

# myInventory App

## Overview

The myInventory app is an easy to use tool to complete physical inventory. It can be downloaded on many different types of Apple devices including iPhone, iPads, and iPods. We recommend iPhone 6s or later because of the camera quality, but the myInventory App works on Apple devices (iPhone, iPad, iPod) running iOS 11.3 or later.

## Who can use the myInventory app?

In order to download and use the myInventory app, the user must have the myAssets role and complete the required training course PST501 Property 101.

## Functions

The myInventory app has the following standalone features:

- Scan and store inventory and location barcodes with or without Wi-Fi or cellular connectivity.
- Upload scans via Wi-Fi or cellular connectivity.
- Record the date of scan and user who scanned the barcode.
- Perform the following validation checks for batch upload into the university's Enterprise Resource Planning (ERP) system, PeopleSoft:
  - Download and store building and room locations within the app.
  - Download and store decal numbers within the app.
  - Download and store user information within the app.
  - Turn on or off the device light within the app to assist in scanning barcodes.

The myInventory App has the following additional features when combined with myAssets and Wi-Fi or cellular connectivity:

- Show unscanned items in last year's location which have not been scanned this year.
- Take pictures with the app to add and update the property record.
- Scan barcode and with one tap the app will take the user to myAssets so that they can update property records, complete a transfer, or disposals.
- Start a Surplus Pickup Request for capital assets or attractive property to be submitted by the Departmental Contact for approval by the Property Custodian.

## Definitions

### Attractive Property

Attractive property is tangible personal property less than \$5,000. The University or the department wishes to track the property due to various reasons, including: contains sensitive data, prone to theft or loss, department is required or wishes to track the property. myAssets is the tool used to track and

identify Attractive Property. Each department is responsible for tracking and identifying its attractive property.

### Capital Assets

Capital assets, sometimes referred to as fixed assets, are resources of the university and are included on the University's financial statements. A capital asset is long-term property that UF owns and uses in fulfilling its mission and is not expected to be consumed within one year of acquisition. The Asset Management module of myUfl contains the official property record of Capital Assets and is data source for financial reporting for capitalized property. The Asset Management Department is responsible for managing and maintaining these property records.

### Decal

Asset tag placed on capital assets, attractive property, and federal property. Printed on the decal will be a unique tag number, used to identify the item, and a barcode.

### Departmental Contact

The Departmental Contact handles the day-to-day operations related to property.

### Property Custodian

The University President has final responsibility for all capital assets that are in possession of the University. Based on specific departments, this responsibility is delegated to the Vice Presidents, Deans, Directors or Chairpersons, or a Designee. The person to whom this responsibility is assigned becomes the "Custodian" of the assets. All Custodians must be a full-time EXEMPT employee with direct knowledge of the operations of the department.

### Resources

[myAssets portal](#)

myInventory wiki

### Toolkit

[UF HR Toolkit – Asset Management](#)

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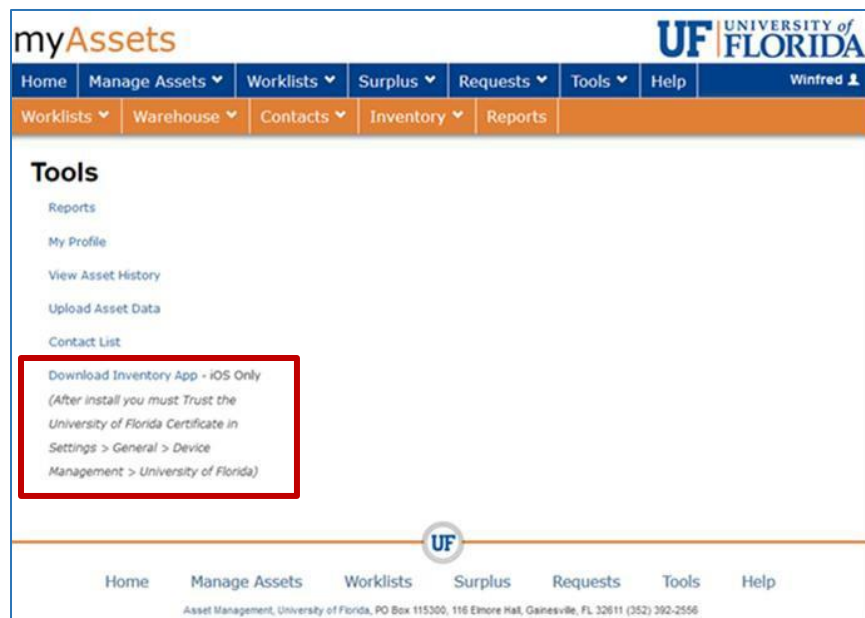
## ASSETS INVENTORY APP V 1.0

The app provides:

- Better Verification of Scan Upload  
*(You should not see green checks unless MyAssets has confirmed your scans uploaded.)*
- Error messages when scanning old room barcodes instead of adding them to inventory
- Ability to delete an individual scan by swiping left over a scan in the Shopping Cart

## NAVIGATION

1. Login to MyAssets on your iPhone.
2. Go to **Tools > Download Inventory App**.
3. Once downloaded, go to **Settings > General > Device Management**
4. Click **Trust the University of Florida Certificate**.

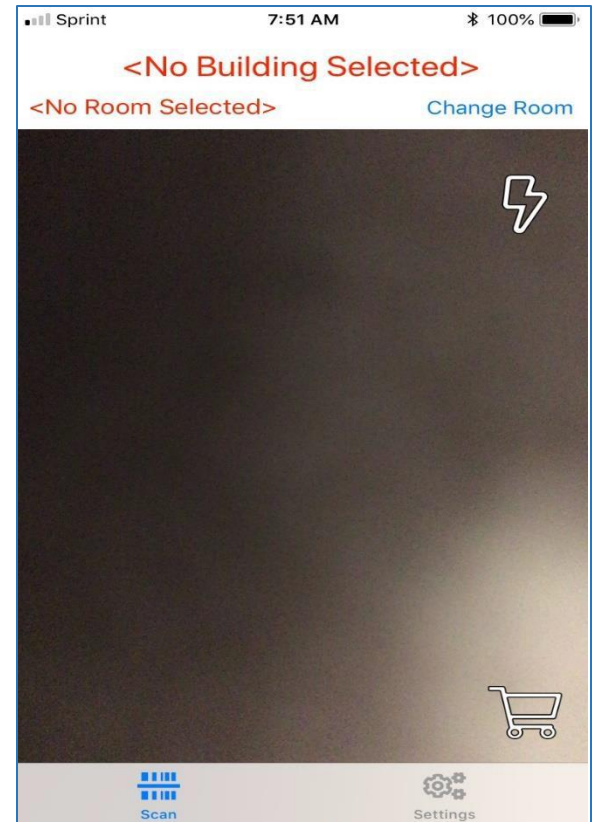


## SUPPORTED DEVICES

Recommended	Not recommended*
<ul style="list-style-type: none"> <li>• iPhone 6s</li> <li>• iPhone 7</li> <li>• iPhone 7+</li> <li>• iPhone 8</li> <li>• iPhone 8+</li> <li>• iPhone 10+</li> </ul>	<ul style="list-style-type: none"> <li>• iPhone 5s</li> <li>• iPhone 6</li> <li>• iPad air</li> <li>• iPad mini 2 and up</li> <li>• iPad pro</li> </ul> <p><i>*Scanning difficulties due to camera quality, speed, and size of device</i></p>

## GETTING STARTED ON THE APP

This is the screen that will appear when you first enter the app.

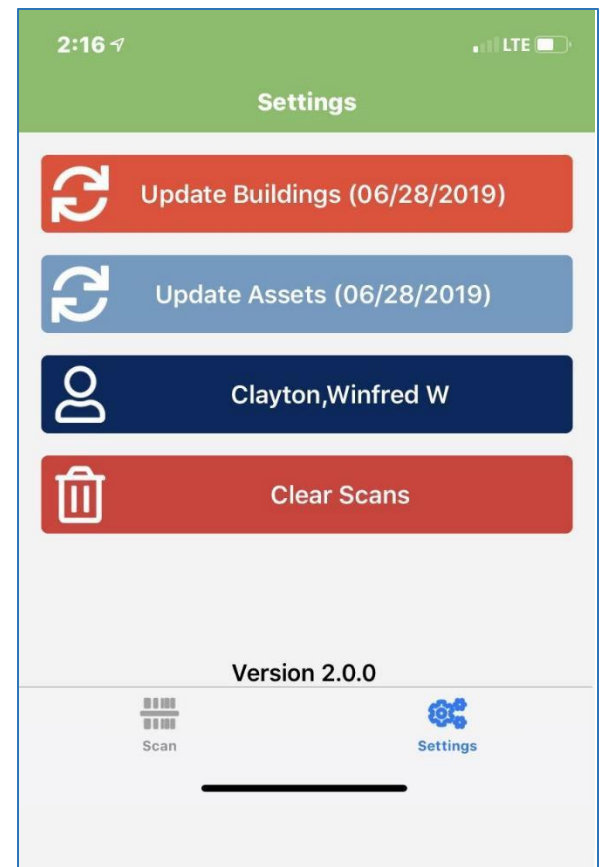


## SIGNING INTO THE APP

1. Enter your **UFID**.
2. Tap **Update Building Info & Update Asset Info**.
3. Click **Scan**.

For **better control of scans**:

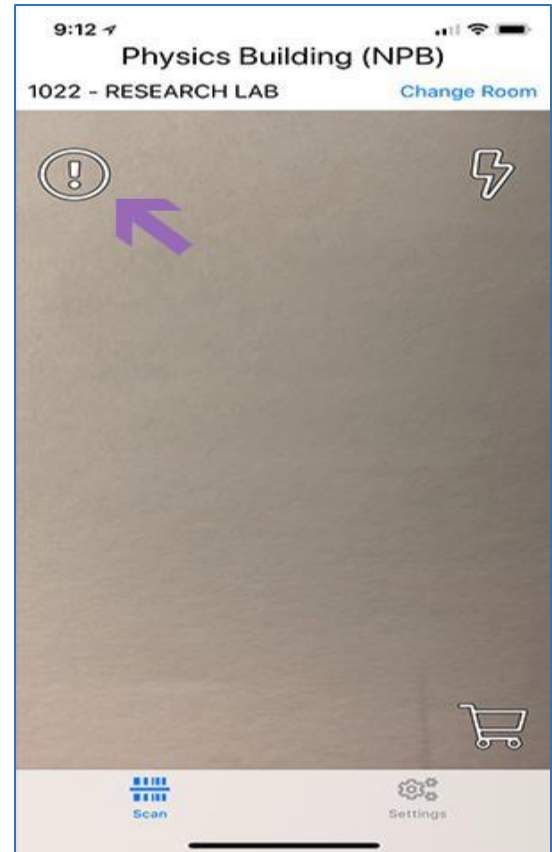
4. **Force Re-Upload** all scans (regardless of checkmark), available in settings.
5. **Clear all scans**, available in settings.
6. Click **Scan**.



## START SCANNING

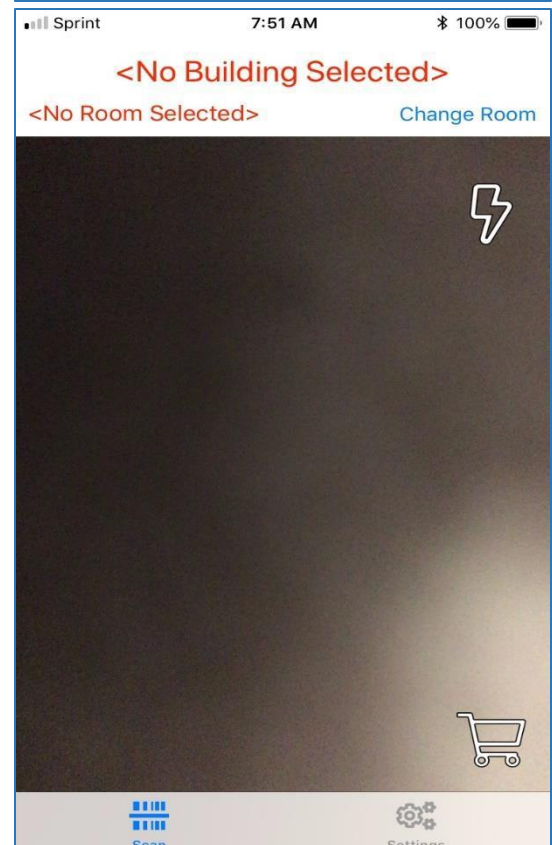
Icons:

- **Shopping Cart:** The location where scans go
- **Flash:** Turns on flash
- **Exclamation Mark:** indicates un-scanned inventory in a room
  - Tap icon to see a list of un-scanned items
  - Checks will appear as you scan these items

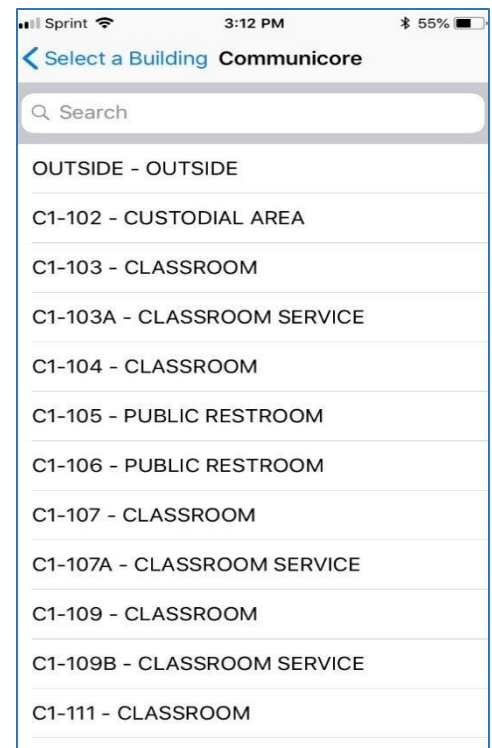
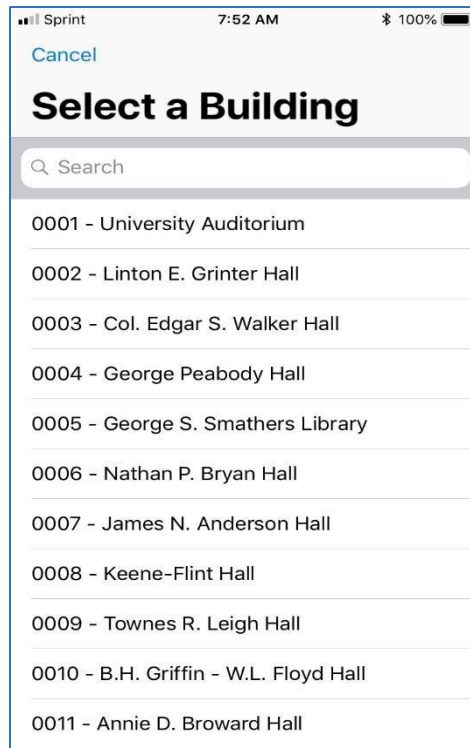


## ADDING AND CHANGING LOCATIONS OR ROOMS

1. Scan the **Location Decal** or search for a building or room.
2. Click **Change Rooms**.

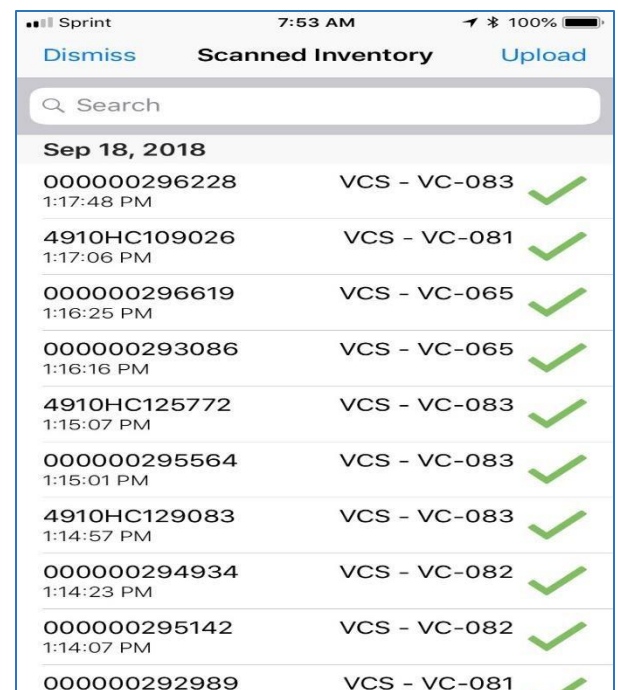


3. Enter the **Building Number** or type in the **Building Name**.
4. Select the **room**.



## UPLOADING DATA

1. Tap **Upload**.
2. A green check mark indicates the scan has been sent to MyAssets.
3. Click **Dismiss** to return to Scan Mode.



## ADDITIONAL HELP

For further assistance, please e-mail [property@ufl.edu](mailto:property@ufl.edu), call Asset Management Services at 352-392-2556, or visit the [Asset Management website](#). [myAssets portal](#)