

Miami-Dade County

INFORMS: Asset Management – Manually Scan Asset Record without Scanning a Barcode

Version 1.0



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PURPOSE AND DESCRIPTION

<u>Purpose</u>

This document explains the process involved in manually scanning an asset record without scanning a barcode.



ACTIVITY 1: MANUALLY SCAN ASSET RECORD WITHOUT SCANNING A BARCODE

Step	Description	
1.	Navigate to Finance/Supply Chain>Asset Tracking>Physical Inventory	
2.	Enter the PI ID	
	Select the Done button	
	C Asset Tracking Physical Inventory ♣ Q :	
	P Name ID PI 2021 Business Unit ID	
	Scan Location Q	
	Dow	
	Select the three dots on the top righthand corner	
	All Scanned Remain P Name ID P 1021 (2) (2) (0) Burbane ID P December ID	
	View By Tag Scan Location	
	Q Scan Area ID	
3.	2 zows Scan By Tag	
	Duplicate Scan ID Default No MOO-005964A 2021 CHEVROLET VAN Scan Value	
	Simila Discostrativitada > Localito Discostrativitada > © Izamed on 6911021 7 63544	
	MOD-006716A 2121 CHEVROLET COLORADO	
	Starting Collegion Collegion (Sector Sector	
	Select Find Asset	
	C Book Physical Inventory Af Q :	
	(2) (0) Business Unit ID View By Tag Scan Location	
	Lection New Asset	
4	2 rows Scan By Tog Add In Favorites	
	No No My Preferences	
	2021 CHEVROLET VAN Scan Value Help	
	2021 One Worker DOLUMUU Sanda Excelation Sanda Excelation S Excelation Sanda Excelation San	
	Input the Unit ID	
	Select the Search button	
	C Physical Inventory Physical Inventory A* Q : ■ v Search Criteria Search for an asset	
5	Asset D Q Tag Q	
5.	Serial ID Q	
	Model Q	
	Search Clear	
	• Search Results	



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