Manual Inventory

1. Follow **Generate an Inventory** guide to produce an **Inventory Report**.

Annotate any discrepancies and verify the following:

2. All data on the report matches the physical asset being inventoried. Notate any discrepancies such as the **Serial Number** on the asset not matching the **Asset Id** on the report.

3. The **Asset Id** matches the **Asset Id** on the asset label. You may indicate it has been successfully inventoried by placing a checkmark next to the asset listed on the report, then continues to the next **Asset Id** on the report.

4. Repeat the above steps until all assets on the CUSTODIAN INVENTORY REPORT have been manually inventoried and verified.

5. Use the **Manage Inventory** process in Web DPAS to reconcile any discrepancies.
Automated Inventory

1. Verify that DpasAit is installed on the scanner and an inventory is downloaded to it.
2. On the scanner, navigate to Start / DpasAit.
3. Tab on Inventory from the DPAS Property Accountability screen.
4. Verify the inventory you are about to conduct.
5. Tap OK button.
6. Verify Inventory properties and select Continue button.
7. Enter Inv User Id by using Keyboard option in bottom right corner.
8. Select Loc / Sub Loc by using the drop-downs. Sub Loc can also be entered by using the Keyboard option in the bottom right corner.
9. Tap OK button.
10. The Conduct Inventory screen displays.
Automated Inventory Continued

Scan Mode – toggle between linear barcode/2-D matrix scanning and Radio Frequency Identification

View - Counted – All - counted for the entire inventory

Counted this Loc/Sub Loc - counted per the current Loc/Sub Loc

Remaining – All - what is left to be scanned for the entire inventory

Remaining this Loc/Sub Loc - what is left for the current Loc/Sub Loc

Asset Id – Asset Id’s can be manually entered into this field. This can be accomplished by using the keyboard or double tapping the asset Id number. Tap Enter button to confirm.

Use the slide bar to see additional information about the Asset Id’s. The RFID Tag will always appear even if you are not using the technology. It is assigned to the asset when it is created in Web DPAS.

Keyboard

About - display the current version of the DpasAit software on the scanner.

Cancel – return back to the DPAS Property Accountability main screen.

Record Action Item – add notes or requests for a specific asset.

Inventory Statistics – information about the current inventory in process.

Inventory Options – additional selections including Verify Serial Assets, Non-Labeled Asset, Mark for upload, Select Inventory and Inventory Information.

Request Label - request to print a new label for a specific asset.

Associate UII - match an asset Id to a 2-D matrix assigned to the item.
Conduct Inventory Menus

- **About**
  - DPAS Property Accountability System
  - Version 2.0.7045.0
  - PX Microsoft Windows CE 5.2.1235
  - DPASAT 6.02.3025.30403
  - BUILD 12/14/09
  - BOX Model Microsoft Devices Emulator

- **Record Action Item**
  - *Asset Id*
  - *Action*
  - *User Id*
  - Description
  - Location / Sub Location

- **Inventory Stats**
  - Inv Nbr
  - Downloaded
  - Scanned
  - Keyed
  - Serial Verify
  - Non-Labeled Asset
  - RFID
  - Total Trans

- **Change Condition Code**
  - Double-click asset while in Counted – All View

- **Verify Serial Assets**
  - Non-Labeled Asset
  - Mark for Upload
  - Select Inventory

- **Request Label**
  - *User Id*
  - *Label Type*
  - *Qty*
  - *Asset Id*

- **Associate UI**
  - Input Asset Id

DPAS Call Center
1-844-843-3727

DPAS Website
http://dpassupport.golearnportal.org
Mark for Upload

1. Select [ ] from the task bar of the Conduct Inventory screen. Select Mark for Upload option.

2. Select Full Inventory – Run Reconciliation from drop-down menu.
3. Select Mark for Upload button.
4. Select Yes button.

5. To confirm the status of the inventory, select Inventory from the DPAS Property Accountability screen.
6. Verify that the status of the inventory is Complete.