



Wasp Barcode Scanner Training for Custodians

Objectives

By the end of this session, you will:

- ❖ Know how to use the Wasp Barcode Scanner.
- ❖ Know how to conduct your inventory using the Barcode Scanner.
- ❖ Know how to check in/out the scanner.
- ❖ Know the benefits of using the Barcode Scanner .

Fixed Asset Policies and Responsibilities

Fixed Asset Custodians must:

- Read and UNDERSTAND the FA policies
- Use the Wasp Scanner to conduct the yearly inventory of fixed assets.
- Maintain assigned assets in Banner for the required annual FA audit, due by June 30 each year.
 - See policy 10.30

Special Notice

- **Banner** is still the official record for fixed assets.
 - **Wasp** is an additional tool for taking inventory.
- Each change will need to be done in Banner, including:
 - Disposals
 - Location corrections
- We will update the Wasp database annually.
- Any new changes will not be reflected on Wasp until the update.

Wasp Inventory Notebook

- You will need to bring this notebook with you while conducting inventory.
- In your notebook, you will find a user guide for the HC1 scanner (PDA).
- Make sure you have the most recent location codes. Old codes may not work if there are no assets in that room.
- If new codes are missing or incomplete, send a request to fixedassets@vcu.edu

Directions to Conduct Inventory

- Contact your Group Leader to schedule the scanner.
 - Be flexible in case the scanner is checked out for the time you wanted.
 - If the scanner is unavailable for the only time you have to conduct your inventory, contact Fixed Assets to borrow a scanner (if one is available).
- Allow yourself ample time to conduct inventory before the deadline listed on the certification letter.
 - Expect to keep the scanner for 5 days per 100 assets on your inventory list that need to be scanned. This is a generous estimation.
 - This time may be shortened if your assets are located in one central location or you can devote a whole day to scanning.

Directions to Conduct Inventory

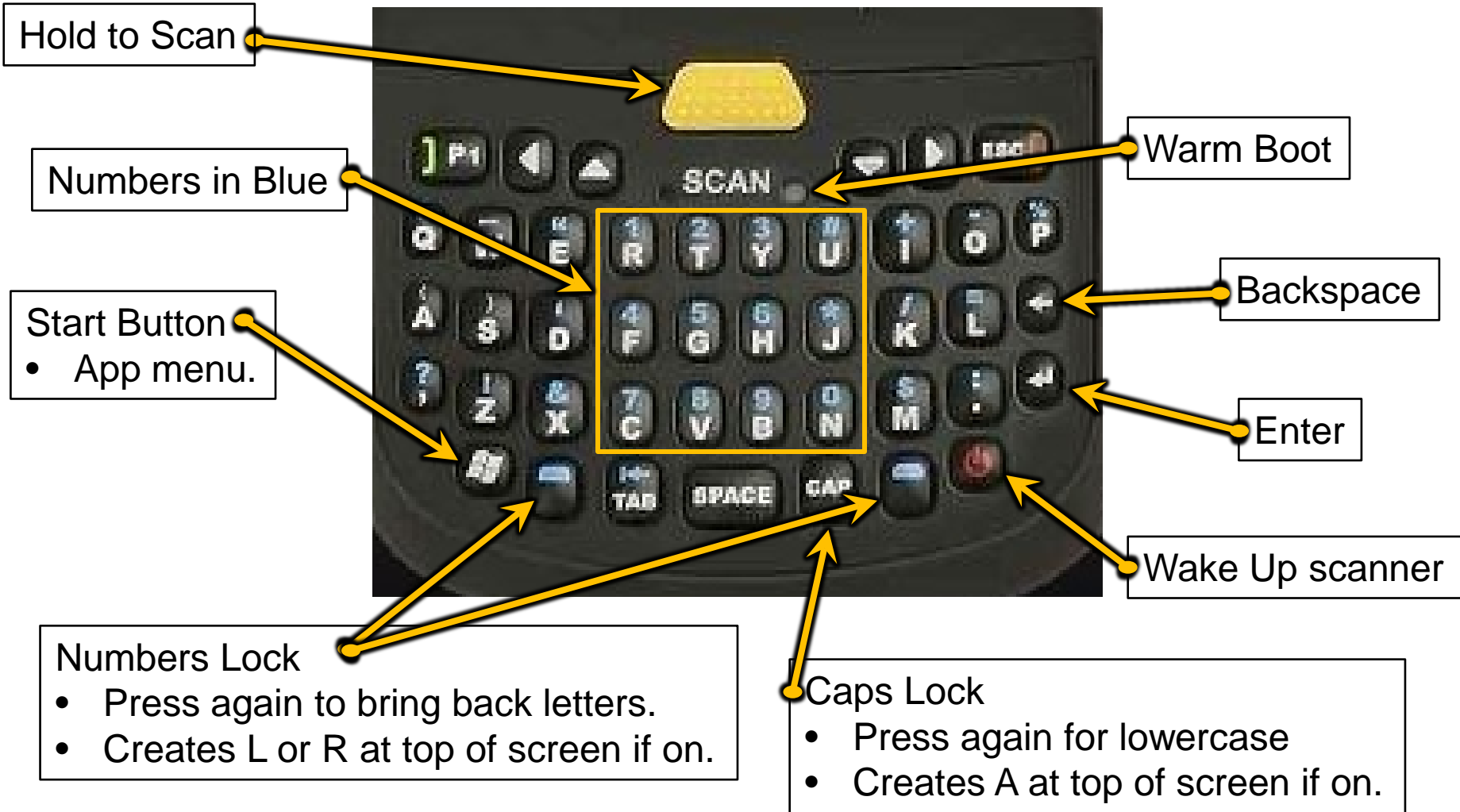
When conducting your inventory:

- Run inventory report by Custodian in VCU Reporting Center, save as excel, sort by Location code, and print a copy for your walk through.
 - **This report should be printed just after the Wasp inventory is loaded annually by Fixed Assets and used to make notes throughout the year until certification.**
- Go to each location on the report and scan all assets for that location.
- Make note of assets that cannot be scanned, i.e. system assigned (no barcode), offsite, missing tag, surplussed, etc.

After You Complete Your Inventory

- Return scanner to your group leader to upload.
- Your Group leader will upload your inventory findings.
- Make a note of the date you completed your inventory; you will use this date when you sign your inventory certification letter.
- Send list of assets not able to be scanned with reasons to Fixed Assets mailbox: fixedassets@vcu.edu
- Your inventory will not be marked **complete** until every asset on your list is scanned or accounted for in your list of reasons not scanned.

Buttons to Know on HC1 Scanner



How to Use the Wasp Scanner

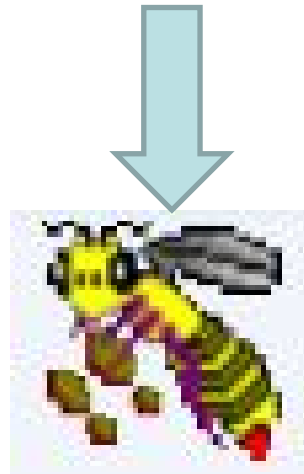


- Awaken scanner with red power button or tap screen.
- To scan, hold down yellow button in center of device.
- Aim the red light from top of device across barcode.

How to Use the Wasp Scanner



- To open Wasp:
 - Use the stylus to select the Windows Start symbol on bottom left of the touch screen, or Windows button on keypad.
 - Select the MobileAsset app.



How to Use MobileAsset

Logging in:



- Sign in with your User name (5-digit FC#) and password (fixedvcu).
- Example:
 - 80400
 - fixedvcu
 - Click OK

Logging in:



- When you log into Wasp on the scanner, a pop-up will say:
- “It has been at least 1 day since there has been a full sync. Would you like to start a full sync now?”
 - Select **No**.

To Audit Your Inventory



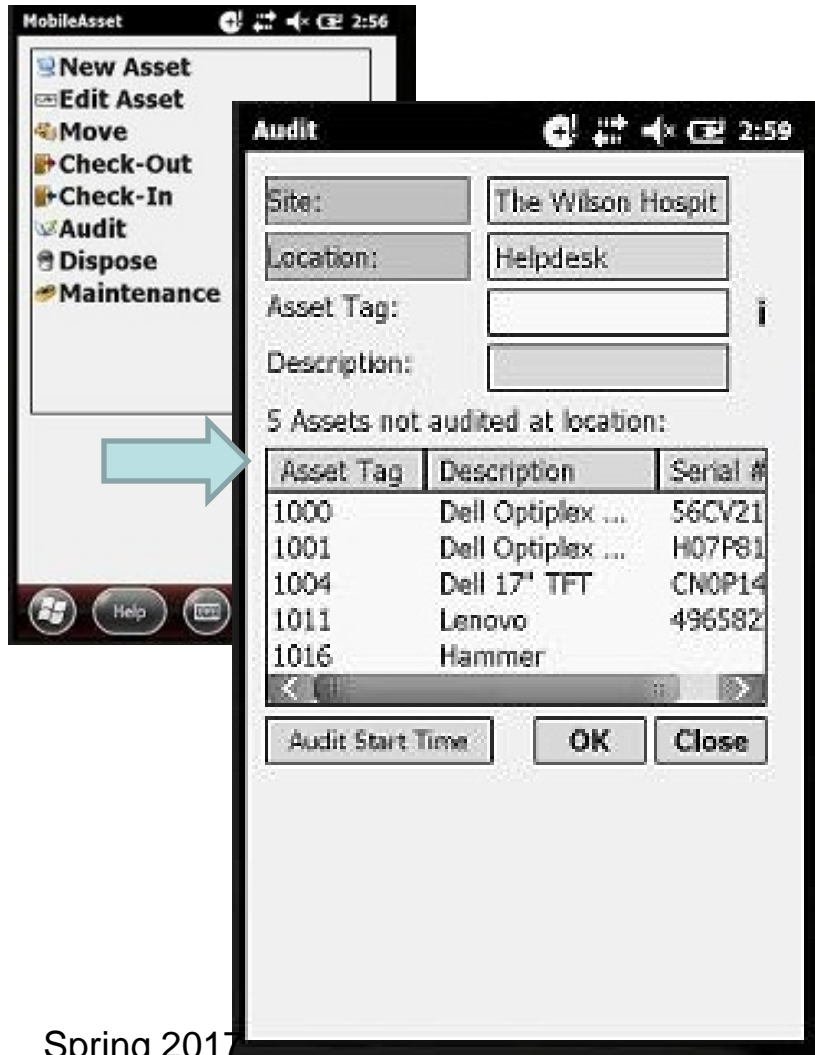
- Select Audit
- Click (🔍) on right to bring up the list to choose from.
- **Select** your FC number for **Site**.
- **Scan** the location **barcode** in your book.

To Audit Your Inventory



- Highlight (gray) Site and Location to lock in for now.
 - Do this by using your stylus to tap on **Site:** and **Location:** until it highlights in gray.
 - Tap again to unlock.

To Audit Your Inventory



- Scan VCU barcode on all assets in selected location.
- Once scanned, asset will clear from audit list.
- Assets audited will tally down as you go.

Audit Pop-Up Messages



- Click **Yes** to move to the current location on Wasp.
- Click **No** if you are going to move the asset physically to the correct location.
- **If Yes**, the change will need to be made in Banner separately.

Audit Pop-Up Messages

- If scanned asset brings a message it doesn't exist, click "ok" in top right of message box.
- This asset was not loaded into your inventory for one of several reasons:
 - Asset is a new purchase, added after Wasp was loaded for the year.
 - Asset was deleted from Banner, prior to load.
 - Asset is not listed under your FC# inventory.

Audit Pop-Up Messages

What to do:

- Write down tag number that would not scan.
- Send an e-mail to fixedassets@vcu.edu with the tag number and where it was found (building and room number). We will investigate the asset and correct it on Banner if needed.

Where do I get help?

- User Guide and documents
- <http://www.controller.vcu.edu/finreporting/fixedassets.htm>
- **Wasp Questions:**
 - Connie Jefferson (804) 828-0848
Email: ctjeffer@vcu.edu
 - Jessica Burruss (804) 828-0597
Email: burrussja@vcu.edu

Cheat Sheet

- Make sure you have your inventory report and Location barcodes with you before you begin your walk through.
- Tap on screen with stylus to get the keyboard to appear. (It's easier to type on the keyboard for some people.)
- To store stylus make sure to push it all the way down until you feel a click to make sure it is locked in place.

Cheat Sheet continued

- Do not let the battery run down, keep scanner plugged at all times when not in use. (Battery will drain over time if unplugged, even if the screen is dark.)
- **Do *NOT* perform a *hard* boot.** This will erase all the data from Wasp on the scanner and it will have to be reinstalled.
 - You may remove battery if scanner is frozen, it will not effect data.