

UNM INVENTORY ASSISTANT

The UNM Inventory Assistant can be accessed through a tile on the University's myUNM staff page. The AppTree-UNM Inventory Assistant tile will be the starting point for the Inventory Assistant.

The Inventory Assistant is used by University departments to conduct the annual physical inventory of computers, drones and capitalized equipment as required by New Mexico State statute and by the Federal Government. The UNM Inventory Assistant can also be used to Transfer an Asset, Dispose of an Asset, Check out an Asset and Find an Asset.

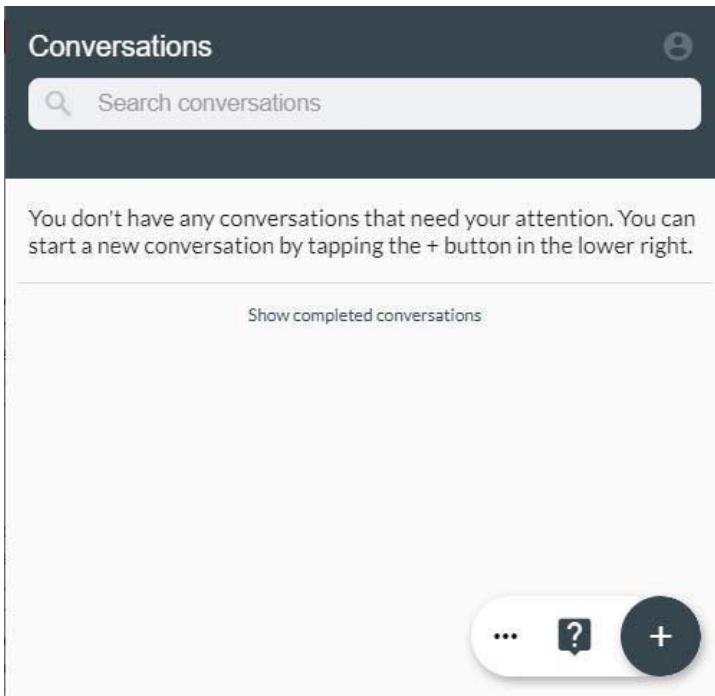
The Inventory Assistant is designed in an app format and uses conversations to create transactions that are routed through workflows for approvals. Department Inventory Contacts (IC) will start a conversation. Upon completion by the Inventory Contact the transaction will route to the Department Dean, Director or Chair (DDC) for approval. The transaction will then route to additional offices including Inventory Control for review.

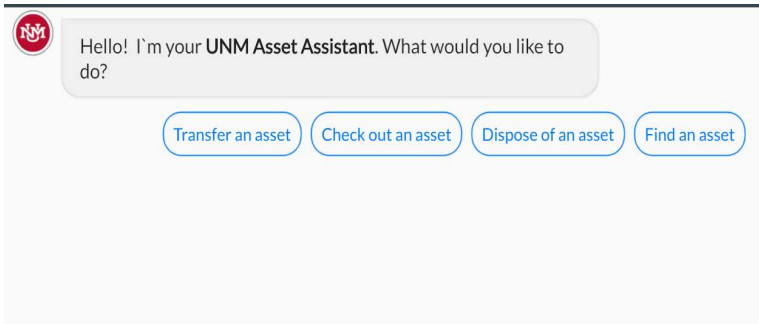
... The three dots in the lower right corner are used for selecting the Asset Assistant for production.

? The question mark is used to access the Help Assistant to setup a mobile device such as a smart phone or tablet.

+ The plus sign is used to start a new conversation.

> This blue icon is used to submit information that has been entered.





Inventory Contacts can select from the following options: **Transfer an asset** (internal or external), **Check out an asset** (required to take equipment offsite from UNM location), **Dispose of an asset** (Surplus Property disposal or Request for Deletion – RDA) or **Find an asset** ([research an asset](#), [reprint tags/barcodes](#), [update the asset serial number](#), [condition code](#), [building location](#), [condition code](#), [comments related to the asset](#) or [add an attachment such as a picture of the asset/serial number or a memo](#)).

Select [Find an asset](#)

Select [Enter barcode ID](#)
Select [Done](#).

Attributes of the asset will be displayed. Verify the information is correct for the asset you are researching.

Options to select from include [Update this asset](#) or [Search for another asset](#). Select one of these options or select [I'm done](#). [Close this conversation](#).

Select [Update this asset](#)

Options to select from include:

[Asset Not Found](#) – starts a conversation to dispose of the asset. See guide for Inventory Assistant Delete an asset.

[Asset Tag/Barcode needs to be reprinted](#) – Asset tag will be reprinted on the next print job and sent to the department IC.

[Serial number does not match](#) – starts a conversation to update the asset serial number. Inventory Control will contact the department IC to complete the process.

[Asset is located in a different building or room](#) – starts a conversation to update the building or room the equipment is physically located in.

[Condition code is not accurate](#) – starts a conversation to update the asset condition code.

[Asset comment needs to be updated](#) – starts a conversation to update or add a comment related to the asset such as a specific location for the asset within a room.

[Add attachment](#) – starts a conversation that allows the user to attach a picture of the asset/serial number or asset related memo.

[Asset found & all information is correct](#). Ends the conversation.