Wasp Barcode Scanner Training for Custodians
Objectives

By the end of this session, you will:

✦ Know how to use the Wasp Barcode Scanner.
✦ Know how to conduct your inventory using the Barcode Scanner.
✦ Know how to check in/out the scanner.
✦ Know the benefits of using the Barcode Scanner.
Fixed Asset Policies and Responsibilities

Fixed Asset Custodians must:

• Read and UNDERSTAND the FA policies

• Use the Wasp Scanner to conduct the yearly inventory of fixed assets.

• Maintain assigned assets in Banner for the required annual FA audit, due by June 30 each year.
  – See policy 10.30
Special Notice

• **Banner** is still the official record for fixed assets.
  – Wasp is an additional tool for taking inventory.

• Each change will need to be done in Banner, including:
  – Disposals
  – Location corrections

• We will update the Wasp database annually.

• Any new changes will not be reflected on Wasp until the update.
Wasp Inventory Notebook

• You will need to bring this notebook with you while conducting inventory.

• In your notebook, you will find a user guide for the HC1 scanner (PDA).

• Make sure you have the most recent location codes. Old codes may not work if there are no assets in that room.

• If new codes are missing or incomplete, send a request to fixedassets@vcu.edu
Directions to Conduct Inventory

• Contact your Group Leader to schedule the scanner.
  • Be flexible in case the scanner is checked out for the time you wanted.
  • If the scanner is unavailable for the only time you have to conduct your inventory, contact Fixed Assets to borrow a scanner (if one is available).

• Allow yourself ample time to conduct inventory before the deadline listed on the certification letter.
  • Expect to keep the scanner for 5 days per 100 assets on your inventory list that need to be scanned. This is a generous estimation.
  • This time may be shortened if your assets are located in one central location or you can devote a whole day to scanning.
Directions to Conduct Inventory

When conducting your inventory:

• Run inventory report by Custodian in VCU Reporting Center, save as excel, sort by Location code, and print a copy for your walk through.

• This report should be printed just after the Wasp inventory is loaded annually by Fixed Assets and used to make notes throughout the year until certification.

• Go to each location on the report and scan all assets for that location.

• Make note of assets that cannot be scanned, i.e. system assigned (no barcode), offsite, missing tag, surplussed, etc.
After You Complete Your Inventory

• Return scanner to your group leader to upload.
• Your Group leader will upload your inventory findings.
• Make a note of the date you completed your inventory; you will use this date when you sign your inventory certification letter.
• Send list of assets not able to be scanned with reasons to Fixed Assets mailbox: fixedassets@vcu.edu
• Your inventory will not be marked complete until every asset on your list is scanned or accounted for in your list of reasons not scanned.
Buttons to Know on HC1 Scanner

- **Hold to Scan**
- **Numbers in Blue**
- **Start Button**
  - App menu.
- **Numbers Lock**
  - Press again to bring back letters.
  - Creates L or R at top of screen if on.
- **Caps Lock**
  - Press again for lowercase.
  - Creates A at top of screen if on.
- **Warm Boot**
- **Backspace**
- **Enter**
- **Wake Up scanner**
How to Use the Wasp Scanner

• Awaken scanner with red power button or tap screen.

• To scan, hold down yellow button in center of device.

• Aim the red light from top of device across barcode.
How to Use the Wasp Scanner

• To open Wasp:
  – Use the stylus to select the Windows Start symbol on bottom left of the touch screen, or Windows button on keypad.
  – Select the MobileAsset app.
How to Use MobileAsset
Logging in:

• Sign in with your User name (5-digit FC#) and password (fixedvcu).

• Example:
  – 80400
  – fixedvcu
  – Click OK
Logging in:

- When you log into Wasp on the scanner, a pop-up will say:

  “It has been at least 1 day since there has been a full sync. Would you like to start a full sync now?”

  – Select No.
To Audit Your Inventory

- Select Audit
- Click (🔍) on right to bring up the list to choose from.
- **Select** your FC number for Site.
- **Scan** the location barcode in your book.
To Audit Your Inventory

• Highlight (gray) Site and Location to lock in for now.
  – Do this by using your stylus to tap on **Site:** and **Location:** until it highlights in gray.
  – Tap again to unlock.
To Audit Your Inventory

- Scan VCU barcode on all assets in selected location.
- Once scanned, asset will clear from audit list.
- Assets audited will tally down as you go.
Audit Pop-Up Messages

- Click **Yes** to move to the current location on Wasp.
- Click **No** if you are going to move the asset physically to the correct location.
- **If Yes**, the change will need to be made in Banner separately.
Audit Pop-Up Messages

• If scanned asset brings a message it doesn’t exist, click “ok” in top right of message box.

• This asset was not loaded into your inventory for one of several reasons:
  – Asset is a new purchase, added after Wasp was loaded for the year.
  – Asset was deleted from Banner, prior to load.
  – Asset is not listed under your FC# inventory.
Audit Pop-Up Messages

What to do:

• Write down tag number that would not scan.

• Send an e-mail to fixedassets@vcu.edu with the tag number and where it was found (building and room number). We will investigate the asset and correct it on Banner if needed.
Where do I get help?

• User Guide and documents

• http://www.controller.vcu.edu/finreporting/fixedassets.htm

• Wasp Questions:
  • Connie Jefferson (804) 828-0848
    Email: ctjeffer@vcu.edu
  • Jessica Burruss (804) 828-0597
    Email: burrussja@vcu.edu
Cheat Sheet

• Make sure you have your inventory report and Location barcodes with you before you begin your walk through.
• Tap on screen with stylus to get the keyboard to appear. (It’s easier to type on the keyboard for some people.)
• To store stylus make sure to push it all the way down until you feel a click to make sure it is locked in place.
• Do not let the battery run down, keep scanner plugged at all times when not in use. (Battery will drain over time if unplugged, even if the screen is dark.)

• Do **NOT** perform a *hard boot*. This will erase all the data from Wasp on the scanner and it will have to be reinstalled.
  – You may remove battery if scanner is frozen, it will not affect data.