

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.

⊟ ♡ ७ ↑ ↓ ▼	Complete Room Inventory Audit	for MATT BENNETT - Mes	sage (HTML)		困	-	□ ×
File Message Help Q Tell me what you want to do	Garland → To Manager	· · ·			∎.as	0	-
Sunk - Delete Archive Reply Reply Forward - Share to Teams	Team Email Done	→ Move W	Assign Mark Categorize F Policy ~ Unread ~	rollow □ Read Up → ↓ Aloue	a 🛪 Translate	Zoom	View
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To HSS_Learning						Thu 3/10/2	022 9:22 AM
Hello MATT BENNETT,							
Learning ISD has requested for you to complete an inventory audit	for:						
Wright Elementary Room 270: Small training lab							
To begin or continue this audit, <u>click here</u> .							
Please do not respond to this message. This e-mail was sent from a	n unattended mailbox.						
This automated notification was sent via TIPWeb-IT on 03/10/2022	11:21 AM by Learning ISD.						
TIPWeb-IT is a product of Hayes Software Systems, © 2011 – 2022	All rights reserved.						

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.



SSet angement: JANA BEARDEN Inventory Audit Unventory Count 1 0 1 Enter all tag numbers for inventory assigned to you and click complete when finished. Enter Tag Number State Tag Audit Provided Type Masufactance Not Found HP55t4812449 HP EiteBook.2730p Tablet Hervielt-Packard 2730p			Statt	inventor	y Audit	Screen		
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Enter all tag numbers for inventory assigned to you and click complete when finished.				1	0 1			
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Not Found HP 564812449 HP EiteBook 2730p Tablet Hewlett-Packard 2730p	Enter Tag Number		Serial	Product	Product Type	Manufacturer	Model	Action
Not Found H93564812449 HP EliteBook 2730p Tablet Hewlett-Packard 2730p	Enter Tag Number	Tag				•		
	Enter Tag Number	Tag						

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 as belongs t	ssigned to you, please indicate below. If you are unsure whether or not the asset o you or the room, select 'I Don't Know' below.	
directly as belongs t	ssigned to you, please indicate below. If you are unsure whether or not the asset o you or the room, select 'I Don't Know' below. Who does this asset belong to?	
directly as belongs t	ssigned to you, please indicate below. If you are unsure whether or not the asset o you or the room, select 'I Don't Know' below. Who does this asset belong to? Asset is Assigned to Me	
directly as belongs t	ssigned to you, please indicate below. If you are unsure whether or not the asset o 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	

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. <u>Need Help?</u>

99 INV	21800 ALID TAG NUMBER / TAG NOT AG NUMBER IS CORRECT PLEA	X 📀	R TO REPORT ASSET.	
	State			
>	Not Found		GH2SK72	Dell Latitude Laptop CTO
>	Not Found		15218550000750031	Socket Mobile Scanner CHS 7Mi
>	🥙 Verified	734644	509CQCV0401147	LG Tablet G Pad 10.1 (V700)
>	🤣 Verified	900911	15218550000750039	Socket Mobile Scanner CHS 7Mi
	< X Page	e size: 15 🔻		

If you receive an Invalid Tag Number / Tag Not Found in System message, contact your

Campus CAM to verify the correct information.

S Asset Management			JANA BEARDEN Inve	ntory Audit		Gena Blankenship
This audit has l	oeen submitted	to Wright Elementa	ary for approval.			
No further action required.						
Scan Completed By: JANA Scan Completed On: 03/10	BEARDEN I/2022					
			Inventory Count Located	Remaining		
			1 1	0		
			<u> </u>			lignt
State	Tag	Serial	Product	Product Type	Manufacturer	Model
 Verified 	T51760	HP3564B12449	HP EliteBook 2730p	Tablet	Hewlett-Packard	2730p
K < 1 > M 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, <u>computer carts and their contents</u>, 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

set nagement			Room 270	Inventory Audit all training lab			Gena Blankenship
			Inventory Count	Located Remaining			
			8	0 8			
er all tags physically lo	ocated in this room and click cor	nplete when finished.					_
nter Tag Number	0						Comple
							a Re
State	Tag	Serial	Product	Product Type	Manufacturer	Model	Actions
State	Tag	Serial	Product	Product Type	Manufacturer	Model	Action
State Not Found	Tag	Serial RTPJXM0DF276	Product HP Compaq 500B	Product Type Desktop Computer	Manufacturer Hewlett-Packard	Model 500B	Action
State Not Found Not Found	Tag	Serial RTPJXM0DF276 RTPJXMD3F276	Product HP Compaq 5008 HP Compaq 5008	Product Type Desktop Computer Desktop Computer	Manufacturer Hewlett-Packard Hewlett-Packard	Model 5008 5008	Action
State Not Found Not Found Not Found	Tag	Serial RTPJXM0DF276 RTPJXM0JF276 RTPJXM0JF276 RTPJXMF6F276	Product HP Compag 500B HP Compag 500B HP Compag 500B	Product Type Desktop Computer Desktop Computer Desktop Computer	Manufacturer Hewlett-Packard Hewlett-Packard Hewlett-Packard	Model 5008 5008 5008 5008	Action
State Not Found Not Found Not Found Not Found	Tag	Settal RTPJXM0DF276 RTPJXM0JF276 RTPJXM0JF276 RTPJXMF6F276 RTPJXMF6F276 RTPJXMM5F276	Product HP Compaq 500B	Product Type Desktop Computer Desktop Computer Desktop Computer Desktop Computer Desktop Computer Desktop Computer	Munufacturer Munufacturer Hewlett-Packard Hewlett-Packard Hewlett-Packard Hewlett-Packard	Model 5008 5008 5008 5008 5008	Actions CO CO CO CO CO CO
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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.

sset ianagement			Room 270 I	nventory Audit			Gena Blankenship
			Inventory Count	Located Remaining			
			8	0 8			
inter all tags physically lo	cated in this room and click con	nplete when finished.					
Enter Tag Number	0			G			Complete
							a Refresh
State	129	senal	Product	Product Type	Manufacturer	Model	Actions
State	129	Senal	Product	Product Type	Manufacturer	Model	Actions
Not Found		RTPJXM0DF276	HP Compag 500B	Product Type Desktop Computer	Manufacturer Hewlett-Packard	5008	Actions
Not Found Not Found		RTPJXM0DF276 RTPJXM0D5276	HP Compaq 500B HP Compaq 500B	Product Type Desktop Computer Desktop Computer	Manufacturer Hewlett-Packard Hewlett-Packard	500B	
State Not Found Not Found Not Found		RTPJXM0DF276 RTPJXM0DF276 RTPJXMD3F276 RTPJXMF6F276	HP Compaq 5008 HP Compaq 5008 HP Compaq 5008	Product Type Desktop Computer Desktop Computer Desktop Computer	Manufacturer Hewlett-Packard Hewlett-Packard Hewlett-Packard	5008 5008 5008	
State > Not Found > Not Found > Not Found > Not Found		RTPJXMODF276 RTPJXMOJF276 RTPJXMF6F276 RTPJXMK5F276	HP Compag 5008 HP Compag 5008 HP Compag 5008 HP Compag 5008	Product Type Desktop Computer Desktop Computer Desktop Computer Desktop Computer	Manufacturer Hewlett-Packard Hewlett-Packard Hewlett-Packard Hewlett-Packard	5008 5008 5008 5008	Actions
State > Not Found		RTPIXMODF276 RTPIXMOJF276 RTPIXMF6F276 RTPIXMF6F276 RTPIXMMF5276	HP Compag 5008 HP Compag 5008 HP Compag 5008 HP Compag 5008 HP Compag 5008	Product Type Desktop Computer Desktop Computer Desktop Computer Desktop Computer Desktop Computer Desktop Computer	Manufacturer Hewlett-Packard Hewlett-Packard Hewlett-Packard Hewlett-Packard Hewlett-Packard	5008 5008 5008 5008 5008 5008	
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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.

et lagement			Room 270 Inventory Audit Small training Inventory Court Located Remaining 8 4 4			Gena Blankenship
iter all tags physically l	ocated in this room and click o	omplete when finished.				Complete
State	Tag	Serial	Misplaced Tag Confirmation X	Manufacturer	Model	Actions
Not Found		RTPJXMD3F276	The log you entered (151504) is not expected to be in this room.	Hewlett-Packard	500B	
Not Found		RTPJXMMFF276		Hewlett-Packard	5008	
Not Found		RTPJXMN5F276	By confirming this action, you acknowledge that this HP Compaq 500B was found at Room	Hewlett-Packard	5008	
Not Found		RTPJXMPVF276	270: Small training lab.	Hewlett-Packard	5008	
Verified	T51546	RTPJXM0DF276	You can undo this action while the audit is still open.	Hewlett-Packard	500B	0
Verified	T51544	RTPJXMF6F276	To proceed, click Confirm below.	Hewlett-Packard	5006	9
Verified	T51547	RTPJXMM5F276		Hewlett-Packard	5008	0
	T51545	RTQJVWHMF276	Confirm	Hewlett-Packard	500B	9
Verified			Commit Concer			

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**.

sset anagement Enter all tags physically li Enter Tag Number	scated in this room and click co	mplete when finished.	Room 270 Inventory Audit Small training lab Inventory Court Leaded 9 6 3			Cens Blankendhp
State	Tet	Serial	baded Decked Tax	Manufacturer	Model	2 Refresh
			Confirmation			
Not Found		RTPJXMD3F276		Hewlett-Packard	5008	0
> Not Found		RTPJXMN5F276	s item(s) showing on your audit have into been located.	Hewlett-Packard	5008	
> Not Found		RTPJXMPVF276	By completion this sudit you are indicating that you have entered All items that we the forms	Hewlett-Packard	5008	0
> O Found	T51504	RTPJXMK4F276	of this audit. These items are not exclusive to the items on the provided list.	Hewlett-Packard	500B	0
> 🧭 Verified	T51546	RTPJXM0DF276	Value and it coulds will be exheritted to Wainba Flamoutany for anormal. Once consolated you	Hewlett-Packard	500B	0
> 🥥 Verified	T51544	RTPJXMF6F276	will be unable to access this audit again without authorization from Wright Elementary.	Hewlett-Packard	5008	9
> 🥑 Verified	T51547	RTPJXMM5F276	To proceed dick Confirm below	Hewlett-Packard	500B	0
> 📀 Verified	T51551	RTPJXMMFF276	to proceed, cick contains below.	Hewlett-Packard	500B	3
> 📀 Verified	T51545	RTQJVWHMF276		Hewlett-Packard	5008	0
K < 1 > H	Page size: 15 👻		Confirm Cancel			9 items in 1 page

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. <u>It is OK to have items that are not</u> <u>entered on the audit list.</u> The message to confirm your submission will appear and you can click on **Confirm** to complete.



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.