

# Eastern Illinois University Annual Equipment Inventory Guide

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## Section 1: RFID Scanner Check Out Procedure

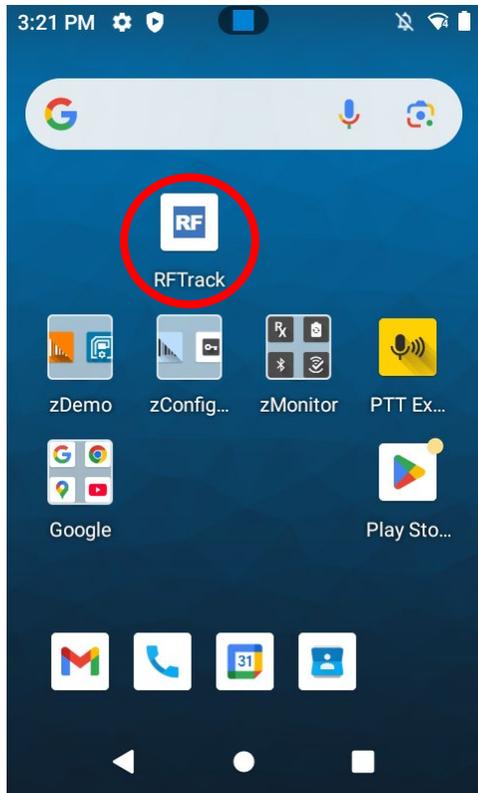
The university uses RFID scanning devices to perform the annual equipment inventory. The device will detect all assets with an attached RFID tag using radio signals. Users only need to perform a scan in each room to detect the assets that are located in the immediate vicinity.

Please fill out this form to request a date and time to check out an RFID scanner to perform the annual equipment inventory: <https://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

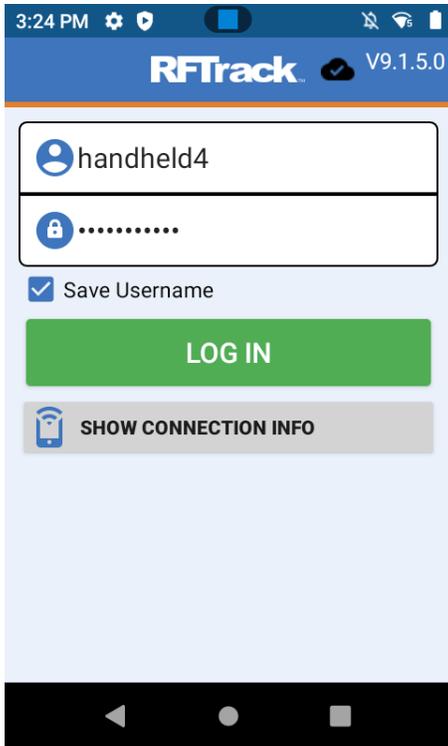


### 2) Login

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

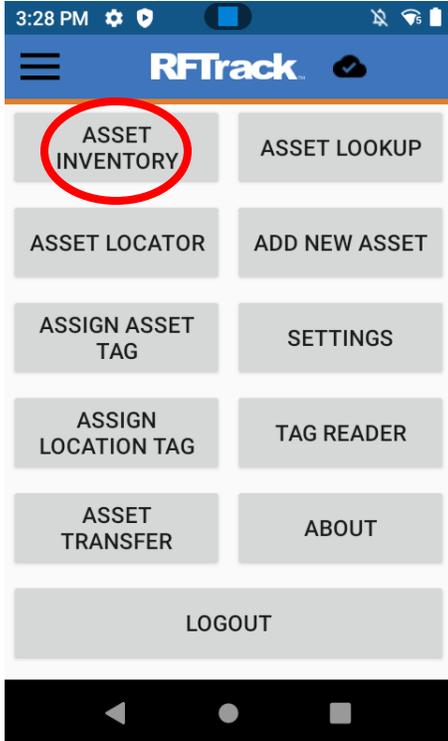
e.g.) handheld1, handheld2, handheld3, or handheld4

**Password: Panther1895**



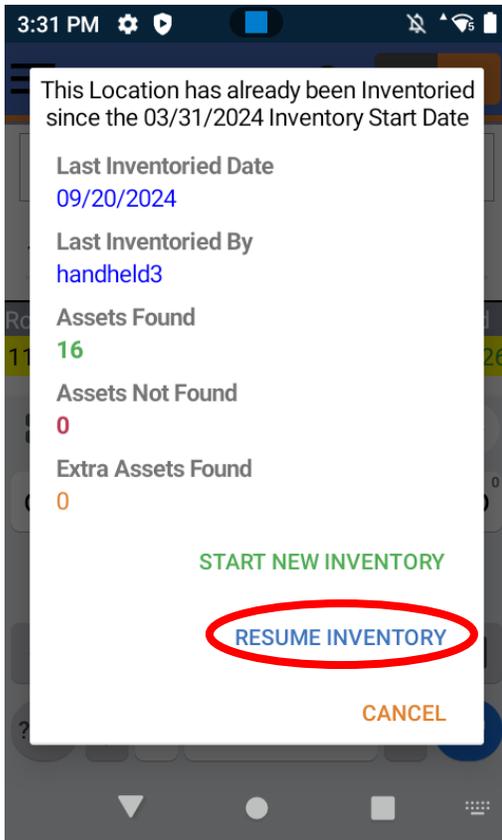
← Panther1895

### 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)

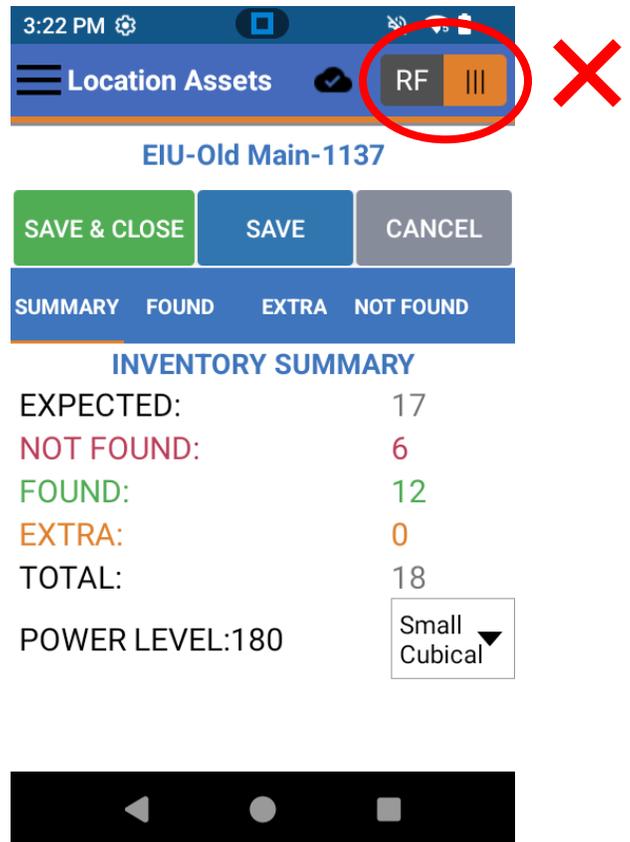


5) Once on the Inventory Summary page, hold the trigger down to begin a scan.

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 right of the screen needs to be the color orange.

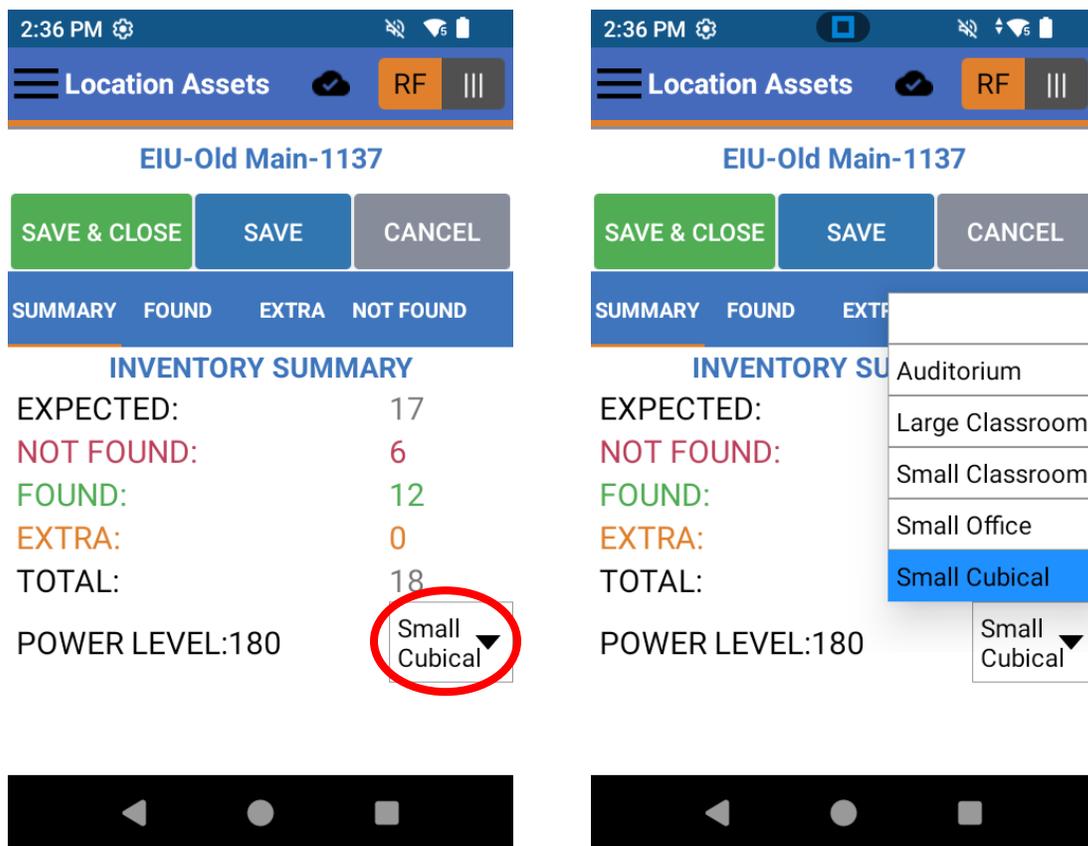
Note: If you leave a room being inventoried, select Save & Close before leaving.



5a)

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

Please adjust the RFID scanner's power level to an appropriate scan range depending on the room's environment.



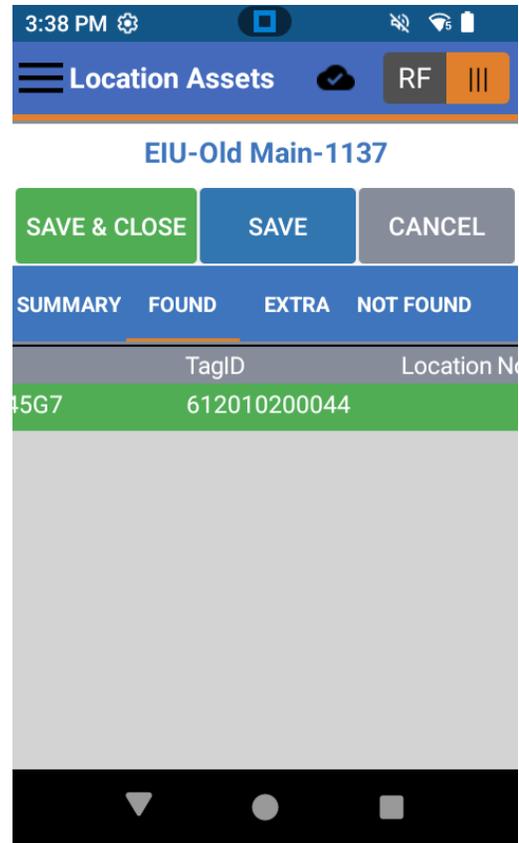
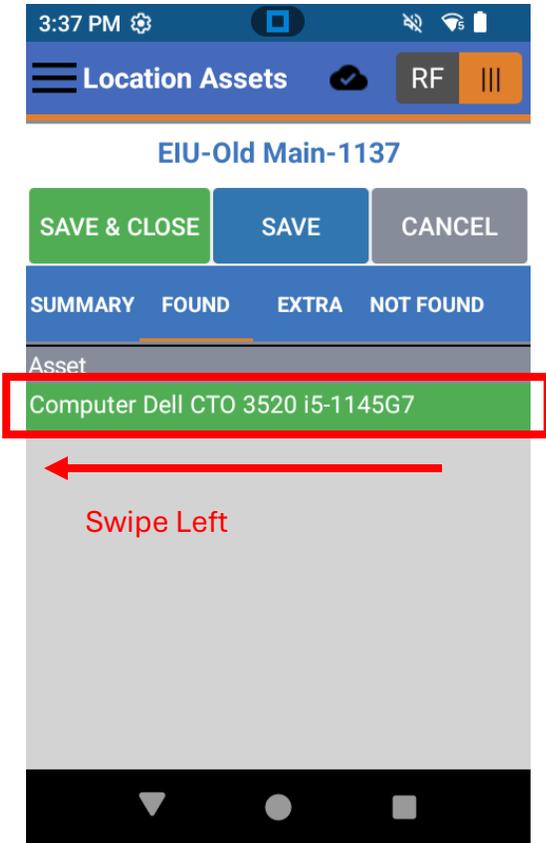
There are five power options. Please use the following chart to determine the optimal power level setting depending on the size of the room being scanned:

<b>Room Environment</b>	<b>Appropriate Power Level</b>
Small cubical less than 100 square feet	Small Cubical
Small office space less than 400 square feet	Small Office
Small classroom less than 700 square feet	Small Classroom
Large classroom less than 1,500 square feet	Large Classroom
Auditorium or large room greater than 1,500 square feet	Auditorium

5b)

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

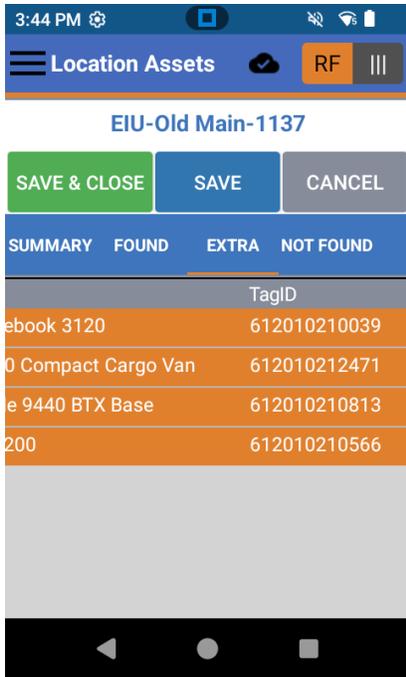
Note: All RFID asset tags will display as a 12-digit number beginning with 612010. For example, an asset with a tag number of 207763 will display as 612010207763 on the scanner. You may need to swipe left on the Found screen to view the scanned tag numbers.



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 please 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.



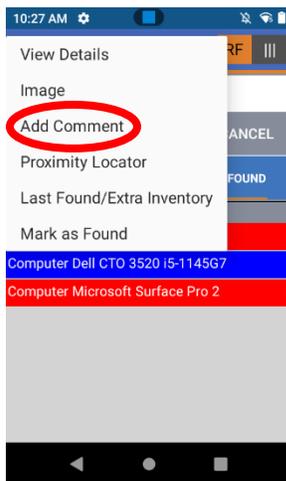
## Manually Marking Inventory as Found

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

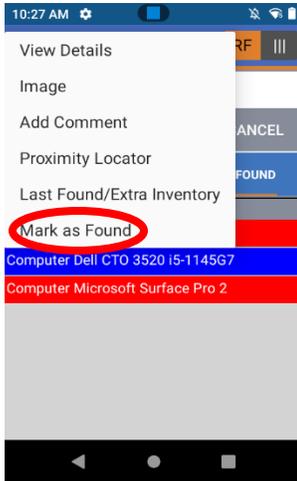
- In the Not Found tab, tap and hold on the asset you want to manually mark as found until this menu appears:



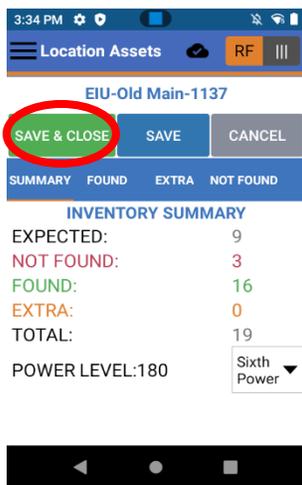
- Tap 'Add Comment' and provide a comment on why the asset cannot be scanned.



- 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.

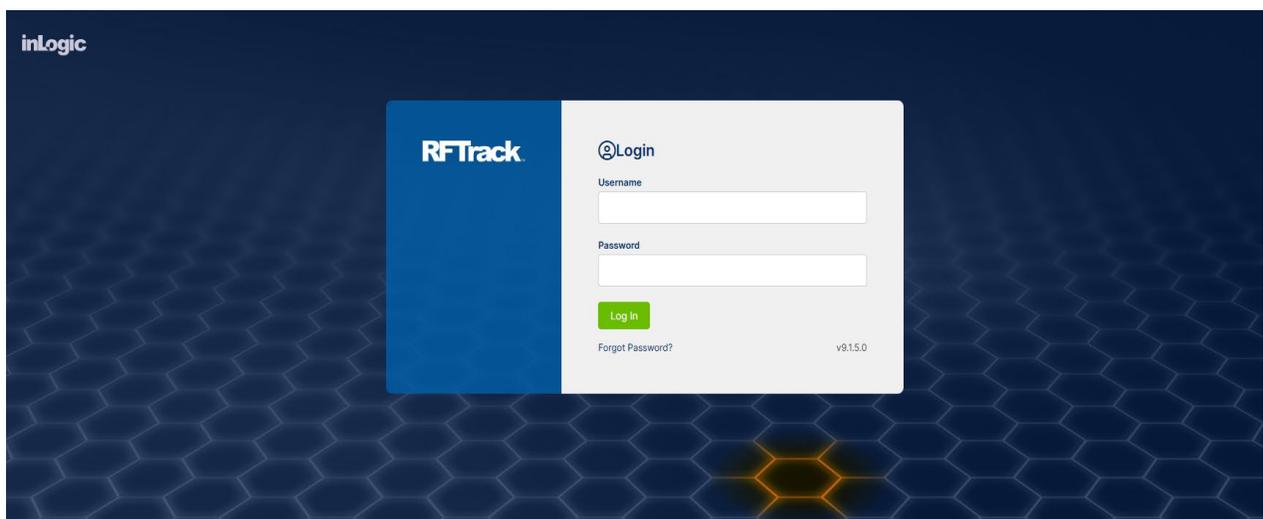


## Section 3: Looking Up Your Current Inventory Status

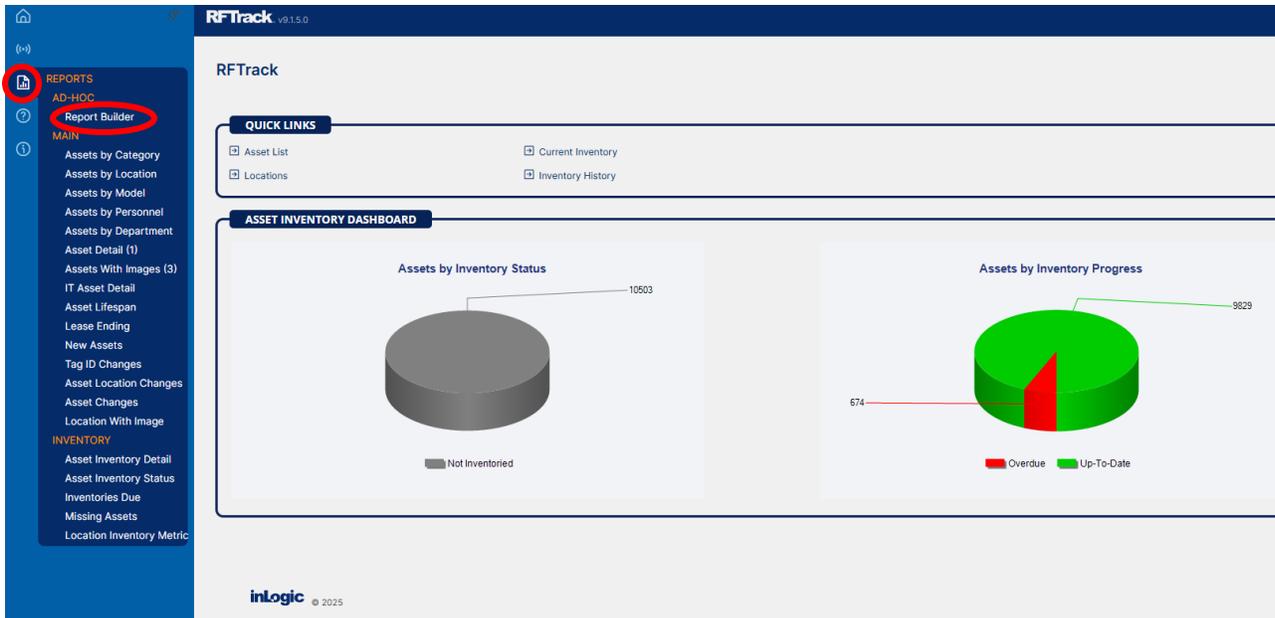
To see which inventory items need to be found you will need to run a report on the RFTrack web application.

- On a computer, please go to this link:

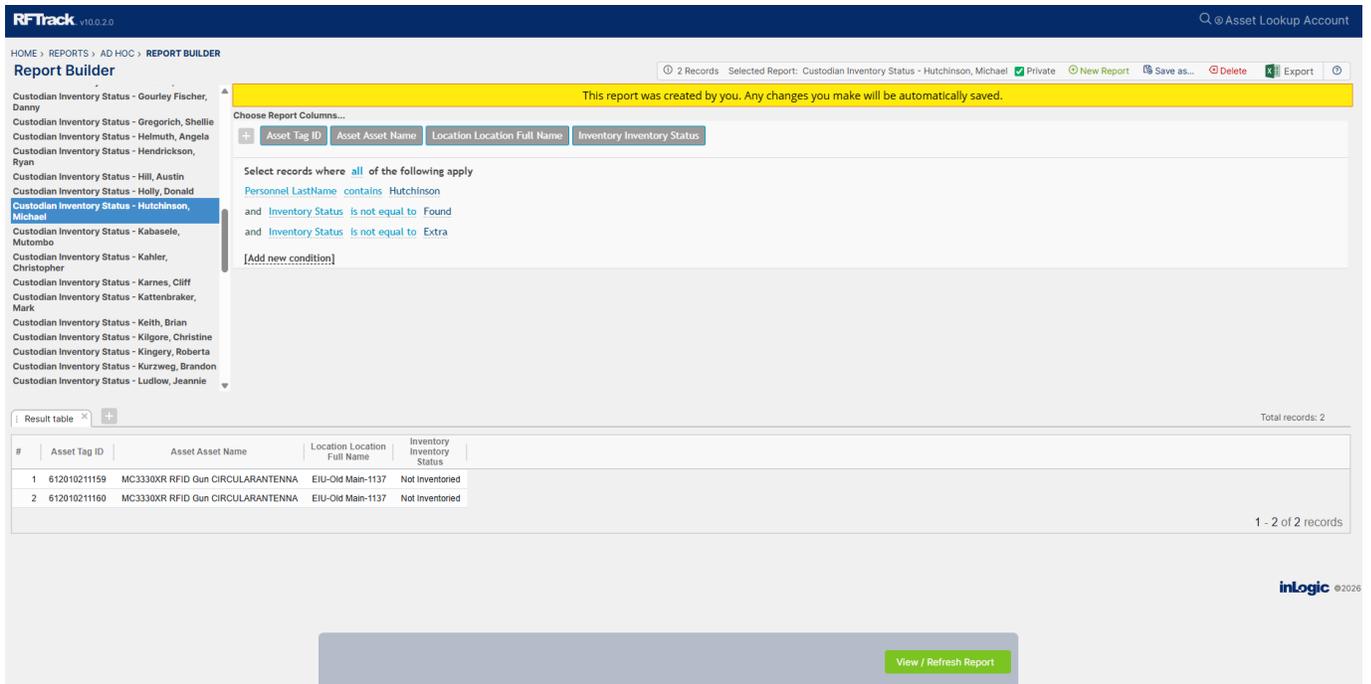
<https://eiu.rftrack.com/Login.aspx>



- 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.



- 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.

The screenshot shows the RFTTrack v10.0.2.0 Report Builder interface. The top right corner features a user profile icon for 'Asset Lookup Account' with a 'Logout' button circled in red. The main area is titled 'Report Builder' and shows a list of custodians on the left, including 'Custodian Inventory Status - Hutchinson, Michael'. The central configuration area shows a filter: 'Personnel LastName contains Hutchinson and Inventory Status is not equal to Found and Inventory Status is not equal to Extra'. Below this is a table with 2 records:

#	Asset Tag ID	Asset Asset Name	Location Location Full Name	Inventory Inventory Status
1	612010211159	MC3330XR RFID Gun CIRCULARANTENNA	EIU-Old Main-1137	Not inventoried
2	612010211160	MC3330XR RFID Gun CIRCULARANTENNA	EIU-Old Main-1137	Not inventoried

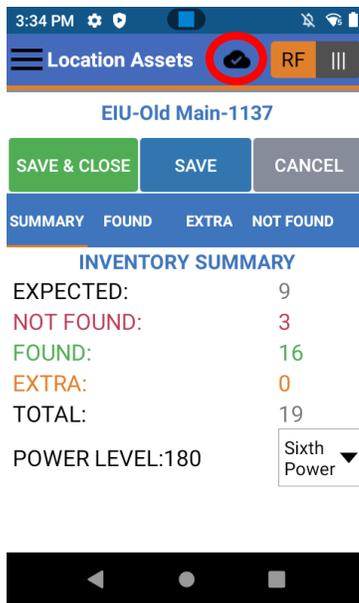
The bottom right corner of the interface shows the 'inLogic ©2020' logo and a 'View / Refresh Report' button.

Note: If you are not currently using this webpage, please logout to prevent system performance issues.

## Section 4: Offline Mode

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

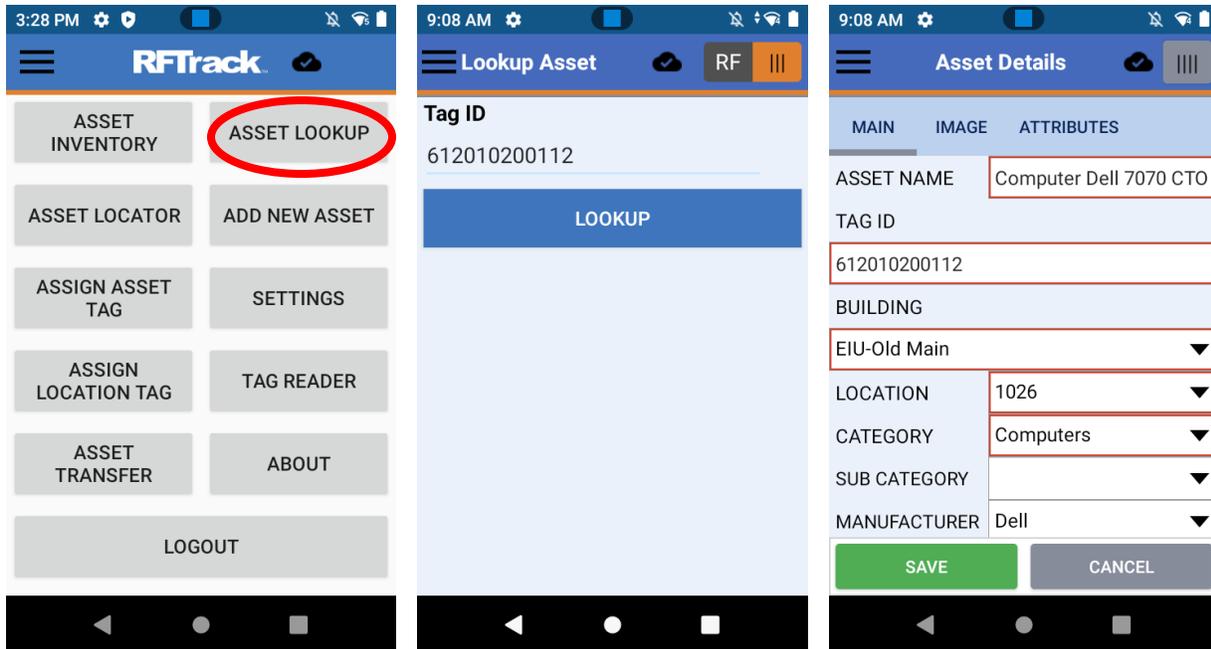
- Tap on the cloud icon at the top of the inventory screen.



- 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 5: 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 6: Procedure for Reporting Missing 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](mailto:jgreeks@eiu.edu)) to request a new RFID tag.