Inventory Verification Process
Inventory Verification Process

• This is the annual process during which a Custodian/User identifies assets shown on an inventory list and verifies that each item is still in the possession of the College.
• Assets are assigned to a location. A person who occupies that space or a nearby space will check the inventory. There may be several people who use the space and teamwork can be very helpful. The key idea is simply to have someone determine whether an asset is present and provide updates related to an asset.
• A Supervisor/Approver can check the progress or help with completion of the inventory. The Supervisor/Approver does not have to be the actual supervisor but the person assigned to ensure the inventory process is completed.
• Please complete the process within the time frame provided.
• Thanks for doing your part in the process! Questions? Ask assets@wiregrass.edu.
Inventory Verification Process

Go to https://www.wiregrass.edu/employee-portal.

Click on Wiregrass Assist
Enter the User Name and Password you use to log in to your computer.
Use Active Fiscal Year 2020. If you need to change the year, click on “Active Fiscal Year” and choose 2020 from the drop down box.
Inventory Verification Process

To get started, hover over "Inventory."

Then click on "Assets as Custodian." Supervisors can choose "Assets as Supervisor" to view the status of assets in their employees’ locations.
Inventory Verification Process

1. Click on “Location” to sort.
2. Click on “Show Printer-Friendly Version” and right click to print.
3. Click “Next” and print any additional pages. You may choose to carry a tablet to the locations of assets instead of printing a list.
Inventory Verification Process

Look for the assets on your list. Then click on the check mark to confirm/verify that the asset was in that location.
When you click the check mark to confirm/verify an asset, the color of the row will change and you will see a new symbol - an arrow. Click the arrow if you mistakenly confirmed the asset.
Inventory Verification Process

If the asset was not there, click on the tool icon.
Inventory Verification Process

If you know the location, you can change it using the dropdown box in the “Location” field. Locations typically include AM, campus, and room (such as AMCOOK102). Verify it using the dropdown box at the “Status” field.

If you do not know the location, choose “Not Located Here” in the dropdown box in the “Status” field. Please do not use “Disposed,” “Lost” or “Stolen” without first discussing it with assets@wiregrass.edu. You can choose “Waiting for Surplus” if the asset is something that is no longer needed by the College.
Inventory Verification Process

If assets are in the room but not on your list, hover over “Inventory” and click on “All Assets.”

Next, key in the last six numbers of the tag number in the search bar and click “Search.” Then change the location and verify its presence as shown in the previous slide.

You can also contact assets@wiregrasses.edu to help with this.
Inventory Verification Process

You can add a small asset if it is not found under “All Assets.” Choose “Add Small Asset” near the upper right corner and complete the fields as much as possible or contact assets@wiregrass.edu.
Inventory Verification Process

Please check the assets and complete the process during the scheduled time frame.

Feel free to contact assets@wiregrass.edu if you have any questions.
Thank you for doing your part in the annual inventory verification process!