



User Guide

SCAN & VALIDATE WEB APPLICATION

FMO-Property Management

750 AGRONOMY RD | COLLEGE STATION, TX 77845

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Getting Started

Logging In

Login via this site: <https://sv.assetworks.com/sv/f?p=1001>

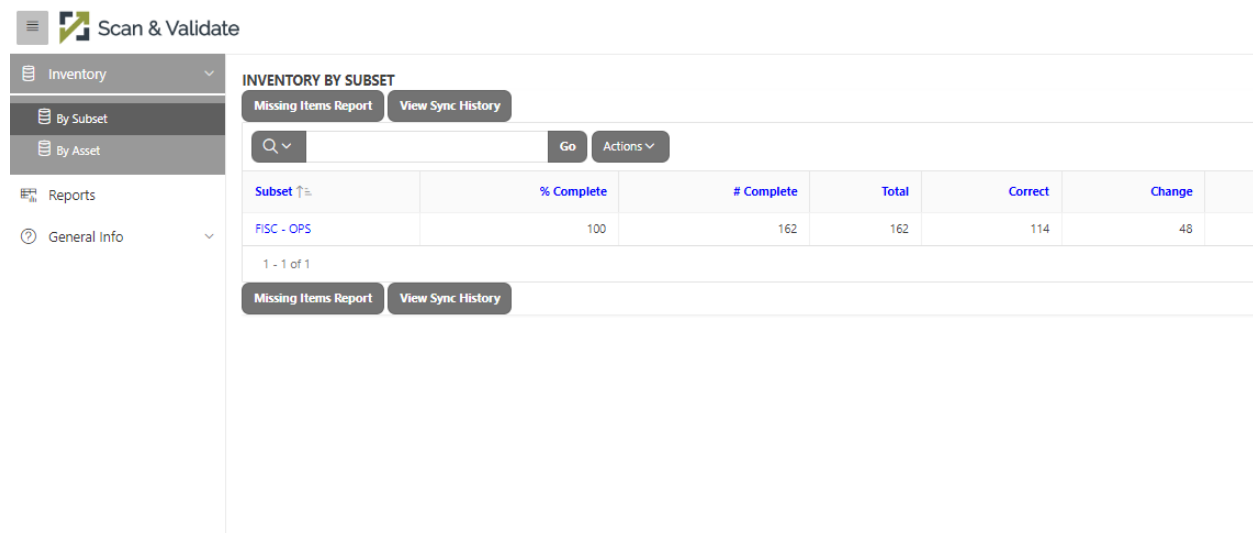
Enter your username, password and Customer then click **Sign In**.

The customer code is different for each agency. Please check the instruction packet that was sent out for your login information.



The login form for Scan & Validate includes a logo with a green and blue square icon. The form fields are: Username (aslovfmo), Password (masked with four asterisks), and Customer (tamu). A dark grey 'Sign In' button is located below the fields. At the bottom, there is a link: 'Forgot your [username](#) or [password](#)?'.

You will be taken to the Inventory by Subset Screen.



The screenshot shows the 'Inventory by Subset' screen in the Scan & Validate application. The left-hand navigation bar includes 'Inventory' (selected), 'By Subset', 'By Asset', 'Reports', and 'General Info'. The main content area is titled 'INVENTORY BY SUBSET' and features a search bar with a 'Go' button and an 'Actions' dropdown. Below the search bar is a table with the following data:

Subset ↑	% Complete	# Complete	Total	Correct	Change
FISC - OPS	100	162	162	114	48

Below the table, it indicates '1 - 1 of 1' and provides buttons for 'Missing Items Report' and 'View Sync History'.

You will find the navigation bar on the left-hand side of the page. There are sub menus within each main menu.

- **Inventory** - Returns users to the Inventory/Home page
- **Reports** - Displays a list of reports available to all users
- **General Info** – Contains Scanner Setup and FAQs

Inventory

The **Inventory** page displays a snapshot of the progress of the inventory. The data is organized into **Subsets**. A subset is based on your department.

Scan & Validate

Inventory

By Subset

By Asset

Reports

General Info

INVENTORY BY SUBSET

Missing Items Report View Sync History

Q Go Actions

Subset	% Complete	# Complete	Total
FISC - OPS	100	162	162

1 - 1 of 1

Missing Items Report View Sync History

You can also view the inventory by asset by clicking on **by Asset** under the inventory heading. This view will allow you to search for individual assets or groups of assets based on a filter.

Scan & Validate

Inventory

By Subset

By Asset

Reports

General Info

INVENTORY BY ASSET (ALL)

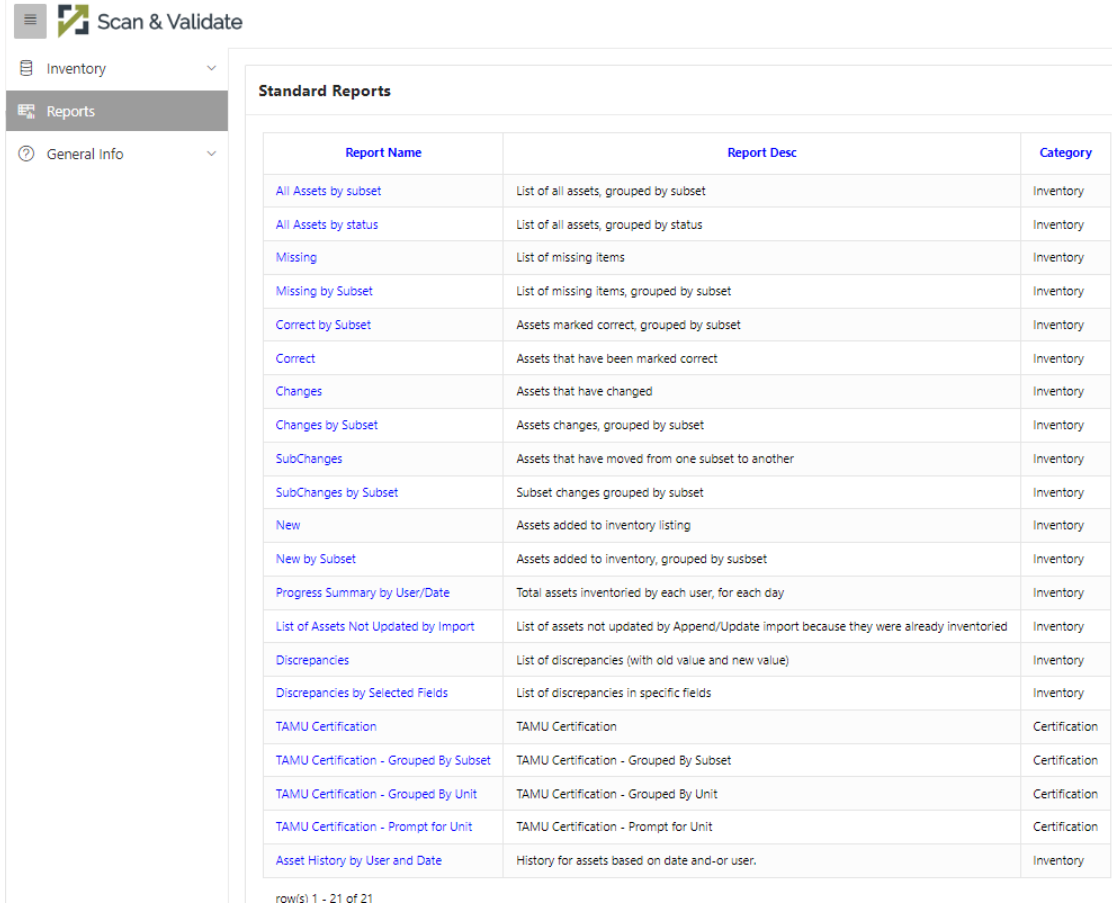
[+] [-]

Q Go Actions

Select	View/Edit	ASSETNUMBER	DESCRIPTION	DESCRIPTION2	CONDITION	AVAILABLE
<input type="checkbox"/>		11S020100037352	SOFTWARE FOR HP TROY MICRO PRINTER	-	O1	US
<input type="checkbox"/>		11S020400064763	SOFTWARE FEE FOR SINGLE SERVER FOR	TO INCLUDE :	O1	US
<input type="checkbox"/>		11S020700084259	PROJECTOR, S/N 68B0164FJ_NEC LT280X	CONFERENCE ROOM 3105	O1	US
<input type="checkbox"/>		11S021100117389	KODAK/NGENUITY 9090B SCANNER (BITON)	-	O1	US
<input type="checkbox"/>		11S021100117390	KODAK/NGENUITY 9090B SCANNER (BITON)	-	O1	US
<input type="checkbox"/>		11S021100735821	CONFERENCE TABLE, KONVERSE 192X48	-	O1	-

Reports

The reports in Scan & Validate all appear in a new tab. Every report has a title and a short description of what kind of data is called on by that report. Note: The term Missing is synonymous with the term No Scan. Any item in a No Scan status will appear on the Missing reports.



Standard Reports

Report Name	Report Desc	Category
All Assets by subset	List of all assets, grouped by subset	Inventory
All Assets by status	List of all assets, grouped by status	Inventory
Missing	List of missing items	Inventory
Missing by Subset	List of missing items, grouped by subset	Inventory
Correct by Subset	Assets marked correct, grouped by subset	Inventory
Correct	Assets that have been marked correct	Inventory
Changes	Assets that have changed	Inventory
Changes by Subset	Assets changes, grouped by subset	Inventory
SubChanges	Assets that have moved from one subset to another	Inventory
SubChanges by Subset	Subset changes grouped by subset	Inventory
New	Assets added to inventory listing	Inventory
New by Subset	Assets added to inventory, grouped by subset	Inventory
Progress Summary by User/Date	Total assets inventoried by each user, for each day	Inventory
List of Assets Not Updated by Import	List of assets not updated by Append/Update import because they were already inventoried	Inventory
Discrepancies	List of discrepancies (with old value and new value)	Inventory
Discrepancies by Selected Fields	List of discrepancies in specific fields	Inventory
TAMU Certification	TAMU Certification	Certification
TAMU Certification - Grouped By Subset	TAMU Certification - Grouped By Subset	Certification
TAMU Certification - Grouped By Unit	TAMU Certification - Grouped By Unit	Certification
TAMU Certification - Prompt for Unit	TAMU Certification - Prompt for Unit	Certification
Asset History by User and Date	History for assets based on date and-or user.	Inventory

row(s) 1 - 21 of 21

General Info

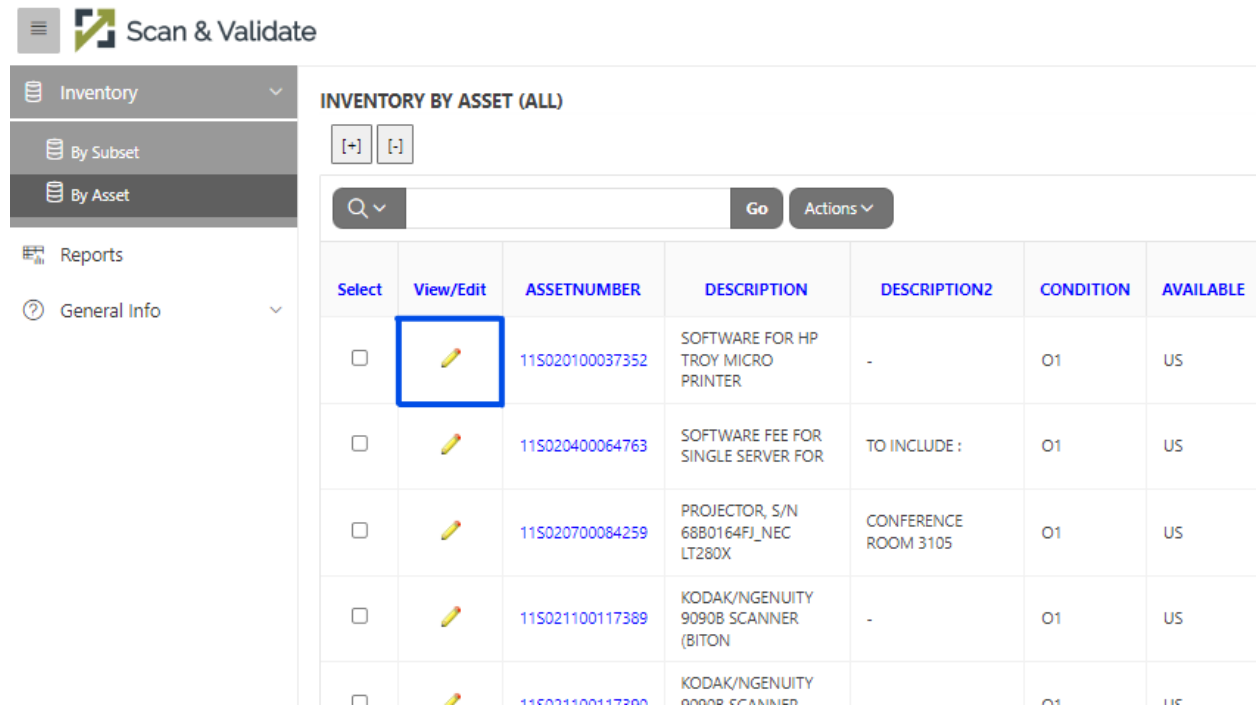
The General Info section has scanner setup info and an FAQ section.

Another option to perform your annual inventory certification is by using a scanner. Scanners can be checked out by emailing Property Management. There are scanner instructions on the Property Website under the Documents Tab.






Inventory Process

Do not update assets in FAMIS/Canopy during the inventory certification process. We will update FAMIS/Canopy for you after the inventory certification is complete.

To get Started



The screenshot shows the 'Scan & Validate' interface. On the left is a navigation menu with 'Inventory' selected, and sub-options for 'By Subset' and 'By Asset'. Below that are 'Reports' and 'General Info'. The main area is titled 'INVENTORY BY ASSET (ALL)' and contains a search bar with a 'Go' button and an 'Actions' dropdown. Below the search bar is a table with the following columns: Select, View/Edit, ASSETNUMBER, DESCRIPTION, DESCRIPTION2, CONDITION, and AVAILABLE. The table contains five rows of asset data. The pencil icon in the 'View/Edit' column of the first row is highlighted with a blue box.

Select	View/Edit	ASSETNUMBER	DESCRIPTION	DESCRIPTION2	CONDITION	AVAILABLE
<input type="checkbox"/>		11S020100037352	SOFTWARE FOR HP TROY MICRO PRINTER	-	O1	US
<input type="checkbox"/>		11S020400064763	SOFTWARE FEE FOR SINGLE SERVER FOR	TO INCLUDE :	O1	US
<input type="checkbox"/>		11S020700084259	PROJECTOR, S/N 66B0164FJ_NEC LT280X	CONFERENCE ROOM 3105	O1	US
<input type="checkbox"/>		11S021100117389	KODAK/NGENUITY 9090B SCANNER (BITON)	-	O1	US
<input type="checkbox"/>		11S021100117390	KODAK/NGENUITY 9090B SCANNER	-	O1	US

Click on the pencil to edit the information and make any changes if needed. Make sure of the following:

1. Location up to date
2. Serial number on the device matches Scan & Validate
3. Asset Label is affixed to the asset
4. Change the status in Scan and Validate to "Correct" or "Change"

When Making a Change

	Validation Value	Original Value
Approved	<input checked="" type="checkbox"/>	
Status	Change	
AssetNumber	11S020700084259	11S020700084259
Description	PROJECTOR, S/N 68B0164FJ_NEC LT280X	PROJECTOR, S/N 68B0164FJ_NEC LT280X
Description2	CONFERENCE ROOM 3105	CONFERENCE ROOM 3105
Condition	O1	O1
Available	US	US
MfrName	NEC	NEC
SerialNum	68B0164FJ	68B0164FJ
MfrModel	LT280 XGA	LT280 XGA
Dept	FISC	FISC
SubDept	OPS	OPS
Bldg	01800	01800
RoomFloor	3140E	←← 3109
OtherLoc	Diane Wittneben	←← CONFERENCE ROOM
UserGroup		
Campus	02	02
Notes		
Entry	P	
Scanned	Y	
Mod User	diwit	
Moddate	01/07/2022	
Modtime	12:00:46 PM	

Make your desired changes and change the status (highlighted drop-down menu) to **Change**. In the above example, you can see that the **Room Number** (RoomFloor) and **Other Location** changed by the red arrows pointing to it. **Save** this page and then proceed to the next asset.

Notes Section

The notes section on this screen can be used leave yourself a note about the asset or give more details to property management. Some examples to leave as notes include:

- Need label
- TDP document number (if transferred)
- Missing

If you decide to make a note, mark the asset as “change” even you don’t make any other changes.

Correct Assets

Validation Value		Original Value
Approved	<input checked="" type="checkbox"/>	
Status	Correct	
AssetNumber	115020100037352	115020100037352
Description	SOFTWARE FOR HP TROY MICRO PRINTER	SOFTWARE FOR HP TROY MICRO PRINTER
Description2		
Condition	O1	O1
Available	US	US
MfrName	PAYFORMANCE	PAYFORMANCE
SerialNum	11401000	11401000
MfrModel	SDDW SOFTWARE	SDDW SOFTWARE
Dept	FISC	FISC
SubDept	OPS	OPS
Bldg	01800	01800
RoomFloor	3147	3147
OtherLoc	SECURE AREA	SECURE AREA
UserGroup		
Campus	02	02
Notes		
Entry	P	
Scanned		
Mod User	diwit	
Moddate	01/07/2022	
Modtime	11:32:18 AM	
	<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

If no changes were made to the asset, then mark it as **Correct** and **Save** to go to the next asset.

Continue marking assets as **Correct** or **Change** until all assets are accounted for.

Missing Assets

Validation Value	Original Value
Approved <input checked="" type="checkbox"/>	
Status Change ▼	
AssetNumber 11S020700084259	11S020700084259
Description PROJECTOR, S/N 68B0164FJ_NEC LT280X	PROJECTOR, S/N 68B0164FJ_NEC LT280X
Description2 CONFERENCE ROOM 3105	CONFERENCE ROOM 3105
Condition O1	O1
Available US	US
MfrName NEC	NEC
SerialNum 68B0164FJ	68B0164FJ
MfrModel LT280 XGA	LT280 XGA
Dept FISC	FISC
SubDept OPS	OPS
Bldg 00003	01800
RoomFloor MISS	3109
OtherLoc FDP-9	CONFERENCE ROOM
UserGroup	
Campus 02	02
Notes	
Entry P	
Scanned Y	
Mod User diwit	
Moddate 01/07/2022	
Modtime 12:00:46 PM	
<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

If you are unable to find an asset, then please mark them as Change and include the following information:

- Building: 00003
- RoomFloor: MISS
- OtherLoc: FDP-9

Submit an **FDP-9** and list the asset as an exception on page 2 of the FDP-402.

Assets Already in Missing Status

If an asset is already in Missing status, then that asset can be marked "Correct" and please attach a copy of the original FDP-9.

Transfers

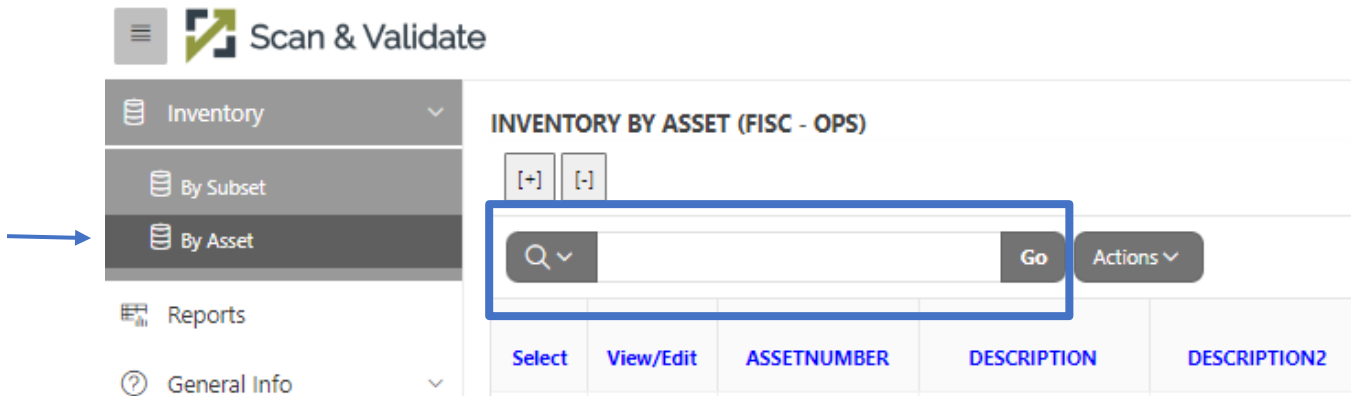
Transfers must be completed using a TDP transfer in Canopy. There is a training available in TrainTraq to learn how to do create a TDP document.

Helpful Tools

The tools are optional and meant to teach about the features the Scan & Validate program offers.

Search

Use the search bar to find assets quickly. If you know the asset number, the easiest way to find it is by searching the last 6 digits of the asset number.



The screenshot shows the 'Scan & Validate' application interface. On the left is a navigation menu with 'Inventory' selected, and sub-options for 'By Subset' and 'By Asset'. A blue arrow points to 'By Asset'. The main area is titled 'INVENTORY BY ASSET (FISC - OPS)' and contains a search bar with a magnifying glass icon and a 'Go' button. Below the search bar are columns for 'ASSETNUMBER', 'DESCRIPTION', and 'DESCRIPTION2'. The search bar is highlighted with a blue box.

Sort Data

You can sort information by left clicking on the blue column headers and then left click on the up or down arrow. By clicking the option with the "x", you can also hide that column.

CAMPUS	NOTES	APPROVED	ENTRY	STATUS ↓	EXPORTED	SCANNED	MODUSER
02	-	N	-	↑ = ↓ = [x]			-
02	-	N	-	Filter...			-
02	-	N	-	Change			-
02	-	N	-	Correct			-
02	-	N	-	NoScan			-
02	-	N	-	NoScan	-	-	-

Filters


You can filter information by left clicking on the blue column headers and choosing a desired filter.

CAMPUS	NOTES	APPROVED	ENTRY	STATUS ↓	EXPORTED	SCANNED	MODUSER
02	-	N	-				-
02	-	N	-				-
02	-	N	-				-
02	-	N	-	NoScan	-	-	-

In this example, I chose to filter everything by **NoScan**. This means that you will only see assets that are in **NoScan** status. By doing this, I will know what assets I have not found and updated.

[+] [-]

Q Go Actions

 STATUS = 'NoScan' X

Select	View/Edit	ASSETNUMBER	DESCRIPTION	DESCRIPTION2	CONDITION	AVAILABLE	MFRNAME
--------	-----------	-------------	-------------	--------------	-----------	-----------	---------

You can uncheck the box or click on the small X to the right to remove the filter.

Download Data into an Excel Spreadsheet

INVENTORY BY ASSET (FISC - OPS)

[+] [-]

Q Go Actions

Select	View/Edit	ASSETNUMBER	DESCRIPTION	DESCRIPTION2
--------	-----------	-------------	-------------	--------------

Click on the action drop down menu and select **Download**.

Actions

- Select Columns
- Filter
- Rows Per Page >
- Format >
- Reset
- Help
- Download

INVENTORY BY ASSET (FISC - OPS)

[+] [-]

Q Go Actions

Download

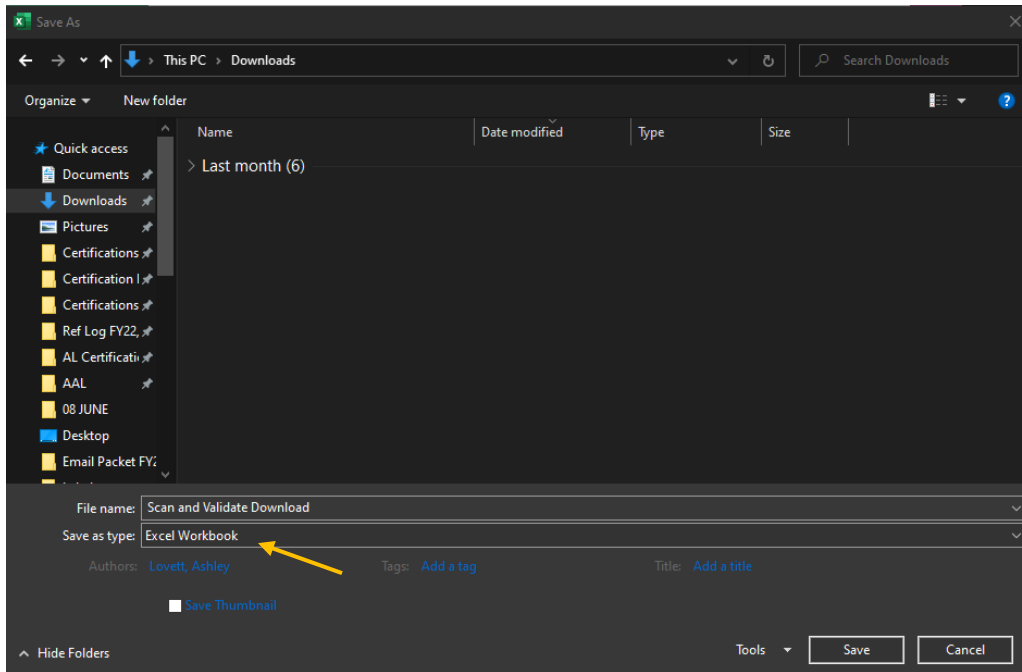
Choose report download format:

CSV HTML

Cancel

ASSETNUMBER	DESCRIPTION	DESCRIPTION2
7352	SOFTWARE FOR HP TROY MICRO PRINTER	-
4763	SOFTWARE FEE FOR SINGLE SERVER FOR	TO INCLUDE :
4259	PROJECTOR, 5/N 6880164FJ_NEC LT280X	CONFERENCE ROOM 3105
115021100117389	KODAK/NGENUITY 9090B SCANNER	-

Click on the CSV option and it will download the file in your computers Downloads Folder.



Once the file is open, go to **Save As** and save the file as an Excel Workbook in your desired location.

Finishing up

Once all assets are accounted for, return the FDP-402 signed by the Department Head and include any necessary paperwork to Property Management. The FDP-402 can be found in the packet that is emailed out to the Alt. APO of your department. Any necessary forms can be found on our website at: <https://fmo.tamu.edu/property/>.

Things to Remember

1. Everything should be in Correct or Change status. Please do not use the other status options.
2. All missing assets need an FDP-9 form.
3. Make sure serial number and location information is up to date and tags are affixed to the asset.

Still Need Help?

Go to our website at <https://fmo.tamu.edu/property/> for frequently asked questions or email us at property@tamu.edu.

Portions of this user guide was taken from an Asset Works' guide at: <https://assetworks.zendesk.com>