



## Fixed Assets Inventory and Bar Code Scan Training

**Fixed Assets Inventory and Bar Code Scan Training** will be held from **December 20, 2024 – January 31, 2025**.

This will prepare you and your system for the 2025 Inventory Cycle.

To ensure everyone is on the right path with the Fixed Assets Inventory & Bar Code Scanning software, please attend one of the sessions below (*even if you have been doing inventory for years*).

- For those who have been doing inventory forever 😊, you must attend one of the **Software Installation Only** sessions. *The Software Installation Only training session focuses on updating/installing the dInventory software on your laptop.*
- If you are new to inventory or experienced but need a refresher, attend one of the **Full Training** sessions. *The Full Training session includes TERMS, Software Installation, and the dInventory Barcode Scan Process.*

Mark your calendar and plan accordingly. Refer to the training schedule below and click the [REGISTER NOW](#) link to register for the session you want to attend.

### Training Schedule:

#### **DECEMBER 2024**

| Date                      | Time         | Delivery         | Description                |
|---------------------------|--------------|------------------|----------------------------|
| Friday, December 20, 2024 | As Requested | WebEx (open lab) | Software Installation Only |

#### **JANUARY 2025**

| Date                       | Time             | Delivery     | Description                |
|----------------------------|------------------|--------------|----------------------------|
| Tuesday, January 7, 2025   | 9:00am – 10:30am | Live – Admin | Full Training              |
| Wednesday, January 8, 2025 | 1:00pm – 2:00pm  | WebEx        | Software Installation Only |
| Friday, January 10, 2025   | 9:00am – 10:00am | WebEx        | Software Installation Only |
| Friday, January 10, 2025   | 1:00pm – 2:30pm  | Live – Admin | Full Training              |
| Tuesday, January 14, 2025  | 9:00am – 10:30am | Live – Admin | Full Training              |
| Tuesday, January 14, 2025  | 1:00pm – 2:00pm  | WebEx        | Software Installation Only |
| Friday, January 17, 2025   | 9:00am – 10:30am | Live – Admin | Full Training              |

#### **FEBRUARY 2025**

| Date                     | Time             | Delivery     | Description                |
|--------------------------|------------------|--------------|----------------------------|
| Friday, January 31, 2025 | 9:00am – 10:00am | WebEx        | Software Installation Only |
| Monday, February 3, 2025 | 9:00am – 10:30am | Live – Admin | Full Training              |
| Monday, February 3, 2025 | 1:00pm – 2:00pm  | WebEx        | Software Installation Only |

*Additional training sessions will be scheduled as needed.*

**Make sure that you have a laptop that will be accessible for Inventory Barcode Scanning. You will need to bring this laptop (fully charged) with the power cord to your 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.**

If you have any questions or concerns, please email [priess@collierschools.com](mailto:priess@collierschools.com).

I look forward to seeing you at training.