Inventory with a Scanner

Print out an individual inventory list for each room/teacher (Business Plus – Fixed Assets Inventory Link, Reports, WCSD_FA8008, LOCATION – school's digital #, ROOM – room ID, STATUS - AC, SUBMIT, click the PDF button to print.).
Give each teacher/employee the list that belongs to them, along with an Equipment Verification form and instructions as follows.

- Get the scanner from the inventory secretary, plug the cord into your computer/laptop/chrome book. For wireless scanning, plug the wireless connection receiver into their computer/laptop/chrome book, allow the scanner to pair.

- 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 including any assets you may have that are not included on the 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 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.

Adjust the inventory accordingly in the Business Plus system. Please keep the Equipment Verification forms on file at your school and discard them after the new one is singed next year.

Note: When I am done with inventory for the year, I download a digital copy and keep it in an inventory folder on my computer, so I have it for reference next year, if needed. You could also print it and keep it in your inventory folder with all the classroom inventory sheets and equipment verification forms that come back to you. Just an idea…

Another process for inventory with a scanner –

Jill Olsen at Three Falls uses a barcode scanner for inventory. See her process below:

To kick it off I forward your cute email with little reminders, (the annual inventory kick off email)

"Annual Inventory needs to be completed before Christmas Vacation so in order for me to get my stuff done I need yours before Thanksgiving break. Get a scanner from the office or the library, hook it to a chrome book, open a Google Sheet, name it 'Inventory rm 10' and share it with me. Click in the first box and start scanning. After I review it I will let you know of any issues that need reconciling. *(Jill will compare the scanned barcodes with the inventory list for that room in Business Plus and add any missed assets to the shared Google Sheet, in RED, and send it back. They find those items or give her any information they have on them and send it back. This continues until they have that room resolved as much as possible.)*

Remember- its all electronics, plus anything that costs over $100 if its a few years old or over $500 if purchased in the last year or so. Here's a few things that are frequently missed: some rooms have a square box on the ceiling for wireless access, large area rugs, some bookcases or storage things. If you have high dollar personal items that you would want covered by insurance you can add them to the list."

I'm happy to answer any questions if you want to give them my ext 3532.