

Fixed Assets Inventory and Bar Code Scan Training (2022-2023)

Refer to iBriefing# 13511

Fixed Assets Inventory and Bar Code Scan Training will be held **January 4, 2023 – January 31, 2023**. Mark your calendar and plan accordingly. Please refer to the training schedule and register for the noted training session.

- This training will prepare you and your system for the 2023 Inventory Cycle.
- Participants will update/install dInventory software on laptops, receive login information, prepare to run inventory reports, and view/update fixed assets inventory information in TERMS.
- Participants will also review the processes for handling transfer/surplus items and utilizing the dInventory software and scanning equipment.

Make sure that you have a laptop accessible for Inventory Barcode Scanning. You will need this laptop (fully charged) with the power cord during the training session so proper software installation/updates can be performed. *This does not pertain to Nutrition Services or individuals who plan to reserve a laptop from the Fixed Assets Department.*

Training Schedule

Click the link below to register for training.

<https://forms.office.com/r/ma9WLSTdKa>

Date	Time	Type	Description
Wednesday, January 4, 2023	9:00am – 10:00am	WebEx	Software Installation Only
Thursday, January 5, 2023	9:00am – 10:00am	WebEx	Software Installation Only
Friday, January 6, 2023	1:30pm – 3:00pm	Live – Admin	Full Training
Tuesday, January 10, 2023	1:30pm – 2:30pm	WebEx	Software Installation Only
Wednesday, January 11, 2023	9:00am – 10:30am	Live – Admin	Full Training
Tuesday, January 17, 2023	9:00am – 10:00am	WebEx	Software Installation Only
Tuesday, January 17, 2023	1:00pm – 2:30pm	Live – Admin	Full Training
Monday, January 23, 2023	9:00am – 10:00am	WebEx	Software Installation Only
Monday, January 23, 2023	1:00pm – 2:30pm	Live – Admin	Full Training
Friday, January 27, 2023	9:00am – 10:00am	WebEx	Software Installation Only

Note: The “Full Training” will include software installation.

Additional training sessions will be scheduled/offered as needed.

Resources: [Technology Training Website](#)

Let me know if you have questions or need additional assistance. Look forward to seeing you at training.

Sheryl Priester, Technology Trainer

Phone: 239-377-0417 | email: priess@collierschools.com