



When conducting an automated inventory, the inventory is downloaded to the Portable Data Collection Device (PDCD)/scanner. The PDCD can then be used to conduct the inventory by scanning previously inventoried assets and Automated Information Technology (AIT) labels.

Note: Inventories must be initialized before they can be downloaded to the scanner

1. Select **Download to PDCD** from the AIT menu
2. Select the desired Inventory Process Code
 - a. Open Initialized
 - i. When conducting the inventory via the automated process, the inventory is downloaded to the PDCD. At that time the Inv Process Cd on the Manage Inventory Table for the associated inventory is changed from an Open Initialized (OIN) to an Open Downloaded (ODL). Regardless of what collection method is employed, the PDCD Manager updates the inventory fields on the asset records within Web DPAS. After the first asset is updated, the Inv Process Cd on the Manage Inventory Table is changed from an ODL to (Open Scanner) OS.
 - b. Open Downloaded
 - i. Inventories that have been generated within Web DPAS are in an OIN status until downloaded. When the inventory has been downloaded, it is in ODL status. Until the user has updated the first record, thereby changing the Inv Process Cd on the Manage Inventory Table to an OS, the inventory can be downloaded again. To the same scanner or a different scanner. That is why the user has the option to download either OIN or ODL inventories to the PDCD.

Search Criteria	
Inv Process Cd	<input type="text" value="Open Initialized"/>
	<ul style="list-style-type: none">Open InitializedOpen Downloaded

3. Place the scanner in the cradle





4. Establish a Guest Partnership



5. Verify the DpasAit application is running on the scanner



6. Select the **Search** button
7. Choose the desired inventory from the Search Results
8. Select the **Download** button