

Inventory Management Tool User Guide

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Registration

Step 1

Go to the Inventory Management Tool website:
<http://property.netdigitalsolutions.com/>

Step 2

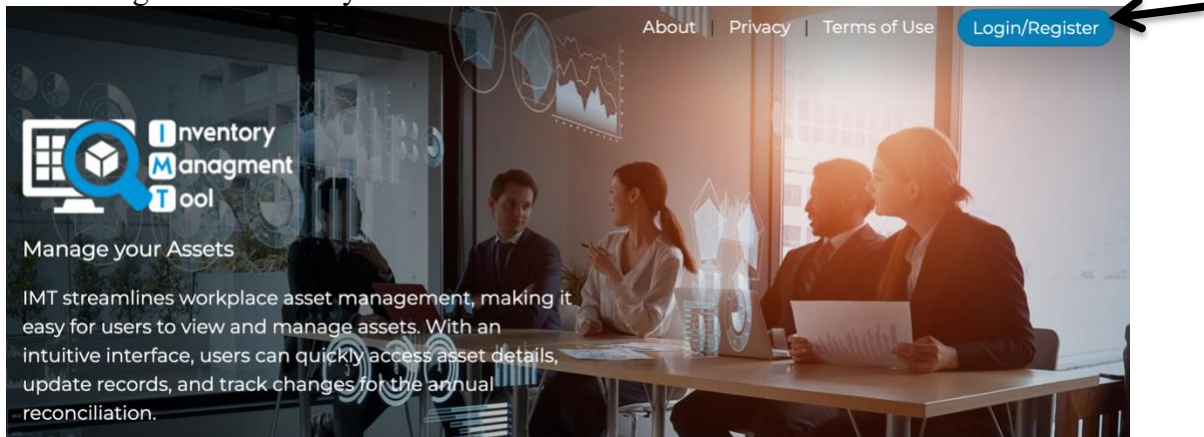
Click on the “Register” button.

Step 3

In the registration pop-up, enter the required information.

Step 4

Click “Register” to create your account.



In the new pop-up, enter your required information then click on “Register”.

Email Address	Cell Phone
<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>
Password	Retype Password
<input type="password"/>	<input type="password"/>
Select the type of account you are applying for.	
<input checked="" type="radio"/> PMO	
<input type="radio"/> Property Custodian	
Select your agency below.	
<input type="text"/>	
<input type="button" value="Register"/>	

Logging In

Step 1

Go to the Inventory Management Tool website:
<http://property.netdigitalsolutions.com/>

Step 2

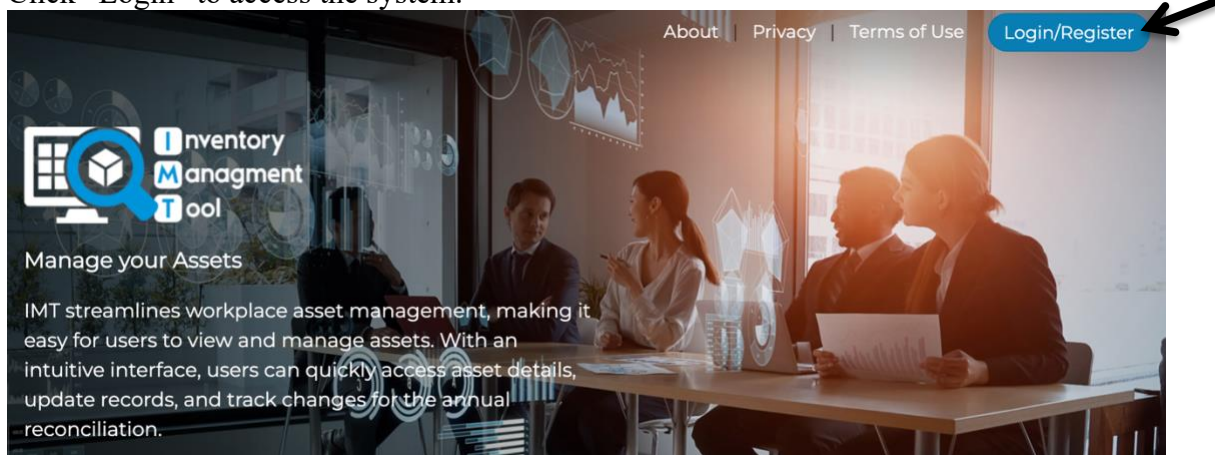
Click the “Login” button in the upper-right corner of the screen.

Step 3

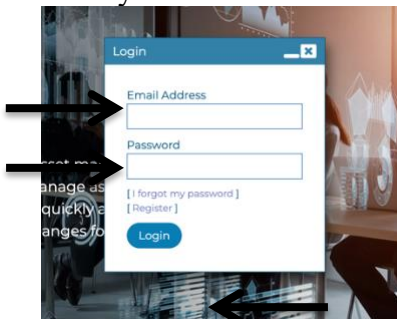
Enter your email address and password.

Step 4

Click “Login” to access the system.



Enter your email address and password. Press “Login”.



My Workspace

What It All Means

The “My Workspace” page is accessible to all users. Depending on the user’s role, the available functionality may differ.

The workspace page serves as your personal dashboard and displays the status of your inventory files.

The dashboard allows users to:

- View the status of inventory files
- Track progress toward completion
- Identify files with errors
- Access files currently in review, submitted, or accepted

Agency names displayed in blue text can be selected to open and review the associated records.

The screenshot shows the 'My Workspace' dashboard. At the top, there are navigation tabs for 'Workspace', 'Admin', and 'Property Inventory Files', and a user greeting 'Welcome Brandy!'. Below the navigation is a section titled 'My Workspace' with a dropdown menu for 'Effort' set to '2025 Property File Reconciliation'. To the right of the dropdown are two summary boxes: 'Agencies Submitted /43 (0.00% submitted)' and 'Agencies Accepted /43 (0.00% accepted)'. The main part of the dashboard is a table with the following columns: Agency, # of Assets, Value, Errors, Clean, Submitted, Accepted, and Progress. The table lists several agencies, with 'ARB' and 'Conference Center' highlighted by black arrows. The 'ARB' row shows 1 asset, a value of \$8,445.00, 1 error, 0 clean, 1 submitted, 1 accepted, and 0.00% progress. The 'Conference Center' row shows 108 assets, a value of \$104,760.15, 108 errors, 0 clean, 108 submitted, 108 accepted, and 0.00% progress. Other agencies listed include ASP, BLS, BOC Front Office, BOC Print Shop, BRB, and Building Management.

Agency	# of Assets	Value	Errors	Clean	Submitted	Accepted	Progress
ARB	1	\$8,445.00	1	0	✓	✓	0.00%
ASP	15	\$64,548.00	15	0	✓	✓	0.00%
BLS	0	\$0.00	0	0	✓	✓	Missing data
BOC Front Office	6	\$13,999.00	6	0	✓	✓	0.00%
BOC Print Shop	14	\$139,751.26	14	0	✓	✓	0.00%
BRB	15	\$77,180.40	15	0	✓	✓	0.00%
Building Management	22	\$26,400.00	22	0	✓	✓	0.00%
Conference Center	108	\$104,760.15	108	0	✓	✓	0.00%

*Note: The magnifying glass icon will allow you to view by cost center for the agencies.

These columns are the key to tell you the status of the file. The files can be in review, contain errors, be submitted, or accepted.

You can view previous efforts, by using the drop-down.

This screenshot shows the 'My Workspace' dashboard with the 'Effort' dropdown menu set to a different value. The 'Agencies Submitted' and 'Agencies Accepted' summary boxes now show '0/43 (0.00% submitted)' and '0/43 (0.00% accepted)' respectively. The table below shows the status of agencies for this effort. The 'ARB' row shows 1 asset, a value of \$8,445.00, 0 errors, 1 clean, 1 submitted, 1 accepted, and 100.00% progress. The 'ASP' row shows 15 assets, a value of \$64,548.00, 15 errors, 0 clean, 15 submitted, 15 accepted, and 8.99% progress.

Agency	# of Assets	Value	Errors	Clean	Submitted	Accepted	Progress
ARB	1	\$8,445.00	0	1	✓	✓	100.00%
ASP	15	\$64,548.00	15	0	✓	✓	8.99%

Edit Drilling Down & Accessing Your Property Inventory File

Step 1

From the “My Workspace” page, click on the “Cases” tab at the top of the screen.

Step 2

Select the appropriate agency from the dropdown menu.

Step 3

Click on the Property Inventory File to review, update, or validate inventory records.

Property Inventory Files

Overview

Workspace

Admin

Property Inventory Files



The Property Inventory File page allows users to review, validate, and update inventory records before submission.

The page layout and available functionality may vary depending on:

- The user’s role
- Whether the inventory effort is Active or Sealed
- Whether the file has already been reviewed and accepted

To view the data for another agency, use the dropdown menu on the left side of the screen.

Note:

Users can only view one sub-agency at a time.

Workspace Admin Property Inventory Files Welcome Brandy!

Property Inventory Active 0/9905 Good Record(s) - 0.00% clean
 2025 Property File Reconciliation

BLS 0 Valid 9905 Invalid 9905 Total 0 Disposed

start scanning View Error(s)

Barcode Asset Tag	Agency	Sub-Agency	Cost Center	Asset Serial Number	Asset Found	State Substate Disp	Manufacturer	Model
000376	BLS	Administrative Se	626	5618		In Use	Bell & Howell	Unkno
0015-16963	BLS	Federal/State Prc	863	6R3ZRZ2		In use	Dell Computer Cor	Precis
0015-17264	BLS	Technological anc	731	6R90SZ2		In stock / Pending disp	Dell Computer Cor	Precis
0015-17293	BLS	Federal/State Prc	863	CXMPRZ2		In use	Dell Computer Cor	Precis
0015-17589	BLS	Federal/State Prc	863	CXYHBZ2		In use	Dell Computer Cor	Precis
0015-22138	BLS	Federal/State Prc	863	6R5ZRZ2		In use	Dell Computer Cor	Precis
0015-23019	BLS	Federal/State Prc	863	6R4WRZ2		In use	Dell Computer Cor	Precis
0015-23031	BLS	Federal/State Prc	863	6R5XRZ2		In use	Dell Computer Cor	Precis
0015-23032	BLS	Federal/State Prc	863	6R7YRZ2		In use	Dell Computer Cor	Precis

Your are viewing page 1 of 199 pages (9905 records)

Workspace Admin Property Inventory Files Welcome Brandy!

Property Inventory Active 0/9905 Good Record(s) - 0.00% clean
 2025 Property File Reconciliation

BLS 0 Valid 9905 Invalid 9905 Total 0 Disposed

start scanning View Error(s)

Barcode Asset Tag	Agency	Sub-Agency	Cost Center	Asset Serial Number	Asset Found	State Substate Disp	Manufacturer	Model
000376	BLS	Administrative Se	626	5618		In Use	Bell & Howell	Unkno
0015-16963	BLS	Federal/State Prc	863	6R3ZRZ2		In use	Dell Computer Cor	Precis
0015-17264	BLS	Technological anc	731	6R90SZ2		In stock / Pending disp	Dell Computer Cor	Precis
0015-17293	BLS	Federal/State Prc	863	CXMPRZ2		In use	Dell Computer Cor	Precis
0015-17589	BLS	Federal/State Prc	863	CXYHBZ2		In use	Dell Computer Cor	Precis
0015-22138	BLS	Federal/State Prc	863	6R5ZRZ2		In use	Dell Computer Cor	Precis
0015-23019	BLS	Federal/State Prc	863	6R4WRZ2		In use	Dell Computer Cor	Precis
0015-23031	BLS	Federal/State Prc	863	6R5XRZ2		In use	Dell Computer Cor	Precis
0015-23032	BLS	Federal/State Prc	863	6R7YRZ2		In use	Dell Computer Cor	Precis

Your are viewing page 1 of 199 pages (9905 records)

Please note, you can only view one sub-agency at a time.

Show/Hide Fields

Users can customize the visible columns within the Property Inventory File.

Step 1

Click the three dots on the right-hand side of the grid.

Step 2

Select the option to show or hide fields.

Step 3

Check or uncheck fields to control which columns are displayed.

Workspace Admin Property Inventory Files Welcome Brandy!

Property Inventory Active
2026 Property File Reconciliation

0/6 Good Record(s) - 0.00% clean
0 Valid 6 Invalid 6 Total 0 Disposed

BOC Front Offic View Error(s)

	Barcode Asset Tag	Agency	Sub-Agency	Cost Center	Asset Serial Number	Asset Found	State Substate Disp	Manufacturer	Model
<input checked="" type="checkbox"/>	000107087	BOC Front Offi		M96200	08YKCAMB00606A		In use	Samsung	QE82
<input checked="" type="checkbox"/>	000107088	BOC Front Offi		M96200	74988HB1635		In use	Panasonic	UB 73
<input type="checkbox"/>	0015-22225	BOC Front Offi		M96200	UNKNOWN		In use	Huddle Cam	UNKN
<input type="checkbox"/>	0015-35605	BOC Front Offi		M96200	871TUTQ454		In use	Motorola	AAH5
<input type="checkbox"/>	0015-35609	BOC Front Offi		M96200	871TUTQ511		In use	Motorola	AAH5
<input type="checkbox"/>	0015-46297	BOC Front Offi		M96200	UNKNOWN		In use	Samsung	QE82

Hide/Show Columns
Clear All Filters
Download Property File

Hide/Show Columns

Select the columns that you would like to see in your worksheet.

- Select/Deselect All
- Agency
- Sub-Agency
- Cost Center
- Asset Serial Number
- Asset Found
- State Substate Disp
- Manufacturer
- Model
- Asset Type
- Special Asset Category
- Sensitive
- Building Id
- Assigned To User

Filtering

Filters can be used to quickly locate records or identify specific data within the inventory file.

Step 1

Locate the column you want to filter.

Step 2

Click the filter icon within the column header.

Step 3

Enter or select the desired filter value.

Workspace Admin Property Inventory Files Welcome Brandy!

Property Inventory Active
2026 Property File Reconciliation

0/6 Good Record(s) - 0.00% clean
0 Valid 6 Invalid 6 Total 0 Disposed

View Error(s)

Barcode Asset Tag	Agency	Sub-Agency	Cost Center	Asset Serial Number	Asset Found	State Substate Disp	Manufacturer	Model
<input checked="" type="checkbox"/> 000107087	BOC Front Offi		M96200	08YKCAMB00606A		In use	Samsung	QE82f
<input checked="" type="checkbox"/> 000107088	BOC Front Offi		M96200	74988HB1635		In use	Panasonic	UB 73
<input type="checkbox"/> 0015-22225	BOC Front Offi		M96200	UNKNOWN		In use	Huddle Cam	UNKN
<input type="checkbox"/> 0015-35605	BOC Front Offi		M96200	871TUTQ454		In use	Motorola	AAH5
<input type="checkbox"/> 0015-35609	BOC Front Offi		M96200	871TUTQ511		In use	Motorola	AAH5
<input type="checkbox"/> 0015-46297	BOC Front Offi		M96200	UNKNOWN		In use	Samsung	QE82f

0 Valid 6 Invalid 6 Total 0 Dispose

Acquisition Cost	Inventoried Date	Inventoried By
<input type="checkbox"/> \$4,000.00		
<input type="checkbox"/> \$3,000.00		
<input type="checkbox"/> \$599.00		
<input type="checkbox"/> \$1,200.00		
<input type="checkbox"/> \$1,200.00		

The system will automatically display matching records.

The following filtering options are available:

String Matching

String matching allows users to search for exact text values within a field.

Example:

Entering “Desk” will return records containing the word “Desk”.

Wildcard String Matching

Wildcard filtering can be used when searching for partial text values.

Example:

Entering “Desk*” may return records containing values that begin with “Desk”.

Numeric Greater Than & Less Than Comparisons

Numeric filters can be used to locate values above or below a specified number.

Examples:

- >1000

- <500

Toggling Errors

Users can filter records to display only items containing validation errors.

This can help identify records that require correction before submission.

Clearing Filters

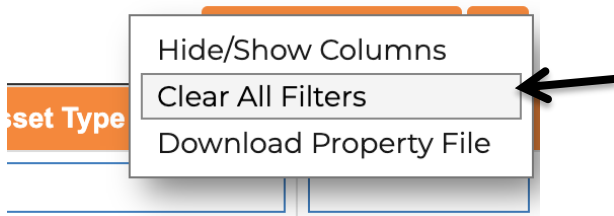
To remove filters and return to the full inventory list:

- Open the filter menu

- Select “Clear Filter”

The screenshot shows a web application interface for property inventory. At the top, there is a navigation bar with 'Workspace' and 'Admin' tabs, and a user greeting 'Welcome Brandy!'. Below this, a status bar indicates 'Property Inventory' with 'Active' status and a progress indicator for '2025 Property File Reconciliation' showing '0/9905 Good Record(s) - 0.00% clean'. A filter menu is open, showing 'BLS' selected. Below the filter menu, there are icons for 'Valid' (0), 'Invalid' (9905), 'Total' (9905), and 'Disposed' (0). A 'start scanning' button and a 'View Error(s)' button are also visible. The main area contains a table with columns: Barcode Asset Tag, Agency, Sub-Agency, Cost Center, Asset Serial Number, Asset Found, State Substate Disp, Manufacturer, and Model. The table lists several assets, with the 'Asset Found' column highlighted in red for each row. At the bottom, there is a pagination bar showing 'Your are viewing page 1 of 199 pages (9905 records)'.

Barcode Asset Tag	Agency	Sub-Agency	Cost Center	Asset Serial Number	Asset Found	State Substate Disp	Manufacturer	Model
000376	BLS	Administrative Se	626	5618		In Use	Bell & Howell	Unkno
0015-16963	BLS	Federal/State Prc	863	6R3ZRZ2		In use	Dell Computer Cor	Precis
0015-17264	BLS	Technological ani	731	6R90S22		In stock / Pending disp	Dell Computer Cor	Precis
0015-17293	BLS	Federal/State Prc	863	CXMPRZ2		In use	Dell Computer Cor	Precis
0015-17589	BLS	Federal/State Prc	863	CXYHBZ2		In use	Dell Computer Cor	Precis
0015-22138	BLS	Federal/State Prc	863	6R5ZRZ2		In use	Dell Computer Cor	Precis
0015-23019	BLS	Federal/State Prc	863	6R4WRZ2		In use	Dell Computer Cor	Precis
0015-23031	BLS	Federal/State Prc	863	6R5XRZ2		In use	Dell Computer Cor	Precis
0015-23032	BLS	Federal/State Prc	863	6R7YRZ2		In use	Dell Computer Cor	Precis



Downloading Your Properties

Users can download their property inventory data for review or offline analysis.

Step 1

Click the three dots on the right-hand side of the screen.

Step 2

Select the download or export option.

Step 3

Save the file to the desired location on your computer.

Workspace Admin Property Inventory Files Welcome Brandy!

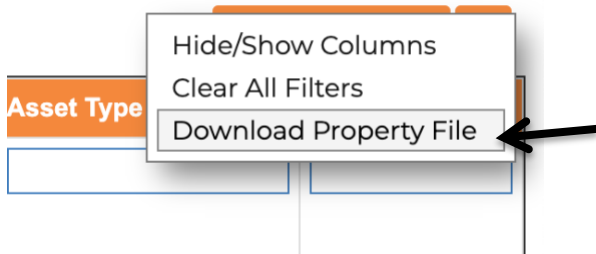
Property Inventory Active 0/9905 Good Record(s) - 0.00% clean
 2025 Property File Reconciliation

BLS + 0 Valid 9905 Invalid 9905 Total 0 Disposed

start scanning View Error(s) ...

Barcode Asset Tag	Agency	Sub-Agency	Cost Center	Asset Serial Number	Asset Found	State Substate Disp	Manufacturer	Model
000376	BLS	Administrative Se	626	5618		In Use	Bell & Howell	Unkno
0015-16963	BLS	Federal/State Prc	863	6R3ZRZ2		In use	Dell Computer Corj	Precis
0015-17264	BLS	Technological ant	731	6R90SZ2		In stock / Pending disp	Dell Computer Corj	Precis
0015-17293	BLS	Federal/State Prc	863	CXMPRZ2		In use	Dell Computer Corj	Precis
0015-17589	BLS	Federal/State Prc	863	CXYHBZ2		In use	Dell Computer Corj	Precis
0015-22138	BLS	Federal/State Prc	863	6R5ZRZ2		In use	Dell Computer Corj	Precis
0015-23019	BLS	Federal/State Prc	863	6R4WRZ2		In use	Dell Computer Corj	Precis
0015-23031	BLS	Federal/State Prc	863	6R5XRZ2		In use	Dell Computer Corj	Precis
0015-23032	BLS	Federal/State Prc	863	6R7YRZ2		In use	Dell Computer Corj	Precis

Your are viewing page 1 of 199 pages (9905 records)



Switching to Past Efforts – Sealed vs. Active

Users can switch between current and previous inventory efforts.

Step 1

Select the drop down referenced below.

Step 2

Select the desired inventory effort.

Note:

Previous efforts are displayed in read-only format and cannot be edited.

***Note: The information displayed is in a read only format.**

The screenshot shows a software interface for 'Property Inventory'. At the top, it indicates the system is 'Active' and shows a progress bar for '0/9905 Good Record(s) - 0.00% clean'. Below this, there are statistics: '0 Valid', '9905 Invalid', '9905 Total', and '0 Disposed'. A dropdown menu is open, showing a list of efforts: '2025 Property File Reconciliation' (selected), 'Administrative Se', 'Federal/State Prc', 'Technological an', and 'Federal/State Prc'. A blue button labeled 'Create a New Effort' is visible. A table with columns 'Sub-Agency', 'Cost Center', and 'Asset Serial Number' is partially visible in the background.

Sub-Agency	Cost Center	Asset Serial Number
Administrative Se	626	5618
Federal/State Prc	863	6R3ZRZ2
Technological an	731	6R90SZ2
Federal/State Prc	863	CXMPRZ2

Reconciling Data

Getting to 100% Clean

The reconciliation process is used to validate inventory data and correct any remaining errors before submission.

The progress bar at the top of the screen displays the current percentage of valid records within the inventory file.

Records containing missing or invalid data will be highlighted in red.

The screenshot shows the 'Property Inventory' reconciliation interface. At the top, a progress bar indicates '0/9905 Good Record(s) - 0.00% clean'. Below this, a summary shows '0 Valid', '9905 Invalid', '9905 Total', and '0 Disposed'. A 'View Error(s)' button is visible in the top right. The main table lists records with columns for Barcode, Asset Tag, Agency, Sub-Agency, Cost Center, Asset Serial Number, Asset Found, State Substate Disp, Manufacturer, and Model. The first row (Barcode 000376) is highlighted in red, and an arrow points to the 'Asset Found' field. The 'State Substate Disp' field for this row is set to 'In Use'.

Barcode	Asset Tag	Agency	Sub-Agency	Cost Center	Asset Serial Number	Asset Found	State Substate Disp	Manufacturer	Model
000376		BLS	Administrative Se	626	5618		In Use	B & Howell	Unkno
0015-16963		BLS	Federal/State Prc	863	6R3ZRZ2		In use	Dell Computer Con	Precis
0015-17264		BLS	Technological ant	731	6R90S2Z		In stock / Pending disp	Dell Computer Con	Precis
0015-17293		BLS	Federal/State Prc	863	CXMPRZ2		In use	Dell Computer Con	Precis
0015-17589		BLS	Federal/State Prc	863	CXYHBZ2		In use	Dell Computer Con	Precis
0015-22138		BLS	Federal/State Prc	863	6R5ZRZ2		In use	Dell Computer Con	Precis
0015-23019		BLS	Federal/State Prc	863	6R4WRZ2		In use	Dell Computer Con	Precis
0015-23031		BLS	Federal/State Prc	863	6R5XRZ2		In use	Dell Computer Con	Precis
0015-23032		BLS	Federal/State Prc	863	6R7YRZ2		In use	Dell Computer Con	Precis

Viewing Errors

To view current validation errors:

Step 1

Click the “View Error(s)” button in the upper-right corner of the screen.

Step 2

Review the list of displayed errors.

Step 3

Select the associated field or record to navigate directly to the issue requiring correction.

Workspace Admin Property Inventory Files Welcome Brandy!

Property Inventory Active 0/9905 Good Record(s) - 0.00% clean

2025 Property File Reconciliation 0 Valid 9905 Invalid 9905 Total 0 Disposed

BLS + start scanning View Error(s)

Barcode Asset Tag	Agency	Sub-Agency	Cost Center	Asset Serial Number	Asset Found	State Substate Disp	Manufacturer	Model
000376	BLS	Administrative Se	626	5618		In Use	Bell & Howell	Unkno
0015-16963	BLS	Federal/State Prc	863	6R3ZRZ2		In use	Dell Computer Con	Precis
0015-17264	BLS	Technological anr	731	6R90SZ2		In stock / Pending dispc	Dell Computer Con	Precis
0015-17293	BLS	Federal/State Prc	863	CXMPRZ2		In use	Dell Computer Con	Precis
0015-17589	BLS	Federal/State Prc	863	CXYHBZ2		In use	Dell Computer Con	Precis
0015-22138	BLS	Federal/State Prc	863	6R5ZRZ2		In use	Dell Computer Con	Precis
0015-23019	BLS	Federal/State Prc	863	6R4WRZ2		In use	Dell Computer Con	Precis
0015-23031	BLS	Federal/State Prc	863	6R5XRZ2		In use	Dell Computer Con	Precis
0015-23032	BLS	Federal/State Prc	863	6R7YRZ2		In use	Dell Computer Con	Precis

You are viewing page 1 of 199 pages (9905 records)

Workspace Admin Property Inventory Files Welcome Brandy!

Property Inventory Active 0/9905 Good Record(s) - 0.00% clean

2025 Property File Reconciliation 0 Valid 9905 Invalid 9905 Total 0 Disposed

BLS + start scanning View Error(s)

Submit Property Inventory File

Summary Details Disposals

DETAILS

Field Name	Errors	
Agency	0	✓
SubAgency	0	✓
CostCenter	0	✓
BarcodeAssetTag	0	✓
AssetSerialNumber	0	✓
AssetFound	9905	✗
StateSubstateDisp	5919	✗
Manufacturer	0	✓
Model	0	✓
AssetType	1107	✗
SpecialAssetCategory	0	✓
Sensitive	0	✓
BuildingId	0	✓
AssignedToUser	644	✗

Barcode Asset Tag	Agency	Sub-Agency	Cost Center	Asset Serial Number	Asset Found	State Substate Disp	Manufacturer	Model
000376	BLS	Administrative Se	626	5618		In Use	Bell & Howell	Unkno
0015-16963	BLS	Federal/State Prc	863	6R3ZRZ2		In use	Dell Computer Con	Precis
0015-17264	BLS	Technological anr	731	6R90SZ2		In stock / Pending dispc	Dell Computer Con	Precis
0015-17293	BLS	Federal/State Prc	863	CXMPRZ2		In use	Dell Computer Con	Precis
0015-17589	BLS	Federal/State Prc	863	CXYHBZ2		In use	Dell Computer Con	Precis
0015-22138	BLS	Federal/State Prc	863	6R5ZRZ2		In use	Dell Computer Con	Precis
0015-23019	BLS	Federal/State Prc	863	6R4WRZ2		In use	Dell Computer Con	Precis
0015-23031	BLS	Federal/State Prc	863	6R5XRZ2		In use	Dell Computer Con	Precis
0015-23032	BLS	Federal/State Prc	863	6R7YRZ2		In use	Dell Computer Con	Precis

You are viewing page 1 of 199 pages (9905 records)

Correcting Errors

Fields requiring correction will be highlighted in red.

To correct a field:

- Click inside the highlighted field
- Enter or select the correct value
- Continue updating records until all validation errors have been resolved

Note:

Some fields may contain dropdown selections instead of free text entry.

Property Inventory Active 0/9905 Good Record(s) - 0.00% clean
 2025 Property File Reconciliation

BLS 0 Valid 9905 Invalid 9905 Total 0 Disposed

Barcode Asset Tag	Fiscal Year	Acquisition Cost	Inventoried Date	Inventoried By
000376		\$0.00		<div style="border: 1px solid red; padding: 5px;">This field cannot be blank. This value must be an email address [close]</div>



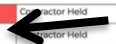
If the box appears white, the error has been cleared.

Workspace Admin Property Inventory Files Welcome Brandy!

Property Inventory (active) 11130/208789 Good Record(s) - 5.33% clean
 2024 Property File Reconciliation 11130 Valid 197659 Invalid 208789 Total 0 Disposed

Agency	Cost Center	Asset Serial Number	Asset Description	Asset Category	Asset Status	
Yes	In use	HP	ProDesk 600 G4	Desktop	Contractor Held	
Yes	In use	HP	EliteBook 745 G5	Laptop	Contractor Held	
Yes	In use	Lenovo	IdeaPad 3	(70140) COMPUTER, LAPTO...	Contractor Held	
Yes	In use	Lenovo	IdeaPad 3	(70140) COMPUTER, LAPTO...	Contractor Held	
Yes	In use	Lenovo	IdeaPad 3	(70140) COMPUTER, LAPTO...	Contractor Held	
Yes	In use	Lenovo	IdeaPad 3	(70140) COMPUTER, LAPTO...	Contractor Held	
Yes	In use	ICOM	IC-F40II	2-Way Radio, with program	Contractor Held	
Yes	In use	Xerox	3125	SCANNER	Contractor Held	
37	Yes	In use	Hamilton Beach	N/A	Microwave	Contractor Held
Yes	In use	HP	ProDesk 600 Mini	Desktop	Contractor Held	

1 2 3 4 5 6 7 8 9 10 ... of 476 pages (208789 records)



Please note: A PMO user can edit the Cost Center Code field when the effort is “Active”. The only rule is the cost center code must exist (within the PMO’s Agency). If it doesn’t, a message will be displayed. It will look like this:

Agency	Cost Center	Asset Serial Number	Asset Description
	M9PE00B	10654820	
	M94030	1038990067	
	M94030	0015-45979	
	M94030	6TB058905N	
	M94030	6TB058953N	
	M94030	BA40820866	
	M94030	420056363	

Please note: For Property Custodians, the noneditable fields are greyed-out.

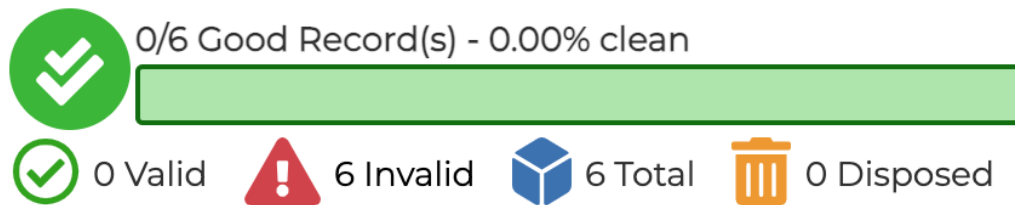
<input type="checkbox"/>	Barcode Asset Tag	Agency	Sub-Agency	Cost Center	Asset Serial Number	Asset Found	State	Substate	Disp	Manufacturer	Model	Asset Type
<input type="checkbox"/>	000140113	ASP		M94030	10654820		In use			Vertex Standard	Miscellaneous Communicati	Communications
<input type="checkbox"/>	00140080	ASP		M94030	1038990067		In use			Vertex Standard	Miscellaneous Communicati	Communications
<input type="checkbox"/>	0015-45979	ASP		M94030	0015-45979		In use			Samsung	Television/Mounting Brack	Television
<input type="checkbox"/>	6TB058905N	ASP		M94030	6TB058905N		In use			Xerox	D90	Scanner
<input type="checkbox"/>	6TB058953N	ASP		M94030	6TB058953N		In use			Xerox	D85	Multifunction Cop
<input type="checkbox"/>	BA40820866	ASP		M94030	BA40820866		In use			Frigidaire	FRT18KG3CW4	Refrigerator

Validation Status Indicators

The status indicators at the top of the screen display:

- Valid records
- Invalid records
- Total records
- Disposed records

The inventory file will reach 100% clean once all required validation issues have been resolved.



Adding Property

Users can manually add new property records to the inventory file.

Step 1

Click the plus sign icon above the inventory grid.

Step 2

A new property form will appear.

Step 3

Enter the required property information.

Step 4

Click “Accept” to save the new property record.

Workspace Admin Property Inventory Files Welcome Brandy

Property Inventory Active 0/9905 Good Record(s) - 0.00% clean
 2025 Property File Reconciliation Valid 9905 Invalid 9905 Total 0 Disposed

Barcode Asset Tag	Agency	Sub-Agency	Cost Center	Asset Serial Number	Asset Found	State Substate Disp	Manufacturer
<input checked="" type="checkbox"/> 0015-23083	BLS	Technological and	731	6R7WRZ2		In stock / Pending disp	Dell Computer Con
<input checked="" type="checkbox"/> 0015-23085	BLS	Federal/State Prt	863	6R21SZ2		In use	Dell Computer Con
<input checked="" type="checkbox"/> 0015-24839	BLS	Federal/State Prt	863	6R10SZ2		In use	Dell Computer Con
<input type="checkbox"/> 0015-24886	BLS	Federal/State Prt	863	6R3YRZ2		In use	Dell Computer Con
<input type="checkbox"/> 0015-27681	BLS	Federal/State Prt	863	6R52SZ2		In stock / Pending disp	Dell Computer Con
<input type="checkbox"/> 0015-27780	BLS	Technological and	731	6R3WRZ2		In stock / Pending disp	Dell Computer Con
<input type="checkbox"/> 0015-28129	BLS	Federal/State Prt	863	6R8WRZ2		In use	Dell Computer Con
<input type="checkbox"/> 0015-28130	BLS	Technological and	731	6RCWRZ2		In stock / Pending disp	Dell Computer Con
<input type="checkbox"/> 0015-28137	BLS	Technological and	731	6R12SZ2		In stock / Pending disp	Dell Computer Con

A new form will appear. Enter the required data and click “Accept”.

Enter in the new asset below. Click on the ACCEPT button to save this asset, or click on the CANCEL button to cancel.

Agency: BOC Front Office Barcode Asset Tag: []
 Inventoried Date: 5/4/2026 Inventoried By: bfrazier@netdigitalsolutions.com
 Sub-Agency: [] Cost Center: 100 Asset Serial Number: []
 State Substate Disp: [] Manufacturer: [] Model: []
 In use: [] Asset Type: [] Special Asset Category: [] Sensitive: No
 Building Id: [] Acquisition Cost: [] Asset Type Other: []
 Comments: []

CANCEL ACCEPT

Note: If required information is missing, the system will prevent the record from being saved until all mandatory fields have been completed.

Enter in the new asset below. Click on the ACCEPT button to save this asset, or click on the CANCEL button to cancel.

Agency: BOC Front Office Barcode Asset Tag: []
 Inventoried Date: 5/4/2026 Inventoried By: []
 Sub-Agency: [] Cost Center: [] Asset Serial Number: []
 State Substate Disp: [] Manufacturer: [] Model: []
 In use: [] Asset Type: [] Special Asset Category: [] Sensitive: []
 Building Id: [] Acquisition Cost: [] Asset Type Other: []
 Comments: []

Please fix the following error(s).

- Asset Serial Number error. Serial number cannot be blank or unknown.
- Manufacturer error. This field cannot be blank.
- Model error. This field cannot be blank.
- Asset Type error. This field cannot be blank. This value is not a valid asset type.
- Building Id error. This field cannot be blank. That building ID does not exist.
- Acquisition Cost error. This field cannot be blank.

CANCEL ACCEPT

Disposing Property

Property can be marked as disposed by updating the “State Substate Disp” field within the inventory record.

Step 1

Locate the property record within the inventory grid.

Step 2

Navigate to the “State Substate Disp” column.

Step 3

Select the appropriate retirement or disposal status from the dropdown menu.

Examples include:

- Retired / Disposed
- Retired / Donated
- Retired / Exchanged or Sold
- Retired / Recycled through Certified Recycler
- Retired / Abandonment-Destruction

Step 4

Verify the updated status has been applied to the record.

Disposed records will be reflected in the disposition totals displayed at the top of the screen.

The screenshot shows the 'Property Inventory Files' interface. At the top, there's a navigation bar with 'Workspace', 'Admin', and 'Property Inventory Files'. A user greeting 'Welcome Brandy!' is on the right. Below the navigation bar, there's a status bar with 'Property Inventory' and 'Active' labels. A progress indicator shows '0/6 Good Record(s) - 0.00% clean'. A summary bar indicates '0 Valid', '6 Invalid', '6 Total', and '0 Disposed'. A 'REVIEWED & ACCEPTED' badge is also present. A dropdown menu is set to 'BOC Front Offic'. A 'View Error(s)' button is visible. The main table has columns: Barcode Asset Tag, Agency, Sub-Agency, Cost Center, Asset Serial Number, Asset Found, State Substate Disp, Manufacturer, and Model. The 'State Substate Disp' column is highlighted with a red box, and an arrow points to it. The table contains six rows of asset data.

Barcode Asset Tag	Agency	Sub-Agency	Cost Center	Asset Serial Number	Asset Found	State Substate Disp	Manufacturer	Model
000107087	BOC Front Offi		M96200	08YKCAMB00606A		In use	Samsung	QE82
000107088	BOC Front Offi		M96200	74988HB1635		In use	Panasonic	UB 73
0015-22225	BOC Front Offi		M96200	UNKNOWN		In use	Huddle Cam	UNKN
0015-35605	BOC Front Offi		M96200	871TUTQ454		In use	Motorola	AAH5
0015-35609	BOC Front Offi		M96200	871TUTQ511		In use	Motorola	AAH5
0015-46297	BOC Front Offi		M96200	UNKNOWN		In use	Samsung	QE82



Deleting Property

Users can delete property records from the inventory file.

Step 1

Select the checkbox next to the property record(s) you wish to remove.

Step 2

Click the three dots menu above the inventory grid.

Step 3

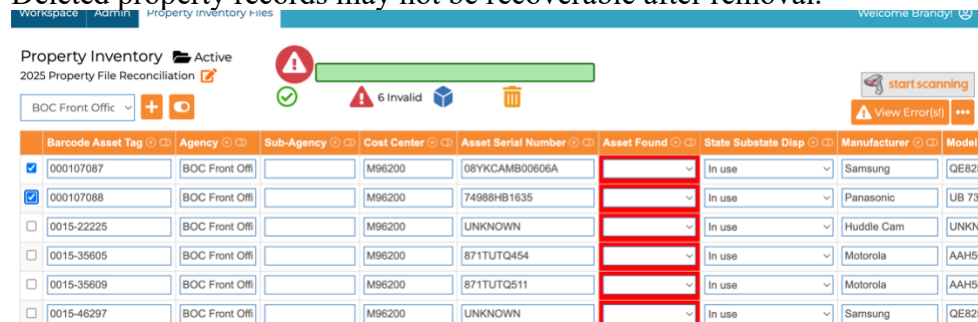
Select “Delete Property(s)”.

Step 4

Confirm the deletion when prompted.

Note:

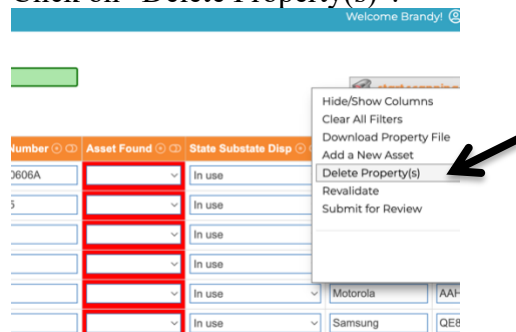
Deleted property records may not be recoverable after removal.



The screenshot shows the 'Property Inventory' interface. At the top, there's a navigation bar with 'Workspace Admin Property Inventory Files' and a 'Welcome Brandy!' message. Below that, there's a 'Property Inventory' header with '2025 Property File Reconciliation' and a 'start scanning' button. A notification bar indicates '6 Invalid' records. The main table has columns: Barcode Asset Tag, Agency, Sub-Agency, Cost Center, Asset Serial Number, Asset Found, State Substate Disp, Manufacturer, and Model. The first two rows are selected with checkboxes. A three-dot menu is visible above the table.

Barcode Asset Tag	Agency	Sub-Agency	Cost Center	Asset Serial Number	Asset Found	State Substate Disp	Manufacturer	Model
<input checked="" type="checkbox"/> 000107087	BOC Front Offi		M96200	08YKCAMB00606A		In use	Samsung	QE82I
<input checked="" type="checkbox"/> 000107088	BOC Front Offi		M96200	74988HB1635		In use	Panasonic	UB 73
<input type="checkbox"/> 0015-22225	BOC Front Offi		M96200	UNKNOWN		In use	Huddle Cam	UNKN
<input type="checkbox"/> 0015-35605	BOC Front Offi		M96200	871TUTQ454		In use	Motorola	AAH5I
<input type="checkbox"/> 0015-35609	BOC Front Offi		M96200	871TUTQ511		In use	Motorola	AAH5I
<input type="checkbox"/> 0015-46297	BOC Front Offi		M96200	UNKNOWN		In use	Samsung	QE82I

Click on “Delete Property(s)”.



Click on “Delete Property(s)” to finalize.

Workspace Admin Property Inventory Files Welcome Brandy!

Property Inventory (active)
2024 Property File Reconciliation

0/6 Good Record(s) - 0.00% clean

0 Valid 6 Invalid 6 Total 1 Disposed

OCIO

Agency	Sub-Agency	Cost Center	Barcode Asset Tag	Asset Serial Number	Asset Found
OCIO		M96680	001800338	6TB456330	Yes
OCIO		M96680	001800336	91IKCHENT297	Yes
OCIO		M96680	001800335	91IKCHENT273	Yes
OCIO		M96680	001800334	LFTIUHAS2081373	Yes
OCIO					
OCIO					

Your are viewing page 1 of 1 pages (6 records)

Delete Property(s)

Review the following property(s) that you have selected for permanent deletion below.

Unknown	Unknown
Unknown	Unknown

Delete Property(s)

Using a Scanner

Users can scan barcode asset tags directly into the Property Inventory File.

Step 1

Select the appropriate agency from the dropdown menu.

Step 2

Click the “Start Scanning” button.

Step 3

Begin scanning barcode asset tags.

Workspace Admin Property Inventory Files Welcome Brandy!

Property Inventory Active

2025 Property File Reconciliation

0/9905 Good Record(s) - 0.00% clean

0 Valid 9905 Invalid 9905 Total 0 Disposed

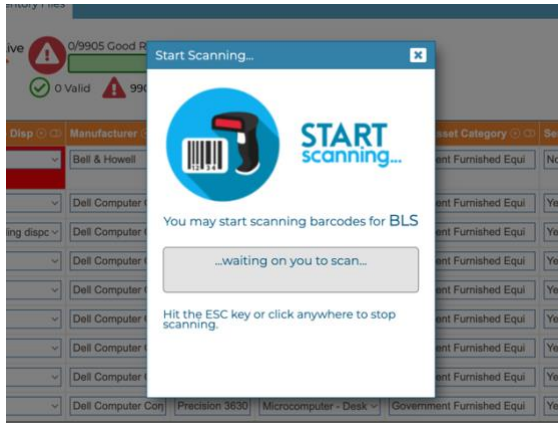
BLS

start scanning

View Error(s)

Barcode Asset Tag	Agency	Sub-Agency	Cost Center	Asset Serial Number	Asset Found	State Substate Disp	Manufacturer	Model
000376	BLS	Administrative Se	626	5618	In Use	In Use	Bell & Howell	Unkno
0015-16963	BLS	Federal/State Prc	863	6R3ZRZ2	In use	In use	Dell Computer Cor	Precis
0015-17264	BLS	Technological an	731	6R90S22	In stock / Pending disp	In stock / Pending disp	Dell Computer Cor	Precis
0015-17293	BLS	Federal/State Prc	863	CXMPRZ2	In use	In use	Dell Computer Cor	Precis
0015-17589	BLS	Federal/State Prc	863	CXYHBZ2	In use	In use	Dell Computer Cor	Precis
0015-22138	BLS	Federal/State Prc	863	6R5ZRZ2	In use	In use	Dell Computer Cor	Precis
0015-23019	BLS	Federal/State Prc	863	6R4WRZ2	In use	In use	Dell Computer Cor	Precis
0015-23031	BLS	Federal/State Prc	863	6R5XRZ2	In use	In use	Dell Computer Cor	Precis
0015-23032	BLS	Federal/State Prc	863	6R7YRZ2	In use	In use	Dell Computer Cor	Precis

Your are viewing page 1 of 199 pages (9905 records)



Submitting Property

Once all validation errors have been corrected and the inventory file is 100% clean, the file can be submitted for review.

Step 1

Click the three dots menu in the upper-right corner of the screen.

Step 2

Select “Submit for Review”.

Step 3

Review the submission confirmation pop-up.

Step 4

Click “Submit” to complete the submission process.

Note:

If validation errors still exist within the inventory file, the Submit button will remain unavailable

Barcode Asset Tag	Agency	Sub-Agency	Cost Center	Asset Serial Number	Asset Found	State Substate Disp	Manufacturer	Model
000376	BLS	Administrative Se	626	5618		In Use	Bell & Howell	Unkno
0015-16963	BLS	Federal/State Prc	863	6R3ZRZ2		In use	Dell Computer Cor	Precis
0015-17264	BLS	Technological an	731	6R90S22		In stock / Pending disp	Dell Computer Cor	Precis
0015-17293	BLS	Federal/State Prc	863	CXMPRZ2		In use	Dell Computer Cor	Precis
0015-17589	BLS	Federal/State Prc	863	CXYHBZ2		In use	Dell Computer Cor	Precis
0015-22138	BLS	Federal/State Prc	863	6R5ZRZ2		In use	Dell Computer Cor	Precis
0015-23019	BLS	Federal/State Prc	863	6R4WRZ2		In use	Dell Computer Cor	Precis
0015-23031	BLS	Federal/State Prc	863	6R5XRZ2		In use	Dell Computer Cor	Precis
0015-23032	BLS	Federal/State Prc	863	6R7YRZ2		In use	Dell Computer Cor	Precis

Your are viewing page 1 of 199 pages (9905 records)

Workspace Admin Property Inventory Files Welcome Brandy!

Property Inventory (active)
2024 Property File Reconciliation

OCIO 0/4 Good Record(s) - 0.00% clean
0 Valid 4 Invalid 4 Total 1 Disposed

	Agency	Sub-Agency	Cost Center	Barcode Asset Tag	Asset Serial Number	Asset Found	State St
<input type="checkbox"/>	OCIO		M96680	001800338	6TB456330	Yes	In use
<input type="checkbox"/>	OCIO		M96680	001800336	911KCHENT297	Yes	In use
<input type="checkbox"/>	OCIO		M96680	001800335	911KCHENT273	Yes	In use
<input type="checkbox"/>	OCIO		M96680	001800334	LFTIUHAS2081373	Yes	In use

- Hide/Show Columns
- Clear All Filters
- Add a New Asset
- Delete Property(s)
- Flag for Disposal
- Revalidate
- Submit for Review
- Asset Type Tool

In the new pop-up, click on submit. (If there are any errors, the submit button will be greyed out.)

Submit Property Inventory File

Summary Details Disposals

Valid Records 0
Records have been determined to be valid.

Invalid Records 19
Records contain atleast 1 error.

Total Records 19
Total active properties.

Disposals 0
Total disposed properties.

Submit

There are 19 invalid record(s). These records must be made valid before you can submit your property inventory file.