

# Handheld Inventory Scanner Guide

To facilitate the inventory process, handheld scanners will be issued to Equipment Liaisons during the specified inventory schedule. Each inventory item must be scanned. Items that cannot be physically scanned should be noted on the initial inventory list with the current equipment location and the reason the tag cannot be scanned. It may be helpful to email to your colleagues to notify them of the upcoming inventory scan and request that items are visible/accessible.

## Step-by-Step

1. Turn the handheld on using the RED power button
2. If not logged on, log in with the user name and password provided on the sticker attached to the side of the scanner.
3. If, the Windows Desktop appears, tap on the TraQ icon with the stylus
4. The main menu of the handheld appears as follows:
  - a. Add New Item
  - b. Inventory
  - c. Administration
  - d. Logout (do not logout)



The scanner has an automatic shutoff after about 2-3 minutes of inactivity. Hit the RED Power button to turn the scanner back on and it will be right where you left it.

5. Using the stylus, tap "**Inventory**" tab. Enter the information for the building and room you are about to scan. The BKSP buttons can be used to correct errors in Building and Room entry.
6. The Inventory Menu appears as follows:
  - a. **Building**: enter the first letter; the scanner will jump to whatever building is closest first. Put the cursor at the end of the building name and backspace until you can enter the next letter.
  - b. **Room**: enter the room number
  - c. **Last Inv. Date**: today's date in M/D/YYYY format (do not change)
  - d. **Barcode**: Using the stylus tap the Barcode field.
7. The scanner is ready to scan inventory tags for the building and room entered. ***\*Be sure to change the location as you move from room to room and/or building to building.***
8. Start Scanning
  - a. Point the top of the scanner at a barcode. Ensure the barcode is within the area formed by the red line.
  - b. Press and hold the yellow scan button. Ensure the scanner LED lights green and a beep sounds to indicate the bar code was recorded successfully.
  - c. Release the scan button.
  - d. The captured barcode appears in the barcode field on the scanner screen. The total number of scanned items should increase after each scan.
  - e. ***When in doubt, scan the item again. You can scan the same item repeatedly without duplicating the entry!***



***If you have questions or need assistance before or during the inventory scanning process please contact Fixed Assets at extension 3-4456 or email [assets@gmu.edu](mailto:assets@gmu.edu).***