



ALBUQUERQUE PUBLIC SCHOOLS
Capital Fiscal Services

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Benefits of TipWebIT Checkout

The checkout feature in **TipWebIT (APS inventory system)** is important. It accounts for the asset **without** the asset, or staff/student in possession of the asset, having to be present during the audit.

The **TipWebIT** inventory will not look for assets checked out to staff or students, because the system accounts for them.

This is extremely important for several reasons:

- Many staff and students have mobile devices and are now often offsite during inventory, or work off-site most of the time.
- The size of the district makes it hard to have everyone present at the time your site is being inventoried, and this feature alleviates that to a large degree.
- This ensures that the staff and students in possession of the device have assumed responsibility in case the asset is lost or damaged.
- This confirms staff and students do not have to be present or rearrange schedules around the inventory.
- We will not have to disturb staff or students if the only devices they possess are checked out in TipWebIT.
- **MOST IMPORTANTLY**, it will significantly lower the quantity of missing assets in your reconciled inventory.