



Miami-Dade County

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

Version 1.0

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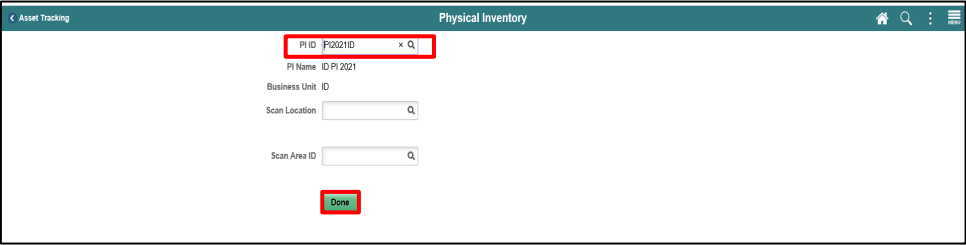
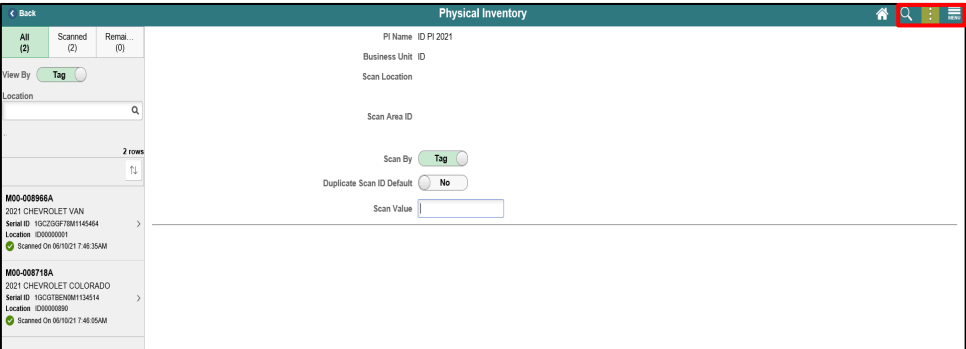
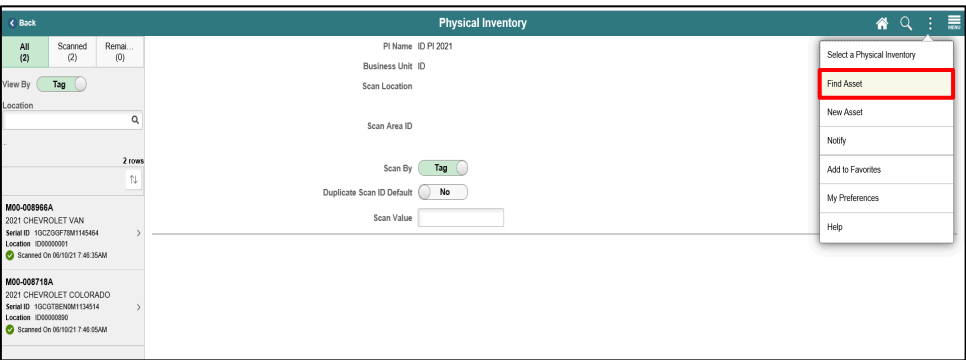
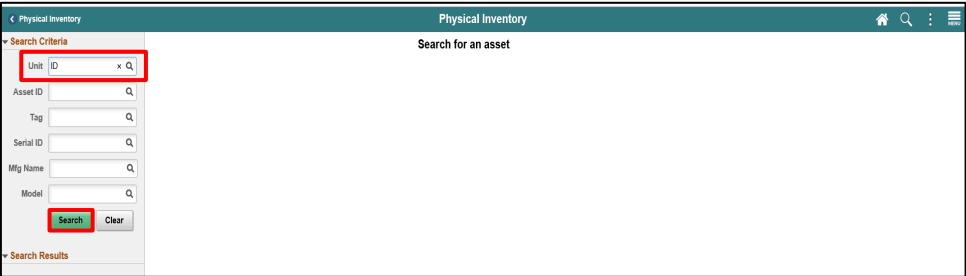
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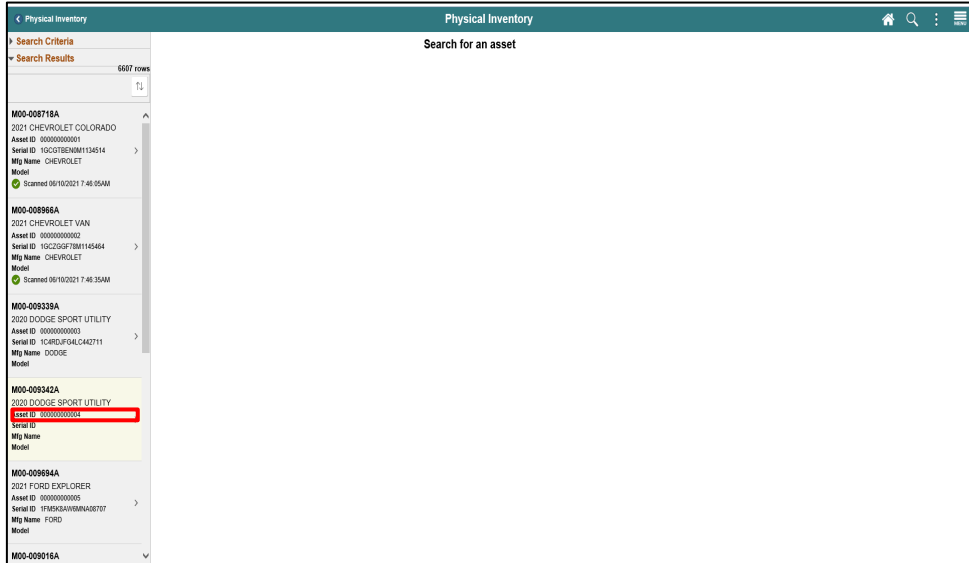
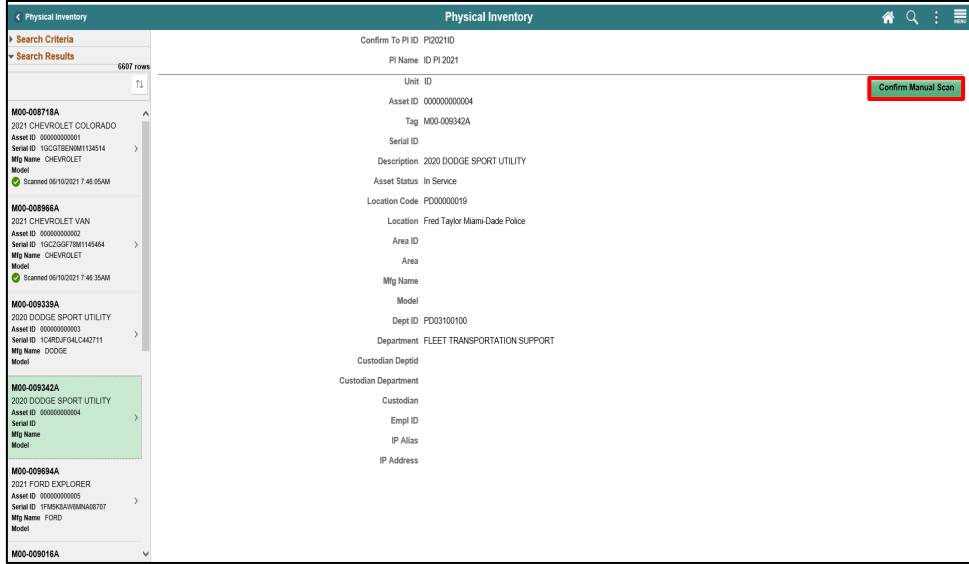
PURPOSE AND DESCRIPTION

Purpose

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. | <p>Enter the PI ID Select the Done button</p>  |
| 3. | <p>Select the three dots on the top righthand corner</p>  |
| 4. | <p>Select Find Asset</p>  |
| 5. | <p>Input the Unit ID Select the Search button</p>  |

| | |
|----|---|
| 6. | <p>Select the Asset ID of the asset to inventory</p>  |
| 7. | <p>Select the Confirm Manual Scan button</p>  |
| 8. | <p>Repeat this procedure with each asset that lacks a barcode.</p> |