The new Inventory Assistant is live and ready for use! The product was developed for us by AppTree and is accessible through a tile on the Staff section of the myUNM website.

**NOTE:** The log-in to the app uses "netid@unm.edu" accounts. This is your login account, it may not be your email account. Please do not use other accounts (i.e. salud, health, kunm.org, unmfund.org, etc.) when logging in. Your correct preferred email address will be used for notifications once you log in and you can also add additional email addresses.

If you have tried to log in and received an error message, clear the cache of the browser (F5 or CTRL+F5) that was used (Chrome and Firefox are suggested) and use your "@unm.edu" account.

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.

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

The Inventory Assistant is conversation-based, like a chat, and will walk you through every step. You will start a conversation and be presented with options to choose from. All of the things that you used to do with forms and emails can now be done through the Assistant. This includes transfers, checkouts/check-ins, location updates, condition updates, reprint requests, serial number change requests, disposal requests and surplus requests!

You can also download the app which will allow you to scan barcodes using the camera on your mobile device. Search for “AppTree IO” in the App Store (iOS) or Google Play Store (Android).

**NOTE:** The developer has several apps to select from. The University uses AppTree IO.

If requested, enter “unm” as your team. *All lower case:* unm.

For more detailed information and tutorials, please visit our website at: inventory.unm.edu/inventory-assistant/index.html