Scan Inventory Items in DirectLine

Purpose: This guide will instruct you how to use a bar code scanner, tablet or laptop computer with DirectLine for your physical inventory of tagged assets.

Audience: Any DirectLine user involved with physical inventories.

💡 Consult with DirectLine to see if your selected bar code scanner and tablet or laptop are compatible. They may need to help you with the initial setup. This process assumes you have access to wi-fi during your physical inventory process. Your access to DirectLine is through the internet. If you have dead spots on campus, you may need to do some of your inventory by hand and complete those items back at your desk.

1. Collect your bar code reader and portable device.
2. Confirm set-up and compatibility with DirectLine.

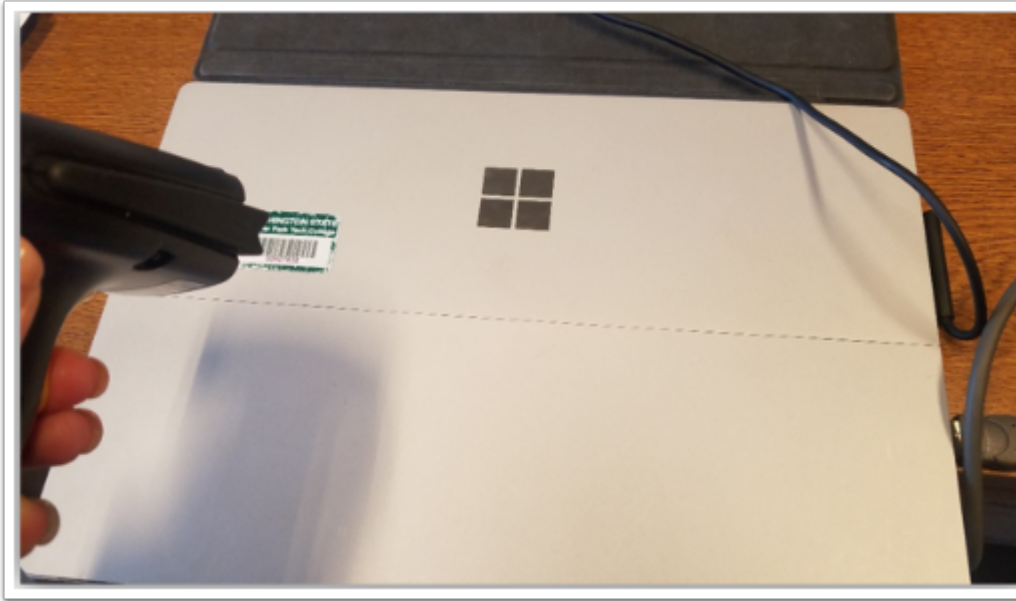**Navigation: Module / Eqp Inventory / Eqp Inventory Info / Eqp Inventory Scan**

3. Select **Eqp Inventory**.
4. Select **Eqp Inventory Info**.
5. Select **Eqp Inventory Scan.**
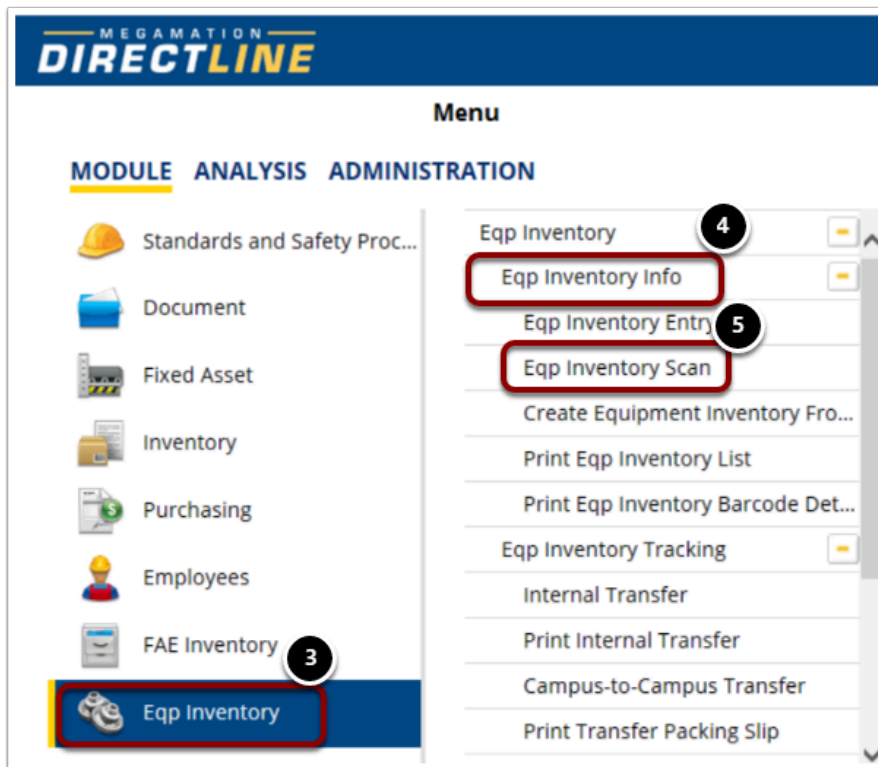
The **Equipment Inventory Scan Entry** screen opens and is ready for you to begin.

6. Scan your first item.

7. The ID, State Tag, and Inventory Check Date will automatically populate. You will also see a message in the bottom left corner indicating that record is updated automatically.

Continue scanning assets. You can monitor your progress by using the buttons at the bottom of the screen to check:

8. What are all the items in the current building / room?
9. What are all the items that have been scanned so far?
10. What are the items not yet scanned that should be in this building / room?

This utility update Inventory Check Date, Status, Building, Room, Custodian Information by using Barcode Scanner.
If the Automate Update is checked, the update will be done at the time when a valid barcode is scanned.
It takes Barcode input: Equipment ID, State Tag # and Ser...

(8) List of Eqp in Current Room   **(9)** List of Eqp Scanned So Far   **(10)** List of Eqp Not Scanned in Current Room

11. You can change information in any of the fields listed on the screen. You may learn an asset is now managed by a different person or is housed in a different building/room.
12. With Automate Update box checked, the equipment record will also be updated.
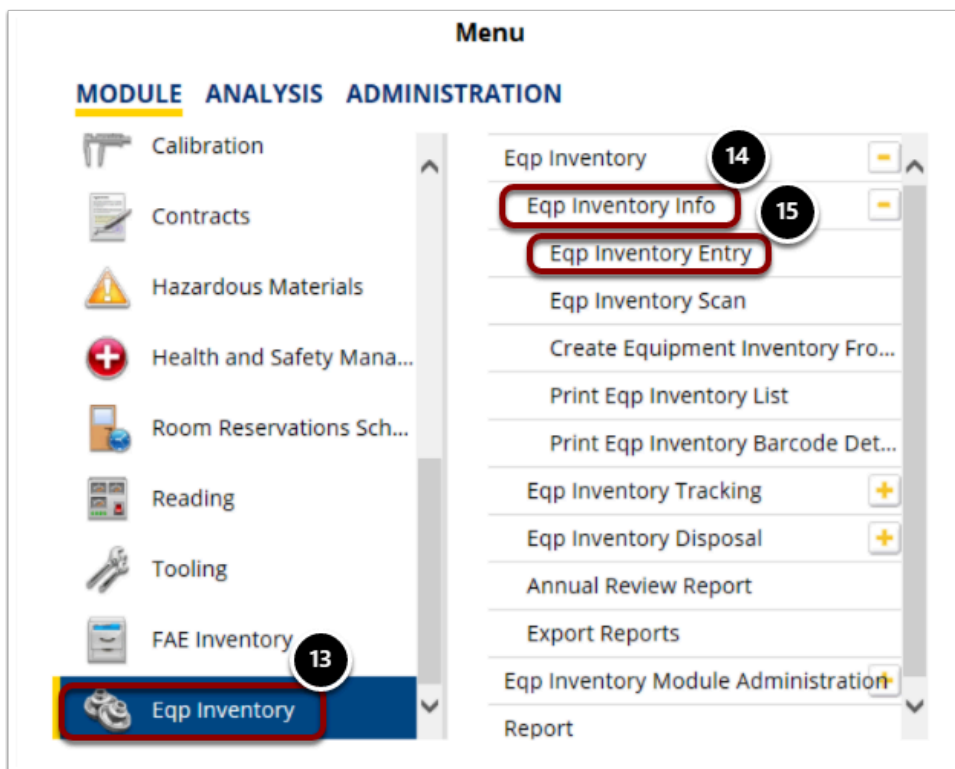
> 💡 You can uncheck the **Automate Update** checkbox if you have an item that needs some research before you update the equipment record. Make any entries needed, then click the **Update** button to finalize.

You can confirm the updates have been posted to each asset by navigating to the equipment record.

Navigation: Module / Eqp Inventory / Eqp Inventory Info / Eqp Inventory Entry

13. Select **Eqp Inventory**.
14. Select **Eqp Inventory Info**.
15. Select **Eqp Inventory Entry**.

16. Enter equipment **ID**.

Procedure complete.