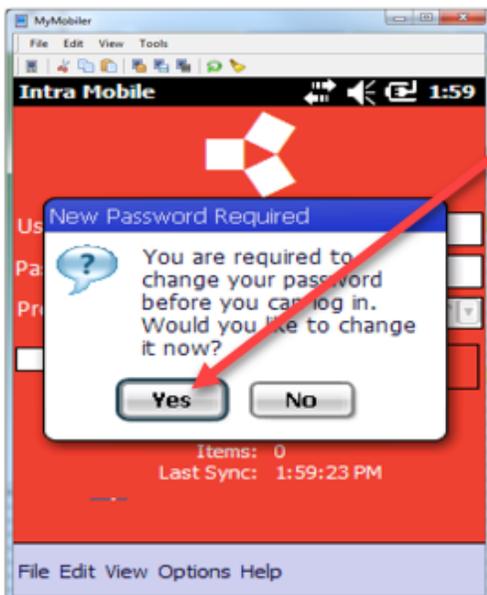# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER. EL PASO

Property Inventory Scanner Instructions

Login into the scanner with your eRaider and your temporary password.
Note: Property Management will provide you with a temporary password when picking up the scanner.

The system will prompt you to change the password once you have logged in with your temporary password. Select "Yes".
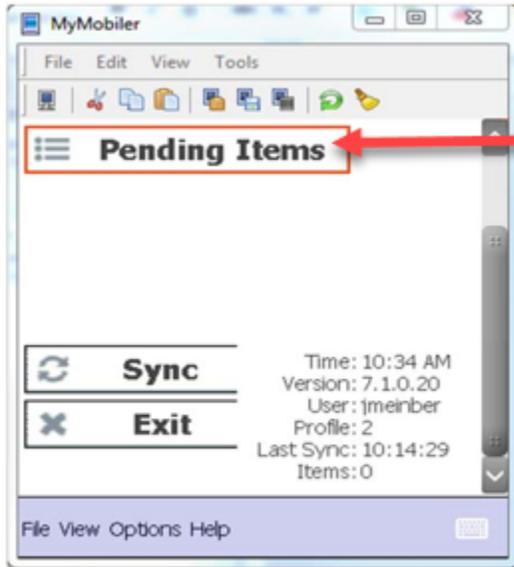**Note:** The system will not allow you to login until you have updated the password.

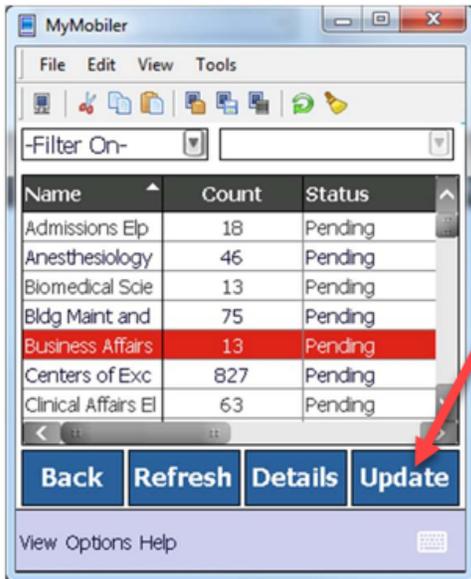Your old password will be your temporary password.

Enter your new password. The password must be more than 4 characters long. **Note:** You do not need any special characters or numbers.

A prompt will appear once you have successfully changed your password. Click on "ok" to proceed in scanning.
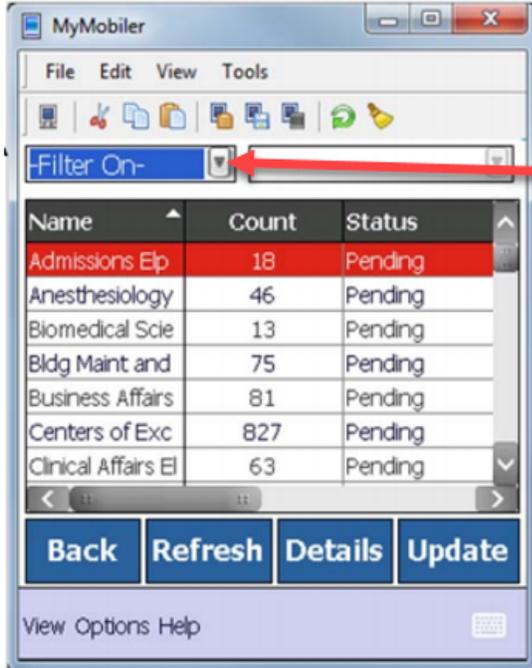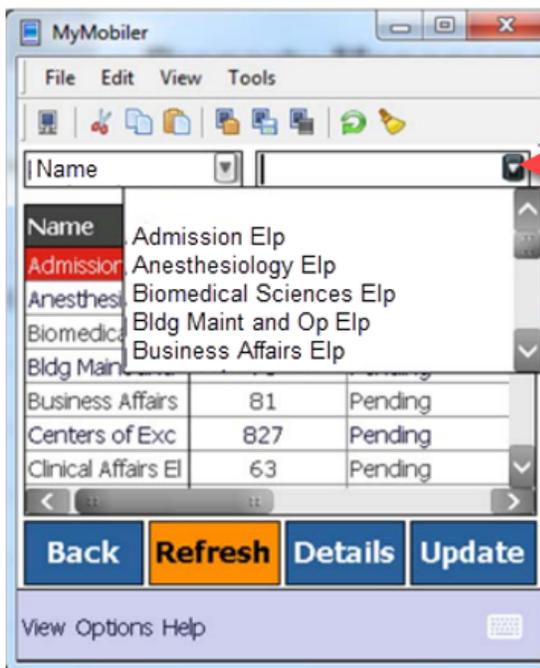
Click on Pending Items
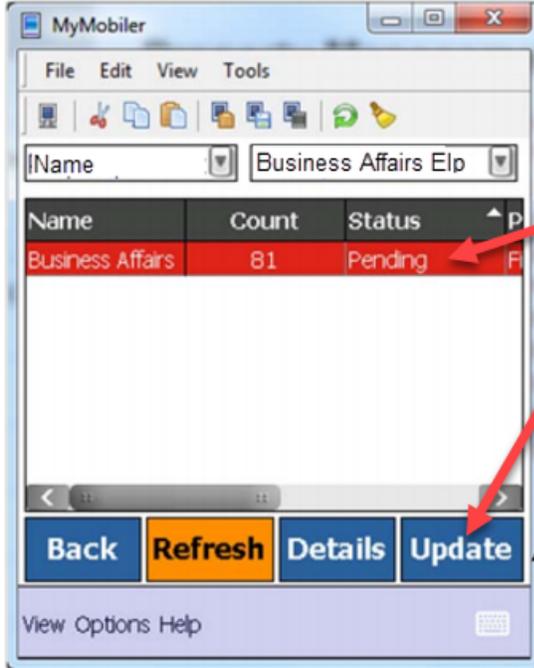

Highlight your department and click update

Note the number of assets in the "Count" field. As you scan, this count will decrease by the number of items you have scanned.
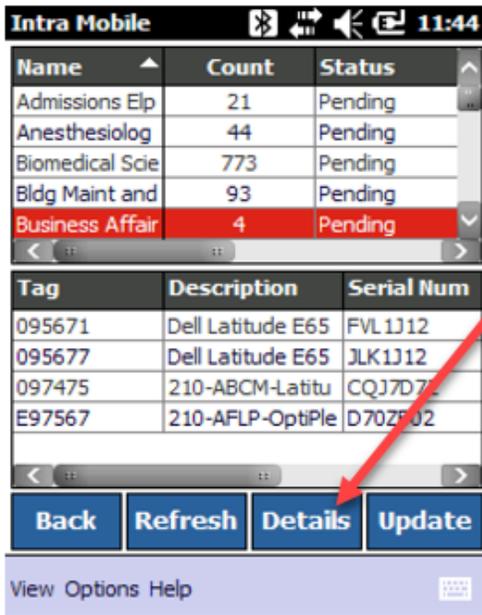
You can also select Filter On and Select Name (Department).

Select the dropdown box next to Name to select your department.

Highlight the department you want to inventory and then click on update.

If you click on Details, it will give you more information of the assets pending (description of asset, serial number and location).

E76784	Pending
E76785	Pending
E76786	Pending
E76787	Pending

Status: Verified

To: [   ] 🔍

Item ID: [   ] ➕

| Item | Status | Time | Ex |

Back | **Delete** | **Sign** | **Submit**

File Edit View Print Help

Make sure the Status is always **verified** when scanning.

Click the magnifying glass, to select the building and floor you will be scanning. **Note:** Every time you change building or floor you will need to **submit** and select your new building and floor.

*You are now ready to begin scanning the barcodes on the equipment.

Aim at the barcode and press the yellow button or scan button on the scanner. When the barcode has been recognized, you will hear a beep.

Intra Mobile   📶 🔊 ⏎ 2:04

Status: Verified

To: Val Verde 130 Val Verde El 🔍

Item ID: |

Item - 2	Status	Time	Ext.
E97567	Verified	3/21/18 2:03:	
095671	Verified	3/21/18 2:04:	

Back | **Delete** | **Sign** | **Submit**

File Edit View Print Help

As you begin to scan items, you should see the number of items scanned along with the asset number.

You can scan as many tags as you need but make sure when taking a break or if finished for the day, click on Submit. If you don't click submit, the asset scanned may be lost and will need to be rescanned.

When assets have been submitted, you should see the count of the department decreasing. **Note:** When all assets have been scanned, your department should disappear from the list of departments. If you have items reported, as lost, missing or stolen they will continue to show in the count. Therefore, the missing items report will have to be submitted.

*When your scanning has been completed, please make sure you return the scanner to Property Management. Once Property Management receives the scanner, they will send your report of the items scanned and will notify you if you have any pending items to scan. Make sure all assets have serial numbers and locations as you will not be able to proceed with submitting your Annual Certification, if they are blank. *If all items have been verified with their appropriate information, Property management will notify you to move forward in submitting and approving your Annual Certification.

If you have any issues or need help with the scanner, please feel free to send us an email to baelp-asset.accounting@ttuhsc.edu.