



Miami-Dade County

Tracking Asset Management Inventory with the ZebraTC77 Job Aid

Version 1.0

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PURPOSE

Purpose

This document explains the key activities involved in tracking asset management inventory with the ZebraTC77. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

Note: If the Zebra TC77 has not been connected to the County network in 30 or more days, the device must be reconfigured. Please contact the IT Service desk to resolve this at 305-596-4357.

TRACKING ASSET MANAGEMENT INVENTORY WITH THE ZEBRATC77

Step	Action
1.	Log into the Zebra TC77 device (see separate job aid).
2.	Select the Finance / Supply Chain (FSCM) tile.
3.	Select the Asset Tracking tile.
4.	Select Physical Inventory tile.
5.	Input or search for the the PI ID applicable to the Business Unit .
6.	Select the Done button.
7.	<p>Scan each asset barcode.</p> <p>Note: Inventory can be scanned via Tag Number or Serial ID by selecting the Scan By toggle.</p> <p>The total number of assets that have been Scanned and are Remaining to be scanned will be updated as you progress scanning the assets with the mobile device.</p>
8.	<p>Navigate to the Asset Management WorkCenter.</p> <p>(Finance/Supply Chain (FSCM) > Asset Tracking > Asset Management Work Center > Reports/Queries Tab > Query Viewer)</p>
9.	<p>Run the query MD_AM_PI_SCAN_LIST_CAPITAL</p> <ul style="list-style-type: none"> • Input or search for the PI ID event. • Select the View Results button. <p>This query will display capital assets In-Service for your Business Unit, it will indicate whether each asset was electronically or manually inventoried, and if any additional details are needed.</p>
10.	<p>Submit Physical Inventory Certification signed by the Department Director to Internal Services Department / Materials Management Division.</p> <p>Note: The MD_AM_ASSETS_ALL_TRANS_TYPES report will provide the transaction types and associated details.</p>

Physical Inventory ID	Physical Inventory Name	Physical Inventory ID	Physical Inventory Name
PI2021-AD	AD Capital Assets PI 2021	PI2021-JU	JU Capital Assets PI 2021
PI2021-AT	AT Capital Assets PI 2021	PI2021-LA	LA Capital Assets PI 2021
PI2021-AU	AU Capital Assets PI 2021	PI2021-LB	LIB Capital Assets PI 2021
PI2021-BU	OMB Capital Assets PI 2021	PI2021-LW	LW Capital Assets PI 2021
PI2021-CC	CC Capital Assets PI 2021	PI2021-MA	MA Capital Assets PI 2021
PI2021-CH	CH Capital Assets PI 2021	PI2021-ME	ME Capital Assets PI 2021
PI2021-CL	CL Capital Assets PI 2021	PI2021-MM	MM Capital Assets PI 2021
PI2021-CR	CR Capital Assets PI 2021	PI2021-MP	MP Capital Assets PI 2021
PI2021-CT	COMM Capital Assets PI 2021	PI2021-OC	OC Capital Assets PI 2021
PI2021-CU	CUA Capital Assets PI 2021	PI2021-PA	PA Capital Assets PI 2021
PI2021-EC	EC Capital Assets PI 2021	PI2021-PD	MDPD Capital Assets PI 2021
PI2021-EL	ELEC Capital Assets PI 2021	PI2021-PR	PR Capital Assets PI 2021
PI2021-FN	FIN Capital Assets PI 2021	PI2021-PU	PU Capital Assets PI 2021
PI2021-FR	MDFR Capital Assets PI 2021	PI2021-RE	RER Capital Assets PI 2021
PI2021-HR	HR Capital Assets PI 2021	PI2021-SA	SA Capital Assets PI 2021
PI2021-HT	HT Capital Assets PI 2021	PI2021-SP	SP Capital Assets PI 2021
PI2021-ID	ISD Capital Assets PI 2021	PI2021-SW	SW Capital Assets PI 2021
PI2021-IG	IG Capital Assets PI 2021	PI2021-TP	TP Capital Assets PI 2021
PI2021-IT	IT Capital Assets PI 2021	PI2021-TT	TT Capital Assets PI 2021