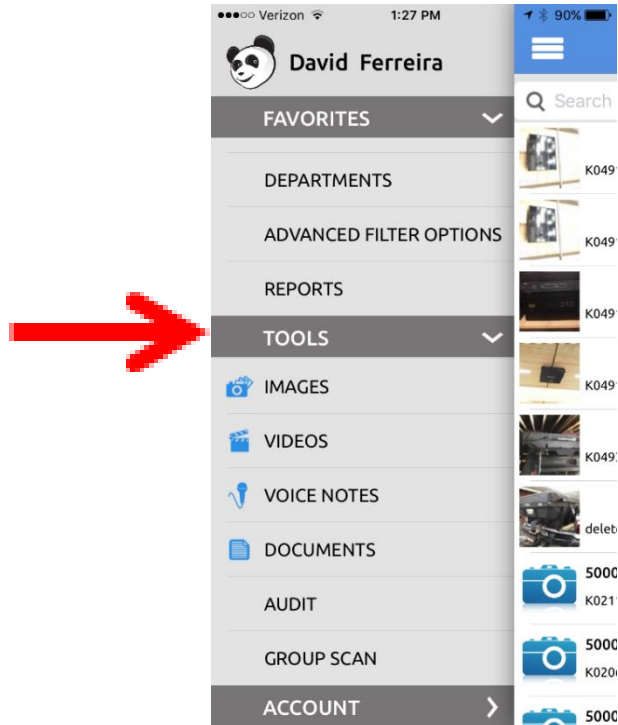


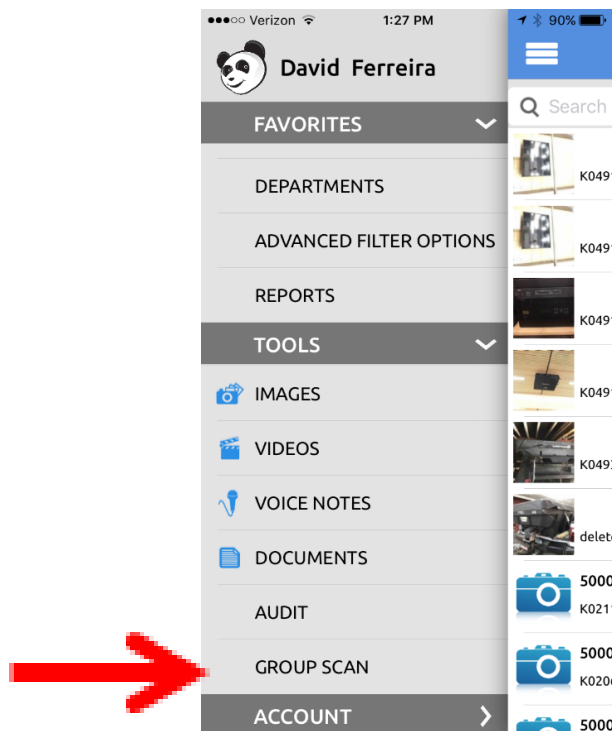
How To Surplus Equipment (Apple)

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.

Step 1: In the menu bar tap on TOOLS

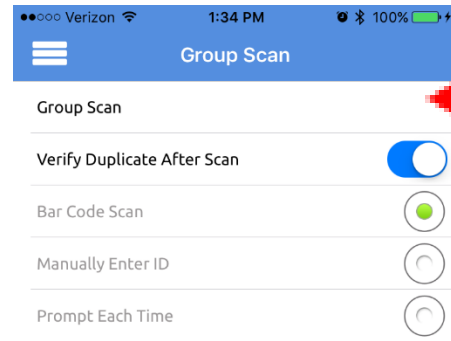


Step 2: Tap on GROUP SCAN

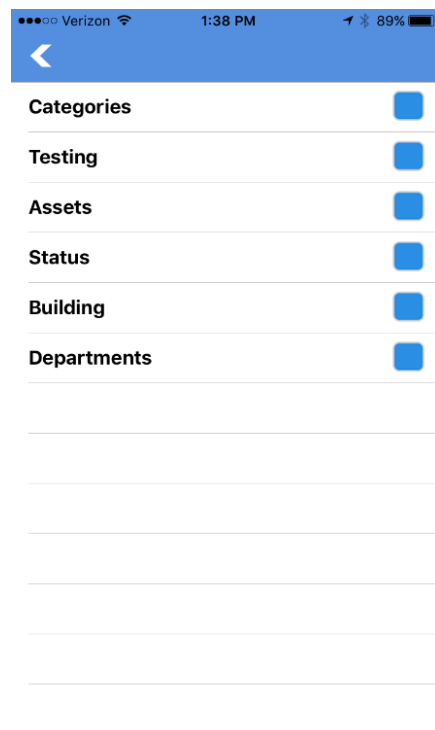


How To Surplus Equipment (Apple)

Step 3: Tap on the space next to Group Scan.



Step 4: Tap on the Assets checkbox.



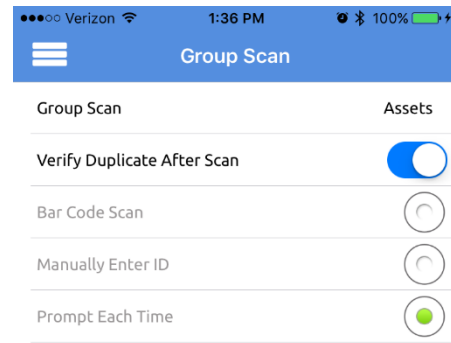
How To Surplus Equipment (Apple)

Step 5: Assets appears on Group Scan

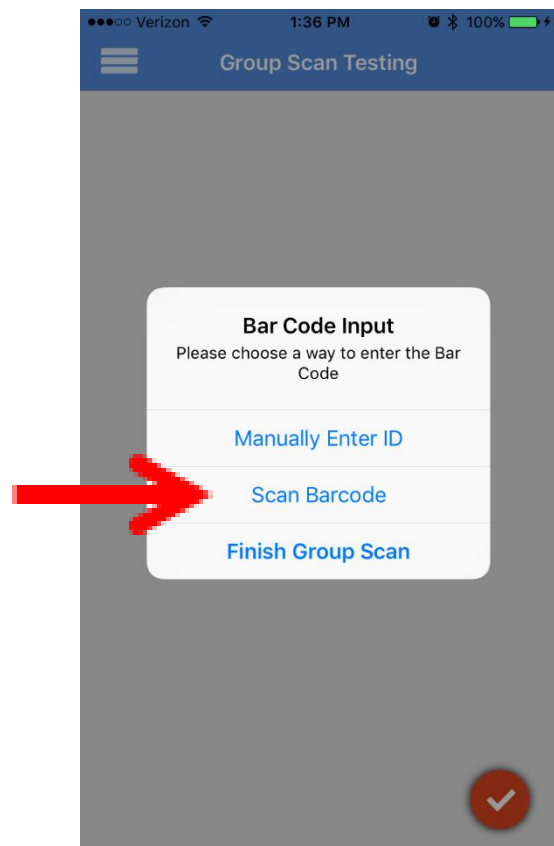
Verify Duplicate After Scan (should be checked)

Tap on Prompt Each Time

Tap on the check mark

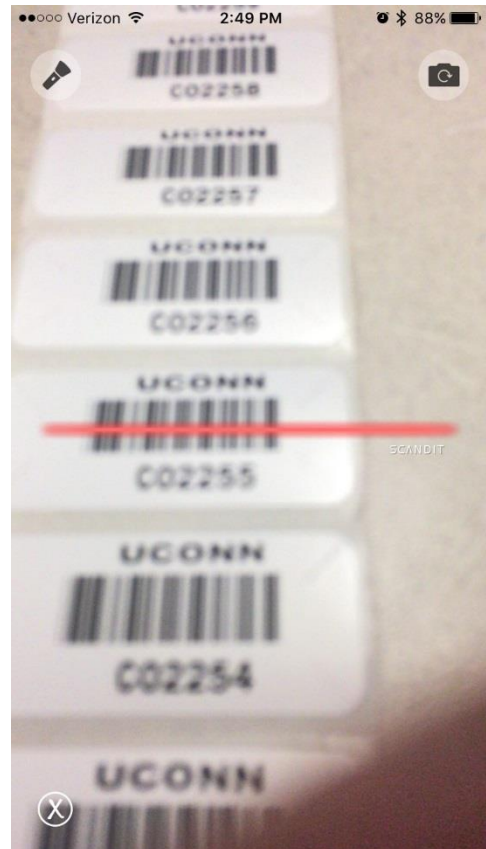


Step 6: Tap on Scan Barcode



How To Surplus Equipment (Apple)

Step 7: The barcode scanner will pop up and
You can now scan your asset.



Step 8: After scanning a pop up message will appear.

Tap either:

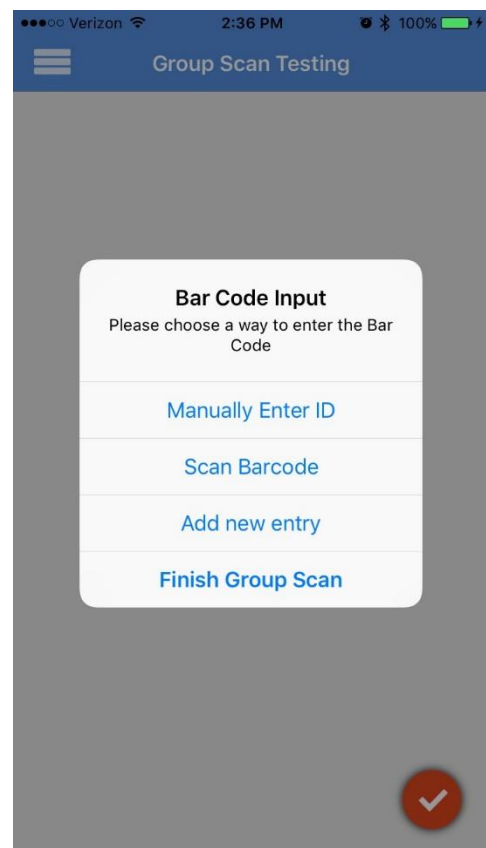
Add new entry (This will be to add the scanned item
into AssetPanda so that it can be marked as Surplus)
(Go to step 9)

OR

Scan Barcode (This will allow you to add more records to
the group for the same location.)(Go to step 6)

OR

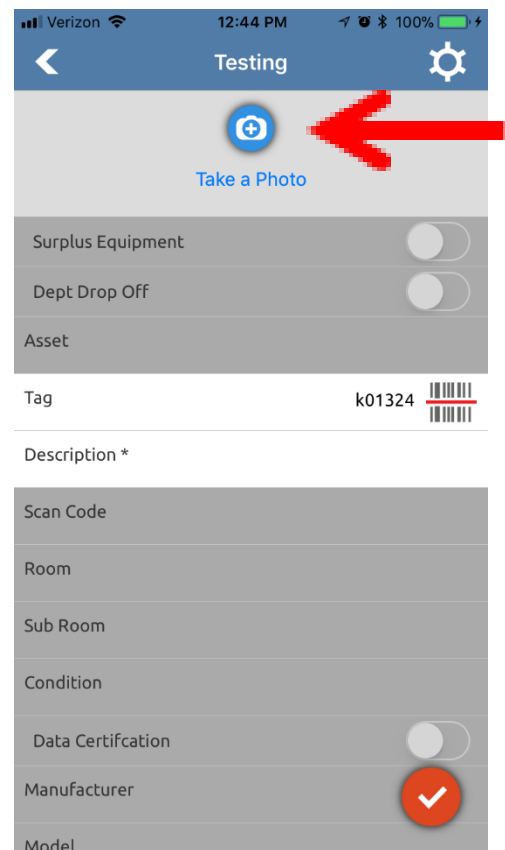
Finish Group Scan (This is to continue along in the
Surplus Process)(Go to step 14)



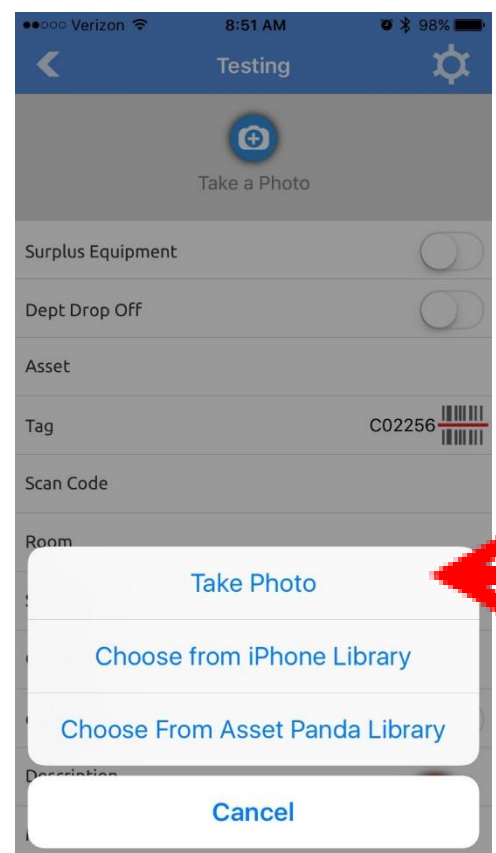
How To Surplus Equipment (Apple)

Step 9: If you need to add the item to Asset Panda and tapped Add new entry you will be brought to this page

Tap on Take a Photo.



Step 10: Tap on Take Photo.



How To Surplus Equipment (Apple)

Step 11: Take Photo, then tap on Use Photo.



Step 12: Type in the description of the item, then
Tap on the check mark

A screenshot of a mobile application form titled "Testing". The form has a blue header with a back arrow, the title "Testing", and a settings gear icon. Below the header is a "Take a Photo" button with a plus icon. The form contains several sections: "Surplus Equipment" and "Dept Drop Off" with toggle switches; an "Asset" section; a "Tag" field with the value "K05610" and a barcode; a "Description *" field with the value "Table"; a "Scan Code" field; "Room" and "Sub Room" fields; a "Condition" field; a "Data Certification" field with a toggle switch; a "Manufacturer" field with a red circular checkmark icon; and a "Model" field. A large red arrow points from the left side of the screen towards the "Description *" field. Another large red arrow points from the right side of the screen towards the "Manufacturer" field.

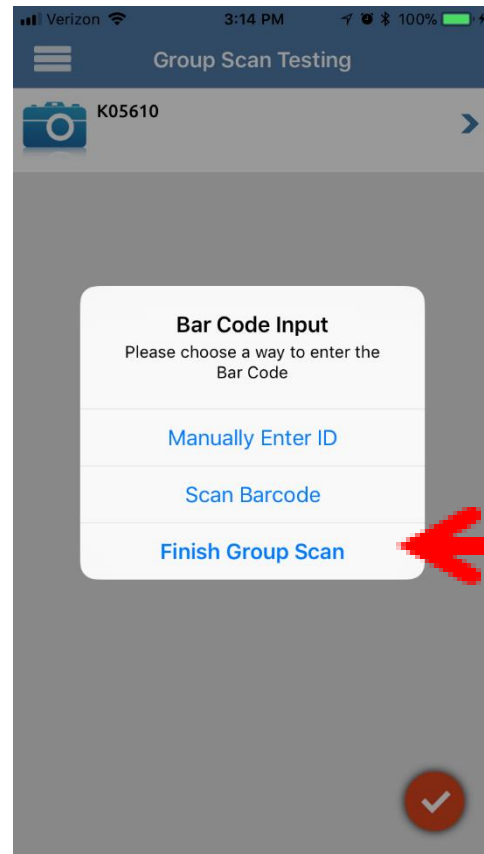
How To Surplus Equipment (Apple)

Step 13: Tap either:

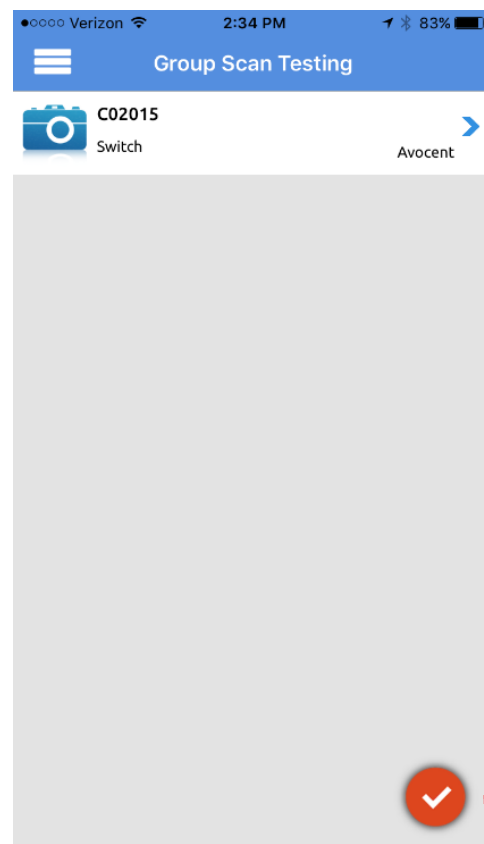
Scan Barcode (return to step 6)

OR

Finish Group Scan (Go to step 14)

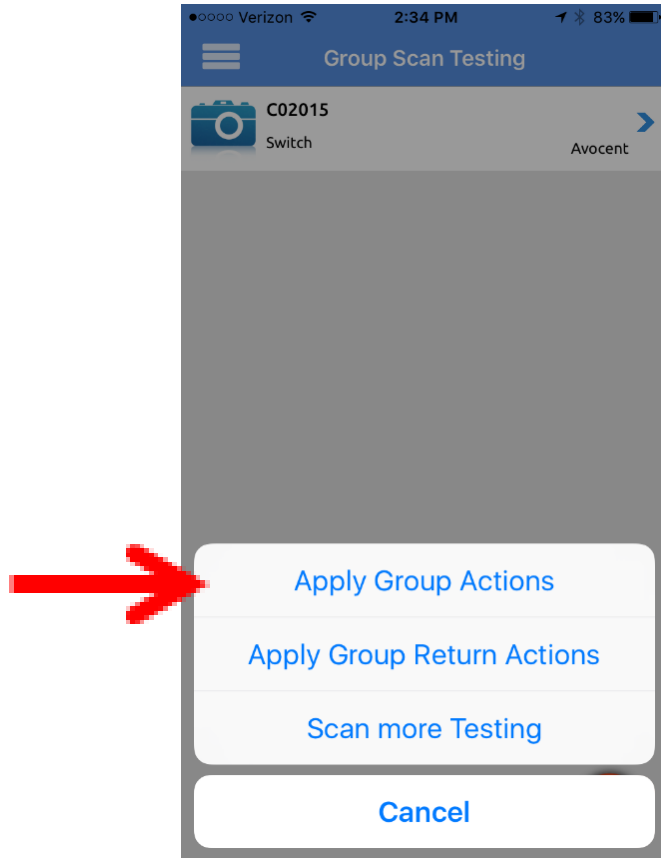


Step 14: Tap on the check mark

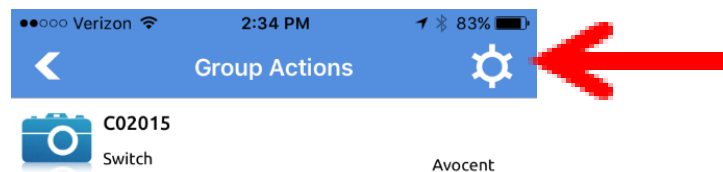


How To Surplus Equipment (Apple)

Step 15: Tap on Apply Group Actions

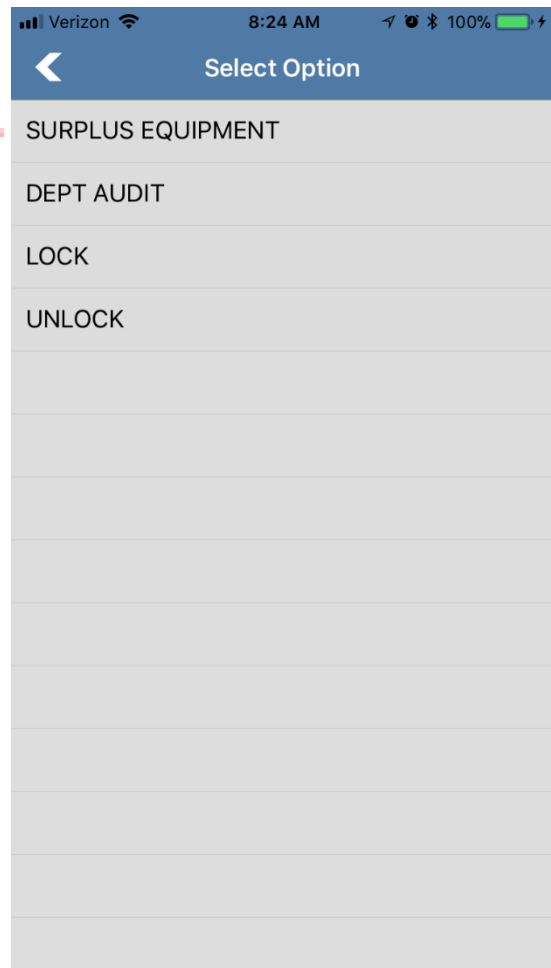


Step 16: Tap on the Settings Wheel



How To Surplus Equipment (Apple)

Step 17: Tap on SURPLUS EQUIPMENT



How To Surplus Equipment (Apple)

Step 18: Fill out all required fields marked with a *

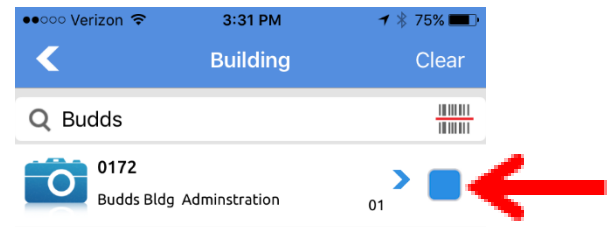
Date of Service – defaults to today's date

Surplus Equipment – will be autofilled to "Yes"

*Contact – enter your Uconn email address

* Phone – enter full phone number (extensions will not work)

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

A screenshot of a mobile app interface titled 'Group Actions'. Below the title is a section for 'Surplus Equipment'. It contains several form fields: 'Date of Service *' with the value '11/02/2017', 'Contact *' with the email 'dan.brierley@uconn.edu', 'Phone *' with the number '486-0939', 'Building Code *' with the value '0172', and 'Room *' with the value '217'. There are two toggle switches: 'Data Certification' and 'Dept Delivered'. At the bottom, a grey bar displays 'Userstatmp' and the email 'dan.brierley@uconn.edu'.

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

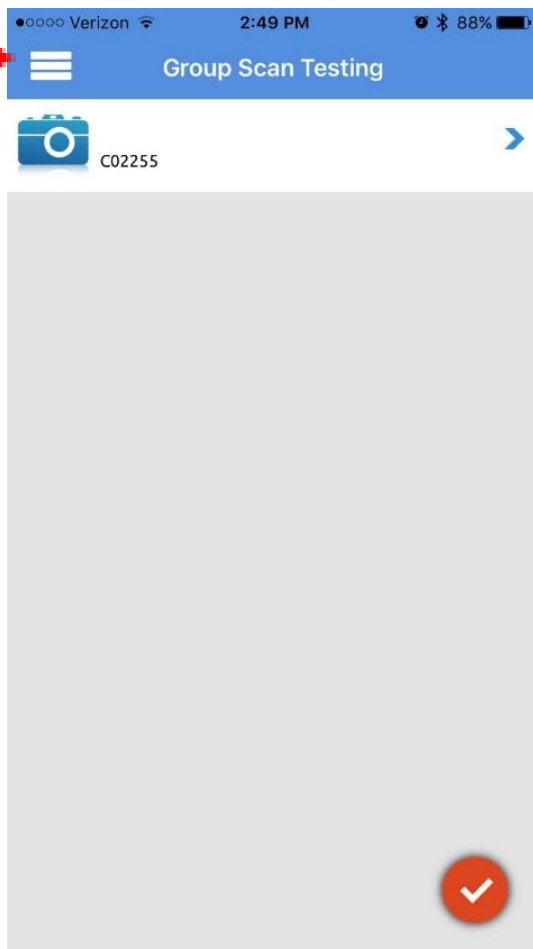
Tap on the check mark when done



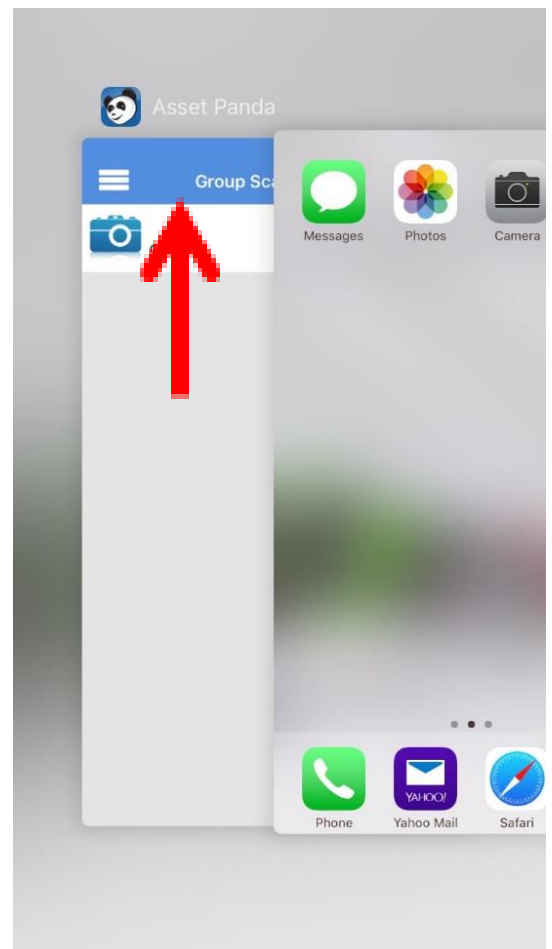
How To Surplus Equipment (Apple)

Step 19: 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 swipe up to exit.



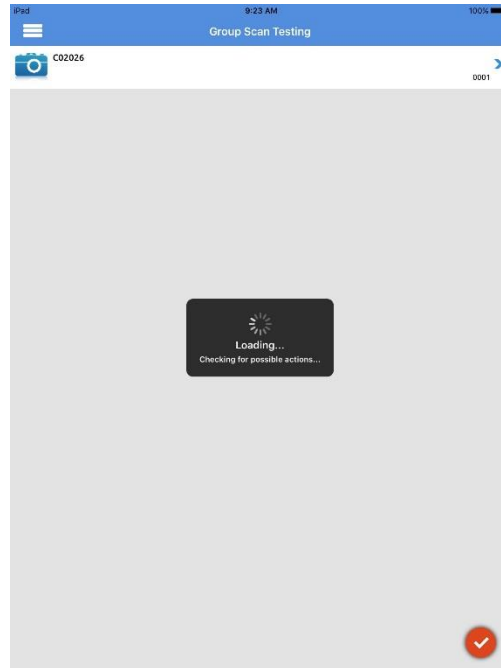
OR



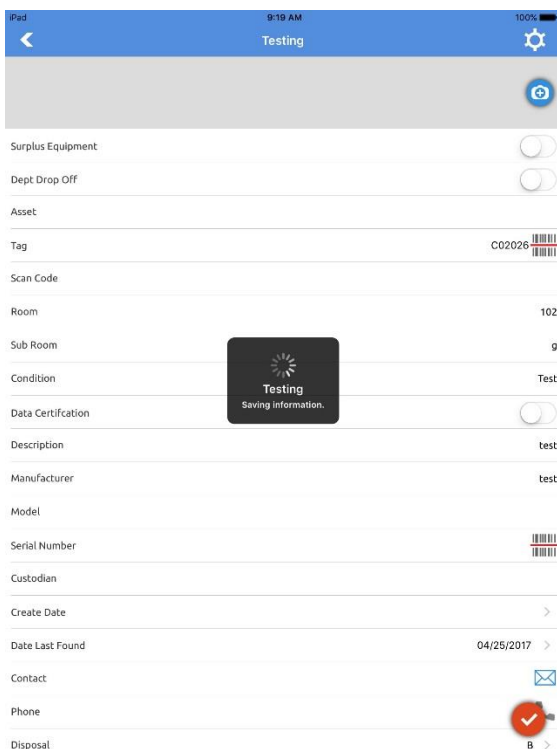
How To Surplus Equipment (Apple)

What Happens When you Lose Wi-Fi ?(IPad)

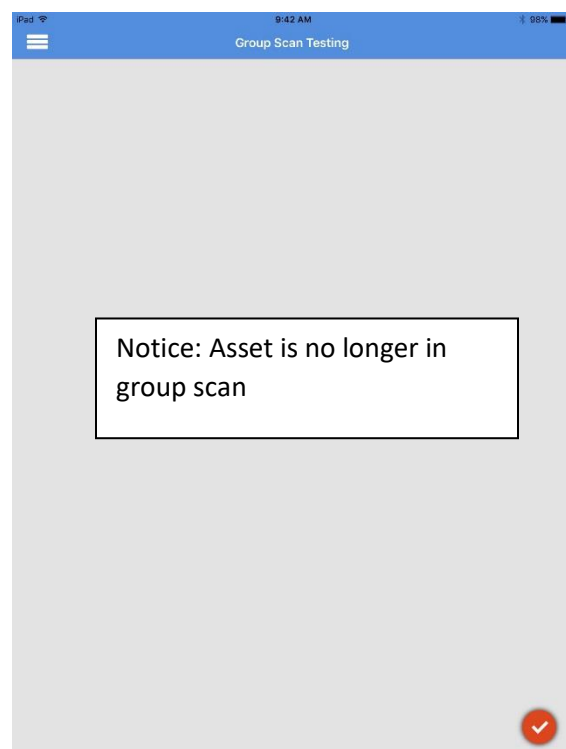
When Wi-Fi Connection is lost you will receive the following screen. When the connection is re-established your progress will resume exactly where you left off. No data will be lost.



If Wi-Fi signal is lost during the updating of an individual asset you will get a spinning wheel when you go the press the red check box. Once the Signal is re-established the record will be updated but the asset will need to be re-scanned to be included in the group scan process.



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How To Surplus Equipment (Apple)

What Happens When you Lose Wi-Fi? (iPhone w/Cellular)

When Wi-Fi Connection is lost you will receive the following screen and an error message saying a data connection has been lost. At this point the app will continue using cellular data if enabled until a Wi-Fi signal is re-established. Your progress will resume exactly where you left off. No data will be lost.

