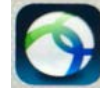


# USC Equipment Management Scanner Operation Instructions

Departments using barcode scanners to perform the physical inventory must submit a "User Access Request" document in Kualu under the "Workflow Main Menu" tab.

## Instructions:

1. Turn Scanner on (button on upper right side of scanner).
2. Follow the steps below to log into VPN internet access:
  - a. Locate and select the Legacy App "AnyConnect" icon on screen. (Turn scanner off and on again if app freezes.)
  - b. Enter "Authentication" information (using USCNetID and password) email address without extension.
  - c. Select "Done."



3. Select  "Home" button at bottom center of scanner.



4. Select the "BCI" icon to enter the CAMS scanning application.
5. Enter Operator ID: < Same as your USCNetID > email address without extension.
6. Select "Login."
7. Four text application options will display on screen. You will ONLY use "Physical Inventory" and "Exit." The other two applications are for Equipment Management staff use only.
8. If the keyboard appears, press the return key to view the full screen.
9. Select "Physical Inventory."
10. You'll be asked if you are performing your inventory at an on-campus or off-campus location. Select "No" when performing inventory for on-campus locations or "Yes" for performing inventory for off-campus locations. (NOTE: Off-campus location is to be used only for equipment located at a secondary location, e.g. professor's home, Arizona, Duke Univ. etc.)

## On-Campus Locations:

Scan your first tag number to display the equipment information:

- Press the button on the right side of the scanner to turn on scanning lights and point the scanner at the asset item tag to read the barcode.
- Once the tag number is "read" by the scanner, all information pertaining to the asset will display.
- If the keyboard appears, press the return key to view the full screen.
- If everything is correct, press the "save" button. **Be sure to use the "save" button each time you scan an item. Otherwise, you will have to re-do the entire process for items you did not save.**
- For items on the printout beginning with an "X" (untaggable items) or tags you are unable to scan, you must enter the tag numbers manually by selecting (...) to the right of the tag number box to display equipment information.

"Child" tags are for items that are components of, or part of, a Parent/Main unit. They will appear on your listing as, e.g., 155953.1, asset item number followed by a decimal and another number.

These items will not have a barcode label. Locate and scan ONLY the parent/main tag number (e.g., 155953) and ALL the components will be updated. If a components has been disposed of, please noted on your list so we can update our system and retire the item.

# USC Equipment Management Scanner Operation Instructions

## Changing Campus, Building and/or Room Number

- To change campus codes:
  - Delete existing code and add new code.
  - Valid campus codes are: UPC, HSC and OTH.
- To change building codes:
  - Delete existing code and add new code.
  - Valid building codes are: three digits, uppercase (e.g. UGB, ADM).
- To change room number:
  - Delete existing room and add new room.
  - Valid room numbers are official Space Management-assigned room numbers only.

## Changing Condition Code and/or Correcting a Serial Number

- To change condition codes:
  - Delete existing code and add new code.
  - Valid condition codes are: "E– Excellent," "G – Good," "F – Fair."
- To correct serial number:
  - Delete the existing serial number and add the correct one.
  - A valid serial number should not have any dashes or hyphens.

Once you have completed any equipment changes, be sure to press the "Save" button. Otherwise, you will lose your data update and the equipment record will not be verified/changed.

Repeat all above steps and continue scanning assets until the building/room is completed.

## Off-Campus Locations:

An off-campus designation is for equipment located at a non-USC location, e.g., a professor's home, other university partner (Arizona, Duke Univ., etc.). Do not use this location code for USC buildings that are not on the University Park or Health Sciences campus, such as "SCO," "SCT," "UPX," "CAL," or other leased facilities.

Select "Yes" for off-campus location.

- Enter campus code as "OTH"
- Enter name
- Enter address
- Enter city

If any equipment needs to be disposed of, please make your notations directly on the listing provided to you and return the listing back to the Equipment Management Department via email. Once you have completed your physical inventory, please contact our department via email ([equipmgm@usc.edu](mailto:equipmgm@usc.edu)) or by phone (213) 821-2880, so we may schedule a time to pick up the scanner.