

Using the Inventory Database

You will need to transfer your campus database from the CD to a computer before entering data. Keep the CD as a back up.

To do this follow the next set of directions:

- 1) Put the CD in the drive of the computer you plan to maintain inventory
- 2) Double-click on My Computer then click on the CD drive icon
- 3) Right-click on the database and choose “Copy”
- 4) Go the location you want to put the database, right-click and choose “Paste”

Open your campus database

Click the radio button that states “**Guest Account**”

Click OK

Click OK on the error message that pops up stating “FileMaker cannot share a file...”

The database will open

Please Be Advised – There is NO UNDO BUTTON. When you make a change (or delete something) the change is automatically made and saved.

RECORD VIEW

The screenshot displays the FileMaker Pro interface for a record view titled "Equipment Information". The record ID is 117. The form contains the following fields:

Location	Pegasus
Item	microscope
Model Number	WW-59-1828
Serial Number	50515545
Brand Name	Wolfe
UT ID #	
Asset #	002350
Assigned To	Margaret Riddle
Notes	Intermediate Stereomicroscope

There is a "Picture" field containing an image of a microscope. Below the main form is an "Ordering Information" section with the following fields:

Cost	\$303.05
P.O./Order #	2006A35765
Date Received	06/06/2006
Date Delivered	06/07/2006

The interface includes a menu bar (File, Edit, View, Insert, Format, Records, Scripts, Window, Help), a toolbar, and a sidebar with "Browse" and "Record" options. The status bar at the bottom shows the time as 4:17 PM.

This is a single record view. It includes a picture of the item for you to reference. Add records and enter data just like you would in the Purchase Request database.

LIST VIEW

FileMaker Pro - [Pegasus]

File Edit View Insert Format Records Scripts Window Help

Layout: Form

Record: 117

Total: 218

Sorted

Location	Item	UT ID #	Serial Number	Model Number	Brand Name	Cost	P.O./Order #	Date Rec.	Date Deliv.	Asset #	Assigned To	Notes
Pegasus	printer		2W10051	1700	Dell	\$99.00	2005A19946	01/24/2005	01/27/2005	000104	Sara Price	
Pegasus	printer		8XL0651	1700	Dell	\$99.00	2005A19946	01/24/2005	02/22/2005	000136	Patty Coffey	
Pegasus	printer		SMV48K1W3KC	5740	HP	\$99.98		12/17/2004	01/28/2005	001005	Donna Price	
Pegasus	printer		0M2R951	1700m	Dell	\$328.00	2005A09737	06/07/2005	06/15/2005	002095	Cody Baird	Freedom Computer Lab
Pegasus	printer		LJZ8951	1700m	Dell	\$328.00	2005A09737	06/07/2005	06/15/2005	002103	Mike Stevenson	Removed from Hiton Lab
Pegasus	printer		89W0171	1700	Dell	\$178.00	2005001825	09/06/2005	10/09/2005	002035	Margaret Fiddle	
Pegasus	printer		2R13171	1700	Dell	\$199.99	2006C00434	11/09/2005	11/18/2005	002246	Steve Mudge	
Pegasus	printer		3D44171	1700	Dell	\$199.99	2006C00434	11/09/2005	11/18/2005	002248	Terrie Crittenden	
Pegasus	printer		3TV3171	1700	Dell	\$199.99	2006C00434	11/09/2005	01/25/2006	001954	Daniel Kowal	
Pegasus	printer		4TV3171	1700	Dell	\$199.99	2006C00434	11/09/2005	02/13/2006	002050	Mary Tomlin	
Pegasus	printer		0H54171	1700	Dell	\$199.99	2006C00434	11/09/2005	01/06/2006	002020	George Hashm	
Pegasus	printer		2S78N71	1710N	Dell	\$308.00	2006C00913	02/14/2006	08/19/2006	002299	Margaret Fiddle	Hiton Lab
Pegasus	printer		82V9181	1710	DELL	\$198.00	2006C01381	05/11/2006	06/09/2006	002341	Cody Baird	
Pegasus	printer		110VW691	1710	Dell	\$215.00	2006C01882	08/11/2006	08/21/2006	002712	Robert Pardue	
Pegasus	printer		5XCW691	1710	Dell	\$215.00	2006C01882	08/11/2006	08/21/2006	002714	Joan McWhorter	
Pegasus	projection screen				Apollo	\$68.33	311981773	10/27/2005	11/08/2005	002219	Jeanne Jordan	60x80 wall-mounted
Pegasus	projection screen				Apollo	\$68.33	311981773	10/27/2005	11/08/2005	002221	Terrie Crittenden	60x80 wall-mounted
Pegasus	projector screen		n/a								Lisa Watron	Impod 60" X 60"
Pegasus	projector screen		n/a		Bretford	\$129.98					Patty Coffey	Impod 60" X 60"
Pegasus	projector screen		n/a	PT8060S9	Apollo	\$114.01	274847354	02/03/2005	02/22/2005	001578	Sara Price	Impod 60" X 60"
Pegasus	projector screen		n/a	PT8060S9	Apollo	\$114.01	274847354	02/03/2005	02/22/2005	001574	Cody Baird	Impod 60" X 60"
Pegasus	projector screen		n/a	PT8060S9	Apollo	\$114.01	274847354	02/03/2005	02/22/2005	001568	Tom Bennett	Impod 60" X 60"
Pegasus	rolling tv cart		031-1374	8B44	Bretford	\$144.00						Freedom
Pegasus	rolling tv cart		031-1374	8B44	Bretford	\$149.99	2004A62976	08/20/2002	08/20/2002		Margaret Fiddle	
Pegasus	rolling tv cart		031-1374	W8UL44E	Apollo	\$171.55						Freedom
Pegasus	rolling tv cart		031-1374	8B44	Bretford	\$149.99	2004A62976	08/20/2002	08/20/2002		Margaret Fiddle	
Pegasus	rolling tv cart		031-1374	8B44	Bretford	\$149.99	2004A62976	08/20/2002	08/20/2002		Margaret Fiddle	
Pegasus	rolling tv cart		031-1374	8B44	Bretford	\$149.99	2004A62976	08/20/2002	08/20/2002		Margaret Fiddle	
Pegasus	rolling tv cart		031-1374	8B44	Bretford	\$149.99	2004A62976	08/20/2002	08/20/2002		Margaret Fiddle	
Pegasus	scanner		UYU06911	Canoncam 5000F	Canon	\$149.99				06/01/2003		Donna Price
Pegasus	shredder		120-C-2		Fellowes	\$238.72				06/28/2004		
Pegasus	smartboard		RI003421	S8660	Smart Board	\$1,399.00	2006A44234	08/07/2006	08/07/2006	002628		connected to computer
Pegasus	smartboard		RI004551	S8660	Smart Board	\$1,399.00	2006A44234	08/07/2006	08/07/2006	002626		connected to computer
Pegasus	smartboard		RI003417	S8660	Smart Board	\$1,399.00	2006A44234	08/07/2006	08/07/2006	002630		connected to computer
Pegasus	smartboard		RI003441	S8660	Smart Board	\$1,399.00	2006A44396	08/15/2006	08/15/2006	002632		connected to computer
Pegasus	smartboard		RI001802	S8660	Smart Board	\$1,399.00	2006A43396	08/15/2006	08/15/2006	002634		connected to computer
Pegasus	telephone		AH000167482	1412	AT&T						AC	
Pegasus	TV		208819725	27U-5100	Sharp	\$299.99	2004A62976	08/20/2002	08/20/2002		Margaret Fiddle	
Pegasus	TV		208819733	27U-5100	Sharp	\$299.99	2004A62976	08/20/2002	08/20/2002		Margaret Fiddle	
Pegasus	TV		208819771	27U-5100	Sharp	\$299.99	2004A62976	08/20/2002	08/20/2002		Hilton	
Pegasus	TV		208819720	27U-5100	Sharp	\$299.99	2004A62976	08/20/2002	08/20/2002		Margaret Fiddle	
Pegasus	TV		208819776	27U-5100	Sharp	\$299.99	2004A62976	08/20/2002	08/20/2002		Hilton	
Pegasus	TV		208819729	27U-5100	Sharp	\$299.99	2004A62976	08/20/2002	08/20/2002		Hilton	
Pegasus	TV		3CAH800506A	TUJ797	Samsung	\$256.99						001684
Pegasus	TV		11002544	AV-27520	JVC	\$239.95	2004A44006	08/05/2005	09/12/2005	001659	Freedom	
Pegasus	VCR		E11A81843	VH0-401	Quasar	\$79.99						001576
Pegasus	VCR		F21C18347	PV4W822	panasonic	\$99.95	2002A62976	08/20/2002	08/20/2002		Margaret Fiddle	
Pegasus	VCR		F21C28715	PV4W822	panasonic	\$99.95	2002A62976	08/20/2002	08/20/2002		Hilton	
Pegasus	VCR		F21C18750	PV4W822	panasonic	\$99.95	2002A62976	08/20/2002	08/20/2002		Margaret Fiddle	
Pegasus	VCR		F21C28731	PV4W822	panasonic	\$99.95	2002A62976	08/20/2002	08/20/2002		Margaret Fiddle	
Pegasus	VCR		3B-0410098	SLV4600	Sony	\$79.95	na	02/11/2004	02/11/2004		Hilton	
Pegasus	VCR/DVD player		F231P544C	DRCS350N	RCA	\$142.95	2004A44006	08/05/2005	09/12/2005	001891	Freedom	
Pegasus	visual presenter	792206	415394	EV2000AF	Elmo	\$1,484.21	2006A27584	06/17/2006	07/03/2006	NA	Margaret Fiddle	
Pegasus	weather station	NA	0152 Vantage Pro II	Davis	\$694.95	2006A25932	06/17/2006	07/03/2006	001640	Perdue/Mudge		
Pegasus	weather station	NA	0152 Vantage Pro II	Davis	\$694.95	2006A25932	06/17/2006	07/03/2006	001642	Perdue/Mudge		
Pegasus	weather station	NA	0152 Vantage Pro II	Davis	\$694.95	2006A25932	06/17/2006	07/03/2006	001644	Perdue/Mudge		

For Help, press F1

NUM

4:24 PM

This is a list view. It has basically the same information as the record view, but allows you to look at multiple items at one time.

The Most Important Information to Track

- Item
- Serial Number
- Model Number
- Brand
- Cost
- Purchase Order Number
- Assigned To

The screenshot shows a web application window with a menu bar (File, Edit, View, Insert, Format, Records, Scripts, Window, Help) and a toolbar. The main content area is titled "Equipment Information" and contains the following fields:

- Location: Pegasus
- Item: smartboard
- Model Number: SB660
- Serial Number: RI-003421
- Brand Name: SmartBoard
- UT ID #: [empty]
- Asset #: 002628
- Assigned To: [empty]
- Notes: connected to computer

Below the "Equipment Information" section is a section titled "Ordering Information" with the following fields:

- Cost: \$1,399.00
- P.O./Order #: 2006A44234
- Date Received: 08/07/2006
- Date Delivered: 08/07/2006

On the left side of the application, there is a "Browse" sidebar with a "Layout:" dropdown set to "Detail Inf" and a "Record:" field showing "194". Below this, it indicates "Total: 218" and "Sorted".

Annotations on the left side of the image include:

- A box labeled "Flip Between Views" with an arrow pointing to the "Layout:" dropdown.
- A box labeled "Scroll through records" with an arrow pointing to the navigation arrows in the "Browse" sidebar.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "150" and the text "Browse". The taskbar also shows "For Help, press F1" and open applications including "Inbox - Microsoft Outlook" and "Using the I".

Please be advised that you may be audited at any time to check the accuracy of your inventory.