



PROPERTY MANAGEMENT

INSTRUCTIONS FOR COMPLETING THE DEPARTMENTAL INVENTORY

The Equipment

Beginning with the 2017 inventory cycle, asset custodians will use Bluetooth barcode scanners, tablet computers, and a web based mobile inventory application. Conducting the inventory using this method will provide greater accountability, improved accuracy, and increased efficiency.

For 2017, Property Management has provided departments with a “starter kit” that consists of the equipment necessary to conduct the physical inventory. Each kit contains:

- ***Socket Mobile Barcode Scanner***



- ***Apple iPad Wi-Fi with 32GB of storage***



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- **Gladius Air Case – Protective handheld Case for iPad**



New iPad Set Up

Note: Do not perform unless battery level is above 50%.

Once the iPad has completed booting up, a series of “Hello” greetings will appear in multiple languages. Press the Home Button to continue. The Home button is centered on the bottom of the device:



Select the following for a fast and accurate setup:

- Language: English
- Country: United States
- Wi-Fi Network: EDUROAM
- Username – Your full LSU email address (mtiger1@lsu.edu)
- Password - MyLSU (computer AD) password (this is the one that is reset every couple of months).
- Certificate – click TRUST ONLY if it shows acs-wlan.lsu.edu as shown below. If a different name is shown, please call 8-3375 for assistance.

You will be brought back to the Wi-Fi select screen and now EDUROAM should have a check mark to indicate the Wi-Fi profile is setup correctly. Remember, when you change your password through MyLSU, you will have to update the password on the iPad to maintain network connectivity.

The next screen is iPad activation, this is automated and there is nothing for the user to do. It takes about one minute to complete.

Afterwards, you will get the following screens. The recommended settings are in bold:

- Location Services: **Enable (highly suggested for Find My iPad)**
- Touch ID: **Set Up Touch ID Later Optional, this is meant for cases where only one person will be using the iPad. For this use case, it was disabled. You will get another prompt confirming, select Continue.**
- Passcode: **Select a strong 6-digit combination (can include letters and numbers). Make sure this is something you won't forget!**
- Apps and Data: **Set Up as New iPad**
- Apple ID: **This will be the login information for your department's Apple ID. Click next on the top right after entering the information to continue.**

If you do not have an Apple ID:

- Select 'Don't have an Apple ID or forgot it' to create a free account.
- Then Select Create a Free Apple ID (all continues/accepts will be on the top right of the screen)
- Enter Your Birthday
- Enter Your First and Last Name (or create an ID using department name if preferred)
- Select to use your current email address and use your LSU email address when prompted.
- Create a strong password that you won't forget, then continue.
- Phone number should either be your cell phone for text alerts or your office phone for automated phone calls.
- The next screen is the verification process; you will get a string of characters to verify your information. The phone call takes about 30 seconds to come in.
- Last, select "agree" to the terms and conditions and your account is created.

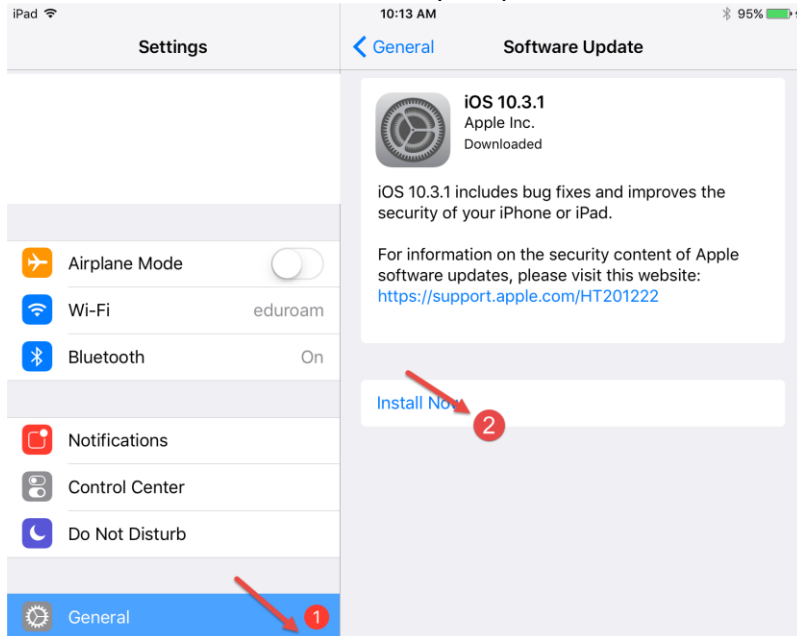
The next section involves the iPad performing some additional configurations. This is automated and takes about a minute.

- Next, is the setup for Apple Pay, click "Next" and then select "Set up Later in Settings" on the next screen.
- For iCloud Keychain, select "Don't Restore Passwords". You will get a confirmation box, select "Continue".
- Next is information about Siri, either choice is optional and will not impact the inventory.
- For the option of using Analytics, select "Don't Share".

Initial Setup is completed! Click Get Started

The next step is to run iOS updates
From the Home Screen, click on “Settings”

Next to General should be a notification, click that section and select “Install Now” on the right side of the screen. You will need your passcode to continue.



This is an automated process and will take around 8 minutes. You will be prompted for your passcode when the update is complete.

After the update, the iPad will reboot. The last step is to update the apps on the device.

- From the home screen, select App Store. It's icon should look similar to this:




- On the bottom right, select Updates
- On the next screen, select Update All.

Once this is done, it is suggested to reboot the iPad one more time. From there you are ready to pair the scanner and use the device.

Scanner Set Up

Setting up the scanner requires pairing the scanner to the iPad.

- Power up the scanner by pressing  on the front of the scanner.
- Initially, the device is unpaired and discoverable
- Start a Bluetooth device search in the iPad's (iOS) settings
 - iOS: Tap "Settings",
 - Tap "Bluetooth". Turn on Bluetooth. A Bluetooth device search will begin.
 - In the device list, tap on the device. (It will have CHS in its name)
 - Tap Pair
 - The CHS will connect to the Apple device.
 - The CHS will beep once after it has connected and is ready to scan barcodes.
- In the basic scanning mode, the scanner will act as an input device.