THE EDUCATIONAL ADMINISTRATOR'S GUIDE TO

Cloud-Based Asset & Inventory Control

IntelliTrack

School Inventory

If asked "what kind of things do you see in a school or university?" many people probably conjure images of classrooms filled with students, teachers, desks, books, a chalk or whiteboard...maybe a projector or computers. You, however, know that the modern educational institution is filled with so much more "stuff" that must be managed, tracked, maintained and inventoried.

Inventory

- Books
- Chemicals & Lab Supplies
- Sporting Goods
- Classroom Supplies
- Media
- Medical Supplies
- Cleaning/Maintenance Supplies

Assets

- Computers/Monitors/
- Mobile Devices
- Presentation & A/V Equipment
- Lab/Shop Equipment
- IT Resources
- Tools/Machinery

That's a lot to keep track of, especially when you factor in the needs often associated with fixed assets like maintenance/calibration, check in/out and replacement schedules.

You're probably operating beyond pen and paper tracking (if not, definitely read on!) but if your inventory/asset management is limited to using spreadsheets or manual counts, there are likely inefficiencies or inaccuracies putting a strain on your budgets and workflow.

Ineffective Inventory: The Challenges

Whose Job Is It?

Is your job title Inventory Manager? Probably not. The job of maintaining and controlling assets for schools and colleges often gets lumped in with other roles like facilities management, maintenance, operations or IT. Perhaps educators themselves are expected to keep track of classroom supplies and equipment.

While a dedicated asset manager may not be feasible, an ineffective process scattered among various personnel can lead to incorrect counts, misplaced items and obscured reporting related to damage or theft.

Consistency

Is the same process used across all departments or between campuses or schools in the district? What happens when materials or equipment is transferred between locations? Is there a plan for mergers or closures?

Financial Impact

Educational funding and spending is improving year-by-year but is still well below pre-recession numbers. For institutions that rely on state and/or federal funding, regulatory compliance on assets (especially expensive technology) demands accurate counts and accountability to justify spend and determine future budgets.

Inaccurate inventory counts (over or under) can lead to wasted budget spent on unneeded replacements or emergency unplanned expenditures at a later date. For assets that require periodic maintenance, missing a checkpoint can lead to costly repairs or replacements.

Educational Integrity

Ultimately, the goal of any school is to provide a thorough, foundational education to their community. Accurate inventory and asset management ensures that all students, faculty and staff have access to useable and up-to-date materials and equipment.

As of 2016, half of US states are still spending less per-student (K-12) than they were before 2008.

— *Center on Budget and Policy Priorities*

Inventory & Asset Tracking: The Next Level

Managing your "stuff" doesn't have to be hard or complicated. Implementing a barcode-based tracking system will eliminate the need for hand counts or spreadsheets and make accountability and transparency easier.

Unlike retail, barcodes for inventory tracking can individually identify every single item they are affixed to, allowing you to assign details like location, who is using, date of purchase, maintenance schedules and much more.

Perhaps most importantly, the software should be easy to use for new and long-time users, guaranteeing that even the "not my job" crowd, temp help, and seasoned pros are all on the same page.

You'll want to marry this process to an efficient, flexible software that provides all of the following:

Cloud-Based

Real-time data and transparent information across campus and locations

Check-In/Out

Simplify the process of providing assets to staff or students and keep track of who has it

Quick Counts

Shorten inventory count time significantly and improve accuracy

Detailed Reporting

Customizable, easy-to-run reports on shortages, surplus, counts, and more...as granular or broad as you need them

Advanced Asset Control

Record serial numbers, warranty info, maintenance schedules, locations & more

The Inventory/Asset Management Solution

◆DATALOGIC
THE VISION IS YOURS

IntelliTrack® has designed a simple and effective solution toallow schools to track and manage inventory (and assets). The IntelliTrack® Mobile App works flawlessly on the Datalogic Memor™ 10 PDA and enables users of the system to easily perform transactions with tailored workflows to address their specific inventory/asset control needs.

Take control of inventory. Gain immediate insights into quantities and supply usage.

Easily track the valuable assets that your institution uses every day. Locations, assignees & maintenance schedules in real-time.

Manage your large mailroom and eliminate confusion. Easily track packages your school receives and ensure they make it to the right place.

The Hardware

You have your barcodes and your management software, don't forget to equip users with a robust mobile device to make scanning, recording and reporting your inventory and assets a breeze.

A device with full-touch screen, integrated barcode scanner and rugged durability will give users all the familiar features of a consumer smartphone with the functionality and toughness to withstand heavy usage.

Memor™ 10 PDA

- Full Touch
- Integrated 2D Imager
- Wireless Charging
- Android 8.1 (Oreo)
- Google Mobile Services

- Rugged Durability
- Optional Pistol Grip, Hand Strap or Rubber Boot

Join the Organizations that Trust IntelliTrack®

IntelliTrack

IntelliTrack®
intellitrack.com
sales@intellitrack.com

Toll-Free
1.888.583.3008

Get Social
@IntelliTrack

IntelliTrack®