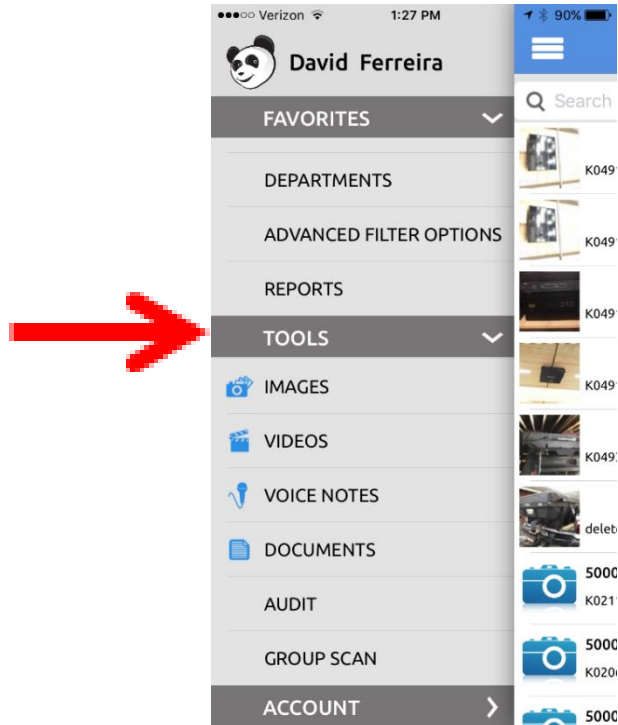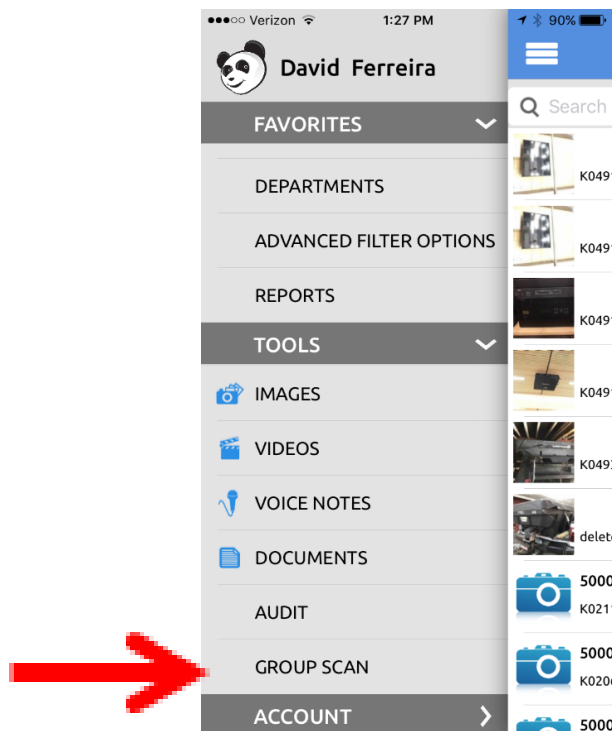# How To Surplus Equipment (Apple)

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.
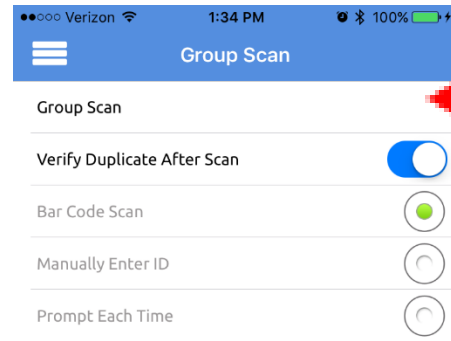
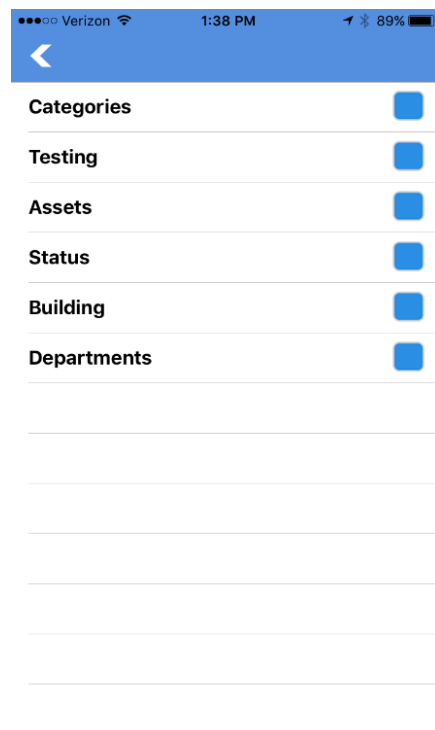Step 1: In the menu bar tap on TOOLS

Step 2: Tap on GROUP SCAN

# How To Surplus Equipment (Apple)

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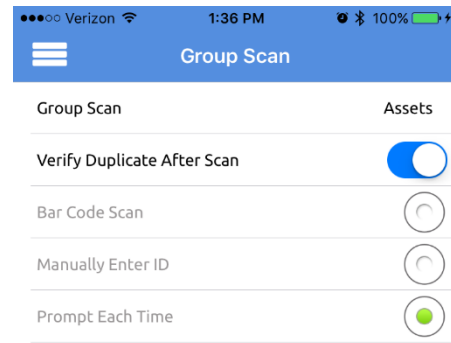


Step 4: Tap on the Assets checkbox.

# How To Surplus Equipment (Apple)
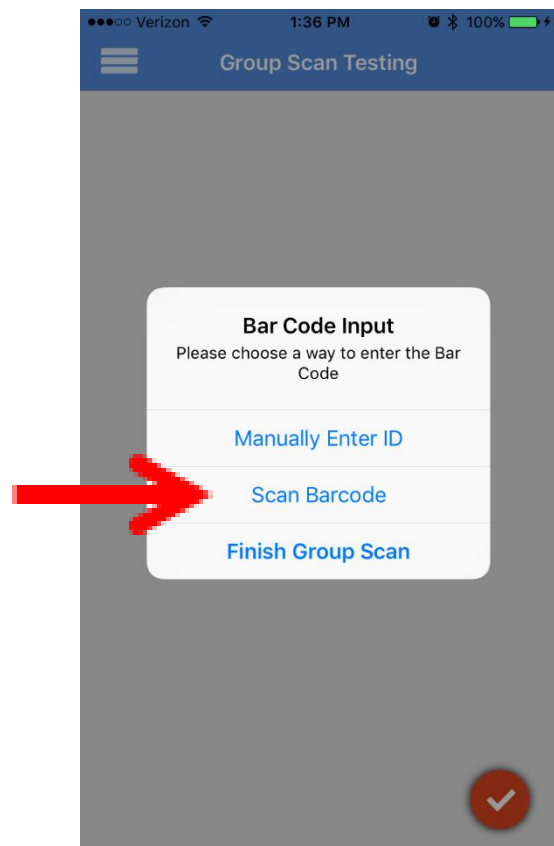
Step 5: Assets appears on Group Scan

Verify Duplicate After Scan (should be checked)
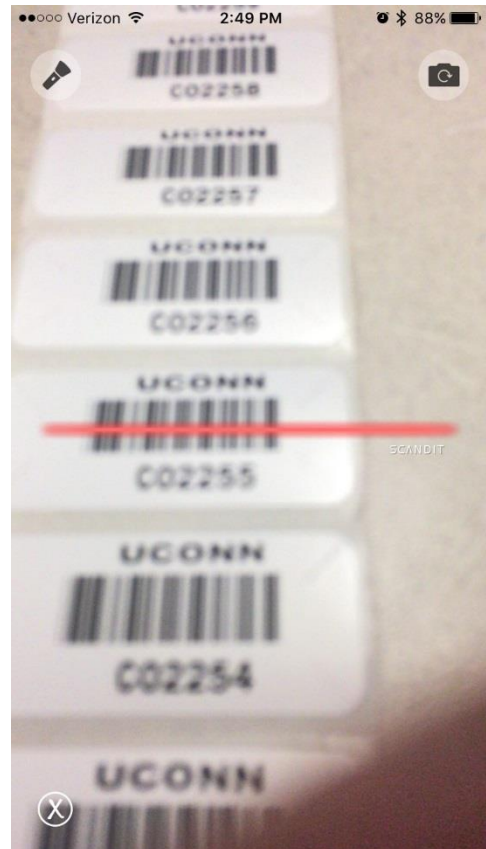
Tap on Prompt Each Time

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.
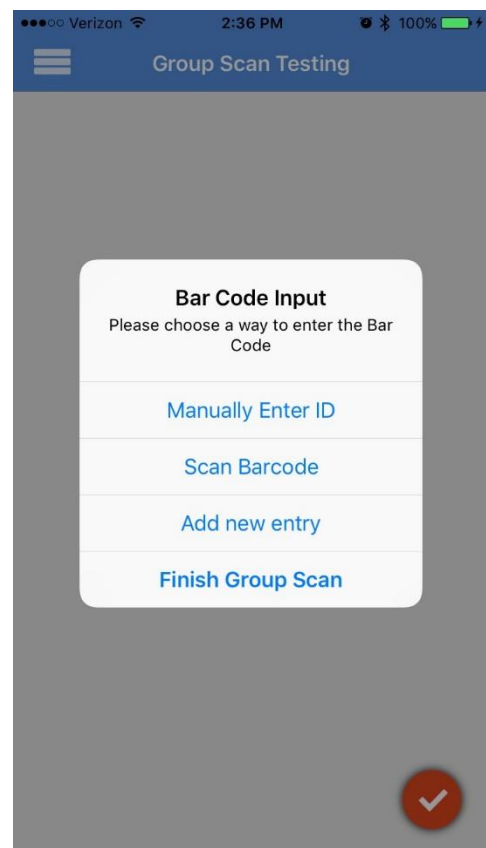
Tap either:

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

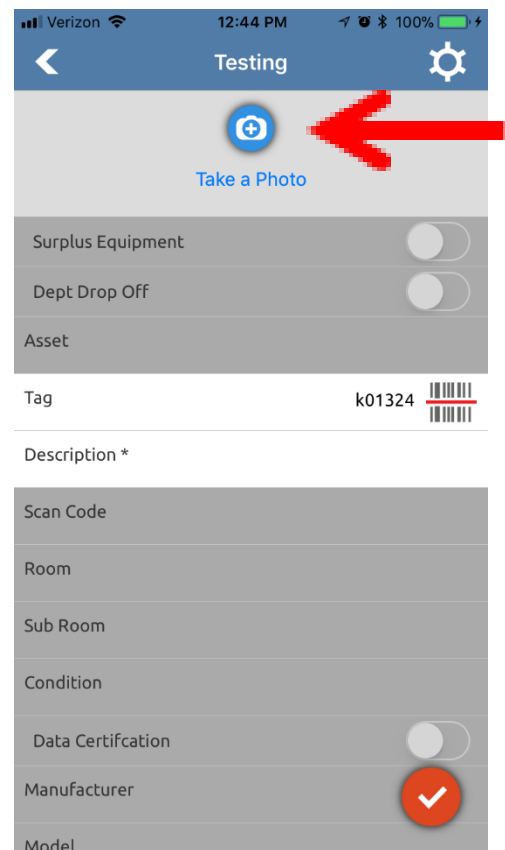the group for the same location.)(Go to step 6)

OR

Finish Group Scan (This is to continue along in the

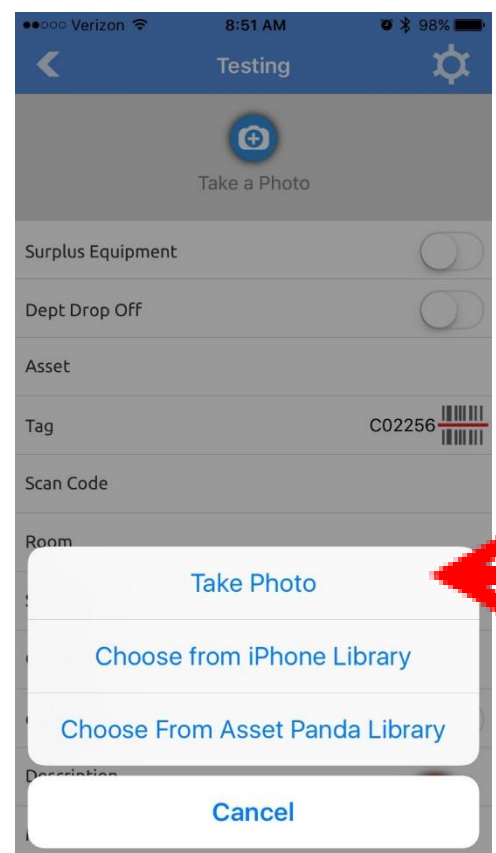Surplus Process)(Go to step 14)

# 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
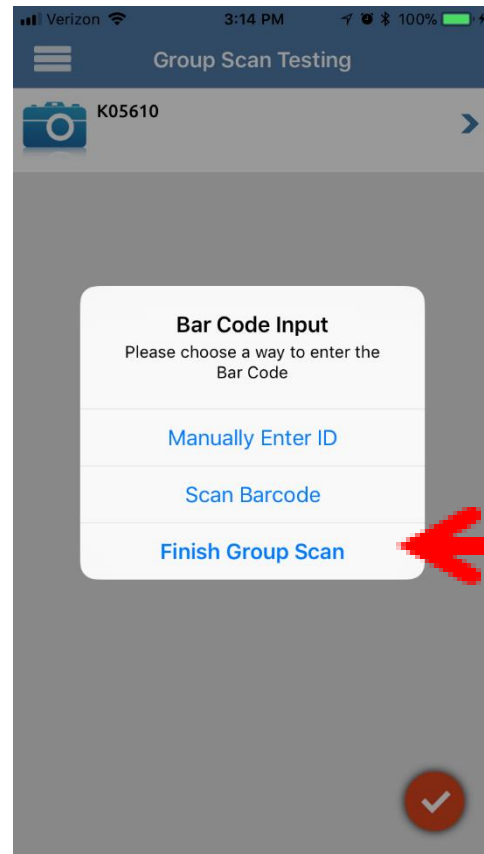
Tap on the check mark

# How To Surplus Equipment (Apple)
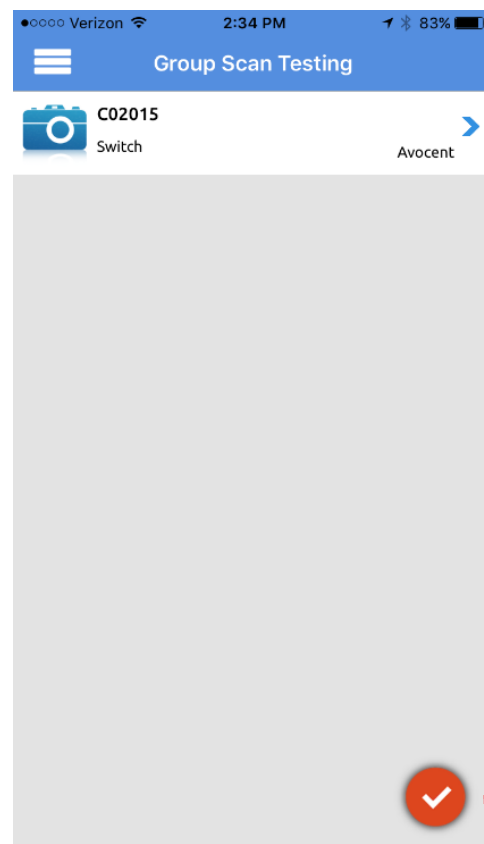
Step 13: Tap either:

Scan Barcode (return to step 6)

OR

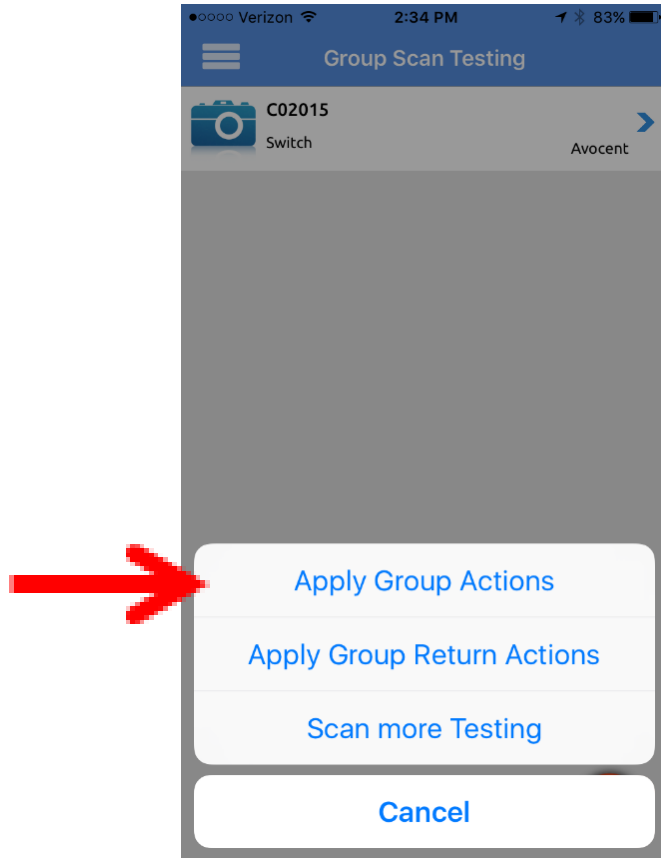Finish Group Scan (Go to step 14)
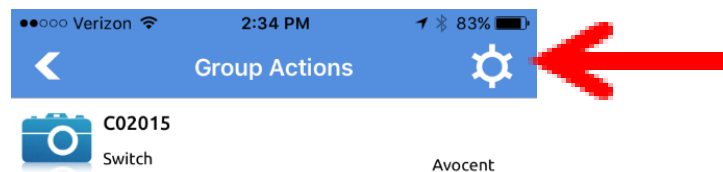
Step 14: Tap on the check mark

# How To Surplus Equipment (Apple)
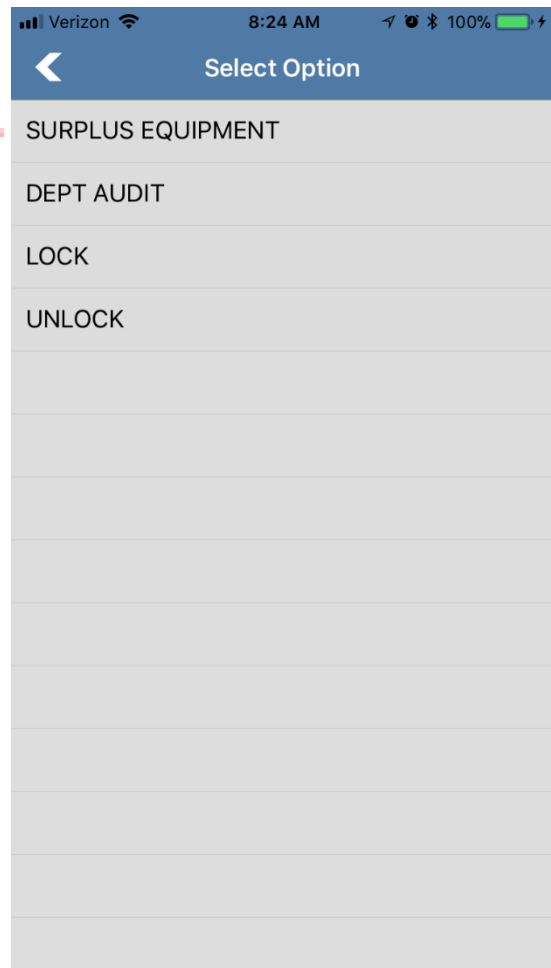
Step 15: Tap on Apply Group Actions



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.
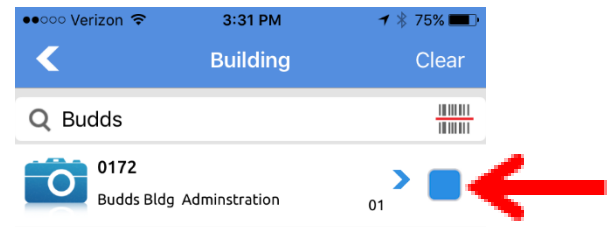


Room Number

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.



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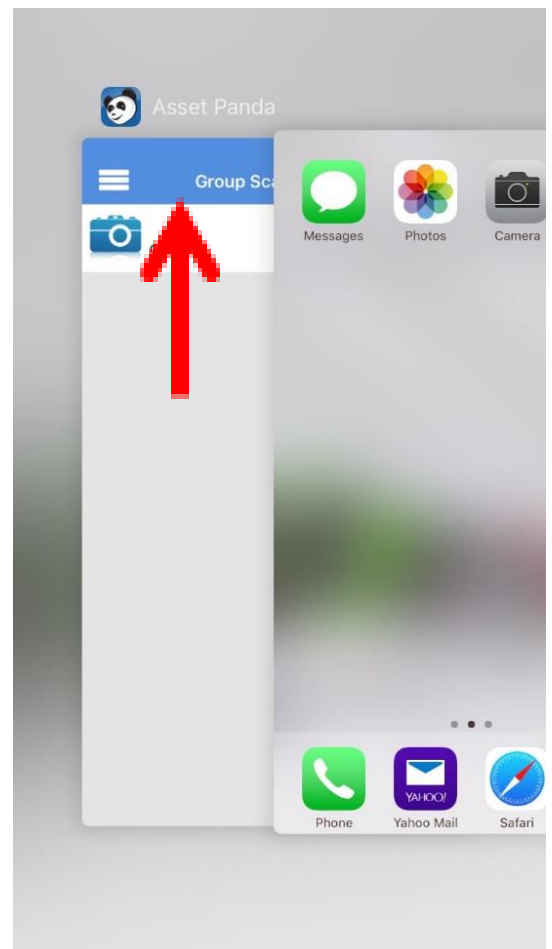
Tap on the check mark when done

# 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
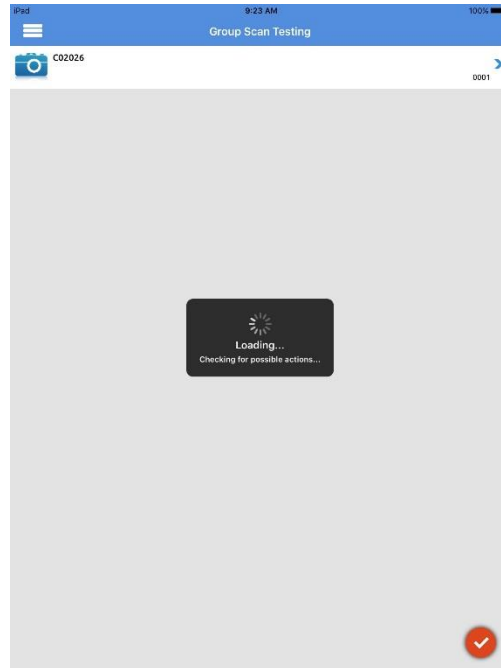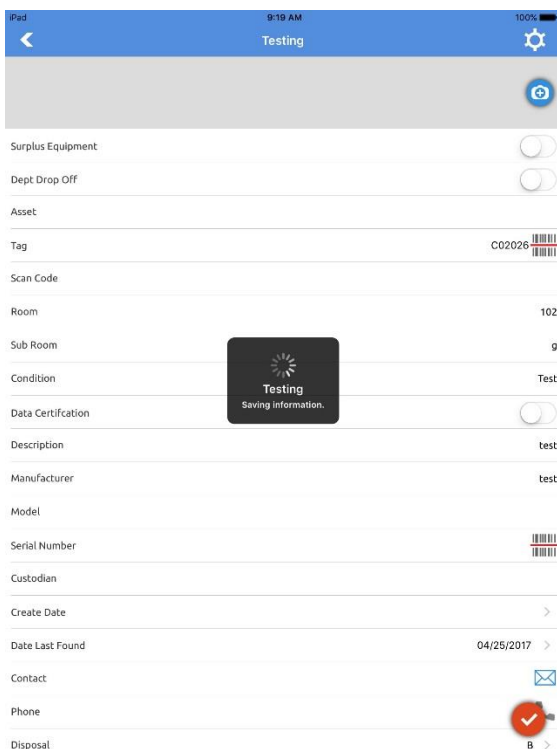2. You can minimize the app and swipe up to exit.



OR
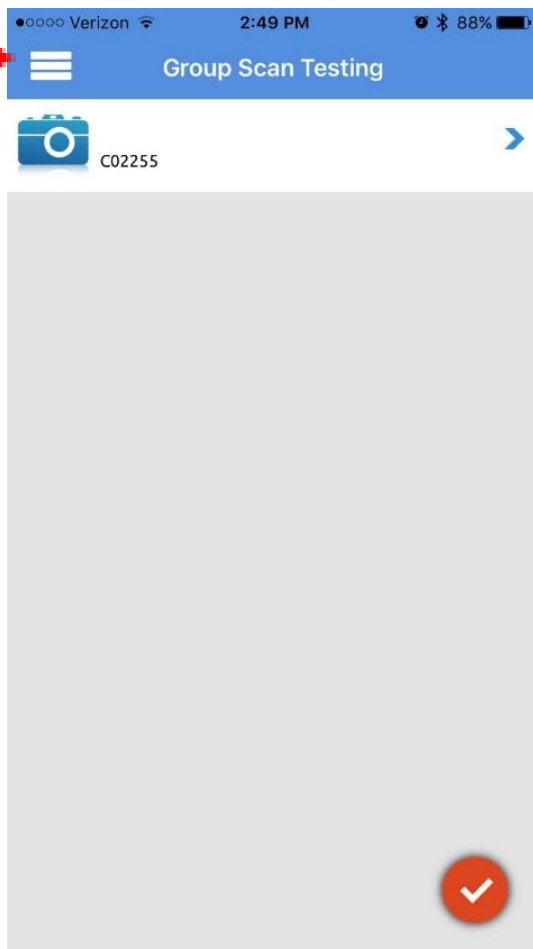
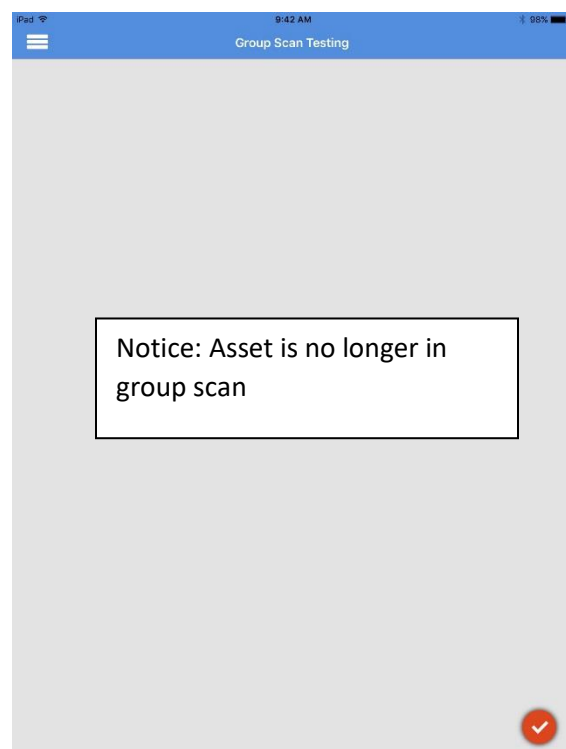## <u>What Happens When you Lose Wi-Fi ?(IPad)</u>

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.



Notice: Asset is no longer in group scan

## <u>What Happens When you Lose Wi-Fi? (IPhone w/Cellular)</u>

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.