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. ••••• Verizon 🗢 9:13 AM

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Daniel Brierley Step 1: In the menu bar tap on TOOLS Q Search ~ FAVORITES 0 ADD A QUICK PHOTO K049 ASSETS 6ê KOAG TESTING 1 K049 STATUS BUILDING DEPARTMENTS K049 5000 0 K021 ADVANCED FILTER OPTIONS 5000 0 K020 REPORTS 5000 TOOLS > K021 > ACCOUNT 5570 12:57 PM ...I CC 穼 **Daniel Brierley** LICONN Step 2: Tap on GROUP SCAN SUBMENU Q Search STATUS Showing 20 BUILDING 0383 DEPARTMENTS 00000340 DISPOSAL 0383 00000380 NOTIFICATIONS 0383 00000420 ADVANCED FILTER OPTIONS 0383 REPORTS 00000440 GROUPS > 0383 00000460 ~ TOOLS 0383 💣 IMAGES 00000500 0383 **GROUP SCAN** 00000540 ACCOUNT >

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



Step 4: Tap on the Assets checkbox.

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Categories		
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Assets		
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Departments		

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

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=	Group Scan	
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Bar Code Input Please choose a way to enter the Bar Code Manually Enter ID Scan Barcode Finish Group Scan

10:00 AM

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



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.

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Room		
Sub Room		
Condition		
Data Certifcation		
Manufacturer		

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Description	Cancel	

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



Step 12: Type in the description of the item, then

Tap on Save

Step 13: Tap either:

Scan Barcode (return to step 6)

OR

Finish Group Scan (Go to step 14)

Step 14: Tap on the red circle with three white dots



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Step 16: Tap on SURPLUS EQUIPMENT



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SURPLUS EQUI	PMENT	
LOCK		
UNLOCK		

Step 17: 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 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 the building code field will be populated.

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Room Number

Data Certification – A Data Certification Form MUST be completed for all computers/electronic media going to Surplus (<u>http://stores.uconn.edu/surplus.html#computers</u>). 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 Save when done

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	Fill in Action Fields	3	
Date of Service	<u>*</u>	09/23/2020 >	
Contact			
Phone *	86	0428999	
Building Code '	*	0172 >	
Room *		217	
Data Certificat	ion		
Dept Delivered	I		
User Stamp	dan.brie	rley@uconn.edu	1
Number of reco	ords to be created *		1

OR

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 swipe up to exit.





Shortly after completing a Group Scan 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 dan.brierley@uconn.edu

Your report was generated.



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

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.



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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Contact		
Phone		~
Disposal		в >

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.

