



PROPERTY MANAGEMENT

Barcode Upgrade Project - 2018

Background

Last year's transition to barcode scanning necessitates an upgrade of older tags that are non-barcode, such as the gold foil inventory tags. While there are thousands of file cabinets and other items with gold foil tags that are no longer on inventory (due to an increase in the tagging threshold), we still have over 10,000 inventory assets needing either replacement or upgraded tags.

Property Management is providing each affected cost center with the tags for their area(s).

Upgrading these tags will ensure greater accountability of LSU assets and simplify the scanning process during the physical inventory.

Asset Custodians (AC) should have these tags applied as they work to complete Phase One and Two of the inventory process.

Acceptance/Responsibility for Tags

Property Management will distribute them during the 2018 Inventory, at Kickoff Meetings to those attending in person, or shortly thereafter for others. The tags will be dispersed by Cost Center and will include a printed description of the item to aid in asset identification.

An AC will need to sign when receiving the set of tags, and accepts the responsibility for ensuring that they are affixed accurately and in a timely fashion. Any unused tags (due to surplus, unlocated, or other issues) must be returned to Property Management no later than October 31.

Affixing the Tag

As the inventory is completed and as items with non-barcode tags are encountered, the new tag should be affixed to the asset. Tags are in numerical order by cost center for easy access. Whenever possible, the tag should be placed in a highly visible location, making it easy to access and scan. Do not remove the older tag, just add the barcode tag to the most appropriate area.

Once the tag is properly applied, it should then be scanned with the barcode scanner. With a single set of tags it is likely that not every person assisting with inventory will have the tags with them as they conduct inventory. If you are conducting inventory and do not have the tags, proceed as normal with making manual entries as you encounter non-barcode assets. Don't skip and assume someone will come back later to tag and scan. However, if you are completing inventory with the set of tags, do not make a manual entry. First affix the barcode tag, then scan the tag. In any case, whether the tag is affixed during normal inventory, or if later as a separate task, always scan the tag immediately after affixing. Following this process will allow Property Management to monitor the completion of this project, since a scan event will document this step as completed for each asset. If the asset has a previous manual entry and you affix and scan, you will receive a notification that it was previously inventoried, and you must select "yes" to overwrite with your scan.

During this process, remember to verify the asset's identifying information (description, manufacturer, serial number, etc.), location, and ownership.

Contact Property Management at property@lsu.edu with any questions about this process.