

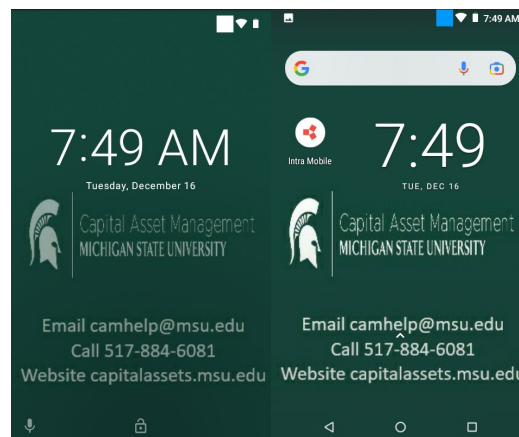


Using a Capital Asset Barcode Scanner

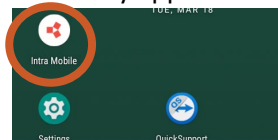
Overview: This job aid demonstrates how to use the Zebra MC330K Scanner and the Intra Mobile application for conducting a Unit-led inventory process and asset scans, including the manifest upload process. Assets scanned by departments do not qualify as verified if they are required to have a CAM-assisted audit performed.

Note: [Contact CAM](#) to request a scanner. Scanners are available by appointment only and must be picked up and dropped off at the Hannah Administration Building, 426 Auditorium Rd, Room 10.

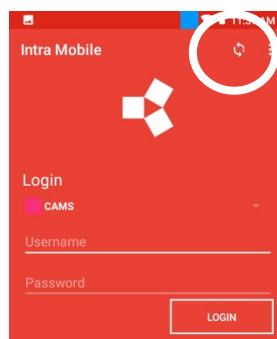
1. Turn on the scanner by holding down the red button in the lower right corner of the keypad until the Zebra logo appears, and then release the button.
2. Once powered on, the Capital Asset Management green screen will appear. Swipe up to access the applications.
 - a. **Note:** If the screen goes into sleep mode during use, press the red power button, then swipe up on the screen to wake.



3. Tap on the Intra Mobile icon to launch the inventory application.

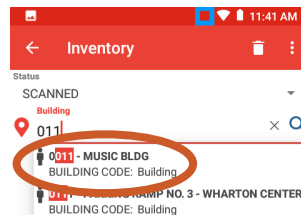


4. Tap the **Sync** icon in the upper-right corner.

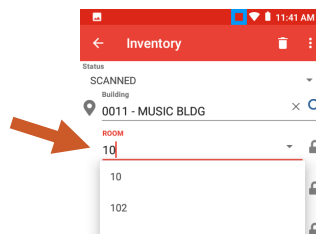




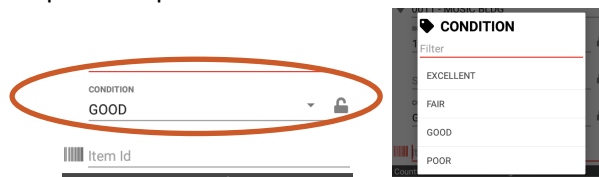
5. Enter the username CAM provided to you.
6. Enter the password, then tap on the **Login** button.
 - a. **Note:** CAM provides a password for your first login. You will be prompted to reset this password.
 - b. After three failed attempts, the system will lock you out. [Contact CAM](#) to reset your password.
7. The cursor will blink in the **BUILDING** field. Type in the building number or name of the location where you are scanning. Tap on the correct building to select.



8. Click the **ROOM** field. Tap on the correct room number.
 - a. **Note:** If the room is not listed, choose the closest room and enter the correct room in the sub-room field. [Notify CAM of any buildings or room numbers not listed.](#)



9. If needed, click the **SUB ROOM** and type in the subroom information (maximum 11 characters).
10. Click the **CONDITION** field. Tap the dropdown arrow to select the asset condition, which defaults to **GOOD**.



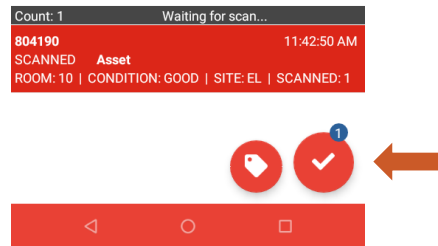
11. Tap the **Item ID** field.



12. Point the scanner at the asset's barcode tag and press one of the large yellow buttons on the front or either side of the scanner.
13. The scanner will beep when it reads the barcode tag.
 - a. The gray circle check icon in the lower right corner will turn red on the first scan and display the scan count. This is the scanned item manifest list. **Do not click** the red check button until you have scanned all assets in the room or building.
14. Verify the tag number against the number populated on the scanner to ensure the correct information was captured.
 - a. **Note:** the tag number can be manually added to the Item ID field by typing it in and hitting enter. The upload report will reflect that the asset was inventoried but not scanned.



15. When moving to a new room, update the room number and change or remove the sub-room information.
 - a. **Note:** The sub-room field will remain populated until manually removed.

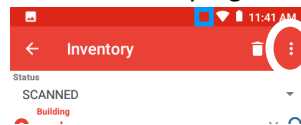


Scan completion

1. After completing all scans in the room or building, tap the red check mark to send the manifest to the database. The red check will turn gray once completed.
2. Click once on the back arrow at the bottom of the screen to display the Inventory page.



3. Sync the scanner by selecting on the three dots at the top right of the screen and selecting **Sync**.



4. A green check mark confirms the sync was successful, which can be verified by checking that the Queued Items field reflects 0.
 - a. **Note:** If the sync was unsuccessful, confirm Wi-Fi connectivity and resend when connected. The scanners are set up to use the MSU Wireless 3.0 Wi-Fi to avoid connectivity issues.
5. Tap the back arrow to display the log-out prompt page. Tap **LOG OUT**.
6. When completed, **hold down the red power button** until prompted to power off.

Manifest upload

1. The scanned item manifest notification is sent to CAM the following business day and will be uploaded into KFS by a team member.
2. Outstanding errors from the upload will be emailed to the employee whose username is registered to the scan and the Barcode Inventory Error document will be routed to the user and found in their KFS action list.
3. Error resolution must be completed and reported to CAM by the deadline stated in the email.
4. CAM reserves the right to decline future scanner loan requests if errors are unresolved.

Quick reference and troubleshooting

- Scanner maintains the most recent scan information and will override any previously entered information.
- To delete a barcode scanned in error:
 1. Press and hold the item until the top ribbon turns blue.
 2. Confirm the screen says **1 selected**.
 3. Select the trash can to delete.
- To update the room of a scanned item:
 1. Press and hold the item until the top ribbon turns blue.



2. Confirm the screen says **1 selected**.
 - **Note:** If multiple items were scanned in the wrong room, you can select all applicable items.
3. Select the ROOM field.
4. Update the information in the ROOM field.
5. Press the back arrow and verify that the update was captured.
 - **Note:** Alternatively, you can send the manifest and re-scan the items. The most recently scanned information will override any previously uploaded information.