Conversations

Search conversations

You don't have any conversations that need your attention. You can start a new conversation by tapping the + button in the lower right.
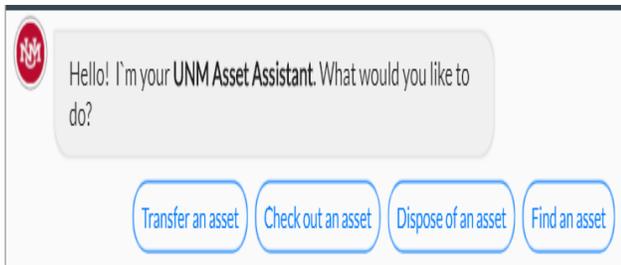
Show completed conversations

UNM INVENTORY ASSISTANT/AppTree

The UNM Inventory Assistant/
AppTree can be accessed though a tile on
the University's myUNM page. The AppTree-UNM Inventory Assistant tile will be the starting point for the Inventory Assistant/AppTree.

The Inventory Assistant/AppTree is used by University departments to conduct the annual physical inventory of computers, drones and capitalized equipment as required by New Mexico State statute and by the Federal Government. The UNM Inventory Assistant/AppTree can also be used to Transfer an Asset, Dispose of an Asset, Check out an Asset and Find an Asset.

The Inventory Assistant/AppTree is designed in an app format and uses conversations to create transactions that are routed through workflows for approvals.

Department Inventory Contacts (IC) will start a conversation. Upon completion by the Inventory Contact the transaction will route to the Department Dean, Director or Chair (DDC) for approval. The transaction will then route to additional offices including Property Accounting for review.

•••   The three dots in the lower right corner are used for selecting the Inventory Assistant/ AppTree for production.

❓   The question mark is used to access the Help Assistant to setup a mobile device such as a smart phone or tablet.

➕   The plus sign is used to start a new conversation.

➤   This blue icon is used to submit information that has been entered.

UNM INVENTORY ASSISTANT

Inventory Contacts can select from the following options: Transfer an asset (internal or external), Check out an asset (required to take equipment offsite from UNM location), Dispose of an asset (Surplus Property disposal or Request for Deletion – RDA) or Find an asset (research an asset and update some attributes related to the asset).

Select Dispose of an asset.

Select Delete: Remove the asset from my inventory (RDA- Request for deletion)

Select Add an asset. If using a smart phone or tablet you can scan the asset tag or select Enter barcode ID. Type the barcode (for example N00065856) and select Done.

Select from the list of eight disposal codes the reason for the deletion.

Attributes of the asset will be displayed. Verify the information is correct for the asset you are disposing (RDA).

UNM INVENTORY ASSISTANT/AppTree

Note that multiple assets can be added to the request for deletion of an asset transaction.

Note: An Explanation memo is required for each disposal category. A copy of a Police report is required for Theft.

Select Explain why your department will not use this asset anymore. Provide a business purpose for the asset disposal. Press enter or select the blue icon.

Select Submit this delete request or Add another asset.

Routing for the deletion request will vary based on asset related criteria: equipment was purchased on a grant, the adjusted cost and net book value of the equipment.

Note the routing to the left is typical for tagged computers that are not capitalized (adjusted cost is less than $5000)

The DDC can approve the transaction, return the transaction for additional information or reject the transaction

An email notification will be sent from the Inventory Assistant notifying the Inventory Contact, the DDC and the core offices that a transaction requires their review.