



Lyn Wilkerson

How to Complete Your TIPWeb-IT Asset Management Room and Staff Inventories

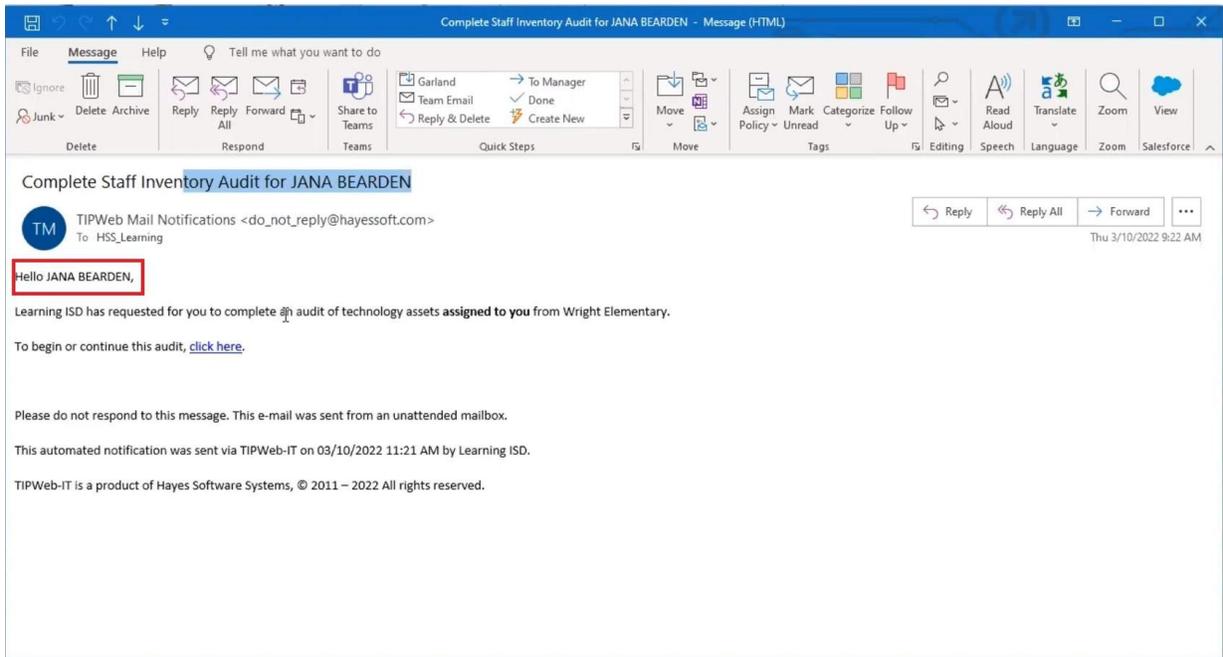


Each year, the district performs an inventory of devices at all district campuses. Each staff member is required to enter the devices they have been directly assigned as well as the items in the room they have been assigned to inventory.

Room Inventory and Staff Inventory Emails

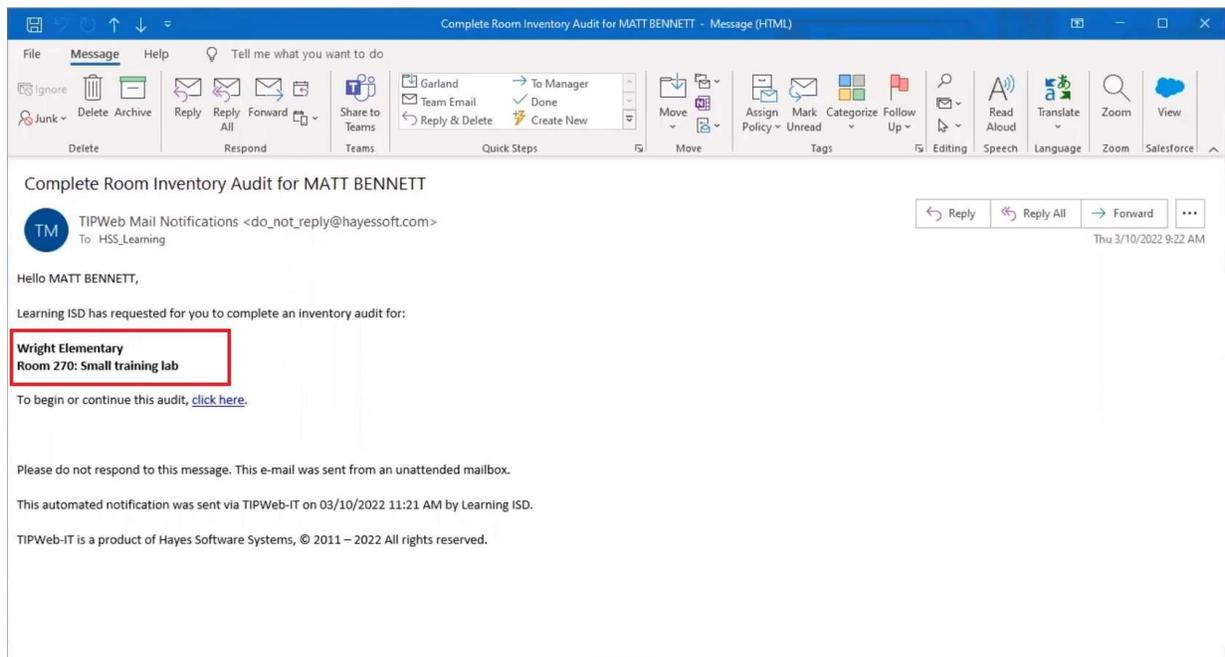
Each staff member will receive a **Staff Inventory** email.

Each staff member that has been assigned a room to inventory will receive a **Room Inventory** email.



Staff Inventory Email

This email will indicate the staff member by name and provide a link ("click here") to open the inventory.



Room Inventory Email

This email will indicate the room that was assigned by the campus to be inventoried. It will also include a link ("click here") to open the inventory.

1

Staff Inventory

- The **Staff Inventory** is only for any devices that are assigned to you directly. These will typically be a laptop or a tablet.
- Devices that are not removed from a room (for example, touch displays, projectors, document cameras, and desktop computers) are not to be inventoried in the **Staff Inventory**.

Staff Inventory Audit Screen

Asset Management

JANA BEARDEN Inventory Audit

Inventory Count	Located	Remaining
1	0	1

Enter all tag numbers for inventory assigned to you and click **complete** when finished.

Enter Tag Number

[Complete](#)

State	Tag	Serial	Product	Product Type	Manufacturer	Model	Actions
Not Found		HP3564812449	HP EliteBook 2730p	Tablet	Hewlett-Packard	2730p	

Page size: 15

1 items in 1 pages

To record each device in the inventory, enter the tag number in the **Enter Tag Number** box. After clicking on the green/white arrow icon, the item will update on your list or populate as an additional item.

Devices showing on the list are what were recorded in the inventory previously. The purpose of the inventory audit is to update that list.

Misplaced Tag Confirmation



The tag you entered (**t51761**) is currently assigned to you.

This audit is for inventory in **Room 270: Small training lab**. If the **HP EliteBook 2730p** was directly assigned to you, please indicate below. If you are unsure whether or not the asset belongs to you or the room, select 'I Don't Know' below.

Who does this asset belong to?

Asset is Assigned to Me

Asset is Assigned to Room

I Don't Know

If the message on the left appears when you are entering a device, the system is confirming the device should be assigned to you since you are trying to enter it into the **Staff Inventory**.

Only devices that are assigned to you (typically a laptop or tablet) should be entered into your **Staff Inventory**.

Enter all tag numbers for inventory assigned to you and click **finalize** when complete. [Need Help?](#)

INVALID TAG NUMBER / TAG NOT FOUND IN SYSTEM.
IF TAG NUMBER IS CORRECT PLEASE CONTACT YOUR SITE ADMINISTRATOR TO REPORT ASSET.

State	Tag	Serial	Product
	<input type="text"/>	<input type="text"/>	<input type="text"/>
> Not Found		GH2SK72	Dell Latitude Laptop CTO
> Not Found		15218550000750031	Socket Mobile Scanner CHS 7Mi
> <input checked="" type="checkbox"/> Verified	734644	509CQCV0401147	LG Tablet G Pad 10.1 (V700)
> <input checked="" type="checkbox"/> Verified	900911	15218550000750039	Socket Mobile Scanner CHS 7Mi

Page size: 15

If you receive an **Invalid Tag Number / Tag Not Found** in System message, contact your Campus CAM to verify the correct information.

Asset Management **JANA BEARDEN Inventory Audit** 

This audit has been submitted to Wright Elementary for approval.

No further action required.

Scan Completed By: JANA BEARDEN
Scan Completed On: 03/10/2022

Inventory Count	Located	Remaining
1	1	0

State	Tag	Serial	Product	Product Type	Manufacturer	Model
> <input checked="" type="checkbox"/> Verified	T51760	HP3564B12449	HP EliteBook 2730p	Tablet	Hewlett-Packard	2730p

Page size: 10 1 items in 1 pages

Click on the **Complete** button in the upper right to submit your inventory. You will see the screen on your left to verify the inventory was submitted.

Room Inventory

- The **Room Inventory** is only for devices that remain in your office or classroom. Those devices include touch-screen displays, computer carts and their contents, projectors, web cameras, and document cameras.
- Do not enter items that are assigned directly to you in the **Room Inventory**. These include your laptop or a tablet.

Room Inventory Audit Screen

Room 270 Inventory Audit
Small training lab

Inventory Count	Located	Remaining
8	0	8

Enter all tags physically located in this room and click **complete** when finished.

Enter Tag Number Complete

State	Tag	Serial	Product	Product Type	Manufacturer	Model	Actions
> Not Found		RTPJXMD3F276	HP Compaq 500B	Desktop Computer	Hewlett-Packard	500B	
> Not Found		RTPJXMD3F276	HP Compaq 500B	Desktop Computer	Hewlett-Packard	500B	
> Not Found		RTPJXMF6F276	HP Compaq 500B	Desktop Computer	Hewlett-Packard	500B	
> Not Found		RTPJXMM5F276	HP Compaq 500B	Desktop Computer	Hewlett-Packard	500B	
> Not Found		RTPJXMM5F276	HP Compaq 500B	Desktop Computer	Hewlett-Packard	500B	
> Not Found		RTPJXMM5F276	HP Compaq 500B	Desktop Computer	Hewlett-Packard	500B	
> Not Found		RTPJXMPVF276	HP Compaq 500B	Desktop Computer	Hewlett-Packard	500B	
> Not Found		RTQJWHMF276	HP Compaq 500B	Desktop Computer	Hewlett-Packard	500B	

Page size: 15 8 items in 1 pages

The Room Inventory Audit screen will indicate the room that the inventory audit applies to. If you believe the room indicated is incorrect, please contact your Campus CAM. Do not enter items if the room you occupy at your campus does not match the one indicated in the Room Inventory Audit.

Room 270 Inventory Audit

Small training lab

Inventory Count	Located	Remaining
8	0	8

Enter all tags physically located in this room and click **complete** when finished.

State	Tag	Serial	Product	Product Type	Manufacturer	Model	Actions
> Not Found		RTPJXMD0F276	HP Compaq 500B	Desktop Computer	Hewlett-Packard	500B	
> Not Found		RTPJXMD3F276	HP Compaq 500B	Desktop Computer	Hewlett-Packard	500B	
> Not Found		RTPJXMM5F276	HP Compaq 500B	Desktop Computer	Hewlett-Packard	500B	
> Not Found		RTPJXMM5F276	HP Compaq 500B	Desktop Computer	Hewlett-Packard	500B	
> Not Found		RTPJXMM5F276	HP Compaq 500B	Desktop Computer	Hewlett-Packard	500B	
> Not Found		RTPJXMM5F276	HP Compaq 500B	Desktop Computer	Hewlett-Packard	500B	
> Not Found		RTPJXMPV276	HP Compaq 500B	Desktop Computer	Hewlett-Packard	500B	
> Not Found		RTQJVVHMF276	HP Compaq 500B	Desktop Computer	Hewlett-Packard	500B	

Page size: 15

8 items in 1 pages

To record each device in the inventory, enter the tag number in the **Enter Tag Number** box.

After clicking on the green/white arrow icon, the item will update on your list or populate as an additional item.

Devices showing on the list are what were recorded in the inventory previously. The purpose of the inventory audit is to update that list.

Enter all of the technology devices in your room, regardless of whether they are on the list or not. The list will update based on what you enter.

Asset Management

Room 270 Inventory Audit

Small training lab

Inventory Count	Located	Remaining
8	4	4

Gena Blankenship

Enter all tags physically located in this room and click **complete** when finished.

State	Tag	Serial	Manufacturer	Model	Actions
> Not Found		RTPJXMD3F276	Hewlett-Packard	500B	
> Not Found		RTPJXMM5F276	Hewlett-Packard	500B	
> Not Found		RTPJXMM5F276	Hewlett-Packard	500B	
> Not Found		RTPJXMPV276	Hewlett-Packard	500B	
✓ Verified	T51546	RTPJXMD0F276	Hewlett-Packard	500B	
✓ Verified	T51544	RTPJXMM5F276	Hewlett-Packard	500B	
✓ Verified	T51547	RTPJXMM5F276	Hewlett-Packard	500B	
✓ Verified	T51545	RTQJVVHMF276	Hewlett-Packard	500B	

Misplaced Tag Confirmation

The tag you entered (**t51504**) is not expected to be in this room.

By confirming this action you acknowledge that this **HP Compaq 500B** was found at **Room 270: Small training lab**.

You can undo this action while the audit is still open.

To proceed, click **Confirm** below.

Page size: 15

8 items in 1 pages

If you receive the Misplaced message shown on the left, please click **Confirm**. The term

Misplaced only indicates that the item was originally recorded in a different location and will be

updated as part of the inventory. If you believe you entered the item's asset tag incorrectly, please click on **Cancel**.

Room 270 Inventory Audit
Small training lab

Inventory Count	Located	Remaining
9	6	3

Enter all tags physically located in this room and click **complete** when finished.

Enter Tag Number

State	Tag	Serial	Product	Priced Type	Manufacturer	Model	Actions
> Not Found		RTPJXMD3F276			Hewlett-Packard	500B	
> Not Found		RTPJXMIN5F276			Hewlett-Packard	500B	
> Found	TS1504	RTPJXMPVF276			Hewlett-Packard	500B	
> Verified	TS1546	RTPJXMODF276			Hewlett-Packard	500B	
> Verified	TS1544	RTPJXMF6F276			Hewlett-Packard	500B	
> Verified	TS1547	RTPJXMIN5F276			Hewlett-Packard	500B	
> Verified	TS1551	RTPJXMMHF276			Hewlett-Packard	500B	
> Verified	TS1545	RTQJVVHMF276			Hewlett-Packard	500B	

Page size: 15

9 items in 1 pages

Click on the **Complete** button in the upper right to submit your inventory. You will see the screen on your left to verify the inventory was submitted. It is OK to have items that are not entered on the audit list. The message to confirm your submission will appear and you can click on **Confirm** to complete.

3

Final Review

- The **Staff Inventory** is only for devices that are assigned to staff members (for example, laptops and tablets)
- The **Room Inventory** is only for devices that remain in the room they are located in (for example, touch-screen displays, desktops, and computer carts and their contents).

- Enter all of the technology devices located in your room in the Room Inventory. The list shown in the audit is for devices recorded in the previous inventory. The purpose of the annual inventory audits is to update that list.
- You may not have all of the items on the audit inventory list. Items that still show as Missing will be researched when we close the audits.
- If you mistakenly click on Complete in your inventory audit before you are finished, let your Campus CAM know and they can reopen it.

Thank you for participating! The district can only obtain an accurate inventory if everyone takes part.

