

## Property Custodian Intermec Scanner Inventory Procedures

This instruction provides step-by-step procedures to obtain the annual inventory listings, how to conduct the annual inventory, and how to record the inventory results as resolutions in Sunflower. **The Review Campaign name is provided in the annual inventory announcement letter published by the NOAA PMO.**

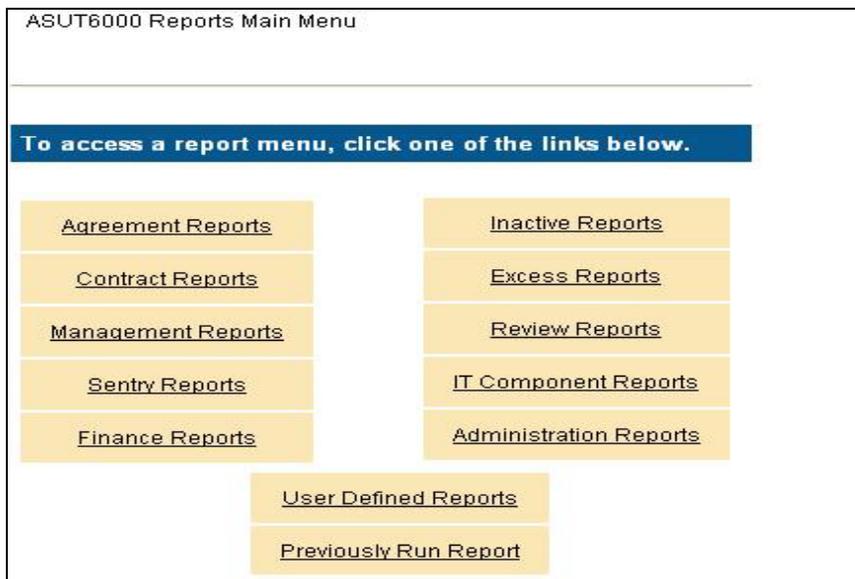
### To generate the inventory listings

Property Custodian (PC) login to Sunflower

Select “Sunflower Enterprise Reports”



In the Sunflower Assets Reports Menu, select “Review Reports”



Select “Review Campaign Base Assets”

PCs will select the applicable “Review Campaign”

Select Interest Type “INVENTORY ASSET”

Enter the Custodial Area Number

# Property Custodian Intermec Scanner Inventory Procedures

**ASRV6010 Review Campaign Base Assets**

---

**How Would You Like to Select the Assets that Appear on the Report?**

Review Campaigns   
2005 OS MIDYEAR  
2006 LARRY SCRIPT TEST  
2006 NESDIS ANNUAL INVENTORY  
2006 NMAO ANNUAL INVENTORY  
2006 NMFS ANNUAL INVENTORY  
2006 NOS ANNUAL INVENTORY  
2006 NTIA MIDYEAR

Interest Type

Bureau or Region

Property Accountability Office

Cust Area

Select Resolution Types “Open”  
Click “Submit”

User

Site/Off-Site Type  Stlv1 Type  Stlv1 Identifier  Stlv2 Type  Stlv2

Location

Resolution Types   
All (Excluding Open)  
Open  
AGREEMENT ASSET IDENTIFIER CHANGE  
AGREEMENT ASSET FINAL EVENT  
AGREEMENT ASSET INITIAL EVENT  
ASSIGN COMPONENT  
BARCODE KEY  
BARCODE SCAN

Select “Acrobat format”

## Property Custodian Intermec Scanner Inventory Procedures

**ASRV6010 Review Campaign Base Assets**

---

**Choose an output format**

Acrobat    HTML    Text file export (Excel, Lotus 1-2-3, Access...)

Press  to run the report with the following parameters

---

**Selection Criteria: 96849**

<b>Selected by</b>	<b>Value</b>
Review Campaign	2006 NESDIS ANNUAL INVENTORY
Interest Type	INVENTORY ASSET
Bureau or Region	
Property Accountability Office	
Cust Area	54016N344
Include Cust Area child Organizations	N
Description	

Click "Execute"  
Print the report.

**Options for the advanced user:**

PCs may generate a text file by selecting "Text file export (Excel, Lotus 1-2-3, Access...)." The system will give you the option to save the text file and import into the desired application.

**Physical Count**

To conduct the inventory, PCs will conduct a physical sweep of the organization's area and scan each sighted barcode. All off-site equipment that can be moved (e.g. computers, PDAs, etc.) will be brought on-site for existence verification, and, if necessary, installation of security updates, etc. Property Custodian will use the NOAA Form 3740 (Hand receipts) and the Sunflower User Field to monitor accountable personal property maintained both on and off site.

## Property Custodian Intermec Scanner Inventory Procedures

Once all property is scanned and the scanner data has been uploaded into Sunflower, the PC will run the “Review Campaign Base Assets” again. The report will contain only property that was not scanned.

Property Custodians should;

- Continue to search, locate, and scan the property or
- Process Online Resolutions for property accounted for but unavailable to be scanned. (See Property Custodian Online Resolution Inventory Procedures) or
- Record Declared Unaccounted Resolutions for assets with CD-52 Final Event Report for lost or stolen assets (See Property Custodian Online Resolution Inventory Procedures)

### **Scanner Installation**

Please contact your Department of Commerce Sunflower Helpdesk at (202) 482-8246 or E-mail [SunflowerHelpDesk@doc.gov](mailto:SunflowerHelpDesk@doc.gov) for these instructions.

### **Scanner Operations**

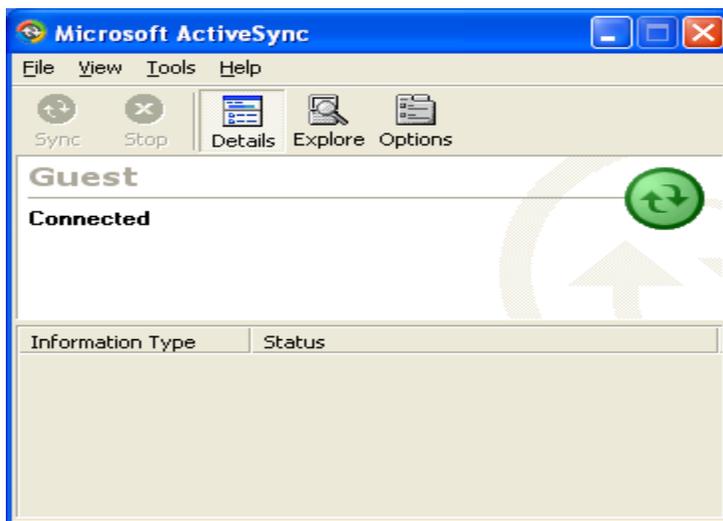
Place scanner in the cradle and **MS ActiveSync** will automatically start up and attempt to establish a connection between the scanner and the desktop.

Select Guest partnership.

## Property Custodian Intermec Scanner Inventory Procedures

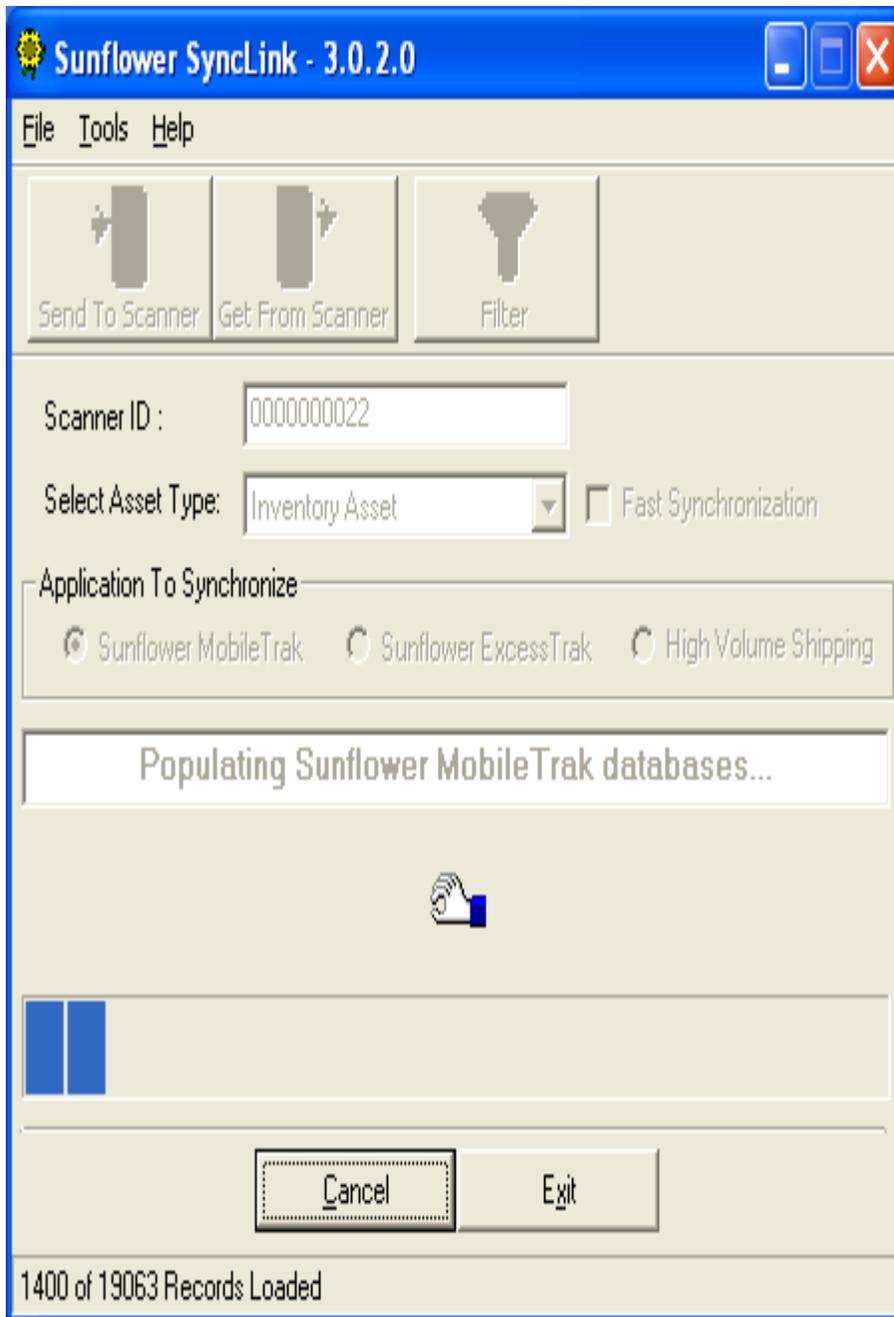


MS ActiveSync will confirm when the connection has been established.

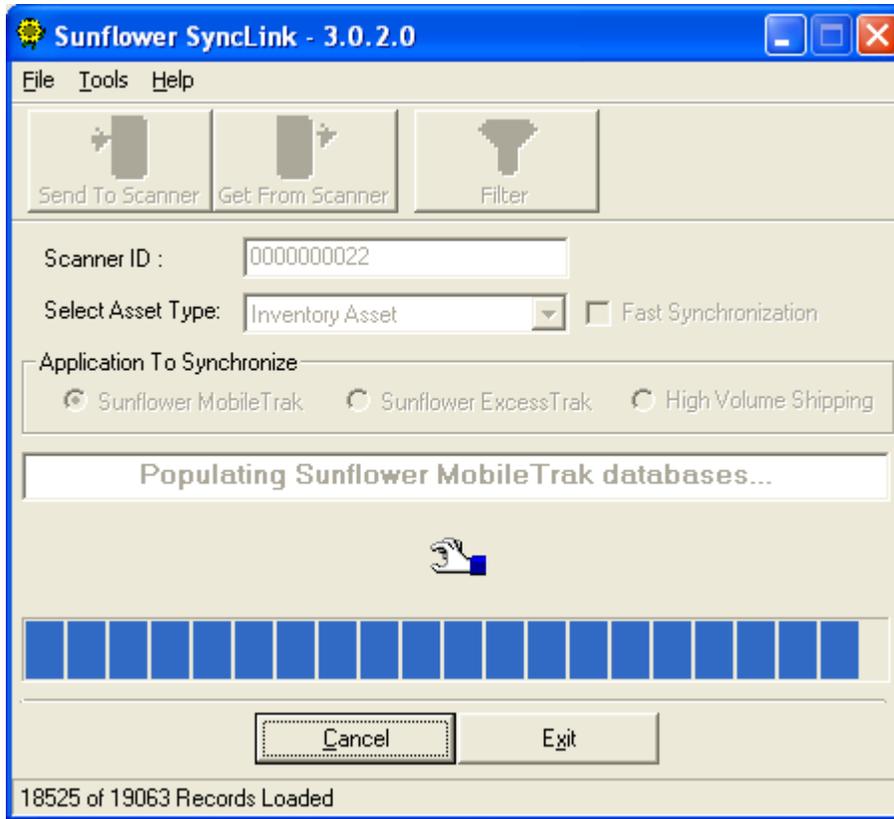


Startup Sunflower **SyncLink 3.0.2.0** and select '**Sunflower MobileTrak**' as the Application to Synchronize. Then select '**Send To Scanner**'. **SyncLink** will then download data from the Sunflower server and populate various **MobileTrak** tables in the scanner.

## Property Custodian Intermec Scanner Inventory Procedures



## Property Custodian Intermec Scanner Inventory Procedures



**Synclink** will display confirmation messages on the status of each process.



## Property Custodian Intermec Scanner Inventory Procedures

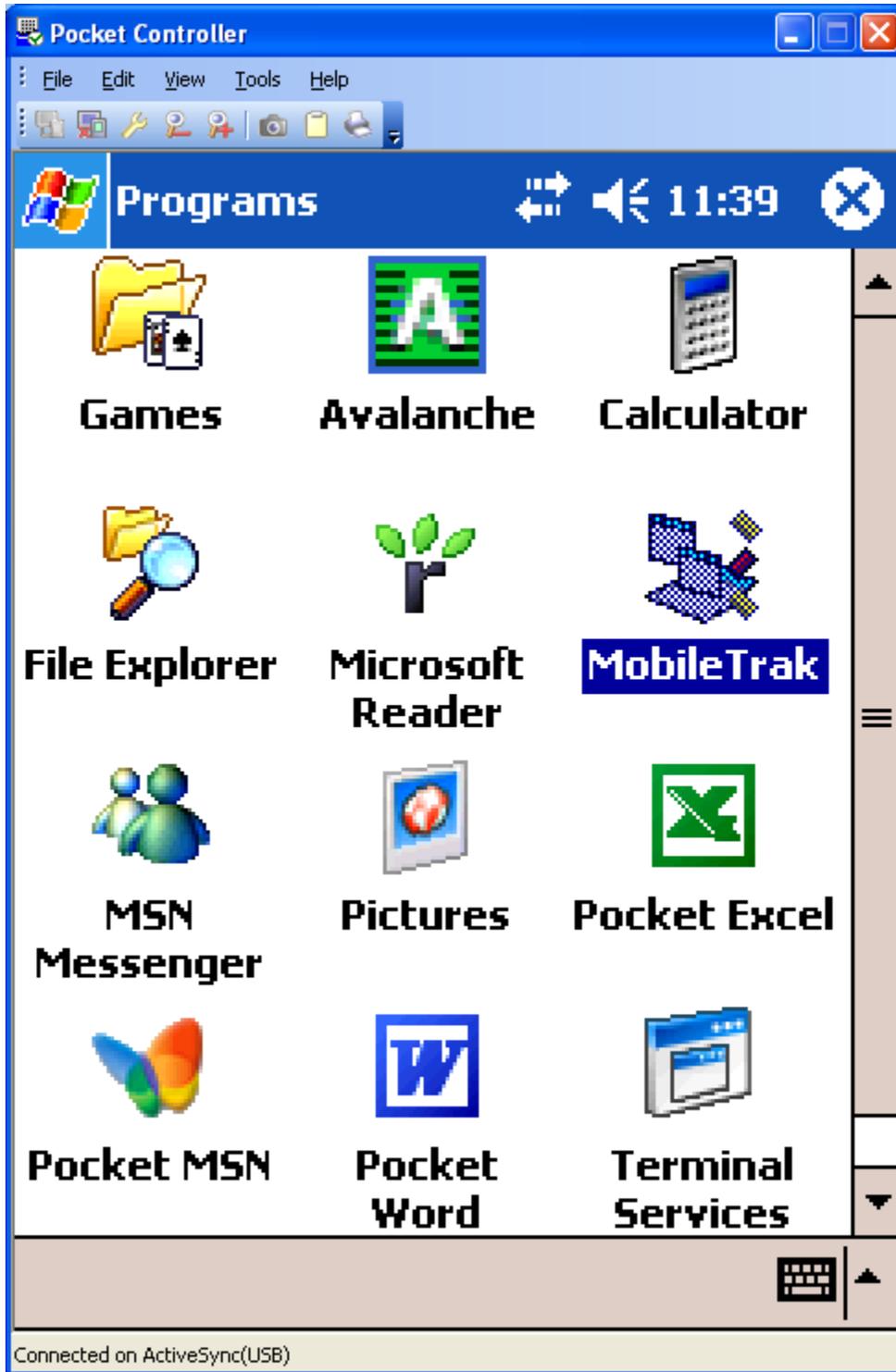
When the download is complete, remove the scanner from the cradle, and prepare scanning.

Click on Start Menu

Click on Programs

Select MobileTrak

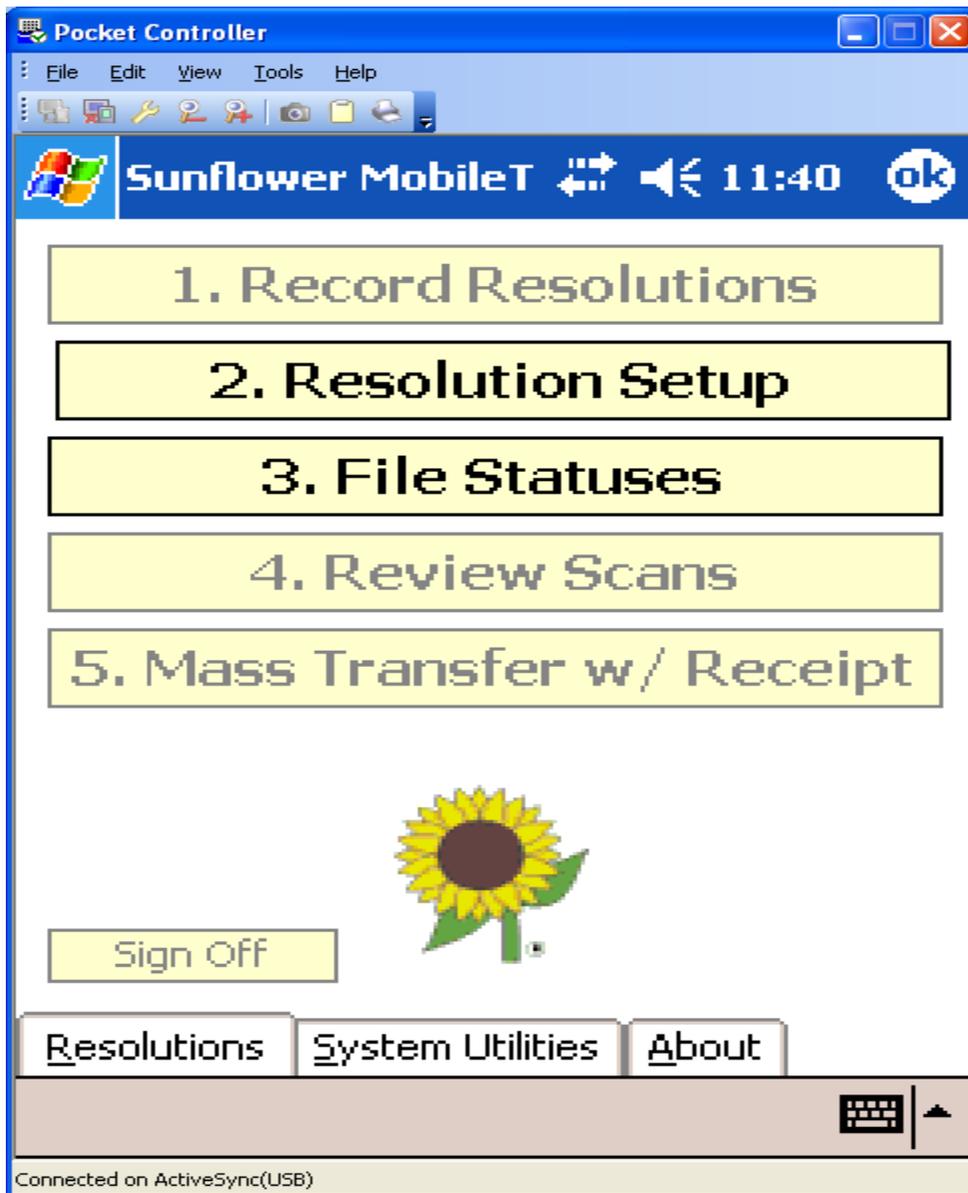




Before you can begin scanning, you must identify yourself to **MobileTrak**.

## Property Custodian Intermec Scanner Inventory Procedures

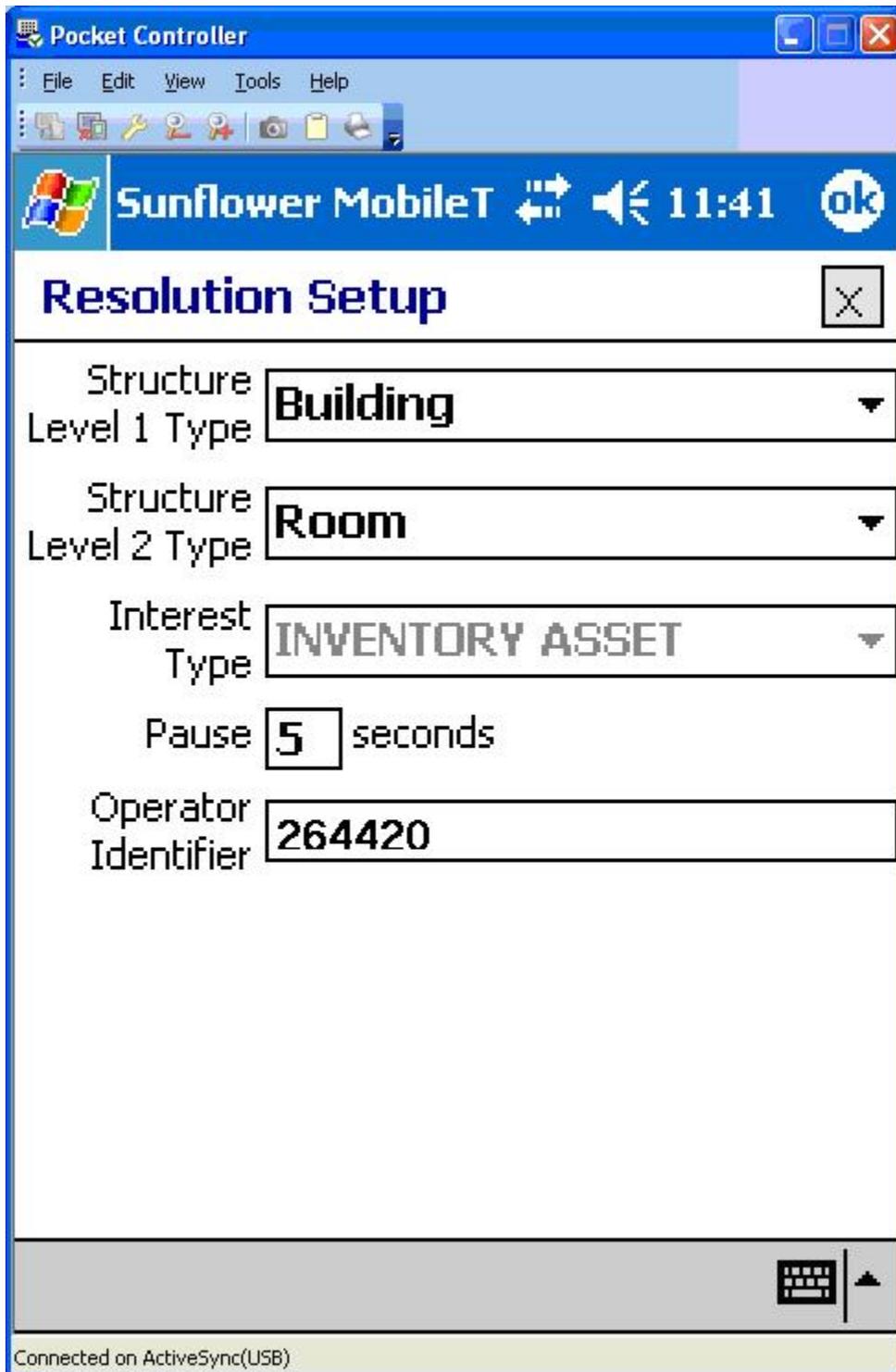
Select 2. 'Resolution Setup'



Enter the **Building** and **Room** as default location parameters.

Enter your numeric Sunflower identifier (4-7 digits) in the **Operator Identifier** field

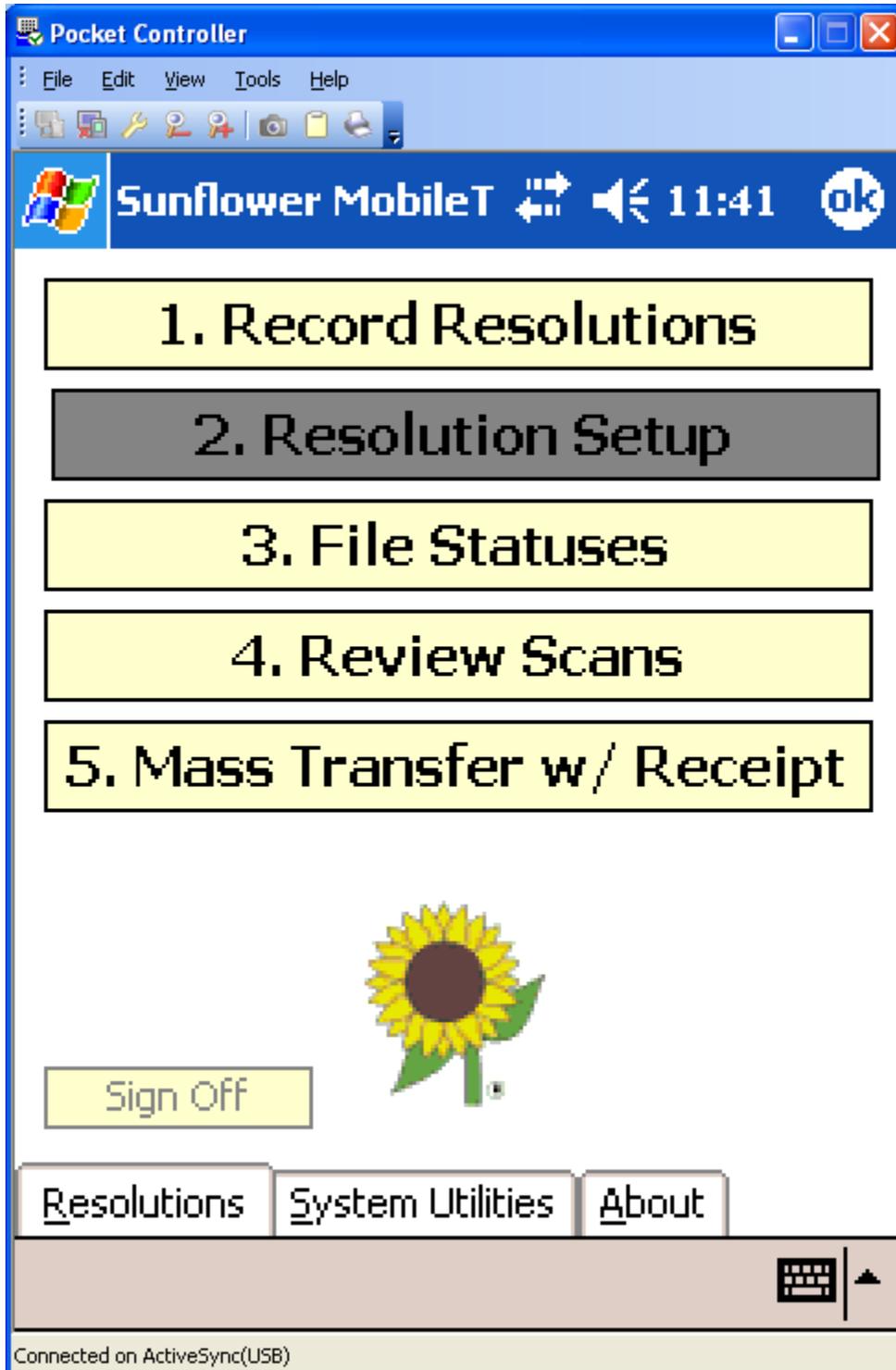
# Property Custodian Intermec Scanner Inventory Procedures



## Property Custodian Intermec Scanner Inventory Procedures

Configure **MobileTrak** for scanning:

Select #1 **Record Resolutions** from the main menu.



## Property Custodian Intermec Scanner Inventory Procedures

Enter the following location information:

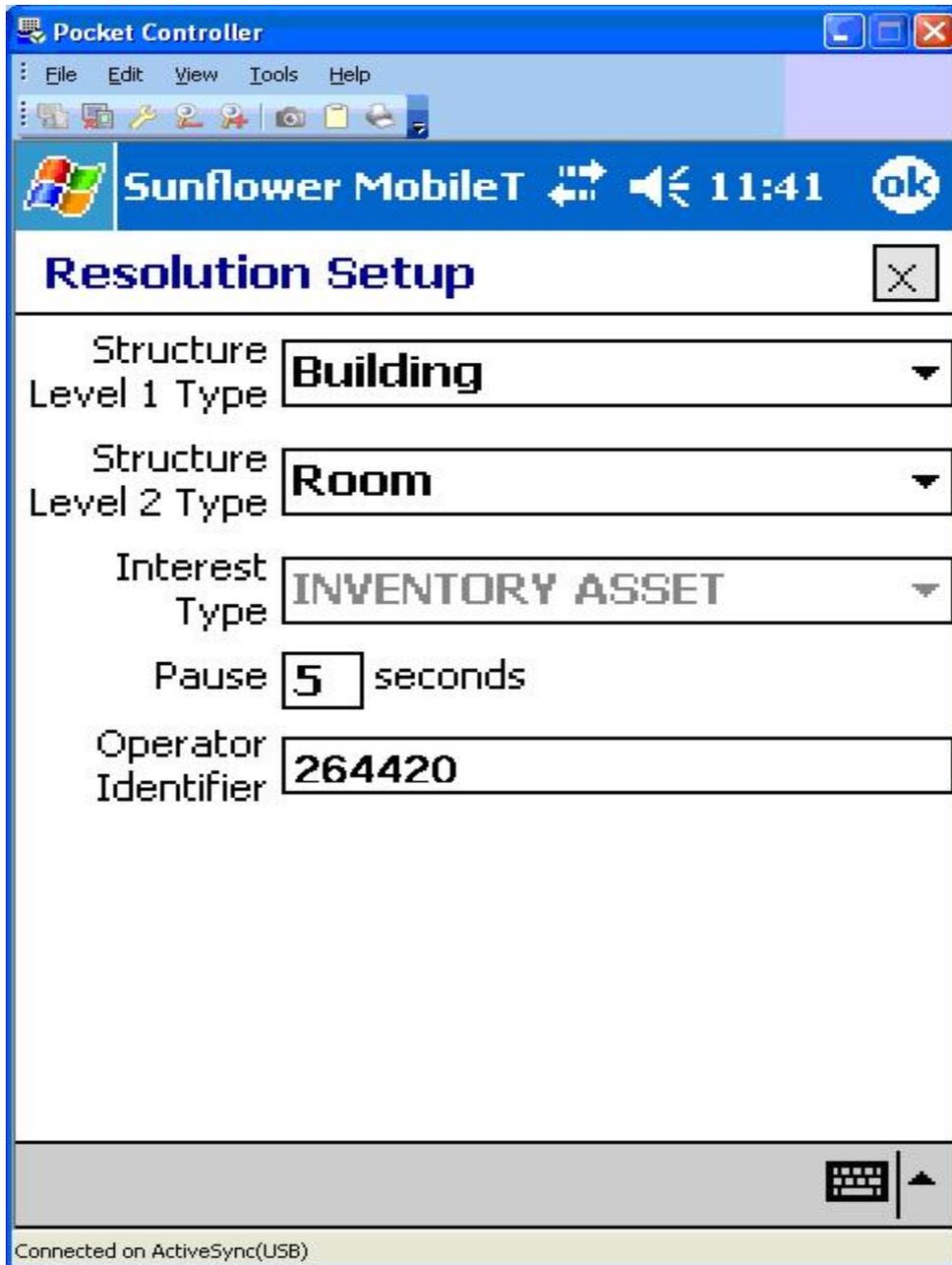
Select **Site** name from the pull-down list.

Enter the **Building**

Enter the **Room** (Note: must be updated with each new room number.)

Position the cursor in the box below 'Operator'

MobileTrak is now configured to begin scanning by pressing the yellow trigger buttons.



The screenshot shows the 'Pocket Controller' application window. The title bar includes 'Sunflower MobileT', signal strength, volume, and time (11:41). The main window is titled 'Resolution Setup' and contains the following fields:

Structure Level 1 Type	Building
Structure Level 2 Type	Room
Interest Type	INVENTORY ASSET
Pause	5 seconds
Operator Identifier	264420

At the bottom of the screen, there is a keyboard icon and a status bar indicating 'Connected on ActiveSync(USB)'.

## Property Custodian Intermec Scanner Inventory Procedures

As you scan each barcode, MobileTrak will compare it against the file of barcodes downloaded from the server to determine if the asset is already in the Sunflower database.

'Active, Custodian' confirms that the asset is already in Sunflower.

**Pocket Controller**

File Edit View Tools Help

Sunflower MobileT 11:43 ok

**Resolution with Updated Location**

Site	WASHINGTON, DC
Building	HCHB
Room	2830B
Struct level 3	
Operator	264420

CD0001346989

**Active, Custodian:**

Enter Ctrl+E	Change Ctrl+G
Clear Ctrl+C	Help Ctrl+L
Add Ctrl+A	

Connected on ActiveSync(USB)

## Property Custodian Intermec Scanner Inventory Procedures

The following is an example of a barcode that is not currently in Sunflower. You have the option of adding the asset or clearing the screen. In the case of the latter, the barcode is still retained in the MobileTrak's inventory file.

The screenshot shows the Pocket Controller application window. The title bar reads "Pocket Controller". The menu bar includes "File", "Edit", "View", "Tools", and "Help". The toolbar contains icons for file operations and navigation. The status bar at the top displays the Sunflower MobileT logo, navigation arrows, the time "11:44", and an "ok" button. The main screen title is "Resolution with Updated Location". Below this, there are several input fields: "Site" with a dropdown menu showing "WASHINGTON, DC", "Building" with the text "HCHB", "Room" with the text "2830B", and "Struct level 3" with an empty field. The "Operator" field contains the text "264420". A large text input field contains the barcode "CD0001234567890". A prominent red banner across the screen reads "Not found in reference file". Below the banner are several yellow buttons with text: "Enter Ctrl+E", "Change Ctrl+G", "Clear Ctrl+C", "Help Ctrl+L", and "Add Ctrl+A". At the bottom right, there is a keyboard icon and a small upward-pointing arrow. The status bar at the very bottom indicates "Connected on ActiveSync(USB)".

<b>Resolution with Updated Location</b>	
<b>Site</b>	WASHINGTON, DC
<b>Building</b>	HCHB
<b>Room</b>	2830B
<b>Struct level 3</b>	
<b>Operator</b>	264420
CD0001234567890	
<b>Not found in reference file</b>	
Enter Ctrl+E	Change Ctrl+G
Clear Ctrl+C	Help Ctrl+L
Add Ctrl+A	

Connected on ActiveSync(USB)

## Property Custodian Intermec Scanner Inventory Procedures

To Add the new asset enter the following information:

Manufacturer:

Model Number/Name:

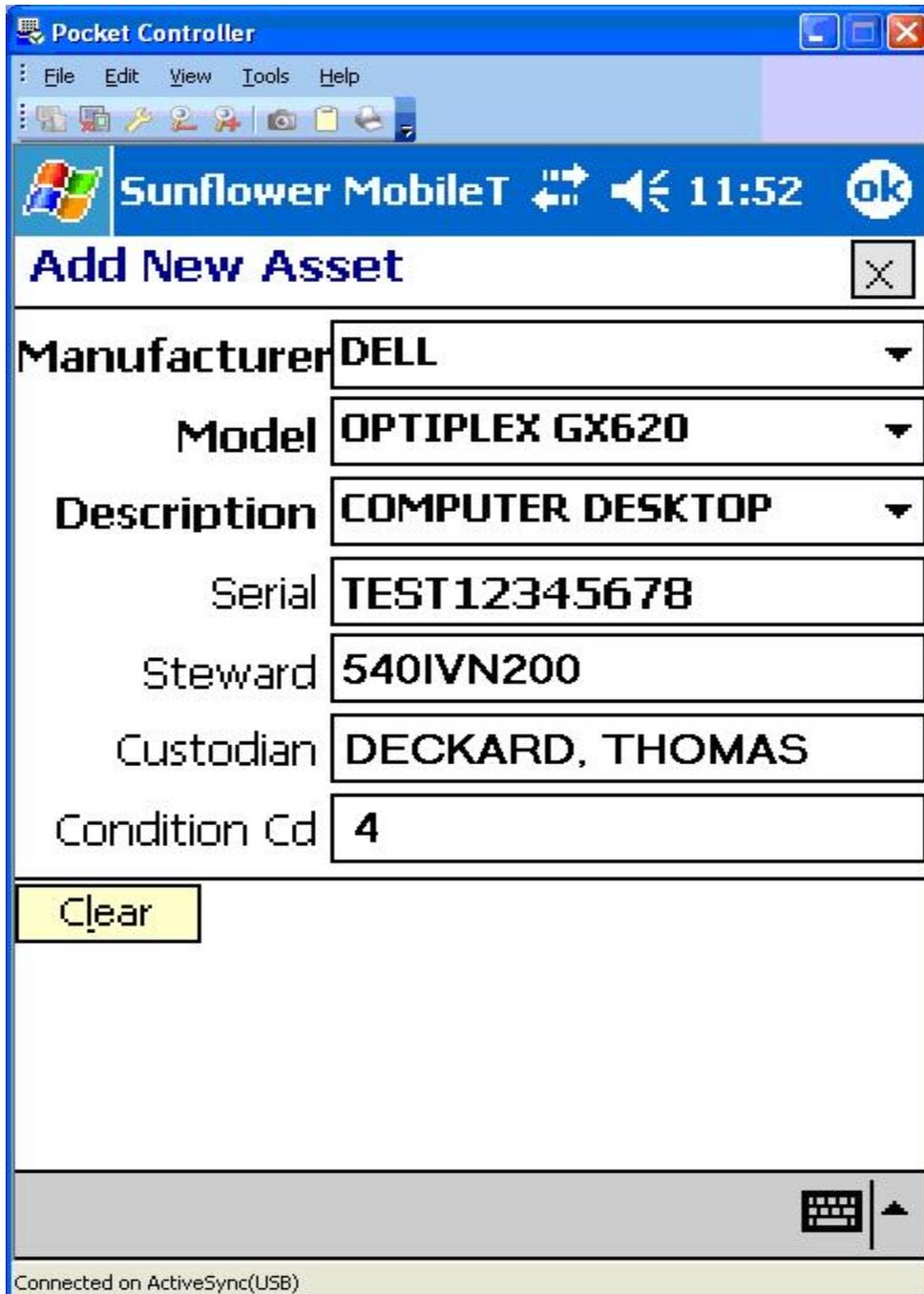
Description:

Serial Number:

Steward:

Custodian:

Condition Code:



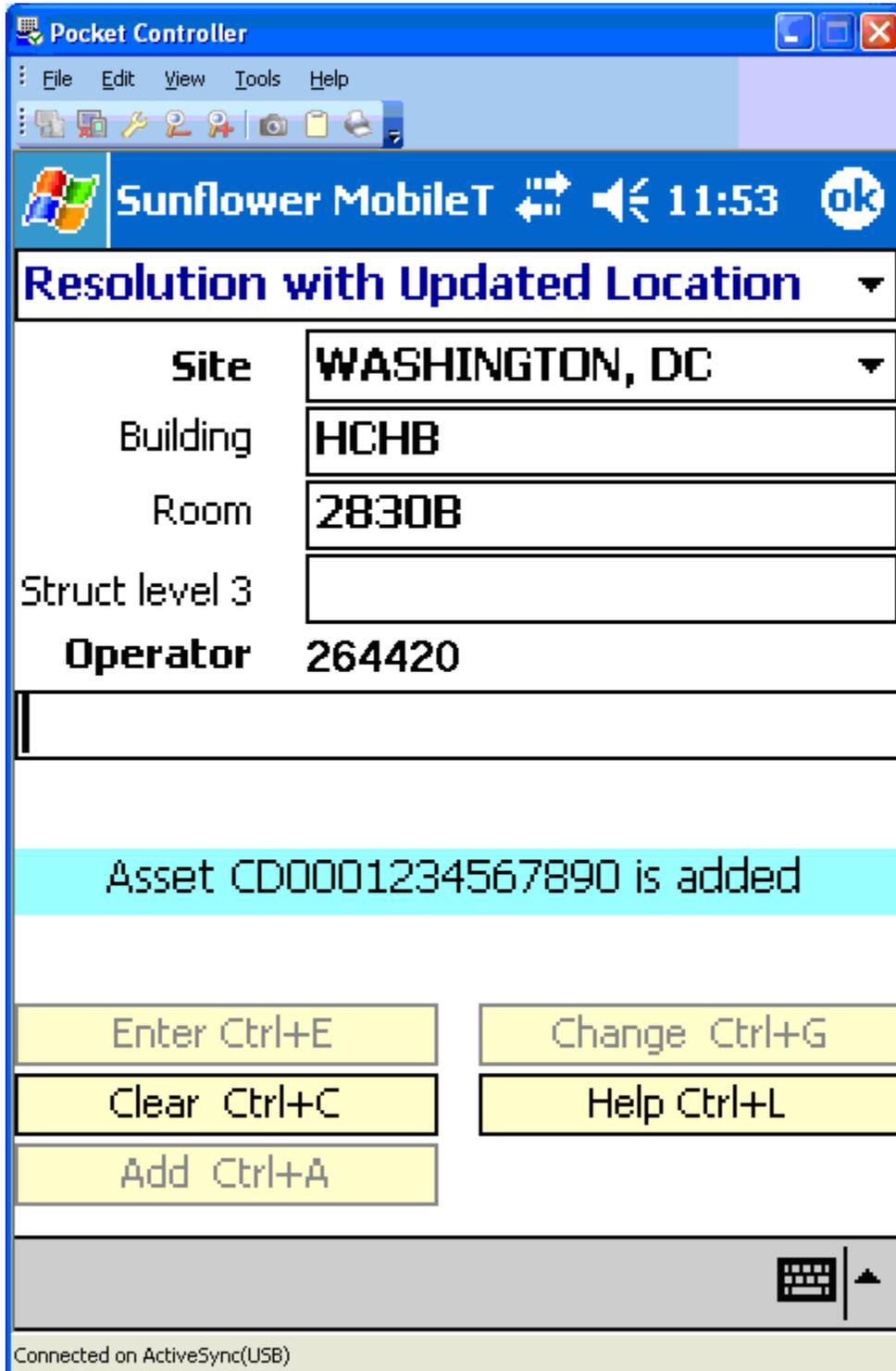
The screenshot shows the 'Pocket Controller' application window. The title bar reads 'Pocket Controller'. The menu bar includes 'File', 'Edit', 'View', 'Tools', and 'Help'. The toolbar contains various icons for file operations and navigation. The status bar at the top displays the Sunflower MobileT logo, signal strength, volume, time (11:52), and an 'ok' button. The main content area is titled 'Add New Asset' and contains the following fields:

Manufacturer	DELL
Model	OPTIPLEX GX620
Description	COMPUTER DESKTOP
Serial	TEST12345678
Steward	540IVN200
Custodian	DECKARD, THOMAS
Condition Cd	4

Below the form is a 'Clear' button. At the bottom of the window, there is a keyboard icon and a status bar that reads 'Connected on ActiveSync(USB)'.

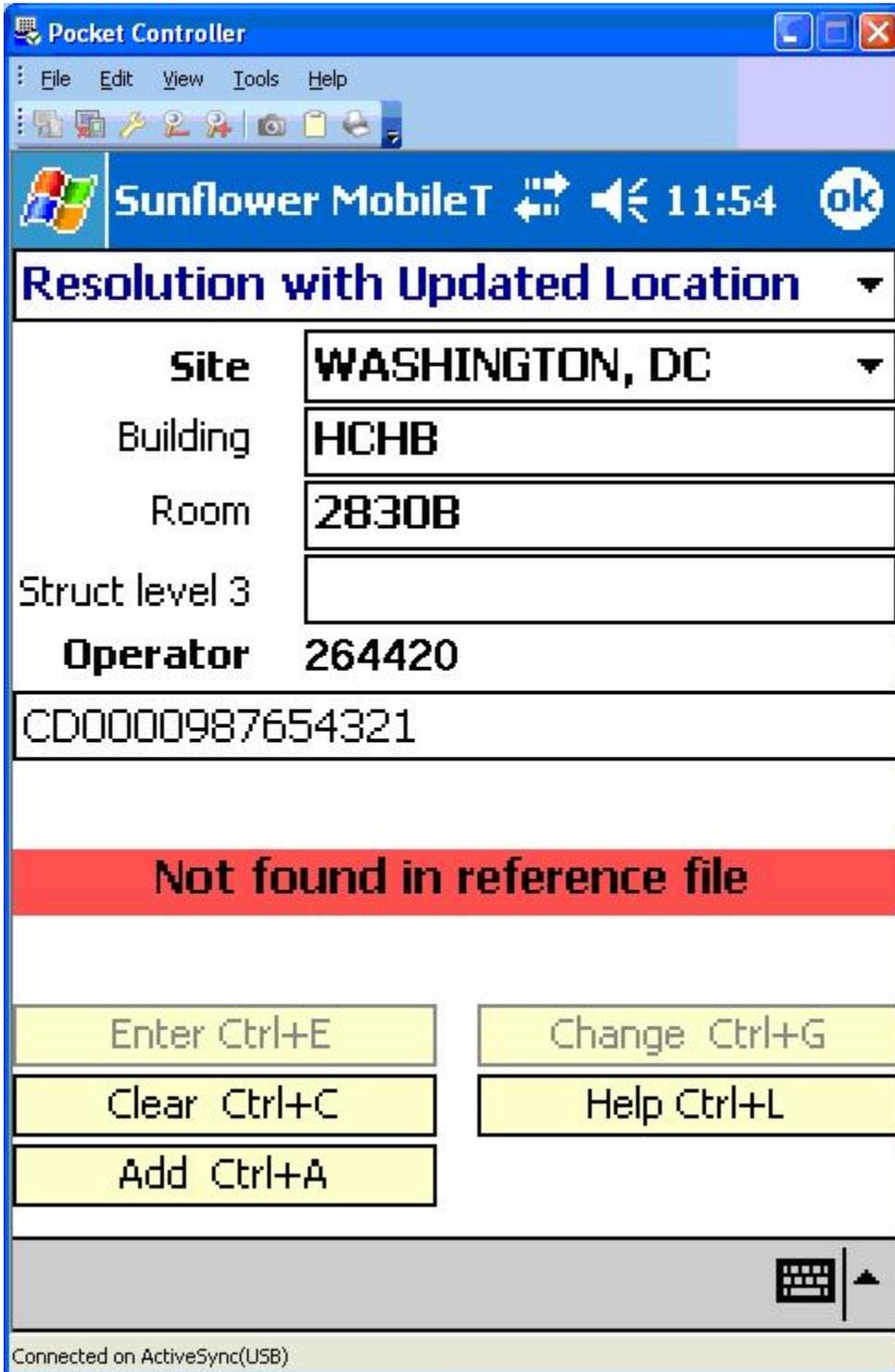
# Property Custodian Intermec Scanner Inventory Procedures

MobileTrak will confirm that the new asset has been added.



# Property Custodian Intermec Scanner Inventory Procedures

Examples of adding non-existing “found” items to the scanner.



# Property Custodian Intermec Scanner Inventory Procedures

Example: Adding a Dell Dimension 8300 desktop computer.

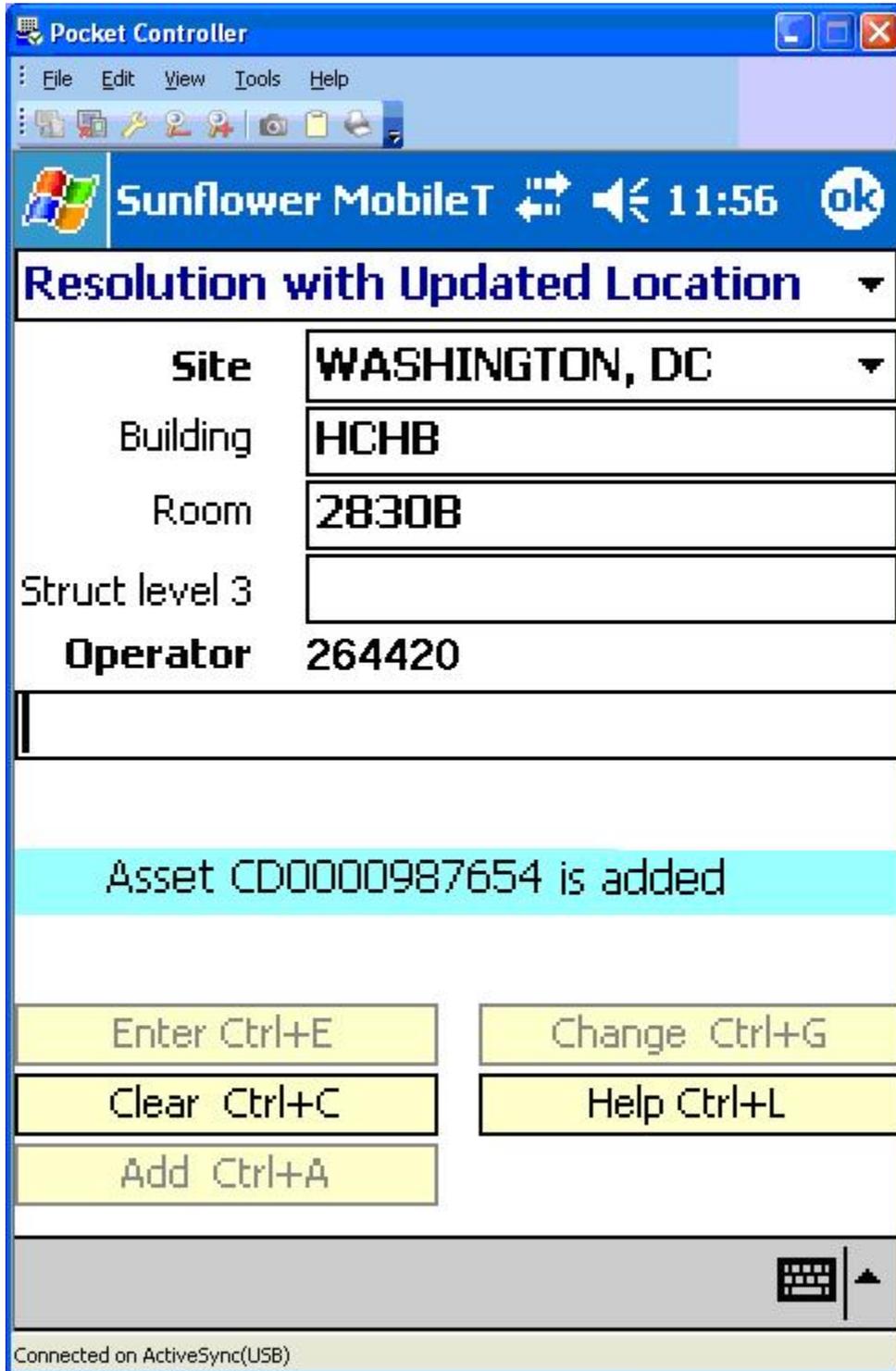
The screenshot shows the 'Pocket Controller' application interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Tools', and 'Help'. Below the menu bar is a status bar displaying the Sunflower MobileT logo, signal strength, speaker icon, time '11:56', and an 'ok' button. The main title of the window is 'Add New Asset'. The form contains the following fields:

Manufacturer	DELL
Model	DIMENSION 8300
Description	COMPUTER DESKTOP
Serial	0987654321
Steward	540IVN200
Custodian	DECKARD, THOMAS
Condition Cd	4

Below the form fields is a yellow 'Clear' button. At the bottom of the screen, there is a status bar that reads 'Connected on ActiveSync(USB)'.

# Property Custodian Intermec Scanner Inventory Procedures

**MobileTrak** confirms that the asset has been added.

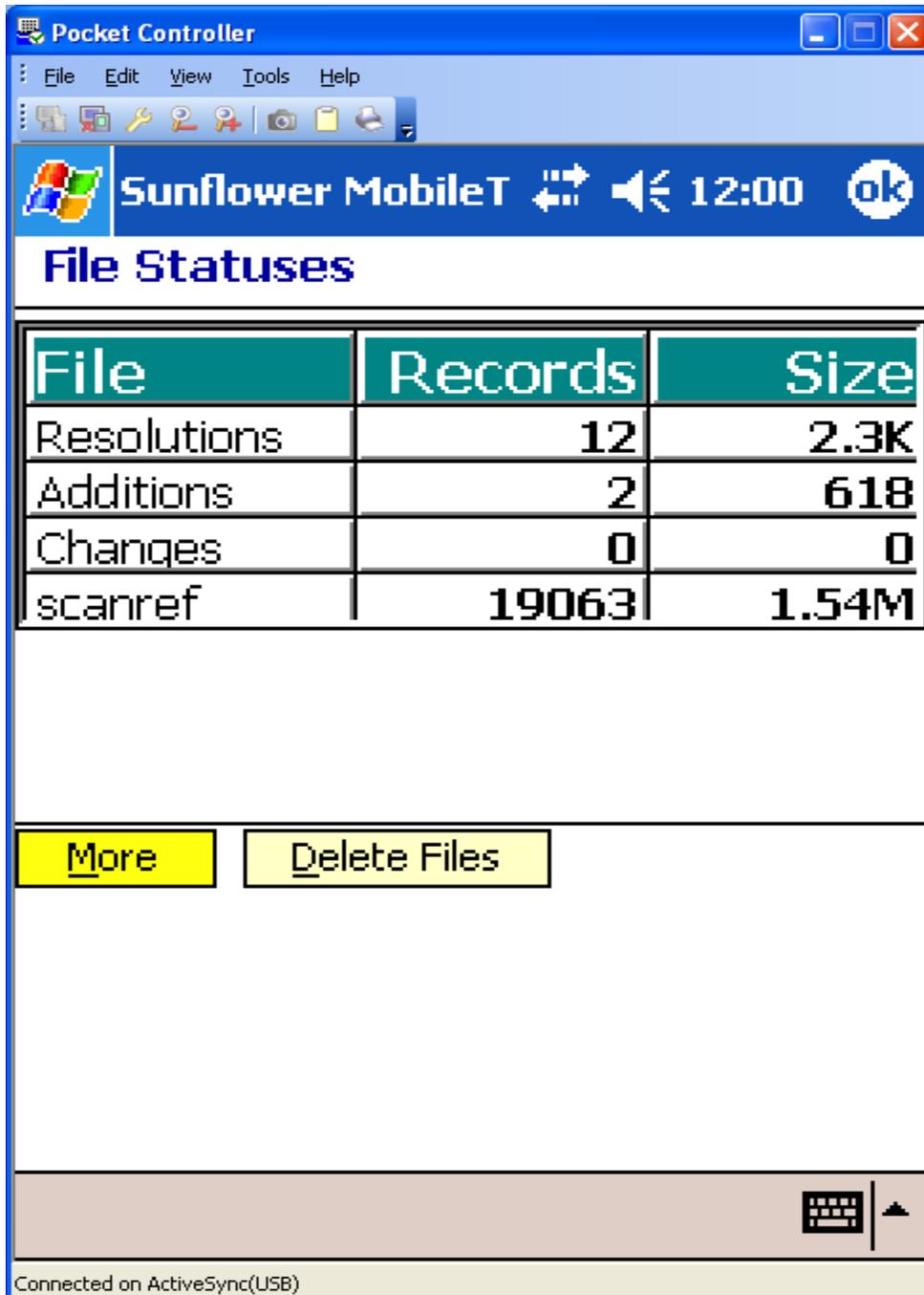


## Property Custodian Intermec Scanner Inventory Procedures

After the scanning process has been finished, select **'File Statuses'** from the main menu to see a summary of the number of assets scanned.

The number of barcodes scanned is listed as **Resolutions**.  
In the example below, 12 barcodes were scanned, of which 2 were added as **'Additions.'**

Note: The value on the **SCANREF** row identifies the total number of barcodes downloaded from the server.



The screenshot shows the 'Pocket Controller' application interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. The main display area shows the title 'Sunflower MobileT' with a signal strength indicator, a speaker icon, the time '12:00', and an 'ok' button. The title 'File Statuses' is displayed in large blue text. Below this is a table with three columns: 'File', 'Records', and 'Size'. The table contains four rows of data. At the bottom of the table area, there are two buttons: 'More' and 'Delete Files'. The status bar at the very bottom indicates 'Connected on ActiveSync(USB)'.

File	Records	Size
Resolutions	12	2.3K
Additions	2	618
Changes	0	0
scanref	19063	1.54M

## Property Custodian Intermec Scanner Inventory Procedures

At any time during the scanning process you can select Review Scans from MobileTrak's main menu and review/delete individual barcode scan records.

The screenshot shows the 'Review Scans' screen in the Pocket Controller application. The window title is 'Pocket Controller' and the status bar shows 'Sunflower MobileT' and the time '12:00'. The screen displays a table of scan records with the following data:

Site	WASHINGTON
BUILDING	HCHB
ROOM	2830B
Str Level 3 Name	
Operator	264420
Asset Identifier	CD0000883934
Date Time	2006/02/17 11:59:23EST
Update Location?	Y
Resolution Type	BCK
Interest Type	INV

At the bottom of the screen, there is a 'Delete' button and the text '12 of 12'. The status bar at the very bottom indicates 'Connected on ActiveSync(USB)'.

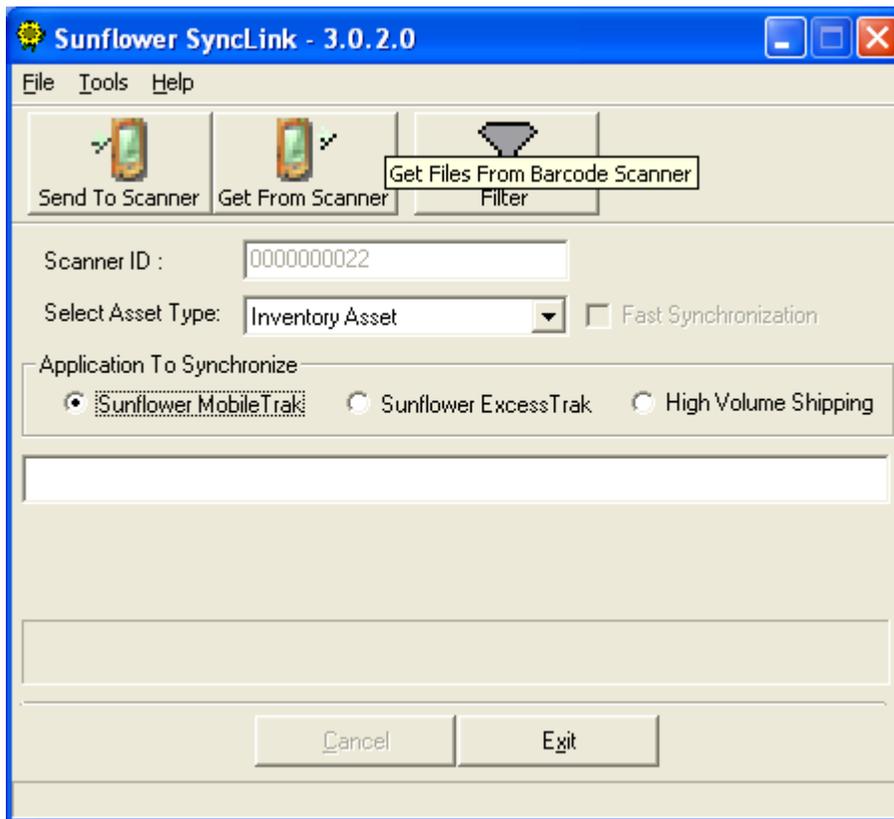
## Property Custodian Intermec Scanner Inventory Procedures

Uploading barcode records to Sunflower:

Place the scanner in the cradle and connect to the desktop via **MS ActiveSync**.

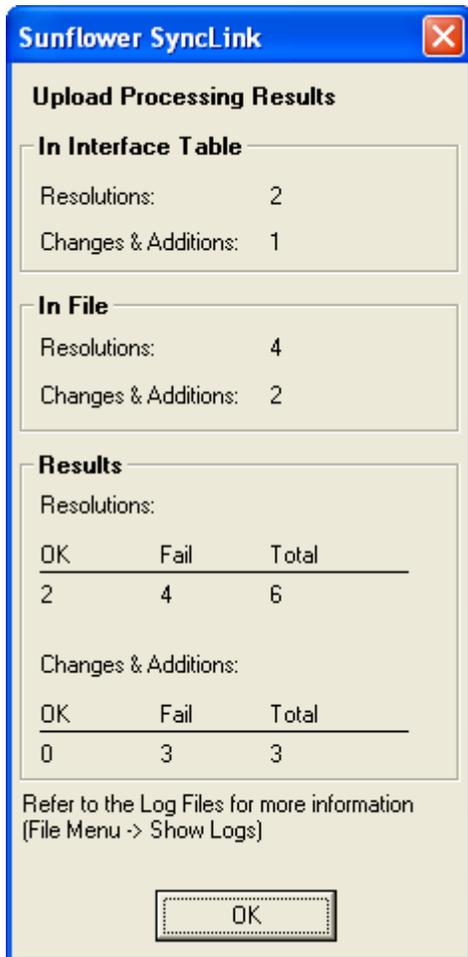
Launch Sunflower **SyncLink 3.0.2.0** and select '**Sunflower MobileTrak**' as the Application to Synchronize. Then select '**Get From Scanner.**' SyncLink will then upload the records from the scanner and process the records through its **Edit Interfaces**.

The Personal Property staff will review assets in the Edit Interface for completeness prior to adding assets to the Sunflower Assets database.



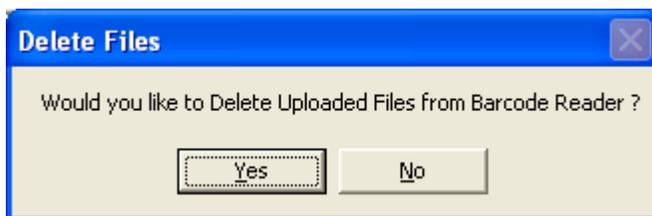
## Property Custodian Intermec Scanner Inventory Procedures

When the upload process is complete, **Synclink** displays a summary of the number of records.



**Synclink** will also prompt you to delete the inventoried assets from the scanner.

Select Yes



To review the Scanner upload in Sunflower:

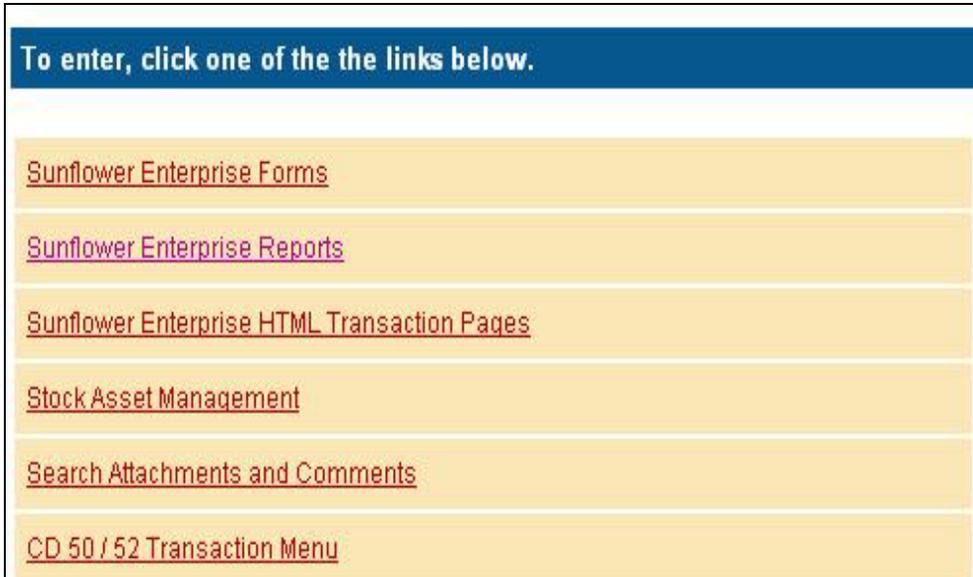
- Click - Files
- Click - Reports
- Click - Acrobat
- Click - eXecute

# Property Custodian Intermec Scanner Inventory Procedures

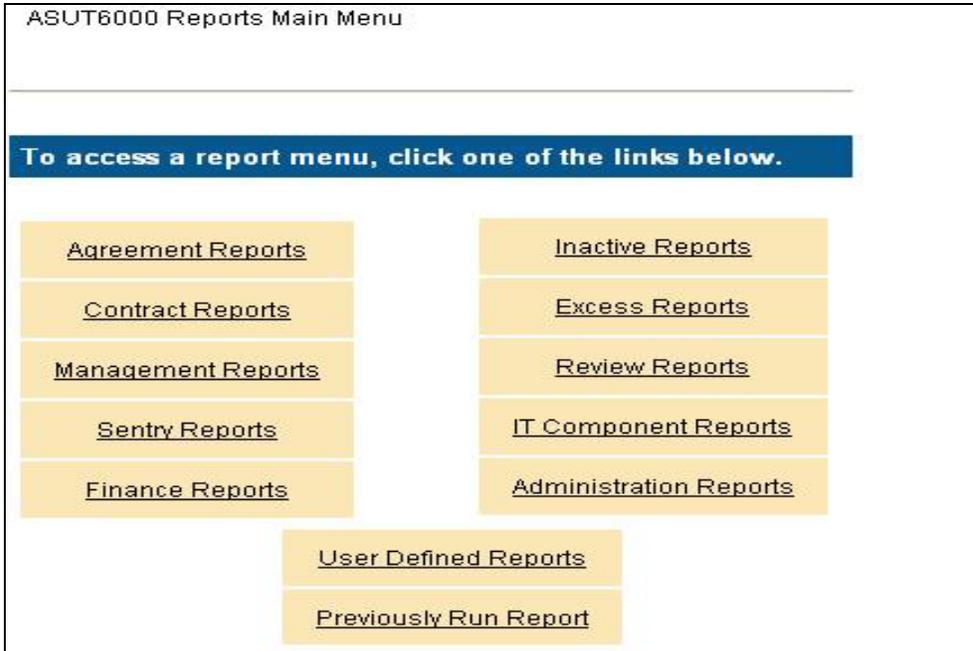
## Review Campaign Base Assets with Resolution Report

Login into Sunflower

Select “Sunflower Enterprise Reports”



Select “Review Reports”



Select “Review Campaign Base Assets with Resolution”

Select applicable “Review Campaign”

Select Interest Type “INVENTORY ASSET”

Enter the Custodial Area Number

# Property Custodian Intermec Scanner Inventory Procedures

**ASRV6040 Review Campaign Base Assets with Resolution Information**

---

**How Would You Like to Select the Assets that Appear on the Report?**

Review Campaigns: 2008 ESA MID YEAR  
2008 NESDIS ANNUAL INVENTORY  
2008 NMAO ANNUAL INVENTORY  
2008 NMFS ANNUAL INVENTORY  
2008 NOS ANNUAL INVENTORY  
2008 OAR ANNUAL INVENTORY  
2008 OAS END OF YEAR INVENTORY  
2008 OCAO ANNUAL INVENTORY

Interest Type: INVENTORY ASSET

Bureau or Region:

Property Accountability Office:

Cust Area: 540IVN230

Select Resolution Types hold the shift key and select “All (Excluding Open) and Open”

Include the Cust Area's child Organizations

Description:

Manufacturer:

Model Number:

Property Contact: Identifier, Last Name, First, Mid, Prefix, Suffix

Current User: Identifier, Last Name, First, Mid, Prefix, Suffix

Location: Site/Off-Site Type, Stlv1 Type, Stlv1 Identifier, Stlv2 Type, Stlv2

Resolution Types: All (Excluding Open), Open, AGREEMENT ASSET IDENTIFIER CHANGE, AGREEMENT ASSET FINAL EVENT, AGREEMENT ASSET INITIAL EVENT, ASSIGN COMPONENT, BARCODE KEY, BARCODE SCAN

Scroll down and Click “Submit”  
Select “Acrobat format”  
Click “Execute”

# Property Custodian Intermec Scanner Inventory Procedures

**ASRV6040 Review Campaign Base Assets with Resolution Information**

---

Choose an output format

Acrobat     HTML

Press  to run the report with the following parameters

Selection Criteria: 204425

Selected by	Value
Review Campaign	2008 OCAO ANNUAL INVENTORY
Interest Type	INVENTORY ASSET
Bureau or Region	
Property Accountability Office	
Cust Area	540IVN200

Print the report

Barcode #	Flags	Description	Manufacturer	Model Number	Serial Number	Asset Value	Acq Date
INV CD0000469846	S O	PRINTER, INKJET, BUBBLEJET	HENLETT-PACKARD DEVELOPMENT COMPANY, L.P.	Q1636A	Y3AP6642C	\$ 280.00	04/29/2004
Bureau or : NOAA-HQS Region Property : 540IVN Accountabil ity Office Cust Area : 540IVN200 Property : Contact Current : PIOTES STELLA S 284080 User Location : SILVER SPRING, MD BUILDING : SSMC4 ROOM : 4146		Review Campaign : 2008 OCAO ANNUAL INVENTORY Resolution : BARCODE KEY Created by : GATES LARRY M 264420 Recorded by : DECKARD THOMAS C 282578 Location : SILVER SPRING, MD BUILDING : SSMC4 ROOM : 4146 On : 11/27/2007					
INV CD0000480517	S O	PROJECTOR, DIGITAL	CTX INTERNATIONAL	EEPRO 580	A80557Y8001561	\$ 3,614.00	03/02/1998
Bureau or : NOAA-HQS Region Property : 540IVN Accountabil ity Office Cust Area : 540IVN200 Property : DECKARD THOMAS C 282578 Contact Current : DENNISON EZEKIEL JR 279541 User Location : SILVER SPRING, MD BUILDING : SSMC4 ROOM : 8640		Review Campaign : 2008 OCAO ANNUAL INVENTORY Resolution : BARCODE SCAN Created by : GATES LARRY M 264420 Recorded by : DECKARD THOMAS C 282578 Location : SILVER SPRING, MD BUILDING : SSMC4 ROOM : 8640 On : 11/14/2007					

The Property Custodian will initial bottom of each page.

Property Custodian Intermec Scanner Inventory Procedures

**Review Resolution Summary Report**

This report provides a summary of inventory resolutions. There should be no “**OPEN**” resolutions reflected on this report. This report should be printed and maintained in the Completed Inventory Folder.

- Select – “Review Reports”
- Select – “Review Resolution Summary”
- Select – “The Review Campaign”
- Select – “Interest Type (INVENTORY)”
- Enter – “Custodial Area”
- Click – “Submit”
- Select – “Acrobat”
- Print

Sunflower Assets ASRV6030		Review Resolution Summary				Page 2 of 5 08/05/2005 15:04
<b>ONLINE PHYSICAL</b>						
<u>Flags</u>	<u>Count</u>	<u>% by Count</u>	<u>Value</u>	<u>% by Value</u>		
Sensitive	18	37.50	\$ 19,882.40	32.62		
Funded	0	.00	\$ 0.00	.00		
Bulk Purchase	0	.00	\$ 0.00	.00		
Estimate	0	.00	\$ 0.00	.00		
Workflow	0	.00	\$ 0.00	.00		
OTHER	9	47.91	\$ 19,129.21	39.17		
<b>Subtotal</b>	<b>27</b>		<b>\$ 129,211.61</b>			
<b>% of Totals</b>	<b>40.10</b>			<b>37.41</b>		
<b>ONLINE DECLARATIVE</b>						
<u>Flags</u>	<u>Count</u>	<u>% by Count</u>	<u>Value</u>	<u>% by Value</u>		
Sensitive	19	60.42	\$ 40,155.13	65.56		
Funded	0	.00	\$ 0.00	.00		
Bulk Purchase	0	.00	\$ 0.00	.00		
Estimate	0	.00	\$ 0.00	.00		
Workflow	0	.00	\$ 0.00	.00		
OTHER	10	52.63	\$ 19,138.44	60.93		
<b>Subtotal</b>	<b>19</b>		<b>\$ 214,293.57</b>			
<b>% of Totals</b>	<b>58.21</b>			<b>62.01</b>		
<b>CHANCE SEWARD</b>						
<u>Flags</u>	<u>Count</u>	<u>% by Count</u>	<u>Value</u>	<u>% by Value</u>		
Sensitive	1	2.08	\$ 1,662.00	1.81		
Funded	0	.00	\$ 0.00	.00		
Bulk Purchase	0	.00	\$ 0.00	.00		
Estimate	0	.00	\$ 0.00	.00		
Workflow	0	.00	\$ 0.00	.00		
OTHER	0	.00	\$ 0.00	.00		
<b>Subtotal</b>	<b>1</b>		<b>\$ 1,662.00</b>			
<b>% of Totals</b>	<b>1.49</b>			<b>.48</b>		

Sunflower Assets ASRV6030		Review Resolution Summary				Page 3 of 5 08/05/2005 15:04
<b>Totals</b>						
<u>Flags</u>	<u>Count</u>	<u>% by Count</u>	<u>Value</u>	<u>% by Value</u>		
Sensitive	48	100.00	\$ 91,596.53	100.00		
Funded	0	.00	\$ 0.00	.00		
Bulk Purchase	0	.00	\$ 0.00	.00		
Estimate	0	.00	\$ 0.00	.00		
Workflow	0	.00	\$ 0.00	.00		
OTHER	19	100.00	\$ 253,567.65	100.00		
<b>Subtotal</b>	<b>67</b>		<b>\$ 345,167.18</b>			
<b>% of Report Totals</b>	<b>100.00</b>			<b>100.00</b>		

# Property Custodian Intermec Scanner Inventory Procedures

## Submitting the Annual Inventory Package

At the completion of the Annual Inventory, PCs will certify and submit to their PAOs.

The PAOs will certify and submit to their Staff/Line Office Property Manager

- Original copy of the Inventory Completion Certification signed and dated by the Property Accountability Office and Property Custodian.

- Copy of the initialed Review Campaign Base Assets report

- Copy of the Review Resolution Summary Report

- Copy of all support documentation, (i.e. Found Personal Property Certification, Online CD-50 Create in New Asset Request, Online CD-50 Excess Receival Request, and Online CD-52 Final Event Request.)

The Staff/Line Office PM will review inventory packages for completeness and submit the inventory packages to the Personal Property Management Branch.

Property Accountability Officers and Property Custodians will retain a copy of the complete inventory package for future audits. (In compliance with DOC PPMM sec 4.805 (chain of custody) which states; Property Accountability Officer shall maintain, for each PC, signed listing of documents that evidence assumption of custodial responsibility by PCs.)

## Inventory Certification

<p>NOAA Personal Property</p> <p><b>Inventory Completion Certification Form</b></p>
<p>I, _____, as Personal Property Custodian for <i>(Print name)</i> Custodial Area _____ certify that the Personal Property Listing as of date: ____/____/____ is completed.</p>
<p>Was this inventory conducted with a Barcode Scanner? Yes or No</p>
<p>If yes, please provide the scanner barcode number: CD _____</p>
_____
_____
_____
_____
<i>(Please attached any additional comments if required)</i>
<p><b>Inventory Check list:</b></p> <p><input type="checkbox"/> Inventory Certification has both PAO and PC signature</p> <p><input type="checkbox"/> Submitted copy of initialed Review Campaign Base Assets</p> <p><input type="checkbox"/> Inventory Resolutions has been recorded in Sunflower</p> <p><input type="checkbox"/> Submitted copies of Online CD-50/52 requests</p> <p><input type="checkbox"/> Submitted copies of the Found Property Certifications</p>
<p>Property Custodian Signature: _____</p>
<p>_____ Date: ____/____/____</p>
<p>Property Accountability Officer: _____</p>
<p>_____ <i>(Print name)</i></p>
<p>_____ Date: ____/____/____</p>
<p>(Signature)</p>