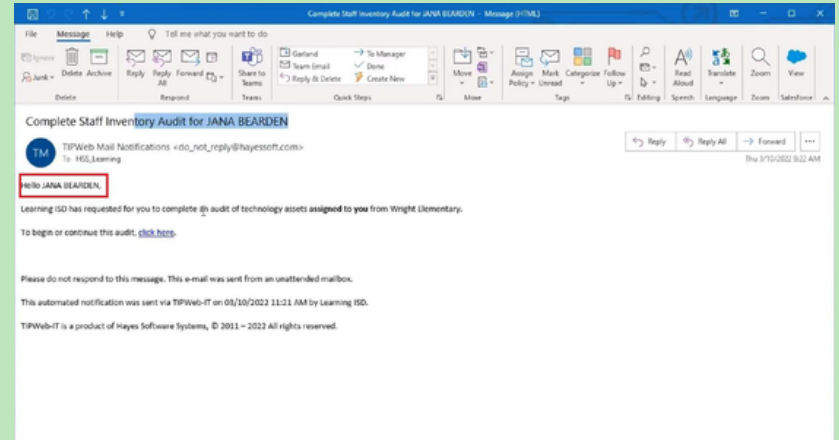


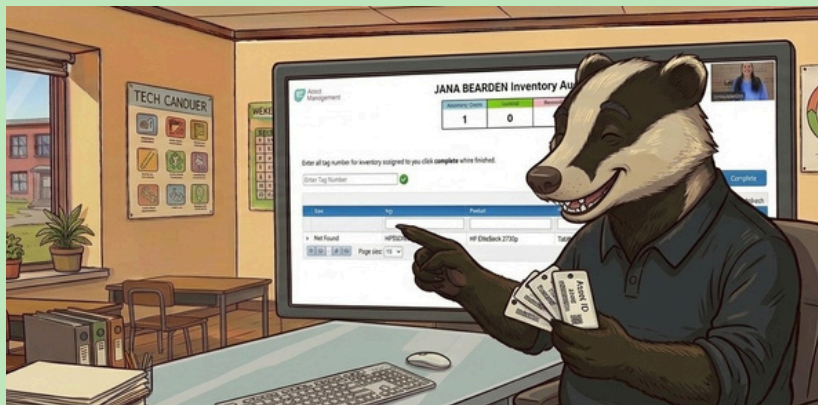
Mr. Badger & His Room and Staff Inventory



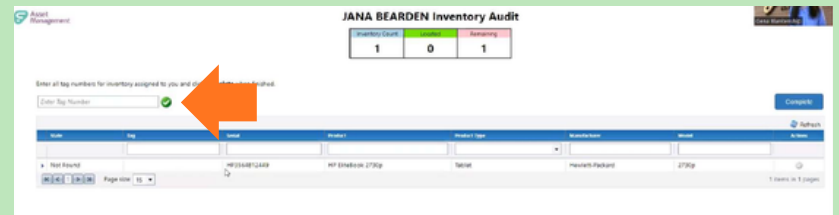
Mr. Badger received an email showing he was assigned an inventory for his staff-assigned device



The email Mr. Badger received is similar to the one shown above.



Mr. Badger clicks on the link in the email and enters the asset tag for his assigned device in the **Enter Tag Number** box. The Staff audit is only for assigned devices--devices that stay in the room should be entered in Mr. Badger's Room audit.



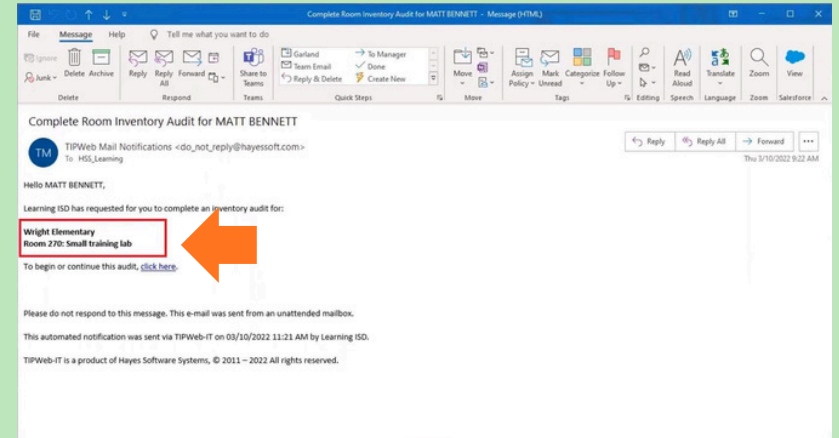
The **Enter Tag Number** box is located next to the green check mark.

When the asset tag is entered, it will show up on the inventory list. If the device was previously assigned to Mr. Badger, it will show as **Verified**. If the device was not assigned to Mr. Badger, it will show as **Misplaced**.

Mr. Badger & His Room and Staff Inventory



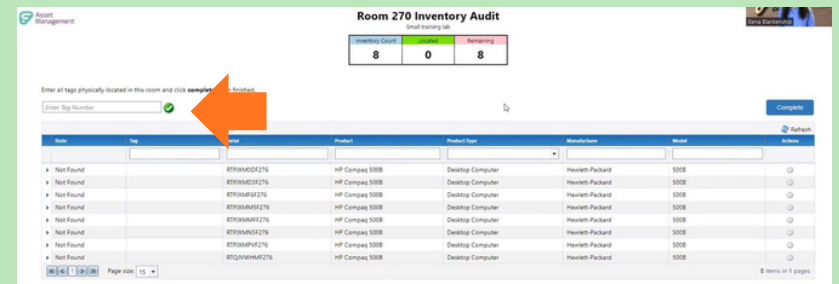
Mr. Badger also received an email showing he was assigned an inventory for his classroom



The email Mr. Badger received is similar to the one shown above. The room assigned is indicated in the email text.



Mr. Badger clicks on the link in the email and enters the asset tag numbers for the devices in his room in the **Enter Tag Number** box. Do not forget to enter student devices and charging carts.



The **Enter Tag Number** box is located next to the green check mark.

When the asset tag is entered, it will show up on the inventory list. If the device was previously assigned to Mr. Badger, it will show as **Verified**. If the device was not assigned to Mr. Badger, it will show as **Misplaced**.

Mr. Badger & His Room and Staff Inventory



Mr. Badger wonders why there are devices on his list that he does not have.

State	Tag	Serial	Product
Not Found		RTPJXMD0F276	HP Compaq 500B
Not Found		RTPJXMD3F276	HP Compaq 500B
Not Found		RTPJXMF6F276	HP Compaq 500B

Items on the list are from the previous audit. They may have been relocated or the rooms at his campus may have been renumbered after a renovation.

Mr. Badger only needs to enter the items that he currently has in his classroom. Any items that he does not have may show up in another room or campus audit.



Mr. Badger is confused as to why the number he is entering is indicated as **Tag Not Found**

There are multiple reasons why an asset tag entered may show **Tag Not Found**:

Mr. Badger may have entered the incorrect asset tag number--he needs to enter the Dallas ISD tag number and not the serial number

The asset tag Mr. Badger has may be on a very old device or on a very new device--he needs to contact his campus' Asset Manager or the Asset Management department for assistance.

Mr. Badger & His Room and Staff Inventory



Mr. Badger makes sure to double check all of his drawers and cabinets for devices that can be entered.



Mr. Badger takes any old devices that are no longer useful or functioning to his campus' Asset Manager



With Mr. Badger's help, his campus and Dallas ISD can better manage district assets

Key Points to Remember:

- 1) Only enter Asset Tag Numbers in the *Enter Tag Number* box (no serial numbers)
- 2) Do not enter Asset Tag Numbers in the Search boxes above the list of devices
- 3) Click on the Green Checkmark icon to record an Asset Tag Number in the list
- 4) Only enter the tag numbers for devices you have in your classroom or your personnel possession
--Not Found items will show up elsewhere or be researched after the campus audit is completed
- 5) Only enter items you have directly assigned to you in your Staff audit. All other items should be entered into your Room audit (if applicable).
- 6) Click on the *Completed* button when you are finished entering the devices you have