



Lyn Wilkerson

Campus Audit Prep

Campus Room and Staff Inventory Preparation

1

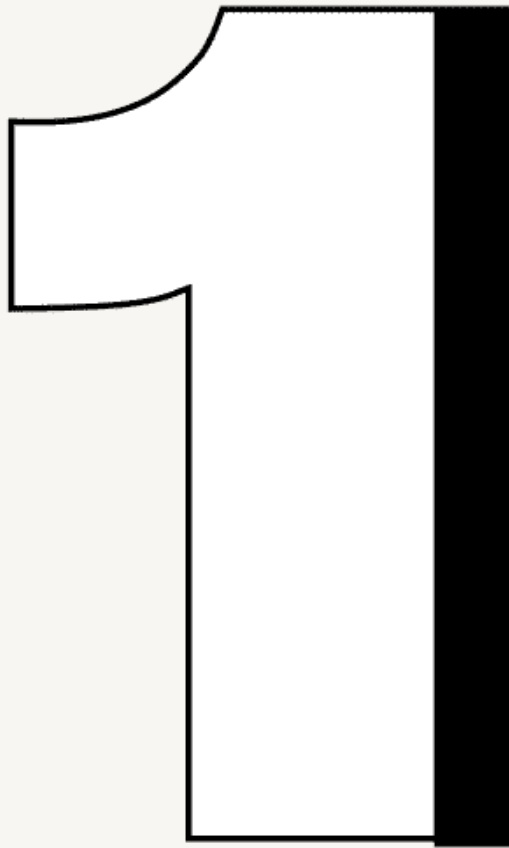
Update Staff List

2

Update Room Assignments

3

Communicate with Staff Members



Updating Your Campus Staff List for the Inventory Audit

These steps will outline how to update your Staff List to ensure that only your current staff members will receive your campus' audit emails.

Home Catalog Purchasing Rooms Staff Students Tags Audits Tag / Serial Search Tag or Serial Number

Add Record Show Inactive

	Staff ID	First	Middle	Last	Grade	Homeroom
>	109673	LAUREN	C	ASKEW		786364 1571R
>	75416	LESTER	RAY	BALDWIN		786376 1571F
>	62799	LEXIE		BARRON		786397 1557A
>	83374	ALEX	JUAN	CABALLERO		786375 1571G
>	83420	NHORA	ROCIO	CHAPARRO		786387 1563
>	83277	GABRIELA		CORONA PAREDEZ		786389 1561
>	C39143	ROLAND		COX		786391 1558A
>	C0122137	NAN		DOSKER		786392 1558B
>	79487	DENA	MARIE	DUTCHOVER		786384 1566
>	54890	LAURIE	G	HAWKINS		786395 1557B
>	28905	TAWANA	M	KENNEDY		786386 1564
>	112028	ESTHER		OGOLEH		
>	46301	JULISSA		QUINTERO		786381 1571A
>	106149	REBECCA		REYES		786370 1571L
>	6041	LATOYA		ROBINSON		786382 1569
>	70879	MILLIE	HILL	SHERMAN		786380 1571B
>	107720	MATTHEW	J	WATKINS		786371 1571K
>	79993	LYN	RANDOLPH	WILKERSON		786388 1562
>	99768	LANEE	NICOLE	WRIGHT		

Page size: 50

Checking Your Staff List for former staff members

Click on Staff at the top of your TIPWeb-IT screen.

Compare the staff members on your list with your campus' staff roster.

46301 JULISSA QUINTERO 786381 1571A 5007.SPECIALIST@RISK.MGMT.ADMN N/A

106149 REBECCA REYES 786370 1571L SCIN.CONTRACTOR@N/A.CON N/A

Details Inventory Charges Attachments

Inventory

Show History

Product Number	Product Name	Tag	Status	Scan Date	Site	Action
No records to display.						

Page size: 20 0 items in 1 page

Inactivating Staff that are no longer at your campus

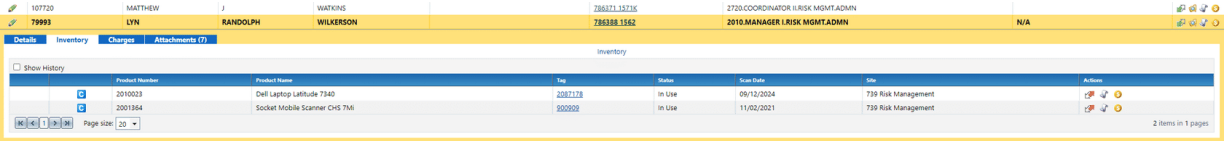
If you have a staff member that is listed but is no longer on your campus, the staff member needs to be inactivated.

If the staff member does not have any devices assigned to them, you can inactivate them yourself.

1. Click on the green pencil next to their name

2. Uncheck the Active box

3. Click on the Save Icon



The screenshot shows a web application interface with a yellow header bar. Below the header, there are tabs for 'Details', 'Inventory', 'Changes', and 'Attachments (0)'. The 'Inventory' tab is active, displaying a table with the following data:

Product Number	Product Name	Tag	Status	Equip Date	Site	Action
2010023	Dell Laptop Latitude 7340	2081178	In Use	06/12/2024	739 Risk Management	
2001364	Socket Mobile Scanner CHS 7M	800902	In Use	11/02/2021	739 Risk Management	

At the bottom of the table, there is a pagination bar showing 'Page size: 20' and '2 items in 1 pages'.

If the staff member has a device assigned to them but the device is not assigned by your campus, you can also inactivate them yourself.

If the staff member has a device assigned to them by your campus and has transferred to another district location, send the Controllable Asset Management department the staff member's name and/or ID number.

If the staff member has a device assigned to them by your campus and has left the district, verify that the device has not been turned in to your campus administration. If the device was turned in, **Collect** the device and then inactivate the staff member.

Send the staff member's name and/or ID number to the Controllable Asset Management department if they did not turn in their device.





Updating Room Assignments for Your Campus Inventory Audit

These steps will show you how to update the Room Assignments in TIPWeb-IT to ensure the correct staff member receives the Room Audit Email for the room they should be inventorying.

Room Number	Description	Room Type	Office	Staff Assigned	Actions
786099 1555	1555 Copy/Workroom	Workroom		0	
786097 1557A	1557A Lenie	Cubicle		1	
786095 1557B	1557B Laurie	Cubicle		1	
786094 1557C	1557C - next to LH	Cubicle		0	
786096 1557D	1557D	Cubicle		0	
786091 1558A	1558A	Cubicle		1	
786092 1558B	1558B	Cubicle		1	
786093 1559	1559	Break Room		0	
786090 1560	1560 Conference	Conference Room		0	
786089 1561	1561	Office		1	
786088 1562	1562 Wilkerson	Office		1	
786087 1563	1563	Office		1	
786086 1564	1564 Kennedy	Office		1	
786085 1565	1565	Office		0	
786084 1566	1566	Office		1	
786083 1568	1568	Office		0	
786082 1569	1569	Office		1	
786081 1571A	1571A	Cubicle		1	
786080 1571B	1571B	Cubicle		1	
786079 1571C	1571C	Cubicle		0	
786078 1571D	1571D Safety Videos	Cubicle		0	
786077 1571E	1571E	Cubicle		1	
786076 1571F	1571F	Cubicle		1	
786075 1571G	1571G	Cubicle		1	
786074 1571H	1571H	Cubicle		0	
786073 1571I	1571I	Cubicle		0	
786072 1571J	1571J - across from Alex (scanner repair station)	Cubicle		0	
786071 1571K	1571K	Cubicle		1	
786070 1571L	1571L	Cubicle		1	
786069 1571M	1571M	Cubicle		0	
786068 1571N	1571N	Cubicle		0	
786067 1571O	1571O	Cubicle		0	
786066 1571P	1571P	Cubicle		0	

All Room Assignments should be made on the Rooms screen.

Click on Rooms at the top of your TIPWeb-IT screen.

Click on the Description heading/field to sort the list of rooms by number and letter. When the list is sorted by the Description field, you will see the field is shaded.

Staff Assigned To Room

Staff ID:

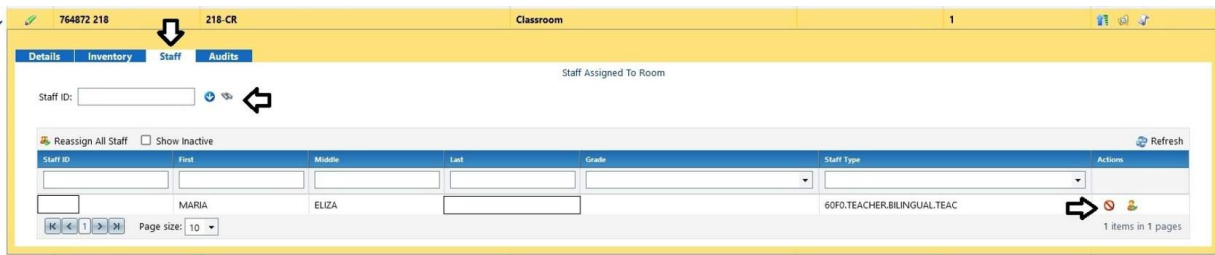
Staff ID	First	Middle	Last	Grade	Staff Type	Actions
54800	LAURIE	G	HAWKINS		4220 TRAINER (APPLICATIONS ADMIN)	

Reassign All Staff Show inactive

Go to each room on the Room list and check who is assigned.

At each room that should be assigned to a staff member (classrooms and offices), click on the room to expand it.

Click on the Staff tab to see the current Room Assignment.



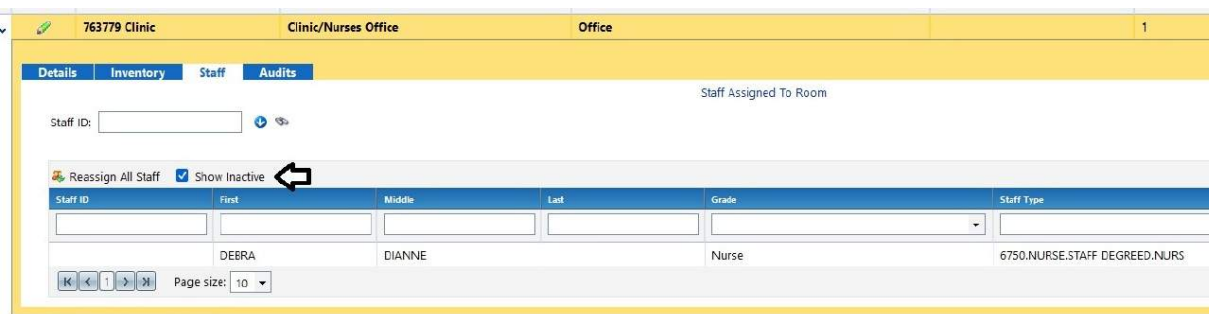
Updating the Room Assignment

If the assignment does not need to be updated, click on the next room on the Room list.

If the staff member(s) currently assigned to the room need to be removed, click on the **red circle** icon to the right of their name(s) to remove them.

If a different staff member needs to be assigned to the room, enter their staff ID number in the Staff ID box (or search by their name using the binoculars icon next to the box).

If a room does not have a staff member to inventory it, nothing should appear on the Staff tab except the Staff ID box. If the Room Assignment boxes still appear on your Staff tab but no name is shown, you have an inactive staff member assigned.



Removing Inactive Staff from your Room Assignments

Staff that are no longer active at your campus should not have a room assigned to them.

To check if an inactive staff member is showing as assigned to a room, click on the Show Inactive box. If a staff member is listed, remove them using the **red circle** icon next to their name.

3

Communicate with your Staff to Complete the Inventory Audits

Below are the resources available to assist your staff with completing their Inventory Audits.

[How to Complete Room and Staff Inventory Audits](#)

[Room and Staff Audit Quick Reference](#)

