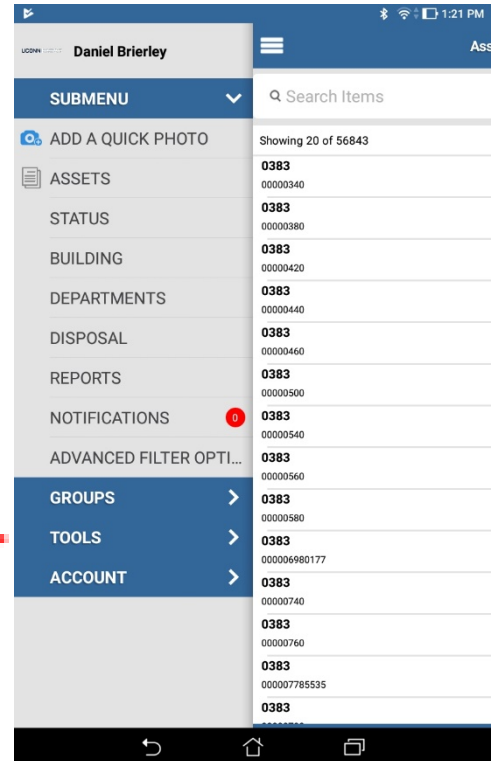


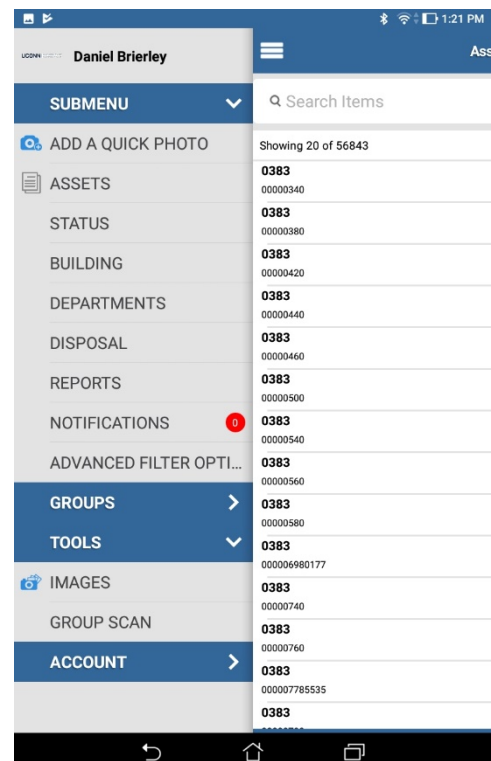
# How To Surplus Equipment (Android)

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

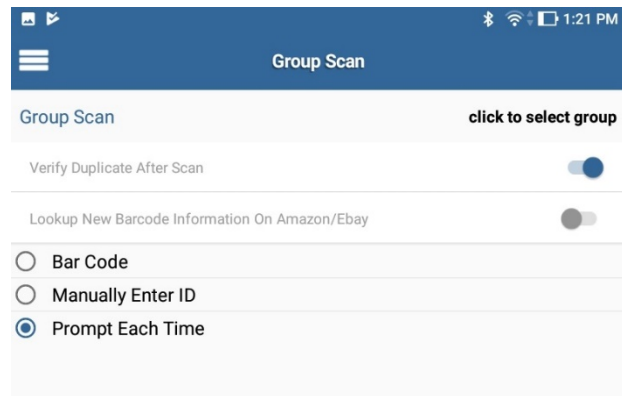


Step 2: Tap on GROUP SCAN

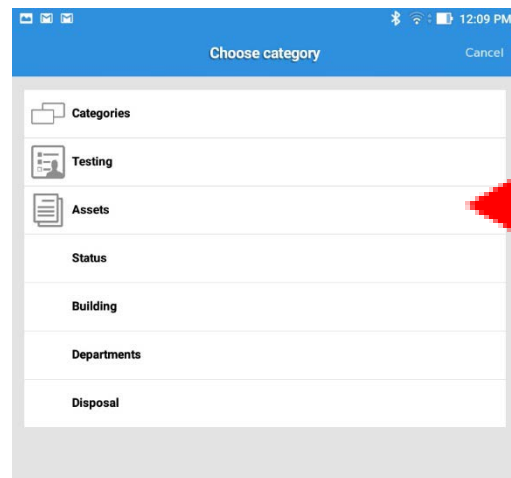


# How To Surplus Equipment (Android)

Step 3: Tap on click to select group



Step 4: Tap on Assets

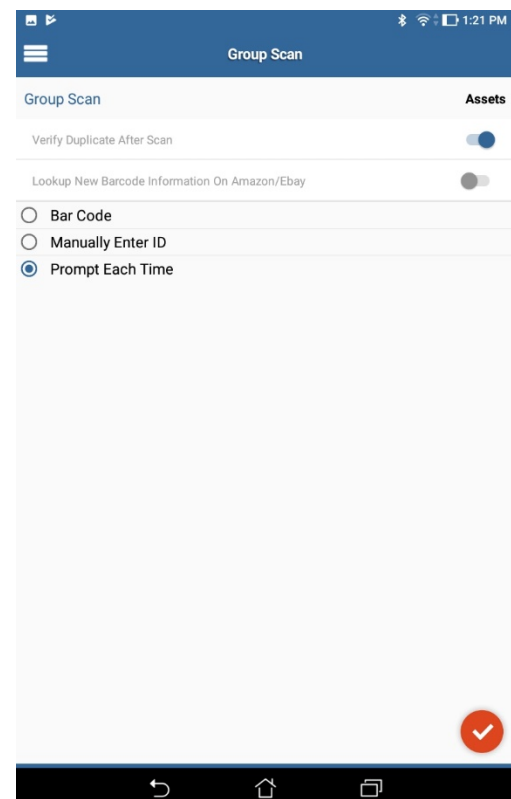


Step 5: Assets appears on Group Scan

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.



# How To Surplus Equipment (Android)

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

Tap either:

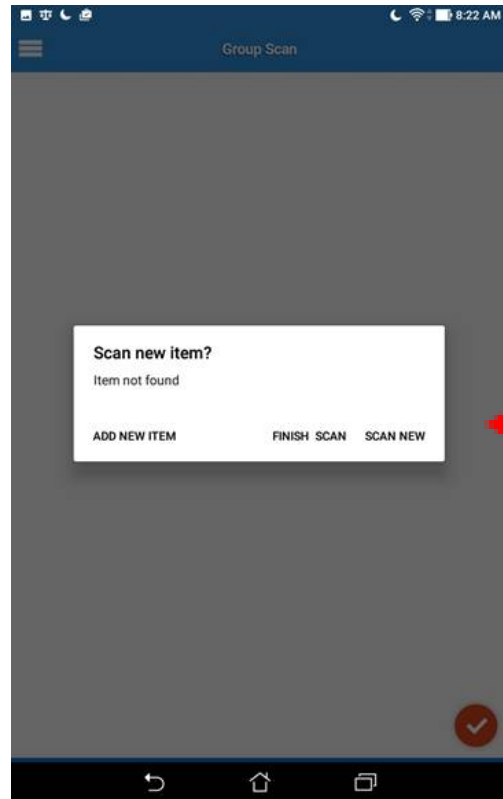
**ADD NEW ITEM** (This will be to add item *without* UConn Barcode sticker into Asset Panda so that it can be marked as Surplus)(Go to step 9)

OR

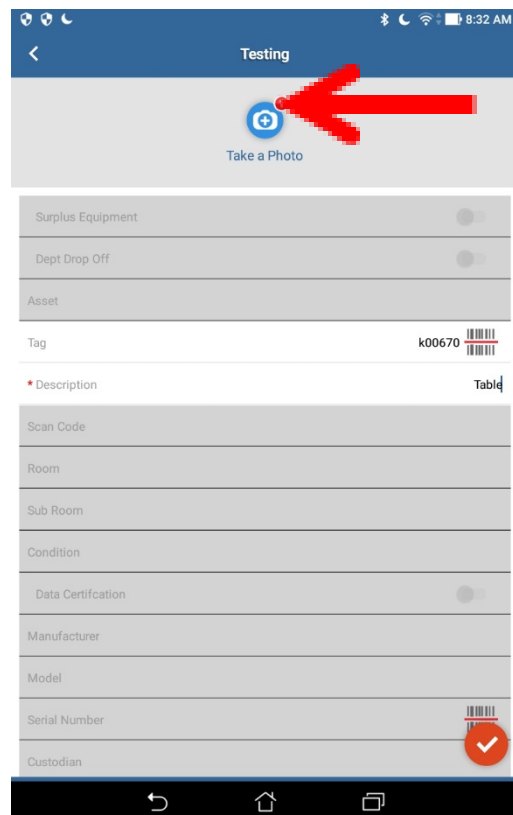
**SCAN NEW** (This will allow you to scan items with existing University barcode stickers and add more records to the group for the same location)(Go to step 6)

OR

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

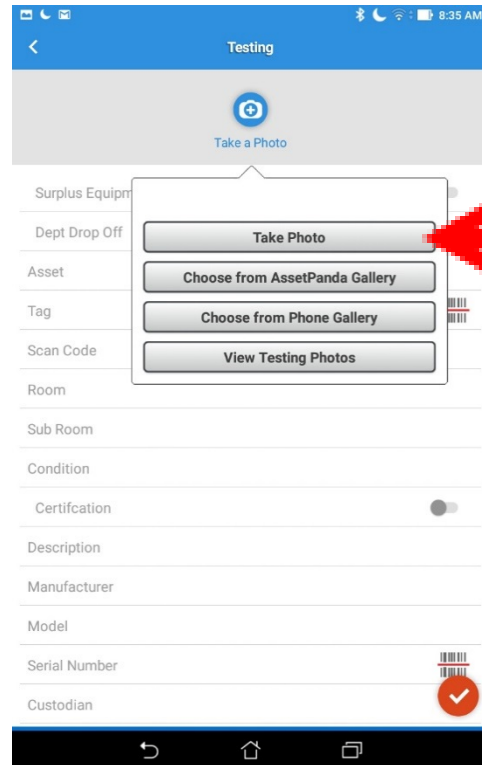


Step 9: Tap on Take a Photo.



# How To Surplus Equipment (Android)

Step 10: Tap on Take Photo.



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

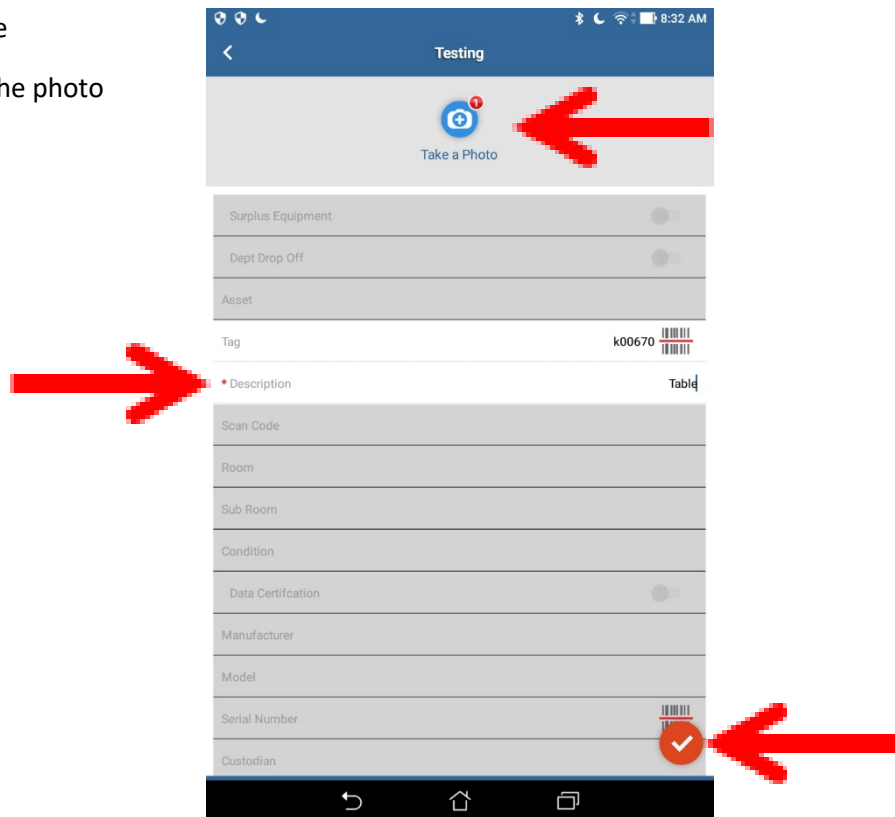


# How To Surplus Equipment (Android)

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

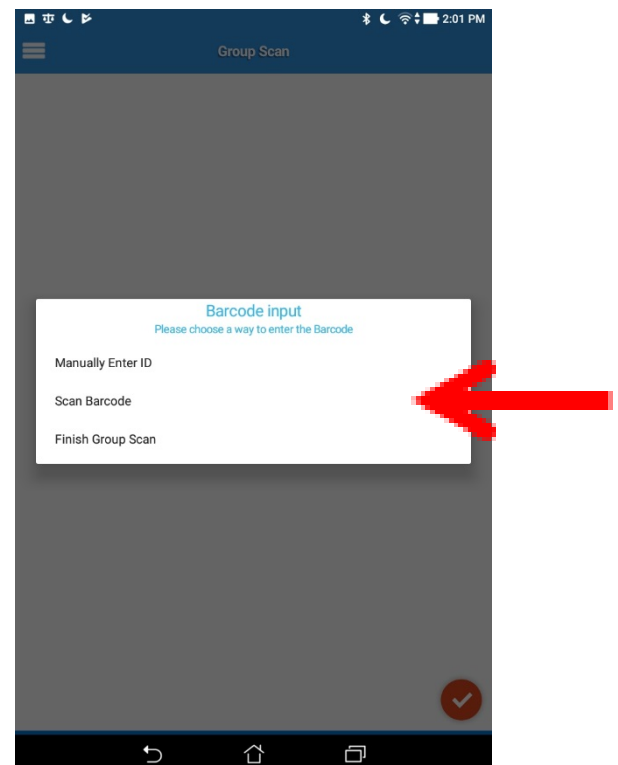


Step 13: Tap either:

Scan Barcode (return to step 6)

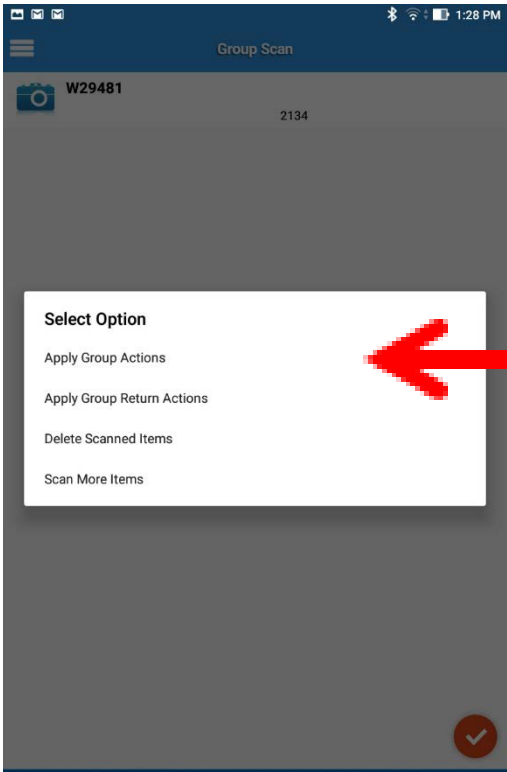
OR

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



# How To Surplus Equipment (Android)

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

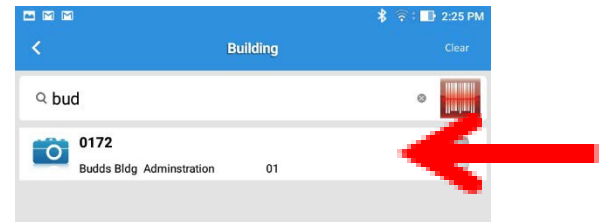
MUST be completed for all computers/electronic media going to Surplus (<http://stores.uconn.edu/surplus.html#computers>).

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

A screenshot of the 'Fill Action Fields' screen in the app. The screen has a blue header with 'Cancel', 'Fill Action Fields', and 'Save' buttons. Below the header, the title 'Surplus Equipment' is followed by several form fields: '\* Date of Service' (09/23/2020), 'Contact', '\* Phone' (428-9999), '\* Building Code' (0172), '\* Room' (217), 'Data Certification' (toggle off), 'Dept Delivered' (toggle off), 'User Stamp' (dan.brierley@uconn.edu), and '\* Number of records to be created' (1). The bottom of the screen shows a large grey area for a photo or document, and a black navigation bar with back, home, and recent apps icons.



# How To Surplus Equipment (Android)

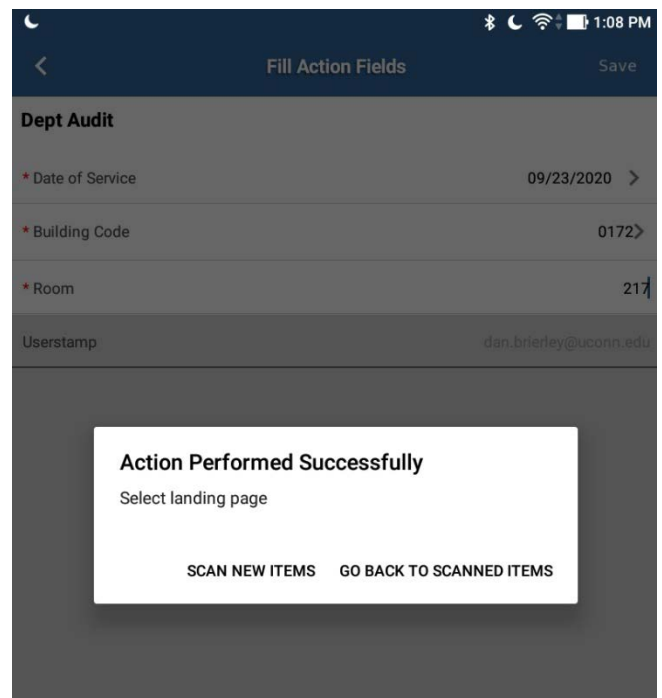
Step 17: You should see “Action Performed Successfully”

Tap on either SCAN NEW ITEMS

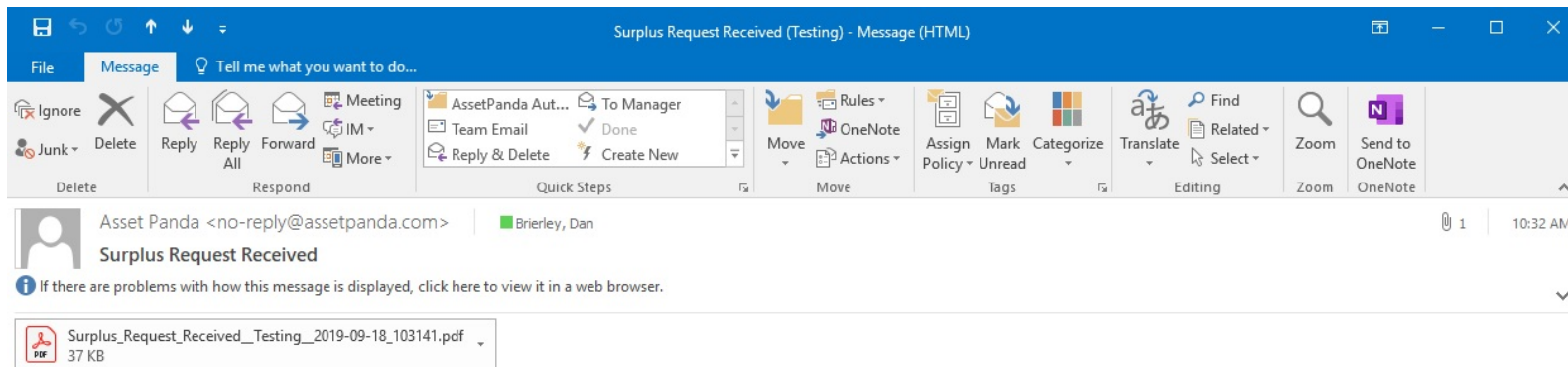
OR

GO BACK TO SCANNED ITEMS

You are now finished



Shortly after completing a Group Scan you will receive an email from Asset Panda indicating your request was received by the Surplus Unit.



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>).

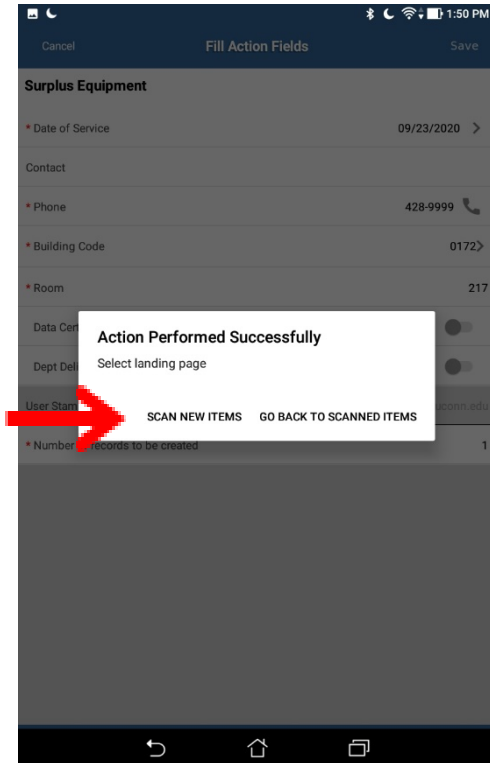
The Surplus Equipment action was performed on 09/18/2019 by [Daniel Brierley <dan.brierley@uconn.edu>](mailto:dan.brierley@uconn.edu)

Your report was generated.

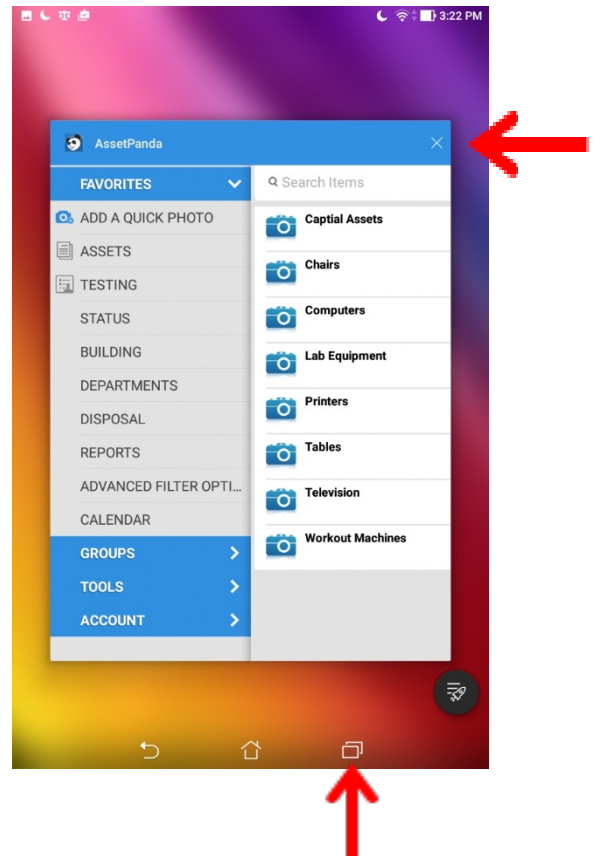
# How To Surplus Equipment (Android)

Step 18: After creating the “Group Action” you can either:

1. Start a new group scan by tapping on SCAN NEW ITEMS
- 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.

