: 904731 Cube 2	Scan Complete	08/17/2021	1	0	0	0	1	  
	Room: 904732 Main	Scan Complete	08/17/2021	2	0	0	0	2	  
	Room: 904733 Disp	Scan Complete	08/17/2021	3	0	0	0	3	  
	Room: 904734 Cube 1	Scan Complete	08/17/2021	1	0	0	0	1	  
	Room: 904735 2	Scan Complete	08/17/2021	1	0	0	0	1	  
	Room: 904736 Break	Scan Complete	08/17/2021	3	3	0	0	0	  
Audit Totals:				30	8	0	3	19	

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Page size: 10

13 items in 2 pages

3

You can sort the audits using the dropdown under Status

4

You can enter or remove items from an audit by clicking on the 

5

You can reopen an audit by clicking the  to the right of the specific audit

Download A List of Audits

To provide a list of incomplete audits for your campus or department administration, click on the **Please Select Audit Report** dropdown

Click on District Audit Listing

A spreadsheet will download automatically.

If you are using Chrome, look for it at the bottom of the screen when it is done.

If you are using Firefox, a download box will appear

District Audit Details

Audit Name: 2021 971 Kleberg Room Audit

Audit For: Room

Created Date: 08/17/2021

Last Modified Date: 08/17/2021

Audit Due Date: 08/17/2021

Product Types: All

Room Types: All

Ignore Tags Modified Date:

New: 2

In Progress: 1

Scan Complete: 1

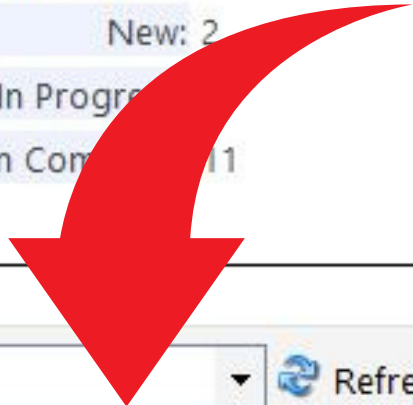
Complete Scan (Move to Reconcile)

Reopen All

District Audit Listing

Refresh

Location	Status ?	Modified Date	Inventory	Verified					
	All items checked								
Room: 1519557 Shop	Scan Complete	08/17/2021	12	5	0	0	7		



Scan Completed By and *Scan Completed On* fields will show who completed an audit and when. Blanks mean the audit has not been completed.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Location	Status	Modified Date	Inventory	Verified	Found	Missing	Misplaced	Audit Due Date	Approved By	Approved Date	Assigned To	Scan Completed By	Scan Completed On
2	Room: 1519557 Shop	Scan Complete	8/17/2021	5	5	0	0	7	8/17/2021				Alex Caballero	8/17/2021
3	Room: 904728 1	Scan Complete	8/17/2021	0	0	0	0	1	8/17/2021				Alex Caballero	8/17/2021
4	Room: KLEBERGBARN	New	8/17/2021	0	0	0	0	0	8/17/2021					
5	Room: Receiving	New	8/17/2021	0	0	0	0	0	8/17/2021					

Audit Goals

**Staff audit should be 100% complete
by the Audit End Date**

**Room audit should be approximately
70% complete by the Audit End Date
(Rooms not assigned to staff will
account for the other 30%)**

**Student audit should be 70%+
complete by the Audit End Date**

Participation is
most important

