

Eastern Illinois University Annual Equipment Inventory Guide

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Section 1: RFID Scanner Check Out Procedure

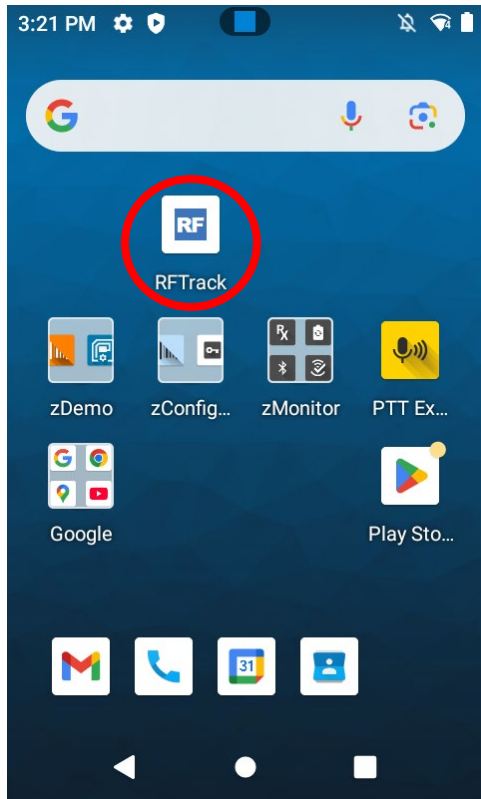
The university uses RFID scanning devices to perform the annual equipment inventory. The device will detect all assets with an attached RFID tag using radio signals. Users only need to perform a scan in each room to detect the assets that are located in the immediate vicinity.

Please fill out this form to request a date and time to check out an RFID scanner to perform the annual equipment inventory: go.eiu.edu/rfidcheckout

- Scanners can be picked up at the Business Office located in Old Main room 1137.
- All scanners will need to be returned to the Business Office by 4:15 PM every day.

Section 2: Performing the Annual Equipment Inventory

1) Open the RFTrack app

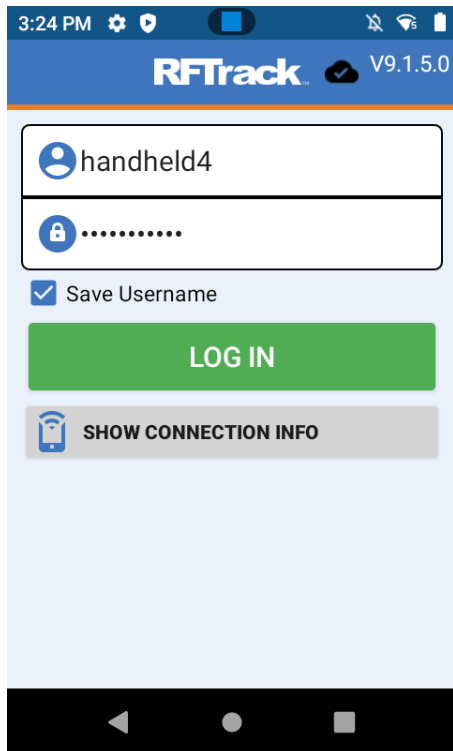


2) Login

User: corresponds to the scanner number written on the bottom left side of the scanner.

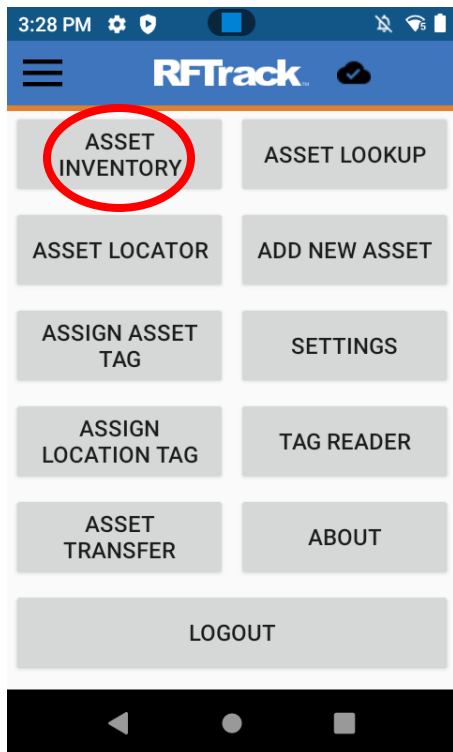
e.g.) handheld1, handheld2, handheld3, or handheld4

Password: Panther1895



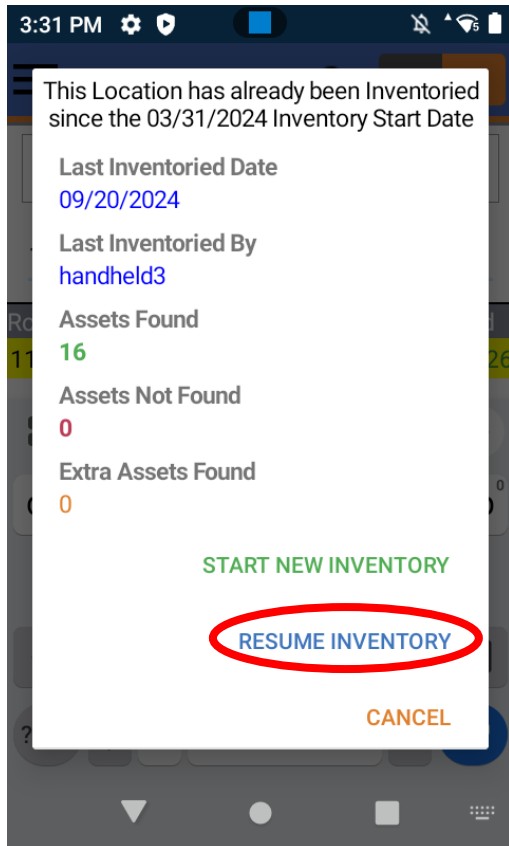
← Panther1895

3) Select 'Asset Inventory'



4) Choose the building and room number being inventoried.

Note: If you receive a notification that the room has already been inventoried, please select [Resume Inventory](#) (selecting Start New Inventory will reset any previous inventory progress for that room)



5) Once on the Inventory Summary page hold the trigger down to begin a scan.

Note: Please open all cabinet doors and drawers in the room before scanning.

Note: Please ensure the scanner is in RFID scan mode and not barcode mode. The 'RF' selector at the top of the screen needs to be orange.

Note: If you leave a room being inventoried, select Save & Close before leaving.

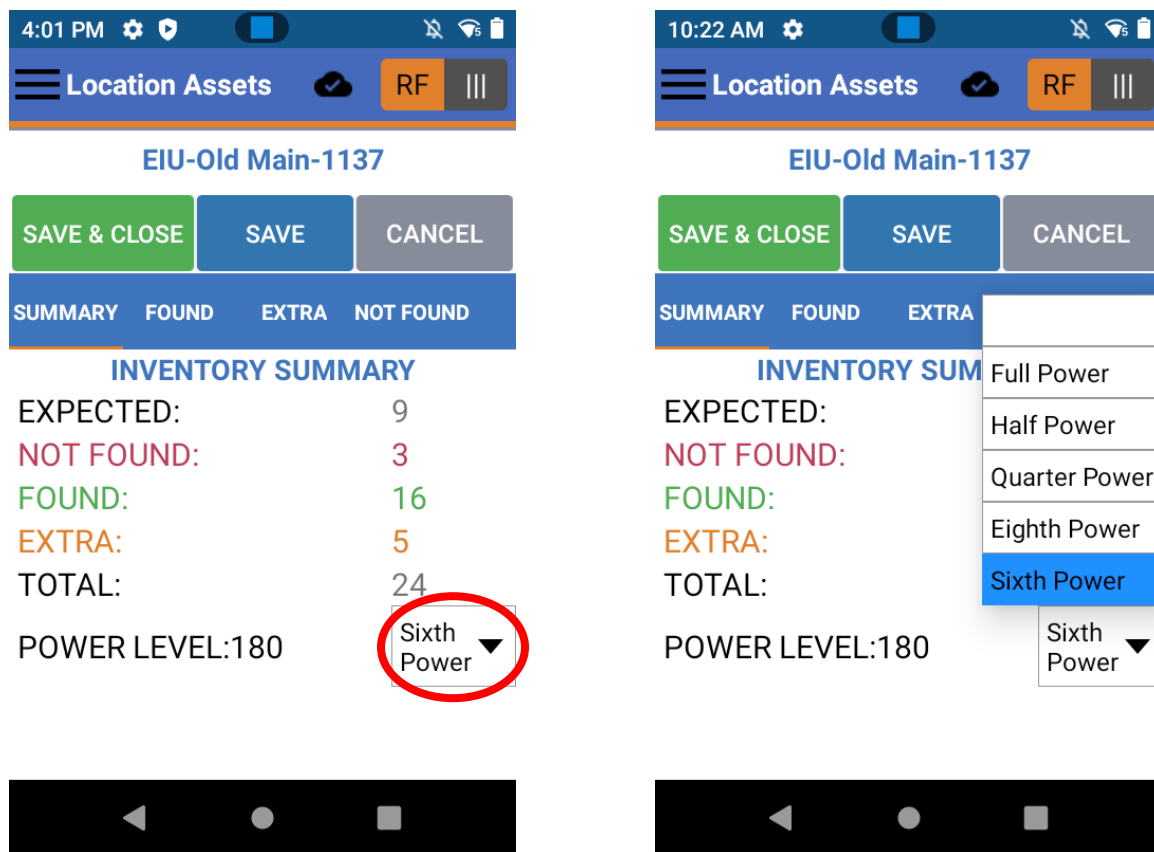
The screenshot shows a mobile application interface for inventory management. At the top, the status bar displays the time 3:34 PM, a settings icon, a shield icon, a toggle switch, and connectivity icons. Below the status bar is a header bar with a hamburger menu icon, the text 'Location Assets', a checkmark icon, an orange 'RF' button, and a three-line menu icon. The main content area has a blue header with the text 'EIU-Old Main-1137'. Below this is a row of three buttons: 'SAVE & CLOSE' (green), 'SAVE' (blue), and 'CANCEL' (grey). Underneath these buttons is a blue bar with four tabs: 'SUMMARY' (selected), 'FOUND', 'EXTRA', and 'NOT FOUND'. The main section is titled 'INVENTORY SUMMARY' in blue. It contains a list of inventory items with their counts: 'EXPECTED: 9', 'NOT FOUND: 3' (in red), 'FOUND: 16' (in green), 'EXTRA: 0' (in orange), and 'TOTAL: 19'. At the bottom of this list is the text 'POWER LEVEL:180' and a dropdown menu showing 'Sixth Power' with a downward arrow. The bottom of the screen shows the Android navigation bar with back, home, and recent apps buttons.

SUMMARY	FOUND	EXTRA	NOT FOUND
INVENTORY SUMMARY			
EXPECTED:	9		
NOT FOUND:	3		
FOUND:	16		
EXTRA:	0		
TOTAL:	19		
POWER LEVEL:180			

5a)

The Summary tab displays the number of assets that are assigned to the selected room, the assets not found in the room, the assets found via an RFID scan, and other scanned tags that are not assigned to the selected room.

You can change the RFID scanner's power level to adjust the scan range.



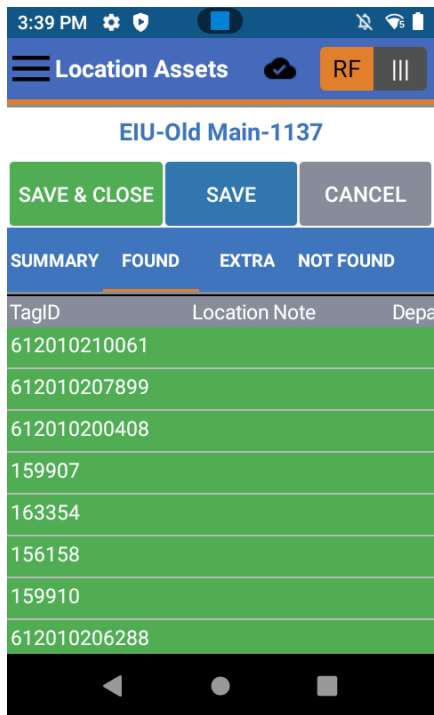
You may need to adjust the power level depending on the environment of the room being scanned.

Room Environment	Appropriate Power Level
Small cubical less than 100 square feet	Sixth Power
Small office space less than 400 square feet	Eighth Power
Small classroom less than 700 square feet	Quarter Power
Large classroom less than 1,500 square feet	Half Power
Auditorium or large room greater than 1,500 square feet	Full Power

5b)

The Found tab displays the assets found during the RFID scan.

Note: All RFID asset tags will display as a 12-digit number beginning with 612010. For example, an asset with a tag number of 207763 will display as 612010207763 on the scanner.



5c)

The Extra tab will display all scanned tags that were not assigned to the selected room.

Note: The RFID scanner may detect other RFID signals not emitted from RFID tags and display them in the Extra tab. If the scanner displays a TagID that does not begin with 612010 then you can disregard it.

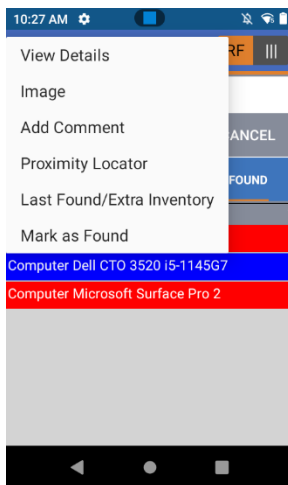
5d)

The Not Found tab will display assets assigned to the selected room that have not yet been scanned in this room or another room.

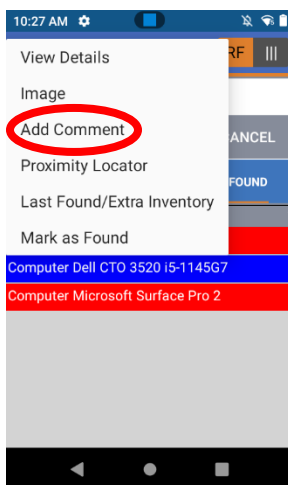
5E)

If an asset is off campus or unreachable you can manually mark an asset as found.

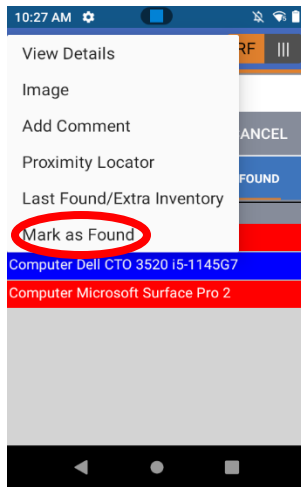
- Tap and hold on the asset you want to manually mark as found until this menu appears:



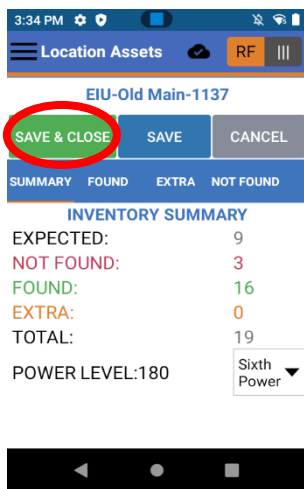
- Tap 'Add Comment' and provide a comment on why the asset cannot be scanned.



- Once a comment has been written, tap 'Mark as Found' to manually mark an asset as found.



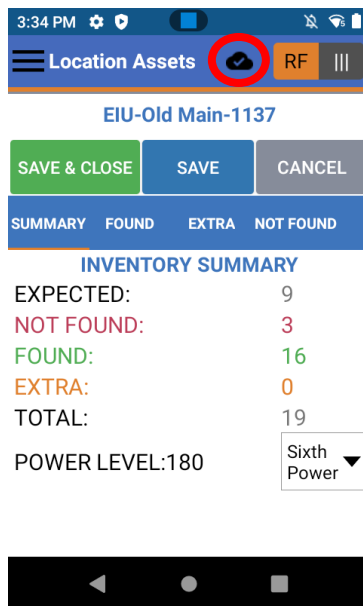
- 6) When you have completed scanning the selected room select Save & Close.



Section 3: Offline Mode

If you need to scan an area with weak Wi-Fi or no internet connection, please put the scanner into offline mode.

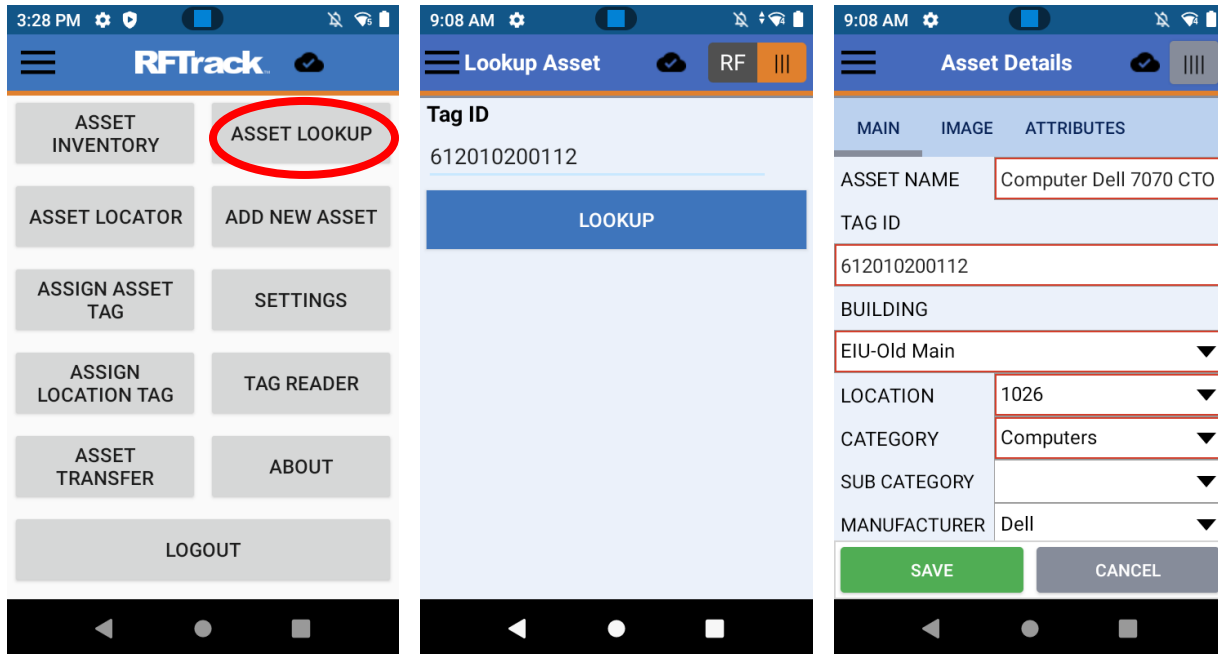
- Tap on the cloud icon at the top of the inventory screen.



- Once in offline mode, you can perform equipment inventory scans as normal. All changes are saved locally to the device until the scanner is put back into online mode.
- When you are in an area with a stable Wi-Fi connection, please put the scanner into online mode by tapping the cloud icon.

Section 4: Asset Lookup

To look up information on an asset select 'Lookup Asset'.



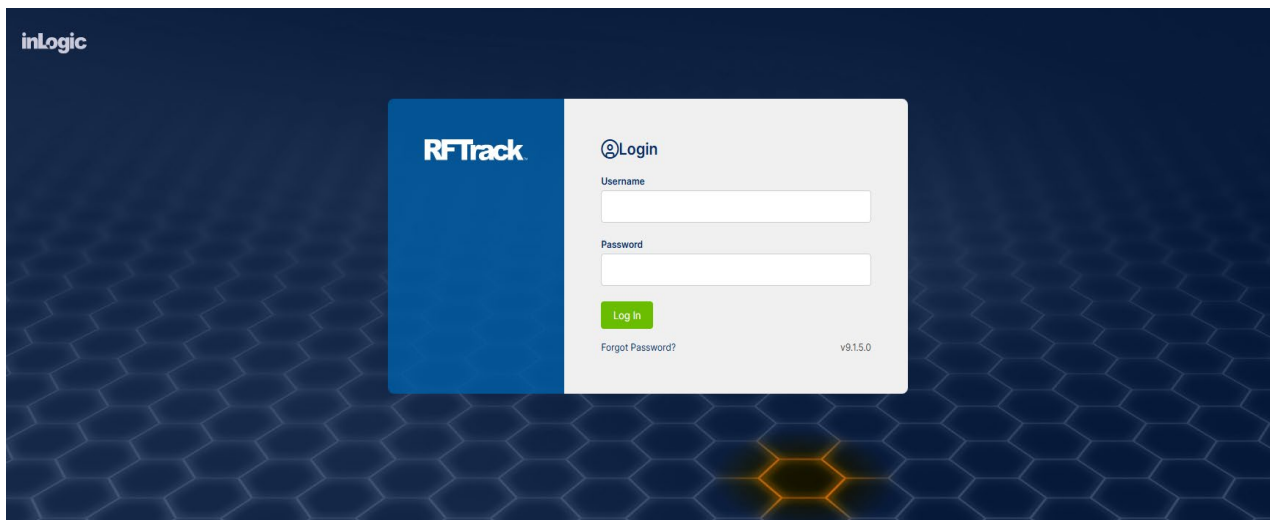
- Scan the QR code on an asset tag while in barcode mode or RFID scan a tag while in RFID scan mode.
 - To change between barcode mode and RFID scan mode choose an icon at the top of the screen.

Section 5: Looking Up Your Current Inventory Status

To see which inventory items need to be found you will need to run a report on the RFTrack web application.

- On a computer, please go to this link:

<https://eiu.rftrack.com/Login.aspx>



- User: Guest
- Password: Panther1895
- Once logged on select the reports icon on the left side of the screen, then select Report Builder.



- On the left side of the screen are options to select the inventory status for each current asset custodian.

RFTTrack v2.1.5.0 @ Asset Lookup Account

HOME > REPORTS > AD-HOC > **REPORT BUILDER**

Report Builder 345 Records Selected Report: Custodian Inventory Status - Al-Odeh, Mahmoud Private New Report Save as... Delete Export

Choose Report Columns...

Asset Tag ID	Asset Asset Name	Location Location Full Name	Inventory Inventory Status
612010215083	Camera Nikon Z6c Mirrorless with 16-50mm lens	Unknownsite-Unknownbuilding-Unknown	Not Invented
612010215129	Camera Nikon Z6c Mirrorless with 16-50mm lens	Unknownsite-Unknownbuilding-Unknown	Not Invented
612010215085	Camera Nikon Z6c Mirrorless with 16-50mm lens	Unknownsite-Unknownbuilding-Unknown	Not Invented
612010215100	Camera Nikon Z6c Mirrorless with 16-50mm lens	Unknownsite-Unknownbuilding-Unknown	Not Invented
612010215104	Camera Nikon Z6c Mirrorless with 16-50mm lens	Unknownsite-Unknownbuilding-Unknown	Not Invented
612010215087	Camera Nikon Z6c Mirrorless Camera with 16-50mm Le	Unknownsite-Unknownbuilding-Unknown	Not Invented
612010215115	camera Nikon Z6c Mirrorless with 16-50mm Lens	Unknownsite-Unknownbuilding-Unknown	Not Invented
612010215044	Camera Nikon Z6c Mirrorless with 16-50mm lens	Unknownsite-Unknownbuilding-Unknown	Not Invented

- Once an asset custodian is selected the inventory items that need to be found will be displayed at the bottom of the screen.
- To log out select the user icon at the top right portion of the screen and select Logout.

Report Builder

Choose Report Columns...

Select records where all of the following apply

Owner Personnel LastName contains Al-Odeh

and Inventory Inventory Status is not equal to Found

and Inventory Inventory Status is not equal to Extra

[Add new condition]

This report was created by you. Any changes you make will be automatically saved.

Asset Tag ID	Asset Asset Name	Location Location Full Name	Inventory Inventory Status
612010215063	Camera Nikon Z6 Mirrorless with 16-50mm lens	Unknownsite-Unknownbuilding-Unknown	Not Invented
612010215129	Camera Nikon Z6 Mirrorless with 16-50mm lens	Unknownsite-Unknownbuilding-Unknown	Not Invented
612010215085	Camera Nikon Z6 Mirrorless with 16-50mm lens	Unknownsite-Unknownbuilding-Unknown	Not Invented
612010215100	Camera Nikon Z6 Mirrorless with 16-50mm lens	Unknownsite-Unknownbuilding-Unknown	Not Invented
612010215104	Camera Nikon Z6 Mirrorless with 16-50mm lens	Unknownsite-Unknownbuilding-Unknown	Not Invented
612010215087	Camera Nikon Z6 Mirrorless Camera with 16-50mm Le	Unknownsite-Unknownbuilding-Unknown	Not Invented
612010215115	camera Nikon Z6 Mirrorless with 16-50mm Lens	Unknownsite-Unknownbuilding-Unknown	Not Invented
612010215044	Camera Nikon Z6 Mirrorless with 16-50mm lens	Unknownsite-Unknownbuilding-Unknown	Not Invented

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Note: If you are not currently using this page please logout.

Section 6: Procedure for Missing/Stolen/Lost Inventory Items

If an item cannot be found, a police report will need to be filed to mark the asset as missing and removed from your inventory list.

- Police reports can be filed using this form:

<https://www.eiu.edu/busofc/machform/view.php?id=11626>

Note: If you find an asset with an old red inventory tag but no white RFID tag, please contact Jacob Reeks (jgreeks@eiu.edu).