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

<table>
<thead>
<tr>
<th>Recommended</th>
<th>Not recommended*</th>
</tr>
</thead>
<tbody>
<tr>
<td>• iPhone 6s</td>
<td>• iPhone 5s</td>
</tr>
<tr>
<td>• iPhone 7</td>
<td>• iPhone 6</td>
</tr>
<tr>
<td>• iPhone 7+</td>
<td>• iPad air</td>
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<tr>
<td>• iPhone 8</td>
<td>• iPad mini 2 and up</td>
</tr>
<tr>
<td>• iPhone 8+</td>
<td>• iPad pro</td>
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<tr>
<td>• iPhone 10+</td>
<td>*Scanning difficulties due to camera quality, speed, and size of device</td>
</tr>
</tbody>
</table>
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, call Asset Management Services at 352-392-2556, or visit the Asset Management website.