

UNM Inventory Assistant

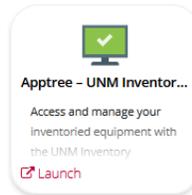
The Inventory Assistant is live and ready for use!

Introduction

The Assistant is an inventory management system that will be used University wide. All inventory management tasks will now be done in the Inventory Assistant. This includes transfers, checkouts/check-ins, location updates, condition updates, reprint requests, serial number change requests, disposal requests and surplus requests! Anything that used to require forms or emails can now be done through the Assistant.

The Inventory Assistant is conversation based, like a chat, and will walk you through each step of a task. You will start a conversation and be presented with options to choose from. The product was developed for us by AppTree and is accessible through a tile on the Staff section of the myUNM website. The tile can also be found by searching for AppTree on the LoboApps page.

<http://my.unm.edu/home/staff>



Logging In

The first time accessing the system should be done using a web browser. Chrome and Firefox are the recommended browsers for the web client. During the registration process, you will receive a verification email with a six digit code from support@apptreesoftware.com. Check your spam folder in case this email is redirected there.

HSC Users: Please review this IT FastInfo answer before you begin: https://unm.custhelp.com/app/answers/detail/a_id/7896
Please contact IT Support or (505) 277-5757 if you experience any issues accessing the Inventory Assistant.

After getting in to the application, you can "Tap here to get started" in the UNM Assistant to begin your work. Make sure you are in the correct Assistant by clicking on the UNM logo in the bottom right corner. The gear icon is the "Settings and Support" widget where you can manage your notifications.



Mobile App

Now you are ready to download the Assistant to your mobile device if desired. One of the most exciting features of the Inventory Assistant is the ability to use a device's camera to read barcodes. This will allow you to scan UNM Asset tags and use the application while you are away from your desk. Visit the App Store (iOS) or the Google Play Store (Android) and search for "AppTree IO".

NOTE: The developer has several apps to select from, only one will work for UNM. The University uses **AppTree IO**.

AppTree IO

