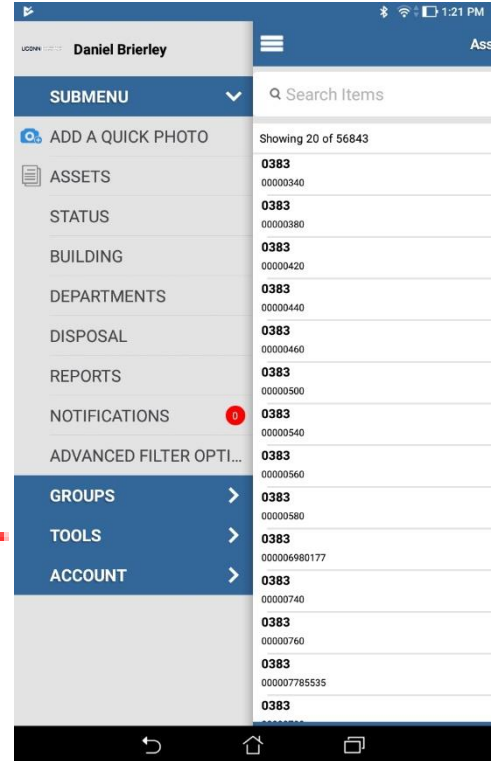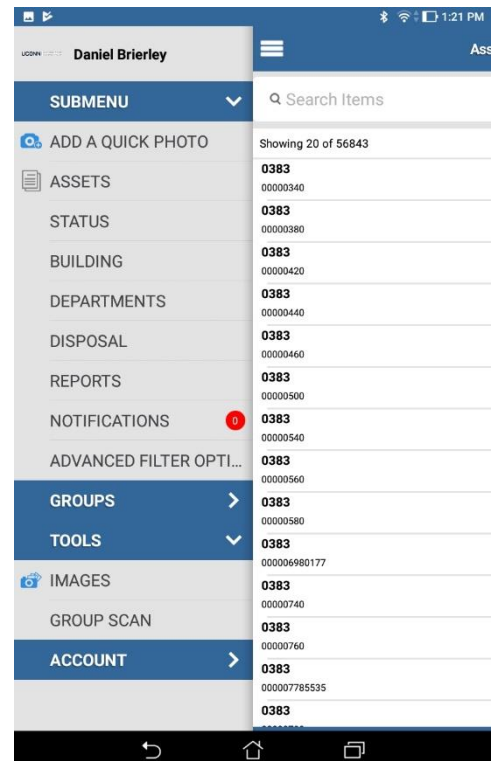# How To Surplus Equipment (Android)

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.
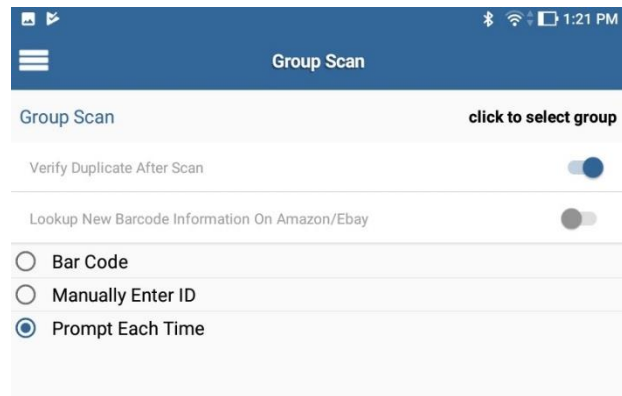
Step 1: In the menu bar tap on TOOLS
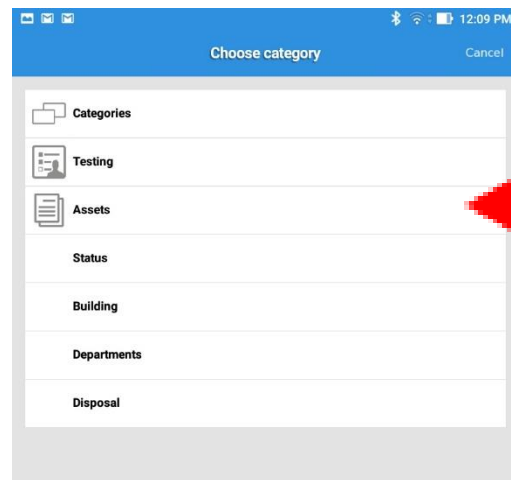
Step 2: Tap on GROUP SCAN

How To Surplus Equipment (Android)

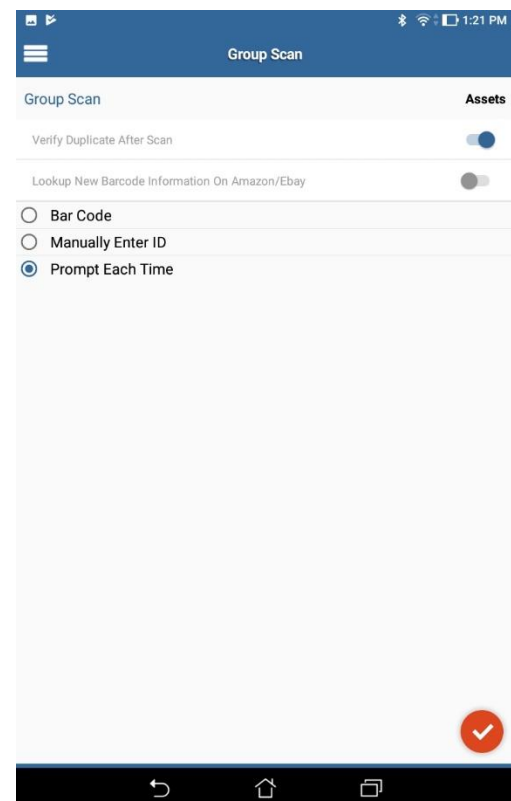Step 3: Tap on click to select group

Step 4: Tap on Assets

Step 5: Assets appears on Group Scan

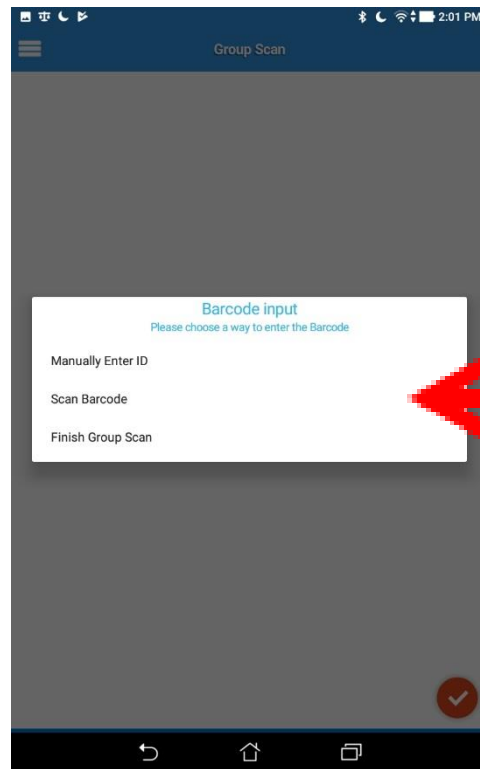Verify Duplicate After Scan (should be checked)

Prompt Each Time (should be checked)

Tap on the check mark

How To Surplus Equipment (Android)

Step 6: Tap on Scan Barcode

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

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

Tap either:

ADD NEW ITEM (This will be to add item *without* UConn

Barcode sticker into Asset Panda so that it can be marked

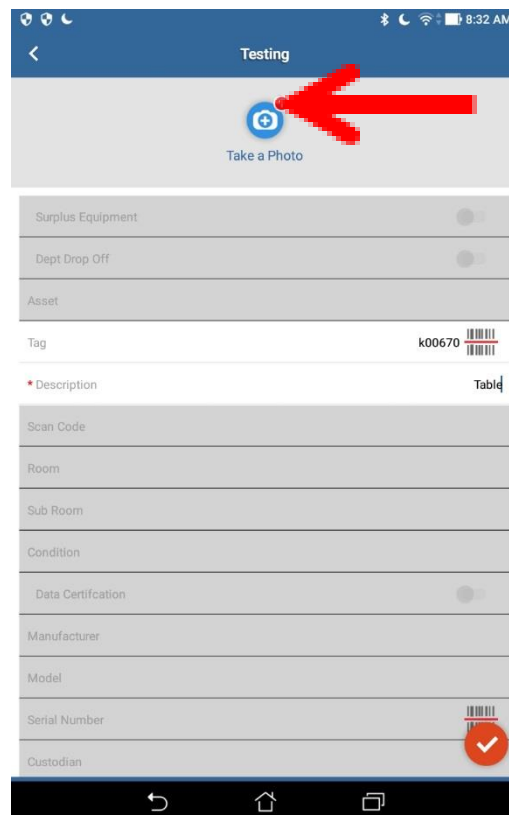 as Surplus)(Go to step 9)

OR

SCAN NEW (This will allow you to scan items with existing

University barcode stickers and add more records to

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

OR

FINISH SCAN (This is to continue along in the
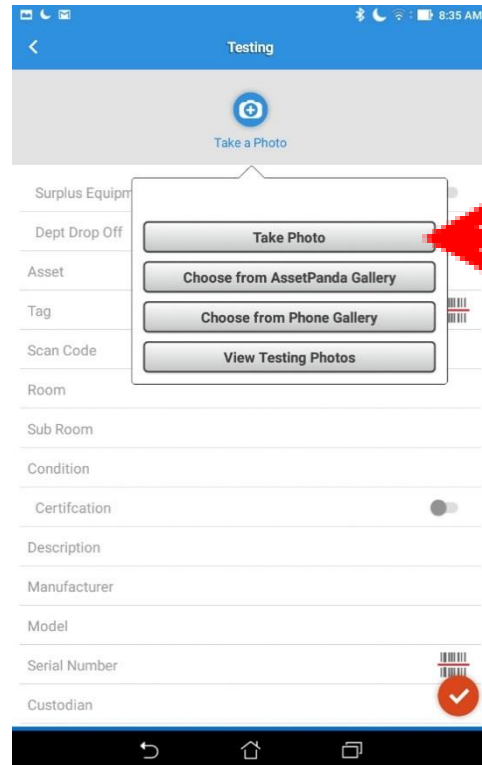
Surplus Process)(Go to step 14)

Step 9: Tap on Take a Photo.

How To Surplus Equipment (Android)

Step 10: Tap on Take Photo.

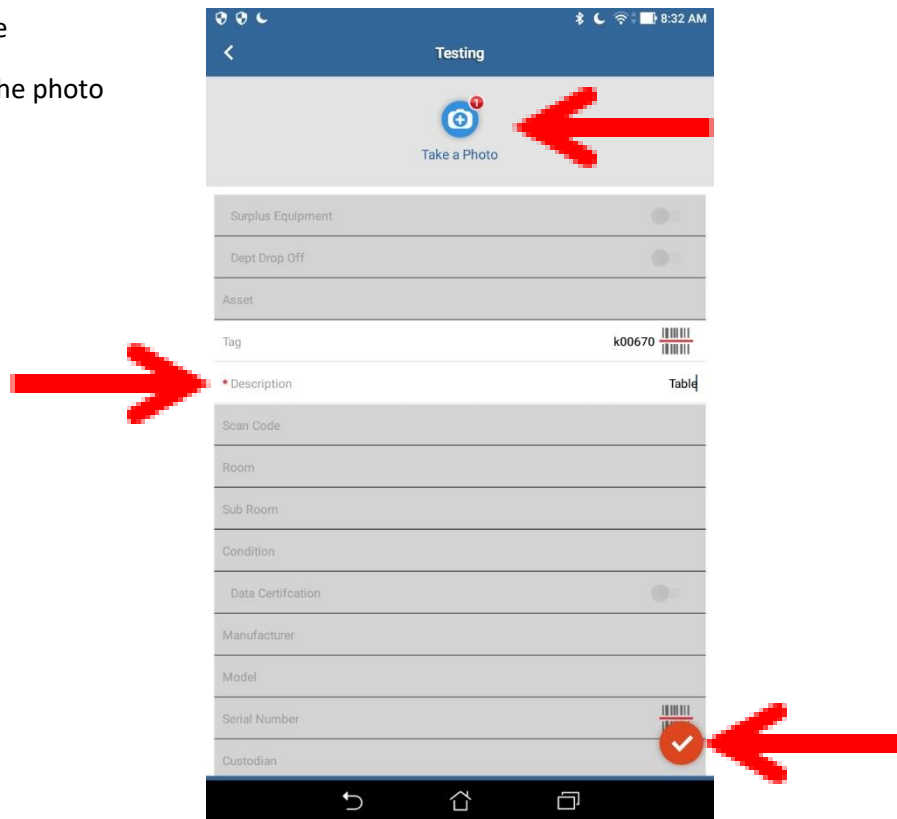Step 11: Take Photo, then tap on the check mark.

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Step 12: A 1 will appear in the top right of the

"Take a Photo" icon. This is to let you know the photo

has been attached

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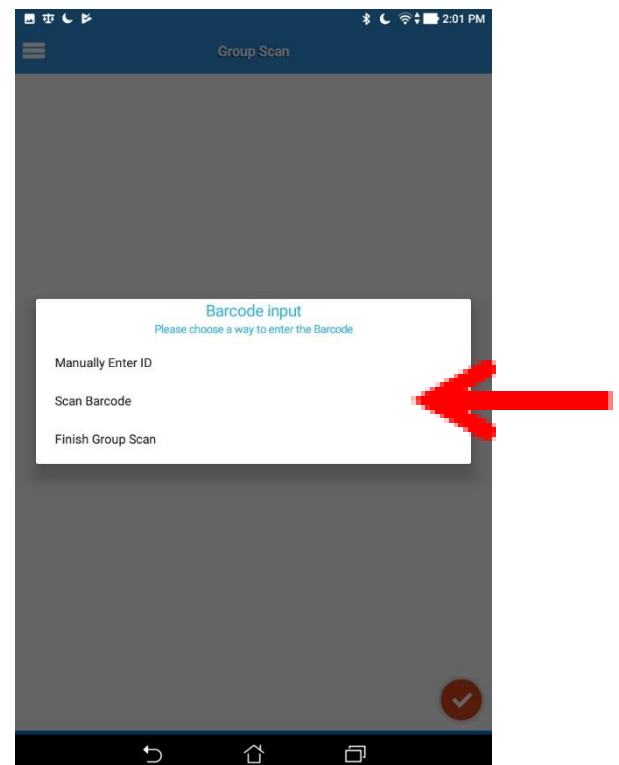
Tap on the check mark

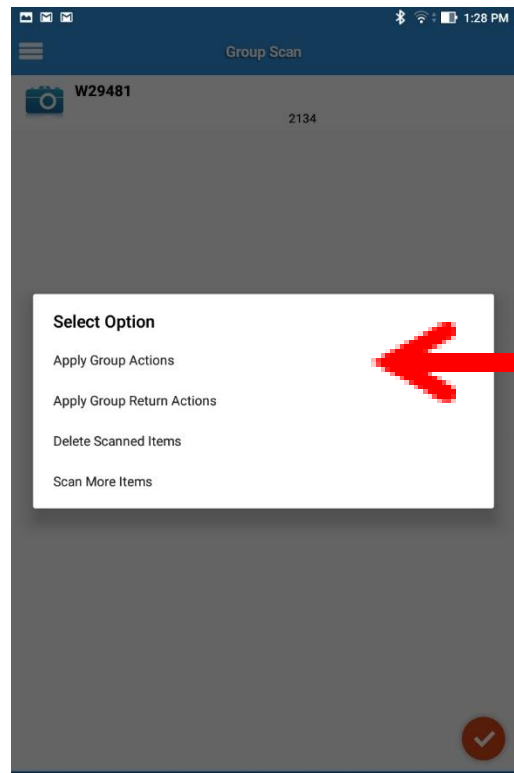Step 13: Tap either:

Scan Barcode (return to step 6)

OR

Finish Group Scan (Go to step 14)

How To Surplus Equipment (Android)

Step 14: Tap on Apply Group Actions

Step 15: Tap on Surplus Equipment

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Step 16: 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 – autofilled to "Yes"

Contact – enter the name of the contact person

if it is different than the userstamp

* 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 building code field will be populated.

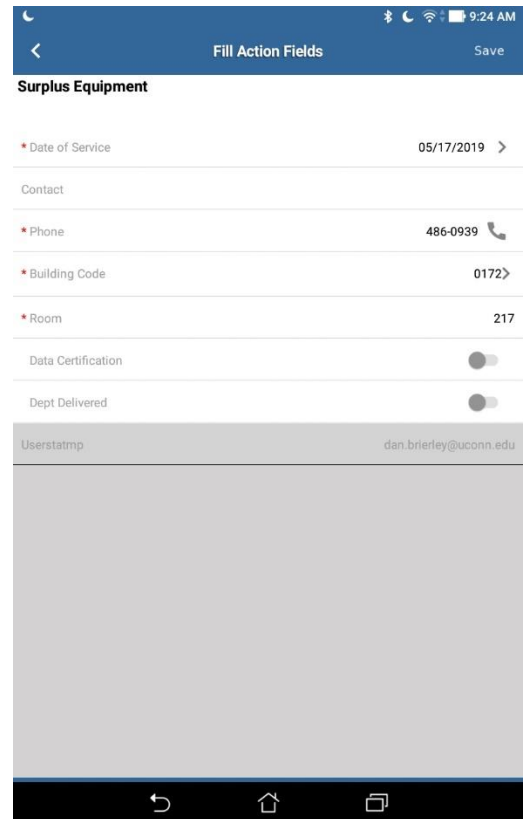*Room Number

*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.

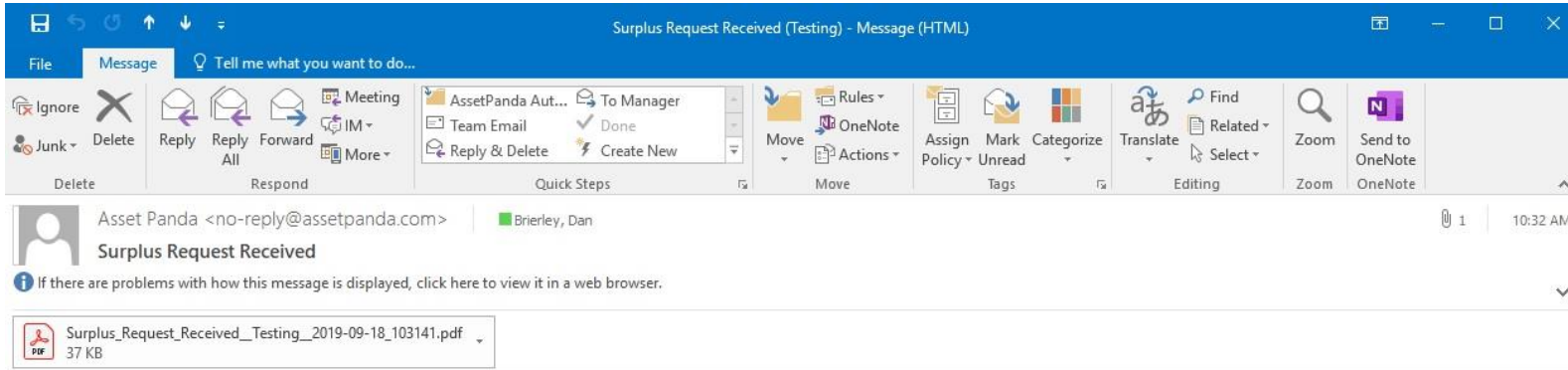Form must accompany asset to Surplus.

*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
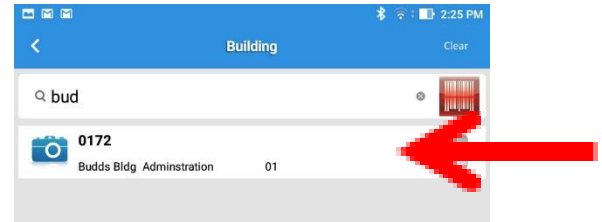
How To Surplus Equipment (Android)

You will receive an email from Asset Panda indicating your request was received by the Surplus Unit.
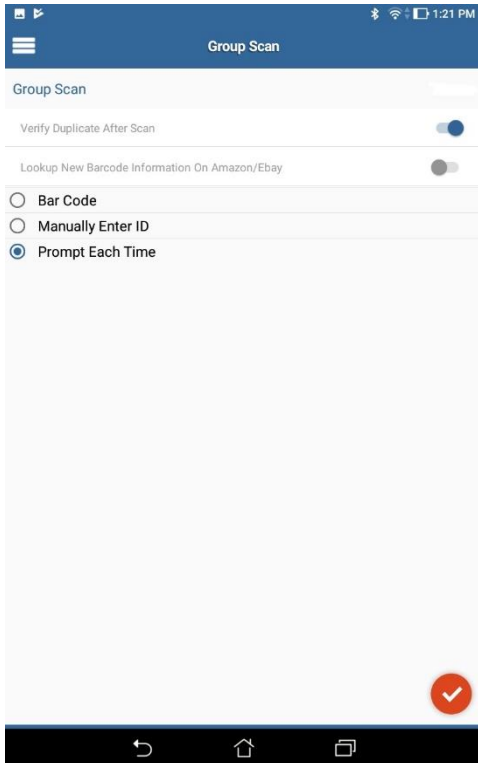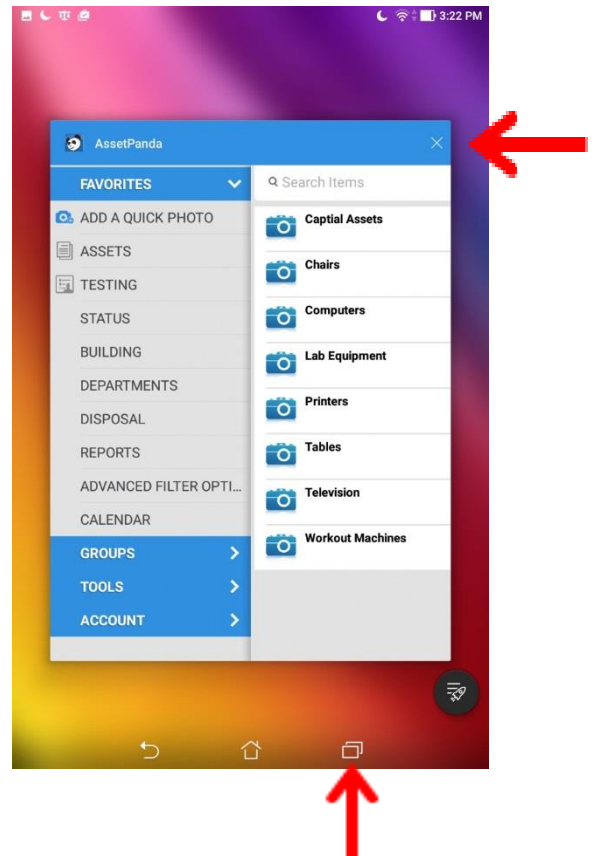
How To Surplus Equipment (Android)

Step 17: After creating the "Group Action" you can either:

1. Start a new group scan and continue to work within AssetPanda
>
> OR
2. You can minimize the app and tap on the X to exit.

OR

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.