

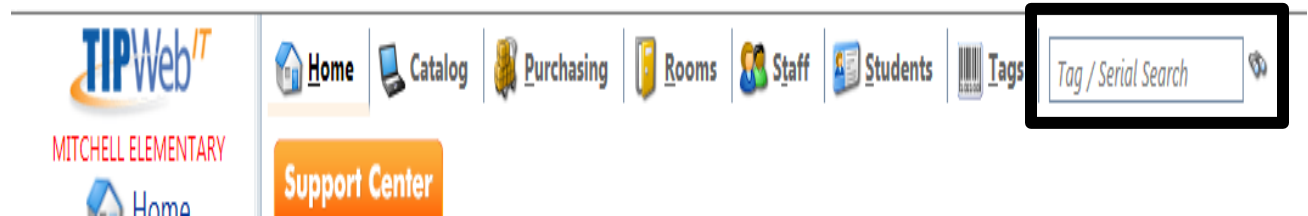
Tip Web IT is our new web-based Asset Management Inventory software application, developed by Hayes Software Systems. This software application will allow the user to track and manage all assets that are required by State Statute and APS District Policy. State Statute requires that APS track all assets \$5000 and above. *APS has decided that we will track and manage all assets \$1000 and above AND ALL assets with a memory – NO matter the dollar value.* This would include iPods, iPads, laptops, etc.

When an asset is received at a site, a barcode number is assigned and the asset is assigned to a room. It can reside in that room or be assigned to staff, students or mobile labs. Tip Web It allows the users to locate and manage barcoded assets within your site.

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BARCODE NUMBER & SERIAL NUMBER SEARCH:

Tag (Barcode)/Serial Search is located on the top navigation bar. It allows a user to search for a specific barcode number or serial number and review details regarding that barcoded asset. You MUST have the entire barcode number for a barcode number search. To search by serial number, at least 3 consecutive alpha and/or numeric digits are required.

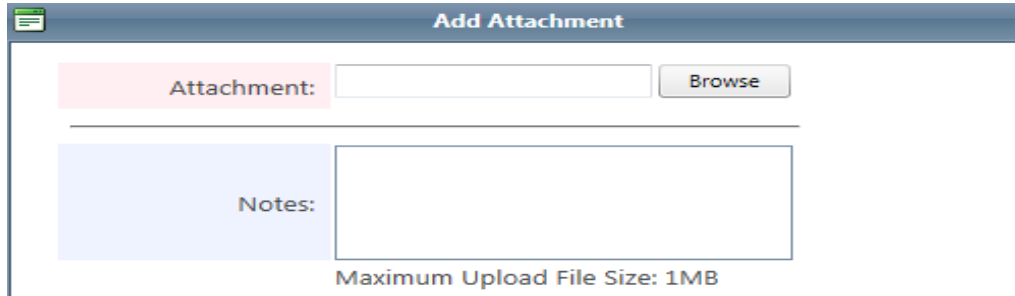


The “Tag Information” window provides 4 tabs of data: *Detail, Status History, Audit History and Attachments.*

A screenshot of the 'Tag Information' window. At the top, there is a header 'Tag Information' and a search bar containing '619446'. Below the search bar is a tabbed interface with five tabs: 'Detail', 'Status History', 'Audit History', 'Components', and 'Attachments'. The 'Detail' tab is selected and highlighted with a black border. The data displayed under the 'Detail' tab includes: Tag: 619446, Serial: DMPGF1KLDHY, Site: MITCHELL ELEMENTARY, Location: Room: 14, Asset Type: Standalone, Status: Available, Scan Date: 10/10/2014, and RFID: Not Enabled. Below this, there is a section for 'Funding Information' with fields for Inventory Type, Order Number, Funding Source, Account Code, Vendor, Purchase Date, Purchase Price, and Expiration Date. At the bottom, there is a section for 'Product Information' with fields for Product, Number, Product Type, Manufacturer, Model, and Suggested Price. A large grey box with the text 'NO IMAGE SELECTED' is visible on the right side of the product information section.

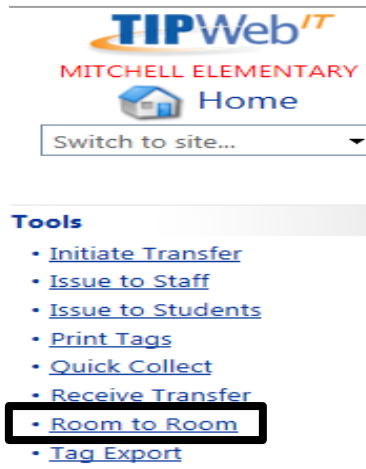
ATTACH A DOCUMENT/PICTURE TO A BARCODE NUMBER:

Tip Web IT allows users to add a scanned document (Police Report) or a Photo (pictures of damages to assets). Each file attachment cannot exceed 1MB.



ROOM TO ROOM TRANSFER:

A room to room transfer allows a user to assign barcoded assets to a specific room.

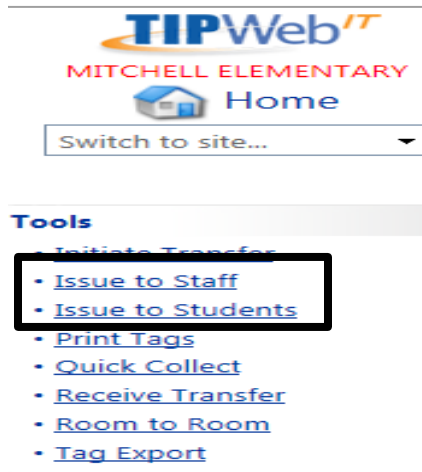


Room to Room

Transfer to Room:	<input type="text" value="53"/>
Room Description:	Technology Classroom
Status:	<input type="text" value="Available"/>
Tag:	<input type="text" value="619446"/>




ISSUE/ASSIGN BARCODED ASSETS TO STAFF/STUDENTS:

A site user can issue/assign barcoded assets to staff or students: *Issue to Staff* or *Issue to Students*. **A Receipt may be generated** for the Staff member or Student to sign for your records. See example of Receipt on the next page.





Issue Inventory



[Done](#)

Staff ID:   

Staff Name: **DAVID P WOODBERRY**

Tag:  

Current Inventory: [Today's Transaction Receipt](#) [Full Transaction Receipt](#)

		Product Number	Product	Tag	Status	Scan Date	Source
		1055	HP Mini 110-1126NR	5502	In Use	12/20/2011	Room: 507

A receipt may be generated for the Staff member or Student to sign for your records.

DAVID P WOODBERRY
 226 Textbook Drive
 Austin, TX 78729

Learning Campus
 Staff ID: 1019
 Transaction Receipt
 Monday, December 08, 2014

HP Compaq Tablet PC Tc4400 **Product No.: 1060**



Tag	Serial	Value
-----	--------	-------

3050	23Q9801ST84	1100.0000
------	-------------	-----------

Status	Issued On	Returned On
--------	-----------	-------------

In Use	12/08/2014	
--------	------------	--

Accessories	Price	Issued
-------------	-------	--------

Lite Nylon Case	\$24.99	1
Device Power Cable 15ft	\$14.99	1
TC4400 Stylus	\$49.99	1



Tag	Serial	Value
-----	--------	-------

5502	QX8P65R4875229	379.9900
------	----------------	----------

Status	Issued On	Returned On
--------	-----------	-------------

In Use	12/20/2011	
--------	------------	--

Accessories	Price	Issued
-------------	-------	--------

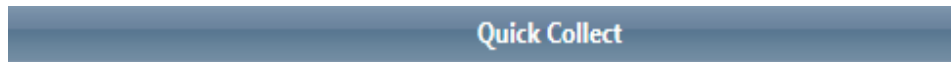
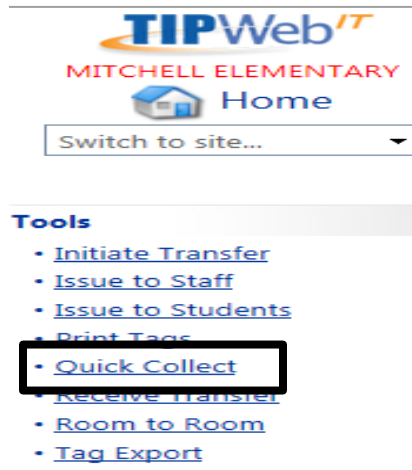
No Accessories Issued With This Item

 Signature

 Date

COLLECTING BARCODED ASSETS FROM STAFF/STUDENTS

This process allows a user to quickly collect barcoded assets from staff & students to a designated room. After it is collected you can print a Return Receipt and have the staff member sign. You may keep this signed copy on file.



Return to Room:	<input type="text" value="507"/>
Room Description:	Technology Storage
Tag:	<input type="text" value="706675"/> X

RETURN RECEIPT/HAS A PLACE FOR A SIGNATURE

DAVID P WOODBERRY
226 Textbook Drive
Austin, TX 78729

Learning Campus
Staff ID: 1019
Transaction Receipt
Monday, December 08, 2014

HP Mini 110-1126NR		Product No.:1055	
	Tag	Serial	Value
	5502	QX8P65R4875229	379.9900
	Status	Issued On	Returned On
	In Use	12/20/2011	
	Accessories	Price	Issued

No Accessories Issued With This Item

Signature

Date

AUDIT BY ROOM

An Audit allows a site to scan all barcoded assets in a designated room and quickly identify the missing items, OR what is not supposed to be there and where it should be located. TipWeb-It allows a site to perform “Spot Audits”/Audits at will.













Room Audit								
Product	Type	Price	Inventory	Verified	Missing	Misplaced	Actions	
> 30-Unit Laptop Storage Cart	Cart	1999.00	1	0	1	0	⊘	
> 300AF plus	Document Camera	699.00	3	0	3	0	⊘	
> 1510X Long Throw Projector	LCD projector	890.14	1	0	1	0	⊘	
> 19 LE1909wm Wide LCD Monitor	Monitor	174.97	9	0	9	0	⊘	
> Acer Aspire One AO532h-2588	Netbook	299.99	14	0	14	0	⊘	
> Satellite A505-S6017	Netbook	849.99	50	0	50	0	⊘	
> Ricoh SP4210N	Printer	400.00	1	0	1	0	⊘	
> iPad Wi-Fi 3G 32GB	Tablet	707.13	9	0	9	0	⊘	
Audit Totals:			88	0	88	0		

As barcoded assets are scanned the status changes from Missing to either Verified (found) or Misplaced (Asset is on your inventory - just in the incorrect room.)

Room Audit								
Product	Type	Price	Inventory	Verified	Missing	Misplaced	Actions	
> The Tag Reading System 32 MB	Reading System	44.95	24	20	4	0	⊘	
> Lenovo ThinkCentre M57e - 6305	Desktop Computer	643.66	1	1	0	1	⊘	
> Lenovo ThinkVision L197	Monitor	155.95	1	1	0	0	⊘	
> StarBoard FX-TRIO-77	Interactive Whiteboard	1500.00	1	1	0	0	⊘	
> Sharp PG-F212X	LCD projector	749.00	1	0	1	0	⊘	
Audit Totals:			28	23	5	1		

DONATED ASSETS:

This process allows a user to assign barcode numbers, serial numbers and a funding source for donated assets. In TipWeb-IT it is called Initialize.

Room Number	Description	Room Type	Other	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
270	Chemistry Lab	Lab		  
30	Third grade classroom	Classroom		  
32	Third grade classroom	Classroom		  
34	Third grade classroom	Classroom		  

Initialize Room Inventory

Inventory Type: Initial
Site: MITCHELL ELEMENTARY
Room: 10

Initial Inventory for Site MITCHELL ELEMENTARY

Funding Source: PTA
Product Number: 2368442
Product Name: 16GB IPAD 2
Status: Available
Tag: 706692
Serial: A6890BXPQRZ391

SITE TO SITE TRANSFER (USED FOR SALVAGE)

TipWeb-IT allows assets to be moved from your site to Salvage (Excess & Surplus Prop. Control) through the process called Site to Site Transfer. To begin this process you would click on “Initiate Transfer” under Tools.



Initiate Transfer


Transfer #: 5233

Destination: EXCESS & SURPLUS PROP. CONTROL

Tag: 713180

A Transfer Receipt may be generated for your site/school. The Transfer receipt shows the transfer date, school that made the transfer, shows that it was transferred to Salvage (Excess & Surplus Prop. Control), a listing of barcodes being transferred, etc. All parties may sign this document and keep it for your records.

Transfer Number  5233		Technology Transfer Ticket Date Printed: 12/2/2014 Date Created: 12/2/2014 Created By: Patricia Butler
From: MATHESON PARK ELEMENTARY 10809 LEXINGTON STREET, N.E. , NM 87112 Contact: Rosa Hildago Phone: 505-291-6837	To: EXCESS & SURPLUS PROP. CONTROL 912 OAK, S.E. , NM 87106 Contact: Paul Gallegos/Ross/Robert Phone:	

BK442LL/A - BKCX2LL/A		Product No.: 2372140
	Manufacturer:	SKU:
	Model: iPad Air 32GB (10 Pk) & UNIT	Projected Life: 0
	Product Type:	Notes:
	Area: 3141	DATA IMPORT 2014-10-28
	Price: \$0.00	
Other 1:		
Other 2:		
Other 3:		

Tags	Count: 8	Accessories	Price	Units
713180	713182	No Accessories Issued With This Item		
713183	713181			
713184	713185			
713186	713187			

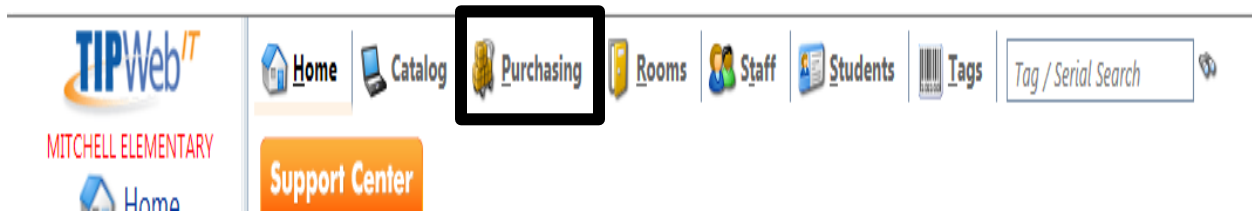
Signature of Sender

Signature of Driver

Signature of Recipient

PURCHASE ORDERS

When an asset is received at a site, a barcode number is assigned and the asset is assigned to a room. **The barcode(s), and a copy of the Purchase Order, will be mailed to sites prior to the delivery of the asset(s).** The asset can reside in that room or be assigned to staff, students or mobile labs. TipWeb-IT allows users to locate and manage barcoded assets within your site.



Receive By Tag

Product:	1060 HP Compaq Tablet PC Tc4400
Room:	20 ▼
Status:	Available ▼
Tag:	706675
Serial:	XYX94629HGBN145 ✕

COMPUTER REFRESH/ LEGISLATIVE/ TIG DELIVERIES

These assets will be delivered to your school with barcodes attached. A school/site now has the ability to transfer these assets from the Virtual Receiving Room and assign the barcoded assets to a room, staff member or student.



RECEIVE TIG DELIVERY AND ASSIGN BARCODED ASSET TO A ROOM:



Room to Room

Transfer to Room:	53
Room Description:	Technology Classroom
Status:	Available ▼
Tag:	619446 ✕

OR ISSUE TO A STAFF MEMBER OR STUDENT:


MITCHELL ELEMENTARY
 Home




Switch to site... ▾

Tools

- [Initiate Transfer](#)
- [Issue to Staff](#)
- [Issue to Students](#)
- [Print Tags](#)
- [Quick Collect](#)
- [Receive Transfer](#)
- [Room to Room](#)
- [Tag Export](#)

Issue Inventory


 [Done](#)


Staff ID:    

Staff Name: **DAVID P WOODBERRY**

Tag:  

Current Inventory:

 [Today's Transaction Receipt](#)

 [Full Transaction Receipt](#)

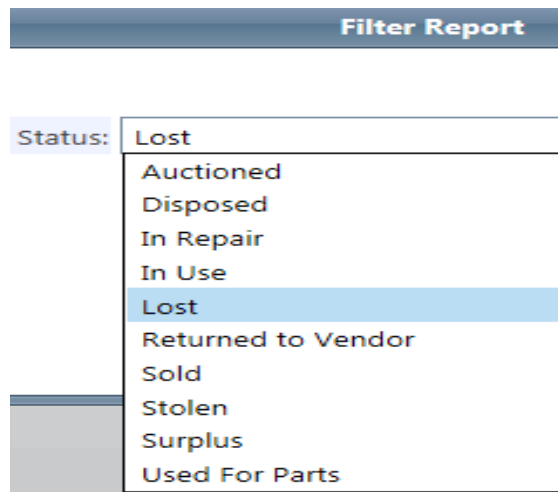
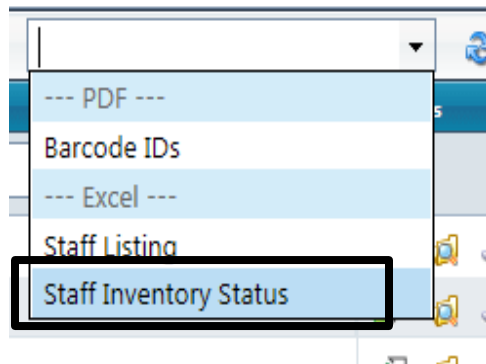
		Product Number	Product	Tag	Status	Scan Date	Source
		1055	HP Mini 110-1126NR	5502	In Use	12/20/2011	Room: 507

RUNNING REPORTS













1. Reports:

a. Staff and Students Reports:

- i. **Staff/student Inventory Status Report:** (Drop down menu in “Staff/Student Reports”) *Excel format*. Allows you to filter a report to show what staff members have assets that are in repair, in use, lost, stolen, salvaged, etc. Report contains barcode numbers, serial numbers, staff member name, staff member employee number, etc.





- ii. **Transaction Receipt Report:** (Located on the Staff/Student row-Paper Icon) Printable report. A listing of all assets, with an image (if available), barcode numbers, serial numbers, value, status and the date it was issued to the staff member or to a student. This report has a place for the staff member/ student to sign for these assigned assets.

Staff ID	First	Middle	Last	Grade	Homeroom	Staff Type	Actions
1013	ALAN	L	MOORE	9-12	224	Teacher	  
1015	NILAY		ADCOCK	09	227	Teacher	  
1019	DAVID	P	WOODBERRY	9-12	223	Teacher	  
1023	KIMBERLY	J	MALONE	9-10	228	Teacher	  

DAVID P WOODBERRY
226 Textbook Drive
Austin, TX 78729

Learning Campus
Staff ID: 1019
Transaction Receipt
Monday, December 08, 2014

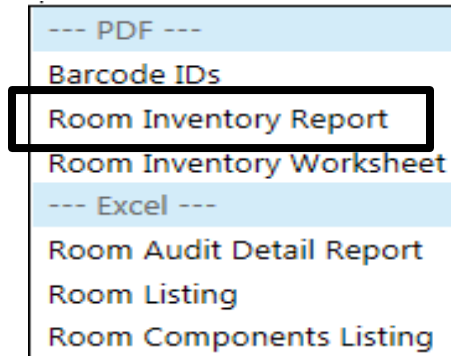
HP Compaq Tablet PC Tc4400		Product No.: 1060	
	Tag	Serial	Value
	3050	23Q9801ST84	1100.0000
	Status	Issued On	Returned On
In Use	12/08/2014		
Accessories		Price	Issued
Lite Nylon Case		\$24.99	1
Device Power Cable 15ft		\$14.99	1
TC4400 Stylus		\$49.99	1
	Tag	Serial	Value
	5502	QX8P65R4875229	379.9900
	Status	Issued On	Returned On
In Use	12/20/2011		
Accessories		Price	Issued
No Accessories Issued With This Item			

Signature

Date

b. Room Reports:


- i. **Room Inventory Report:** (Drop down menu in “Room Reports” and located on the room number row-Paper Icon) Printable report. A detailed report that shows images of assets (if available), their corresponding barcode numbers, manufacturer name, model number, product type and price by room number. This report has a place for a staff member to sign for these assets.



Room Number: 20WKR4
 Room Name: Second Floor Workroom
 Room Type: Office

Room Inventory Report
 Learning Campus
 Date Printed: 12/8/2014

Staff Verification

Acer Aspire One A0632h-2588		Product No.:	1001
	Manufacturer:	Acer	SKU: LU.SAL00.277
	Model:	A0632h-2588	Projected Life: 3
	Product Type:	Netbook	Notes:
	Area:		
	Price:	\$209.99	10.1"
	Other 1:		
Other 2:			
Other 3:			

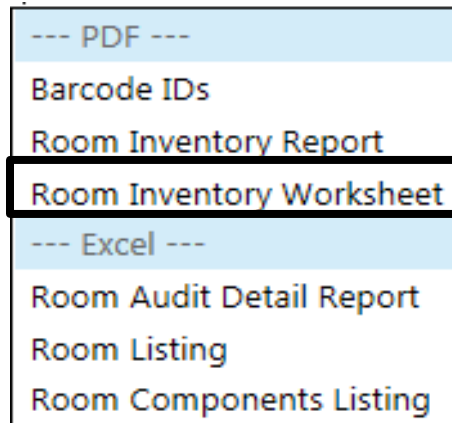
Tags	Count:	14	Accessories	Price	Units
T0453	T0452				
T0451	T0450				
T0440	T0449				
T0448	T0444				
T0439	T0445				
T0447	T0448				
T0443	T0438				

No Accessories Issued With This Item

30-Unit Laptop Storage Cart		Product No.:	1003
	Manufacturer:	Anthro	SKU:
	Model:	LTSC30WHSM	Projected Life: 3
	Product Type:	Cart	Notes:
	Area:		
	Price:	\$1,999.00	Holds and charges up to 30 laptops, and comes standard with a liner system that directs power to one side of the cart at a time. Large bays (16"W x 12"D x 3"H) give you plenty of space.
	Other 1:		
Other 2:			
Other 3:			

Tags	Count:	1	Accessories	Price	Units
T0245			VGA Cable 15ft	\$29.99	0

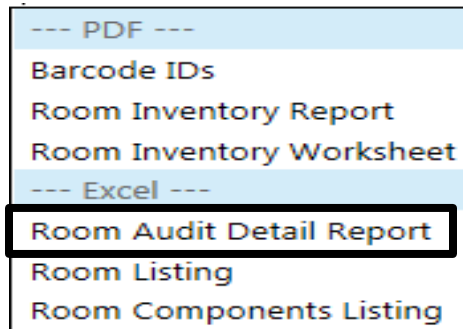
- ii. **Room Inventory Worksheet:** (Drop down menu in “Room Reports”) Printable report. Provides a grid like listing of assets within each room with barcode numbers, product name, model number, product type, serial number and price. No images with this report.



Learning Campus
Room Inventory Worksheet
12/8/2014

1000 VIRTUAL AUCTION ROOM				Room Type: Storage		
Tag	Product	Model	Product Type	Other #1	Serial	Price
T28791	17 inch V173-DJb LCD Monitor	V173-DJb	Monitor	17"	136258	\$134.95
T28795	17 inch V173-DJb LCD Monitor	V173-DJb	Monitor	17"	852088	\$134.95
T28799	17 inch V173-DJb LCD Monitor	V173-DJb	Monitor	17"	253658	\$134.95
T28803	17 inch V173-DJb LCD Monitor	V173-DJb	Monitor	17"	895362	\$134.95
T28807	17 inch V173-DJb LCD Monitor	V173-DJb	Monitor	17"	998858	\$134.95
T28811	17 inch V173-DJb LCD Monitor	V173-DJb	Monitor	17"	238541	\$134.95
T28815	17 inch V173-DJb LCD Monitor	V173-DJb	Monitor	17"	238589	\$134.95
T28819	17 inch V173-DJb LCD Monitor	V173-DJb	Monitor	17"	896453	\$134.95

- iii. **Room Audit Detail Report:** (Drop down menu in “Room Reports”) *In Excel format.* **Allows you to filter a report to show all Missing, Misplaced and/or Verified assets by room.** Report contains barcode numbers, serial numbers, room numbers, product, model, manufacturer, etc.



Filter Report

Please select filters below or leave default setting.

Site: Learning Campus

Audit State:

Audit Status: Check All
 Missing
 Misplaced
 Verified

REPORT IS IN EXCEL FORMAT THAT CAN BE SAVED TO YOUR DESKTOP

	A	B	C	D	E	G	H	I	J	K	L	M	P	Q	R	S
1	Site ID	Site Name	Tag	Serial Nur	Asset Typ	Audit State	Audit Location	Expected	Room Typ	Audit Date	Audit By	Audit Status	Product N	Product Name	Model	Manufactu
2	001	Learning Campus	3997	LRNRAFH196		Missing	Room: 507	Room: 507	Storage	7/30/2014 19:40	Donna Long	In Progress	1071	Lenovo ThinkCentre M57e - 6305	6305-B1U	Lenovo
3	001	Learning Campus	3998	LRNRAFH197		Missing	Room: 507	Room: 507	Storage	7/30/2014 19:40	Donna Long	In Progress	1071	Lenovo ThinkCentre M57e - 6305	6305-B1U	Lenovo
4	001	Learning Campus	3999	LRNRAFH198		Missing	Room: 507	Room: 507	Storage	7/30/2014 19:40	Donna Long	In Progress	1071	Lenovo ThinkCentre M57e - 6305	6305-B1U	Lenovo
5	001	Learning Campus	4000	LRNRAFH199		Missing	Room: 507	Room: 507	Storage	7/30/2014 19:40	Donna Long	In Progress	1071	Lenovo ThinkCentre M57e - 6305	6305-B1U	Lenovo
6	001	Learning Campus	4001	LRNRAFH200		Missing	Room: 507	Room: 507	Storage	7/30/2014 19:40	Donna Long	In Progress	1071	Lenovo ThinkCentre M57e - 6305	6305-B1U	Lenovo
7	001	Learning Campus	4002	LRNRAFH201		Missing	Room: 507	Room: 507	Storage	7/30/2014 19:40	Donna Long	In Progress	1071	Lenovo ThinkCentre M57e - 6305	6305-B1U	Lenovo

- iv. **Room Audit Summary Report:** (Located in the “Audits” tab of a room)
Printable report. Provides a listing of the Barcode numbers, Product Names, Room Number and the Status of the asset at the time of the audit (such as, Missing, Misplaced or Verified). It also contains Date Printed, Who Created the audit, Date audit was created, Audit Inventory Count (how many assets are assigned to this room), Verified Count (how many assets were found/scanned), Missing Count, Misplaced Count (assets found in the wrong room), etc.

	Created Date	Initiated By	Status	Modified Date	Inventory	Verified	Missing	Misplaced	Actions
	06/10/2014	District	Finalized	06/10/2014	43	43	0	1	
	06/10/2014	District	Closed	06/10/2014	2	0	2	0	
	03/20/2012	Site	In Progress	03/23/2012	28	23	5	1	

Room #: 20
Room Name: Second grade classroom
Room Type: Classroom

Room Audit Summary Report
Learning Campus
Monday, December 08, 2014










Status: In Progress
Initiated By: Site
Last Modified By: Debbie Dieler
Last Modified Date: 03/20/2012

Created By: Debbie Dieler
Created Date: 03/20/2012
Finalized By:
Finalized Date:

Audit Inventory: 28
Verified: 23
Missing: 5
Misplaced: 1

Status	Product	Tag	Asset Type	Expected Location	Audit Location	Action Taken
Missing	The Tag Reading System 32 MB	5889		Room: 20	Room: 20	None
Missing	The Tag Reading System 32 MB	5893		Room: 20	Room: 20	None
Missing	The Tag Reading System 32 MB	5897		Room: 20	Room: 20	None
Missing	The Tag Reading System 32 MB	5901		Room: 20	Room: 20	None
Missing	Sharp PG-F212X	6169		Room: 20	Room: 20	None
Misplaced	Lenovo ThinkCentre M57x - 6305	3685		Room: 53	Room: 20	None
Verified	Lenovo ThinkCentre M57x - 6305	3771		Room: 20	Room: 20	None
Verified	Lenovo ThinkVision L197	4010		Room: 20	Room: 20	None
Verified	Sterboard FX-T180-77	5888		Room: 20	Room: 20	None

- v. **Audit Details:** (Located in the “Audits” tab of a room) You cannot print this report, only view it. Same report as Room Audit Summary Report just in a grid-like format.

Created Date	Initiated By	Status	Modified Date	Inventory	Verified	Missing	Misplaced	Actions
06/10/2014	District	Finalized	06/10/2014	43	43	0	1	  
06/10/2014	District	Closed	06/10/2014	2	0	2	0	  
03/20/2012	Site	In Progress	03/23/2012	28	23	5	1	  

Room Audit Details

Room 20 Audit Detail

Status: In Progress	Created Date: 03/20/2012	Audit Inventory: 28
Last Modified Date: 03/23/2012	Created By: Debbie Disler	Verified: 23
Last Modified By: Debbie Disler	Finalized Date:	Missing: 5
	Finalized By:	Misplaced: 1

State	Product	Tag	Asset Type
Missing	Sharp PG-F212X	6169	Standalone
Missing	The Tag Reading System 32 MB	5889	Standalone
Missing	The Tag Reading System 32 MB	5893	Standalone
Missing	The Tag Reading System 32 MB	5897	Standalone
Missing	The Tag Reading System 32 MB	5901	Standalone
Misplaced	Lenovo ThinkCentre M57e - 6305	3885	Standalone
Verified	Lenovo ThinkCentre M57e - 6305	3771	Standalone
Verified	Lenovo ThinkVision L197	4010	Standalone
Verified	StarBoard FX-TRIO-77	5858	Standalone
Verified	The Tag Reading System 32 MB	5888	Standalone