

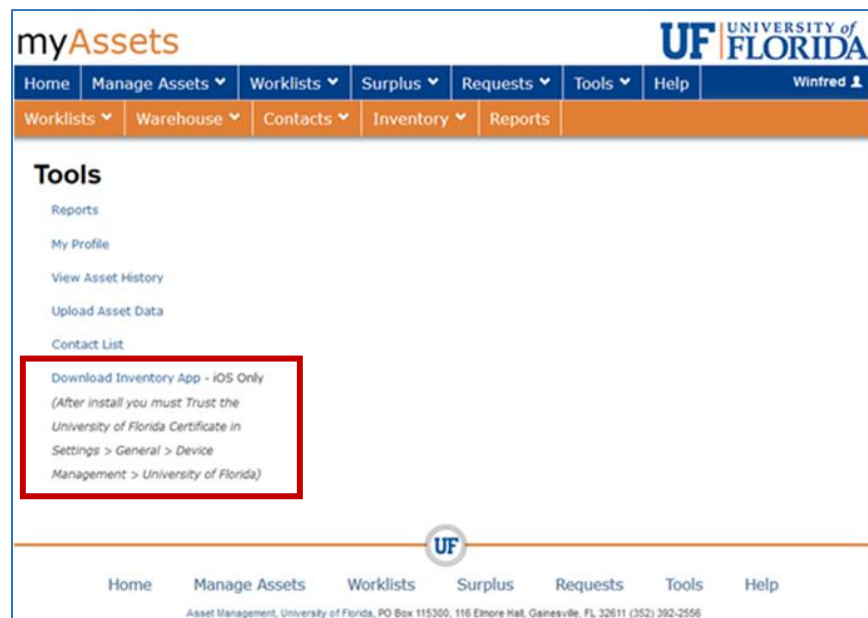
## ASSETS INVENTORY APP V 1.0

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](#).

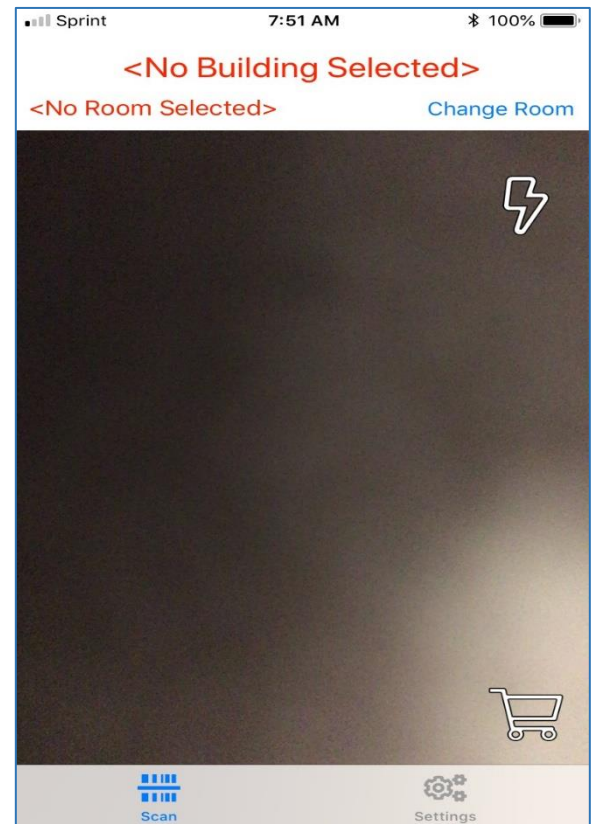


## SUPPORTED DEVICES

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.

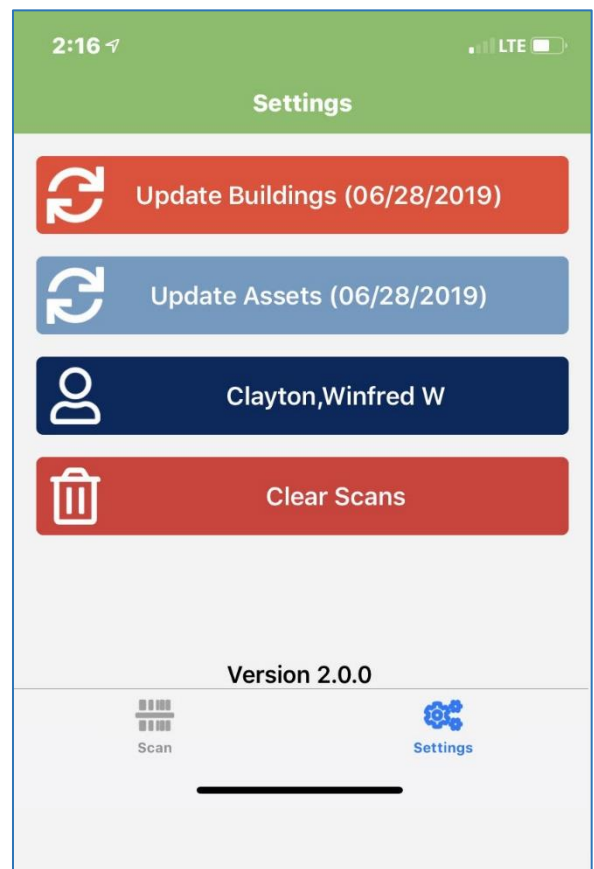


## SIGNING INTO THE APP

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

For **better control of scans**:

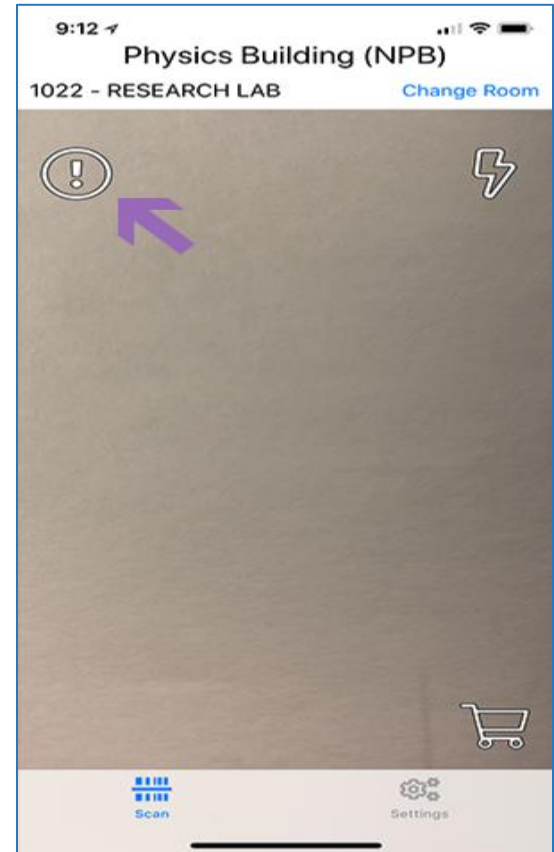
4. **Force Re-Upload** all scans (regardless of checkmark), available in settings.
5. **Clear all scans**, available in settings.
6. Click **Scan**.



## START SCANNING

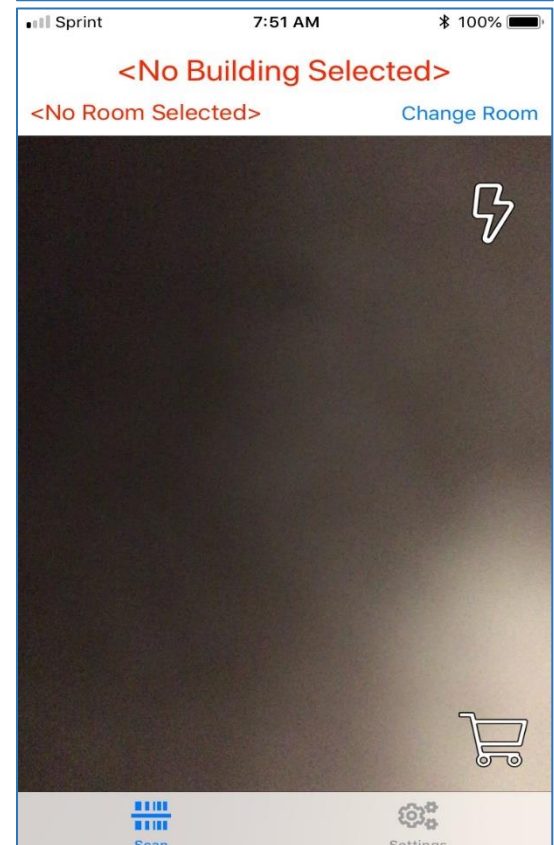
Icons:

- **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

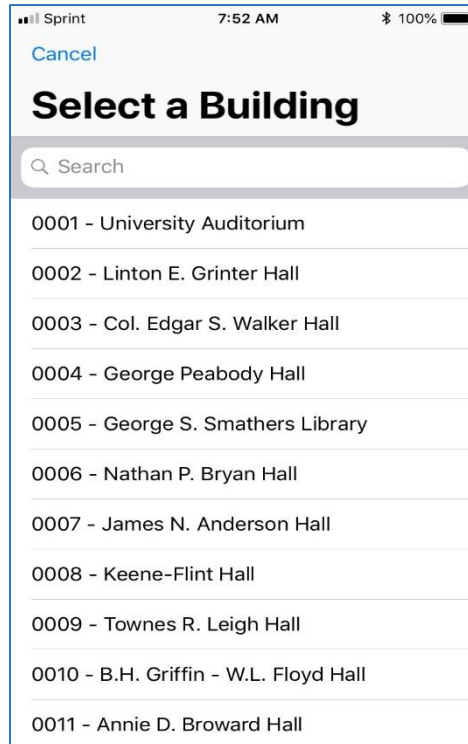


## ADDING AND CHANGING LOCATIONS OR ROOMS

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



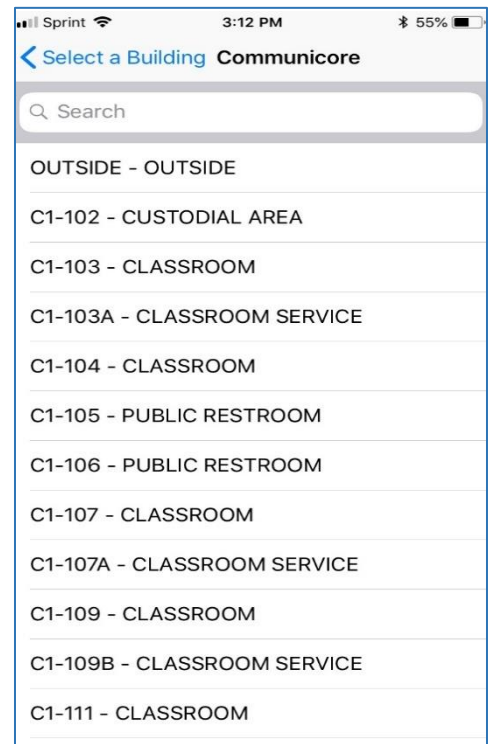
3. Enter the **Building Number** or type in the **Building Name**.
4. Select the **room**.



**Select a Building**

Search

- 0001 - University Auditorium
- 0002 - Linton E. Grinter Hall
- 0003 - Col. Edgar S. Walker Hall
- 0004 - George Peabody Hall
- 0005 - George S. Smathers Library
- 0006 - Nathan P. Bryan Hall
- 0007 - James N. Anderson Hall
- 0008 - Keene-Flint Hall
- 0009 - Townes R. Leigh Hall
- 0010 - B.H. Griffin - W.L. Floyd Hall
- 0011 - Annie D. Broward Hall



**Select a Building** Communicore

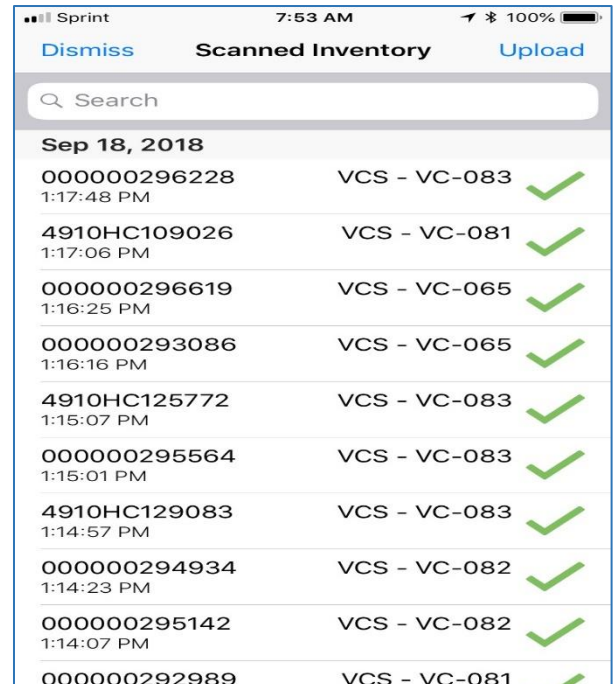
Search

OUTSIDE - OUTSIDE

- C1-102 - CUSTODIAL AREA
- C1-103 - CLASSROOM
- C1-103A - CLASSROOM SERVICE
- C1-104 - CLASSROOM
- C1-105 - PUBLIC RESTROOM
- C1-106 - PUBLIC RESTROOM
- C1-107 - CLASSROOM
- C1-107A - CLASSROOM SERVICE
- C1-109 - CLASSROOM
- C1-109B - CLASSROOM SERVICE
- C1-111 - CLASSROOM

## 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.



**Scanned Inventory** Dismiss Upload

Search

**Sep 18, 2018**

000000296228	VCS - VC-083	1:17:48 PM	✓
4910HC109026	VCS - VC-081	1:17:06 PM	✓
000000296619	VCS - VC-065	1:16:25 PM	✓
000000293086	VCS - VC-065	1:16:16 PM	✓
4910HC125772	VCS - VC-083	1:15:07 PM	✓
000000295564	VCS - VC-083	1:15:01 PM	✓
4910HC129083	VCS - VC-083	1:14:57 PM	✓
000000294934	VCS - VC-082	1:14:23 PM	✓
000000295142	VCS - VC-082	1:14:07 PM	✓
000000292989	VCS - VC-081		✓

## 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](#).