User Guide

SCAN & VALIDATE WEB APPLICATION
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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.

You will be taken to the Inventory by Subset Screen.

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

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

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.
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.

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

Another option to preform 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

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

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

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

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.

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

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>NOTES</th>
<th>APPROVED</th>
<th>ENTRY</th>
<th>EXPORTED</th>
<th>SCANNED</th>
<th>MODUSER</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>-</td>
<td>N</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>02</td>
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<td>N</td>
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</tr>
<tr>
<td>02</td>
<td>-</td>
<td>N</td>
<td>-</td>
<td>NoScan</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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.

You can uncheck the box or click on the small X to the right to remove the filter.
Download Data into an Excel Spreadsheet

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

Click on the CSV option and it will download the file in your computer's 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/](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/](https://fmo.tamu.edu/property/) for frequently asked questions or email us at property@tamu.edu.

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Portions of this user guide was taken from an Asset Works’ guide at: [https://assetworks.zendesk.com](https://assetworks.zendesk.com)