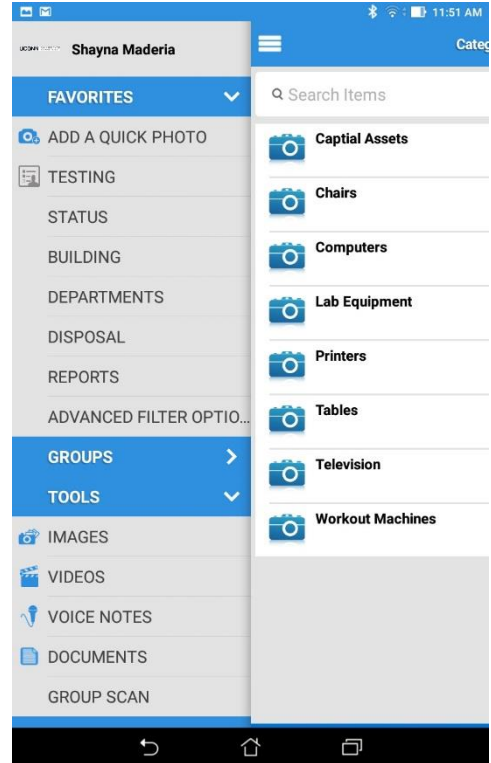


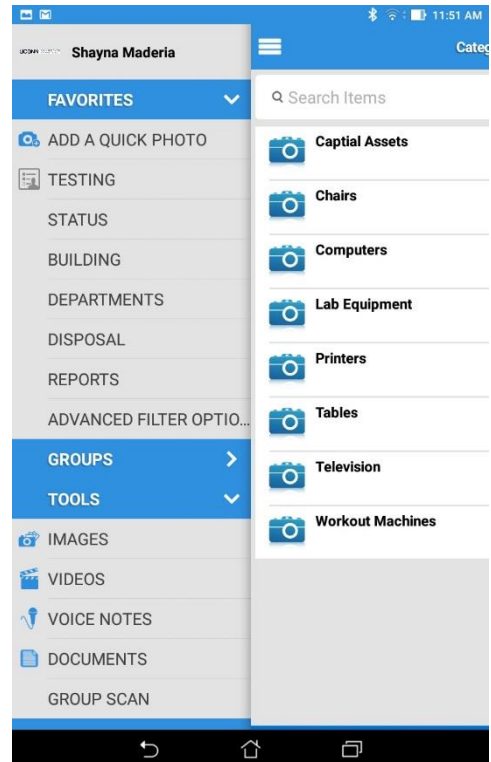
# How To Surplus Equipment (Android)

Surplus will use the information submitted via Asset Panda to contact the department to schedule the pick-up of assets. Lead-time is 5 to 10 business days. Material that Surplus will not accept includes, but is not limited to, construction debris, light bulbs, household trash, and lab glass. For Freon and oil removal from refrigeration units and motors, a work order must be placed with Facilities Operations prior to Surplus picking up those items. A step-by-step process is listed at [www.stores.uconn.edu/surplus.html](http://www.stores.uconn.edu/surplus.html).

Step 1: In the menu bar tap on TOOLS

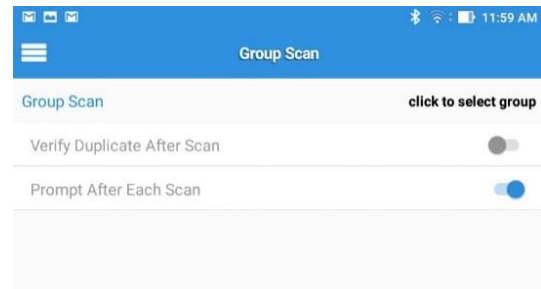


Step 2: Tap on GROUP SCAN

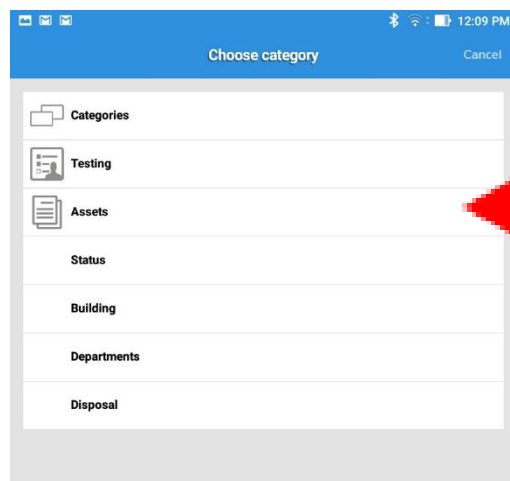


# How To Surplus Equipment (Android)

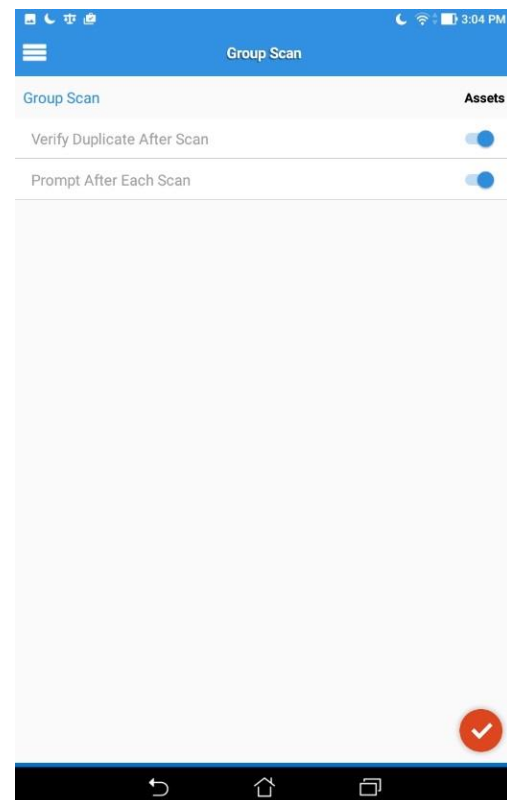
Step 3: Tap on click to select group



Step 4: Tap on Assets



Step 5: Assets appears on Group Scan  
Tap Verify Duplicate After Scan to "Yes"  
Tap on the check mark

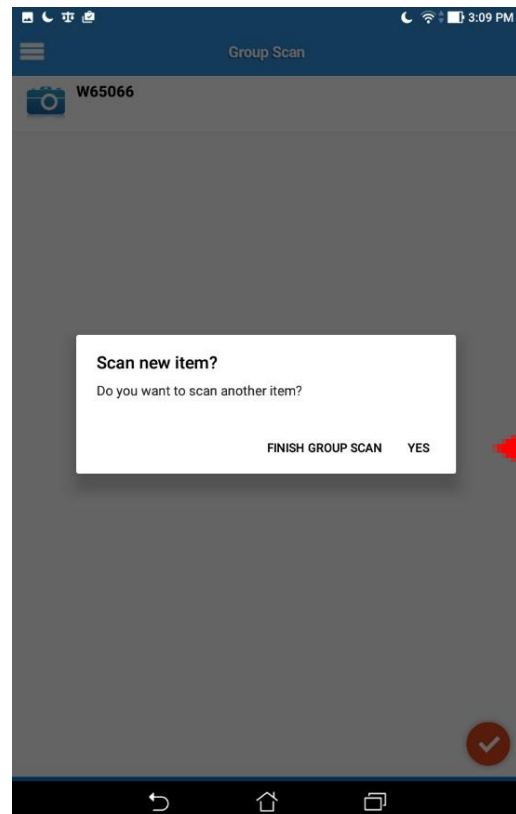


# How To Surplus Equipment (Android)

Step 6: The barcode scanner will pop up and you can now scan your asset.

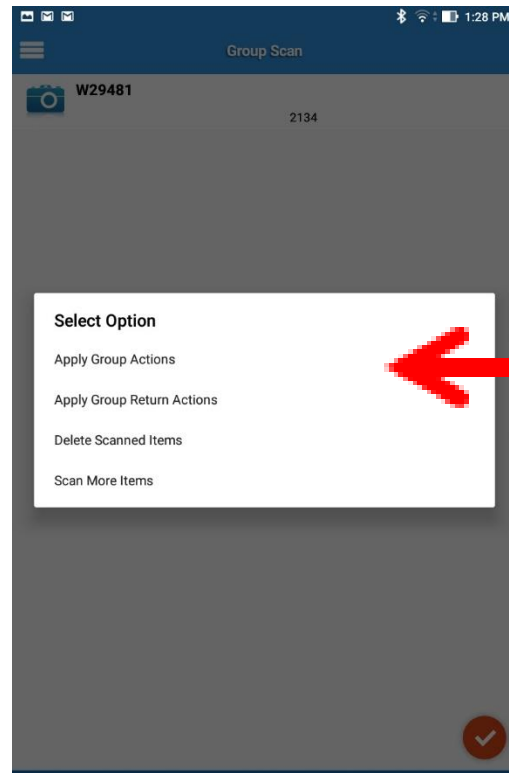


Step 7: After scanning a pop up message will appear. Tap either FINISH GROUP SCAN or YES. Yes will allow you to add more records to the group for the same location.

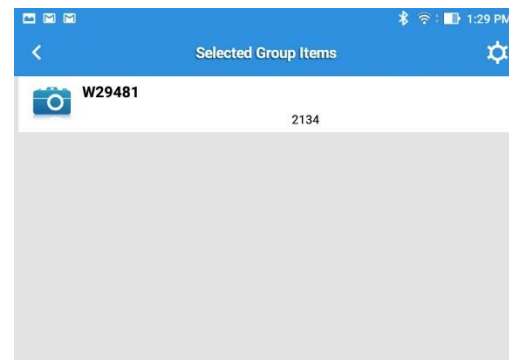


# How To Surplus Equipment (Android)

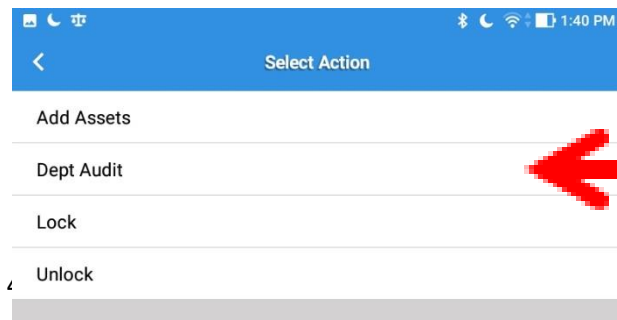
Step 8: Tap on Apply Group Actions



Step 9: Tap on the Setting Wheel



Step 10: Tap on Dept Audit



# How To Surplus Equipment (Android)

Step 11: Fill out all required fields marked with a \*

Date of Service – defaults to today's date

Tap OK and date field will be populated.

\*Surplus Equipment – Yes (required for surplusing equipment)

\*Contact – enter your login email address (required for surplusing equipment)

\* Phone – enter phone number (required for surplusing equipment)

Building Code – you can search by entering the building name to find the building code. Tap on the building and building code field will be populated.

Room Number

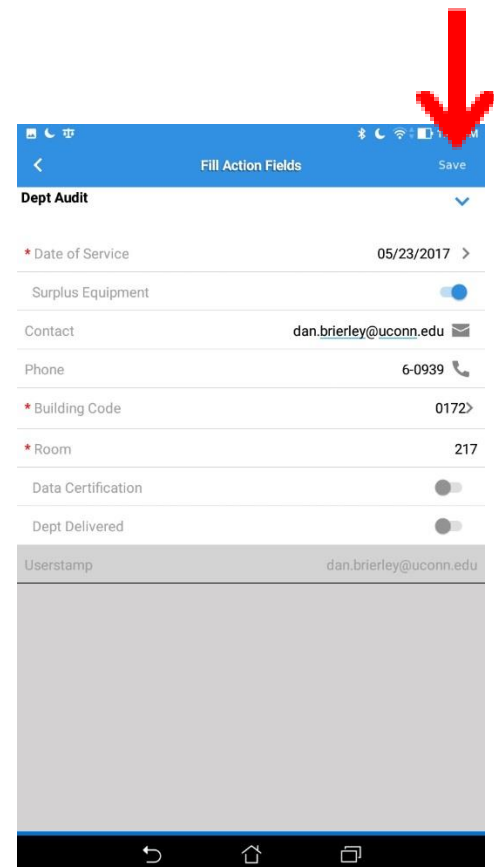
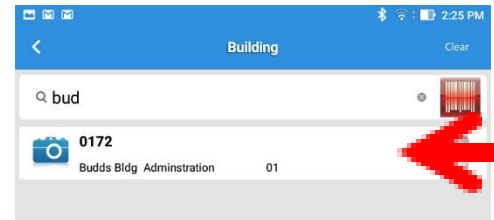
Data Certification – A Data Certification Form MUST be completed for all computers/electronic media going to Surplus (<http://stores.uconn.edu/surplus.html#computers>).

Tap here to indicate completion of the form verifying that all data has been permanently removed from the hard drive.

Form must accompany asset to Surplus.

Dept Delivered – Tap here to indicate that the asset will be delivered to Surplus by the department (no pick-up required)

Tap Save when done

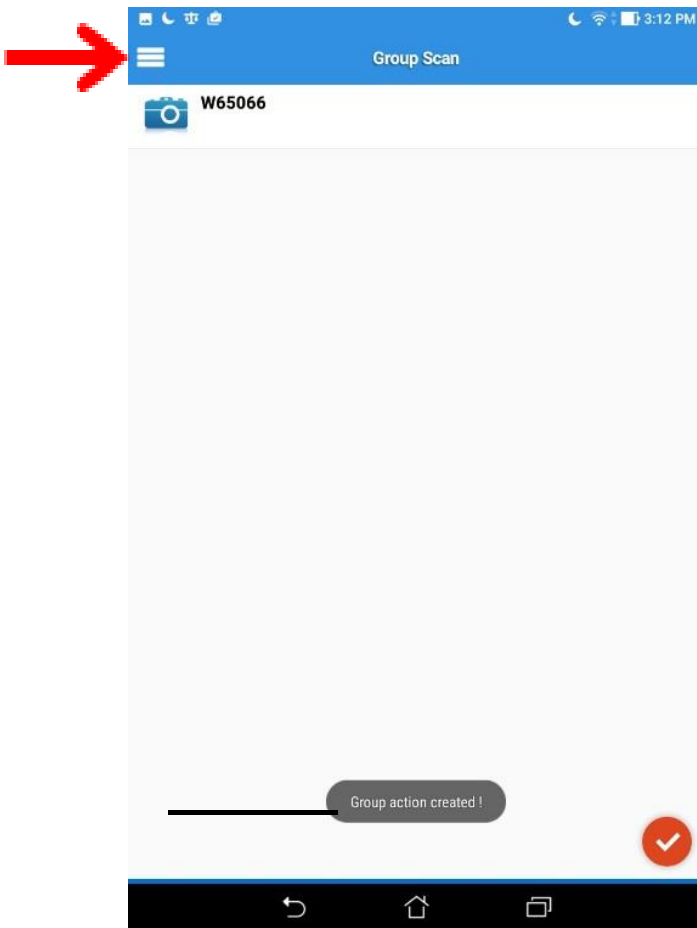


# How To Surplus Equipment (Android)

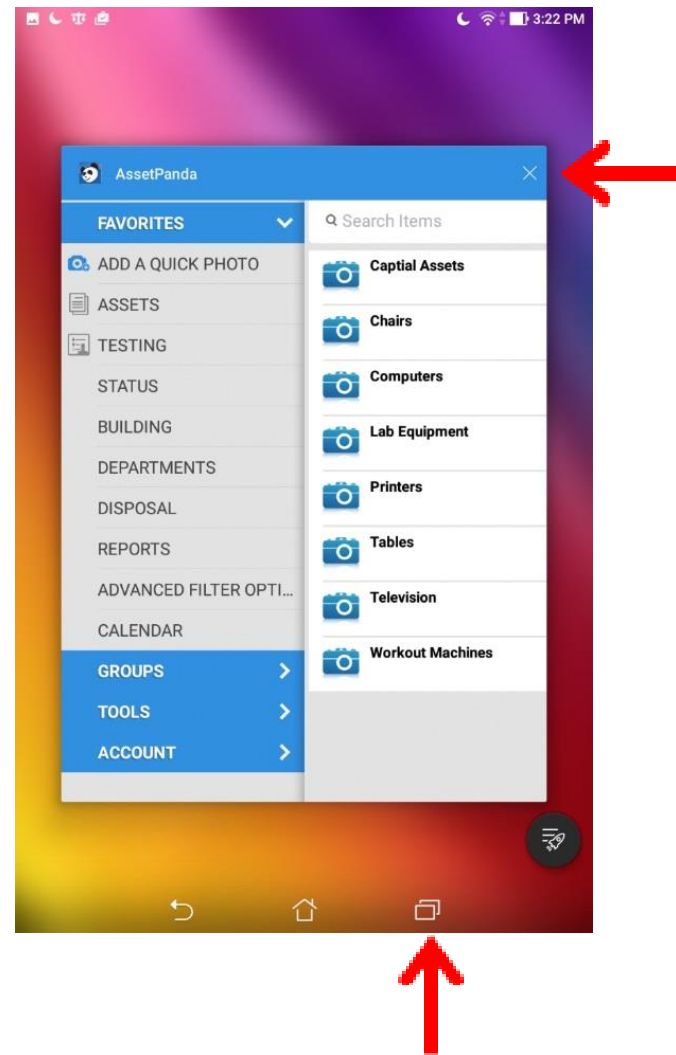
Step 12:

After creating the “Group Action” you can either:

1. Tap on the three white bars to return to main menu  
Then tap ASSETS to reset the application  
Then return to Step 1 to scan assets with a new location  
OR
2. You can minimize the app and tap on the X to exit.



OR



## How To Surplus Equipment (Android)

# What Happens When you Lose Wi-Fi?

When Wi-Fi Connection is lost you will receive the following screen. When the connection is re-established your progress will resume exactly where you left off. No data will be lost.

