

Date: August 18, 2014

To: Principal's & Directors

From: Michael L Erwin
Senior Director - Capital Fiscal Services

Re: TipWebIT Inventory Software System – update & future events

As you are all aware, we have been very busy this summer with the Probar Inventory staff to perform a complete inventory of all district schools and departments. In order to coordinate the site arrival time with the school Point of Contact employees, it was necessary to slow down the process and therefore Probar was unable to complete the project by early August as everyone had hoped for last May. But the good news is they have completed all the school sites by the time you read this. Regrettably, there were some sites where their success rate of finding the equipment through the on-site visit or the upload of checked-out equipment was unacceptable. Therefore, it will be necessary for Probar to return to some schools over the next couple of weeks. We will notify you if it is necessary to return to your site and a report of Missing Assets will be sent to your Tech Coordinator or designated employee to search out the equipment ahead of time.

We are ready to move to the next phase of the project. The conversion from a paper based process where you had to wait for weeks and possible months for Bar Code Tags and reports to one where the tags will arrive before the equipment and you are able to print reports at a moment's notice.

The next phase of the project is to provide training to one or two of your staff members on the use of the software and scanning equipment. They will be able to show the principal or department head certain processes they will need to know. We have reserved space at the Montgomery training complex to begin the training on September 11 and for the next several weeks. To help organize the training, we will need the name of the individual(s) who will be the contact(s) at your school or department for receiving the Fixed Assets/Equipment software training. Initially we will be able to train up to 2 employees at each site, but will be providing training throughout the year for other staff.

Would you please email the information below to Patty Butler at Patricia.Butler@aps.edu by Monday, August 25th. She will work with them and Matt Gurule – Business Systems department to establish a training date.

Name: _____ Position: _____
Email address: _____ Phone Number: _____

Thank you for all of your assistance and if you have any questions, please do not hesitate to contact us. Visit our web page at <http://tinyurl.com/APS-assets> to view an informational video about the TIPWebIT implementation.