

Dear Teachers/Staff

We need to increase the accuracy of our inventory for insurance requirements, so, we are going to switch to using a scanner for our inventory. Please find instructions below for completing your inventory this year. Let me know if you have any questions.

- Get the scanner from the inventory secretary, plug the cord into your computer/laptop/chrome book, **OR**, for wireless scanning, plug the wireless connection receiver into their computer/laptop/chrome book, allow the scanner to pair automatically.
- Open a Google or Excel Sheet, click in the first box and start scanning. The barcodes will automatically scan to the Google/Excel Sheet. Using your inventory list as a guide, scan everything in your room/area. Assets often move around so please include any assets you may have that are not included on your inventory list.
- Sort the resulting row of barcodes in numerical order and compare to your inventory list. Note any discrepancies on the inventory list including items that need to be added to the inventory system, moved to or from your classroom/area, added to the FIND room if lost or deleted from the system.
- Sign the bottom of your inventory sheet and return to the inventory secretary, along with your signed Equipment Verification form and the scanner.

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