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

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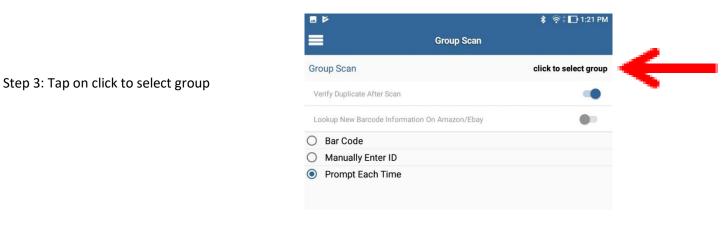
prior to Surplus picking up those items. A step-by-step process is listed at <u>www.stores.uconn.edu/surplus.html</u>.

Daniel Brierley Q Search Items SUBMENU ~ Step 1: In the menu bar tap on TOOLS ADD A QUICK PHOTO Showing 20 of 56843 0383 ASSETS 00000340 0383 STATUS 00000380 0383 BUILDING 00000420 0383 DEPARTMENTS 00000440 0383 DISPOSAL 00000460 0383 REPORTS 00000500 NOTIFICATIONS 0383 00000540 ADVANCED FILTER OPTI.. 0383 00000560 GROUPS > 0383 00000580 TOOLS > 0383 000006980177 ACCOUNT > 0383 00000740 0383 00000760 0383 000007785535 0383 Ð \Box Ū 💲 🛜 🖬 1:21 PM **Daniel Brierley** SUBMENU **Q** Search Items V 🙆 ADD A QUICK PHOTO Showing 20 of 56843 Step 2: Tap on GROUP SCAN 0383 ASSETS 0000034 0383 STATUS 0000038 0383 BUILDING 00000420 0383 DEPARTMENTS 00000440 0383 DISPOSAL 0383 REPORTS 00000500 0383 NOTIFICATIONS 00000540 ADVANCED FILTER OPTI... 0383 00000560 GROUPS > 0383 00000580 TOOLS × 0383 000006980177 **MAGES** 0383 00000740 GROUP SCAN 0383 00000760 ACCOUNT > 0383 000007785535 0383

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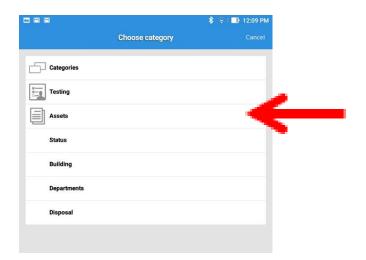
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Step 4: Tap on Assets



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Step 5: Assets appears on Group ScanVerify Duplicate After Scan (should be checked)Prompt Each Time (should be checked)Tap on the check mark

Croup Scan

Verify Duplicate After Scan

Lockup New Barcode Information On Amazon/Ebay

Bar Code

Manually Enter ID

Pompt Each Time

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Step 6: Tap on Scan Barcode



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 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)

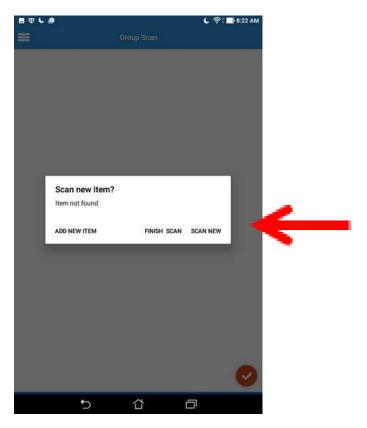
OR

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

 $\ensuremath{\mathsf{FINISH}}\xspace{\ensuremath{\mathsf{SCAN}}}$ (This is to continue along in the

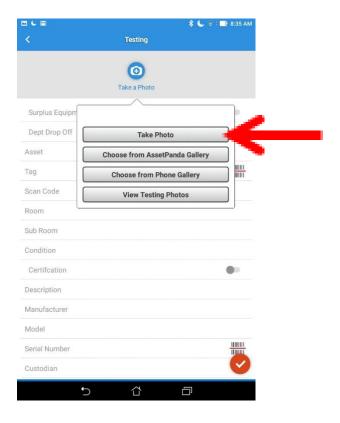
Surplus Process)(Go to step 14)



Step 9: Tap on Take a Photo.

 Testing Surplus Equipment Dept Drop Off Asset Tag k00670 IIIII Description Table Scan Code Room Sub Room Condition Data Certification Manufacturer Model Serial Number Custodian 	0 0 L		💲 💪 🛜 🖬 8:32 AM
Surplus Equipment Dept Drop Off Asset Tag k00670 IIIII Description Table Scan Code Room Sub Room Condition Data Certification Manufacturer Model Serial Number	<	Testing	
Dept Drop Off Asset Tag k00670 IIIII Description Table Scan Code Room Sub Room Condition Data Certification Manufacturer Model Serial Number		Take a Photo	
Asset Tag k00670	Surplus Equipment		0.1
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Description Table Scan Code Room Sub Room Condition Data Certification Manufacturer Model Serial Number	Asset		
Scan Code Room Sub Room Condition Data Certification Manufacturer Model Serial Number	Tag		k00670
Room Sub Room Condition Data Certification Manufacturer Model Serial Number	* Description		Table
Sub Room Condition Data Certification Manufacturer Model Serial Number	Scan Code		
Condition Data Certification Manufacturer Model Serial Number	Room		
Data Certification Manufacturer Model Serial Number	Sub Room		
Manufacturer Model Serial Number	Condition		
Model Serial Number	Data Certifcation		
Serial Number	Manufacturer		
Serial Number	Model		
Custodian	Serial Number		
	Custodian		V

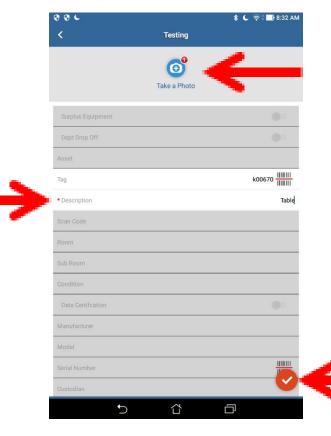
Step 10: Tap on Take Photo.



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



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

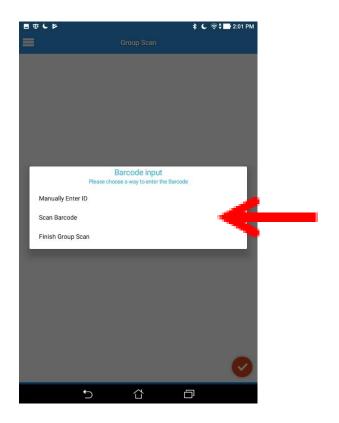


Step 13: Tap either:

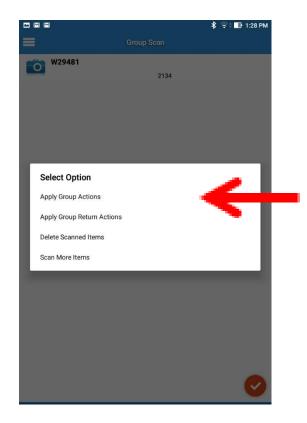
Scan Barcode (return to step 6)

OR

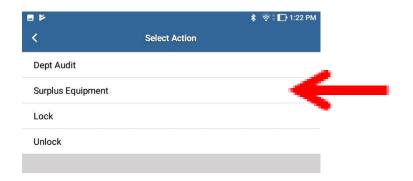
Finish Group Scan (Go to step 14)



Step 14: Tap on Apply Group Actions



Step 15: Tap on Surplus Equipment



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

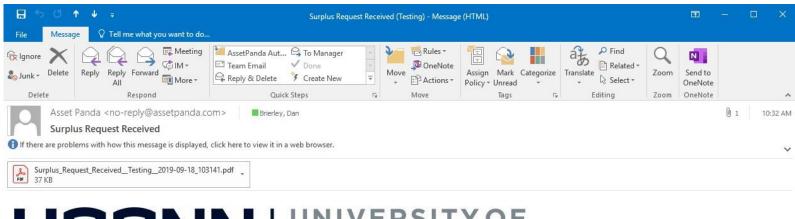
delivered to Surplus by the department (no pick-up required)

Tap Save when done



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<	Fill Action Fields	Save
Surplus Equipment		
* Date of Service		05/17/2019 >
Contact		
* Phone		486-0939 📞
* Building Code		0172>
* Room		217
Data Certification		
Dept Delivered		
Userstatmp		dan.brierley@uconn.edu
t)		D

You will receive an email from Asset Panda indicating your request was received by the Surplus Unit.



UCONN UNIVERSITY OF

Please find attached a list of all the equipment you marked today in Asset Panda for surplus pickup. University Surplus will contact you to schedule a pickup time as soon as possible. If you are surplussing computer equipment, please make sure you have completed the Certification of Data Inaccessibility Form. Also, note that before University Surplus can pickup refrigeration units and motors, departments need to make arrangements with Facilities to remove any refrigerants and/or oils (CFC's/PCB's). For additional information, please see the Surplus web site (http://www.stores.uconn.edu/surplus.html).

The Surplus Equipment action was performed on 09/18/2019 by Daniel Brierley <a href="mailto:dan.brierley@uconn.edu>

Your report was generated.

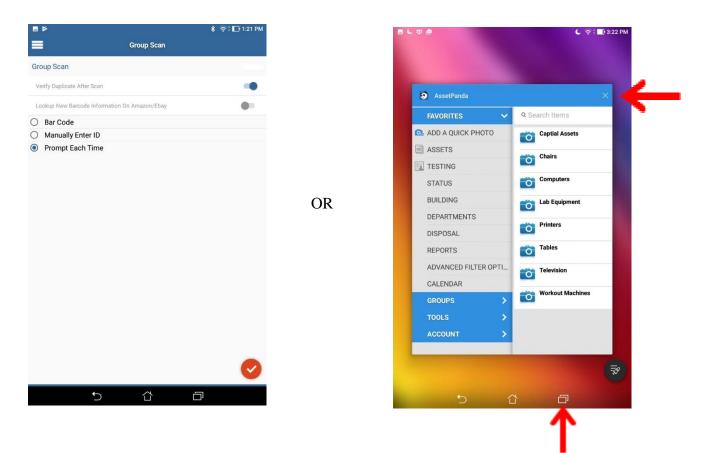


Step 17: After creating the "Group Action" you can either:

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.



What Happens When you Lose Wi-Fi?

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

