MAT Manual Phase 3
MAT Scanner Hardware Introduction

Front View

![Front View Image]
- Scan Button
- Menu Button

Bottom View

![Bottom View Image]
- Barcode Laser
- Scan Button
- Micro USB for Charging
**Top View**

- Barcode Laser
  - *Do Not Stare into Beam*

**Rear View**

- Barcode Laser
- Sleep/Wake iPod
- Not in Use
- Scan Button
- Not in Use
- Micro USB for Charging
- CatCard swipe

**Home Screen**

- Barcode (MAT) App
INITIATE SCANNING

Overview
The Mobile Asset Tracking (MAT) device is used to scan the University of Arizona’s equipment and assets. The purpose is to keep track of inventory in a timely manner. The device is used to scan assets which are then uploaded to an online application referred to as Titan.

Log In to MAT Scanner
Turn on the device:

Input your four digit pin - 3220

Device Settings
An application called AirWatch must be running in the background at all times. This application is used to:

- Push updates to the scanning device, and
- Locate the device in the event it is lost or misplaced.

By default, the auto-lock setting on the device is set to 3 minutes or greater. Please do not change this setting. If it is set to a shorter time period, the device may auto-lock causing any upload or data refresh process to be paused. When the device is unlocked, the process will automatically resume.
An internet connection is required when logging into and uploading from the MAT application. If you do not have an internet connection, you will get a pop up screen asking you to connect. However, you can still scan assets without an internet connection.

To connect to the internet:

1. From the iPod home page, select **Settings** icon.

2. Select **Wi-Fi**.

3. Select the **UAWifi** connection. If you are asked for a login and password, this is your NetId and password. This may take several tries if the UA Wifi signal is not strong where you are located. Please Note: You **MUST** use only the UA Wifi, not the Public UA Wifi.

**Initiate MAT App**

Select the MAT App from the home screen.
Log Into MAT App

To open the application, the Department Asset Custodian must login to the MAT app using their NetID and password. The custodian is responsible for the device regardless of the user. Note: The MAT scanner is assigned to the Asset Custodian so only the Asset Custodian will be able to successfully log into the scanning device.

If you are not the Department Asset Custodian and you attempt to login, you will see the following screen. Please have the Department Asset Custodian log in.

You may see a rotating symbol on the screen which indicates that the device, the departments, the assets or the buildings/rooms are being updated. You do not need to do anything to accept most updates. If there is an update to the MAT software and you are prompted for an approval, please accept the update.

Choose Department

After starting the application, please select your department. If you are responsible for more than 1 department, select the department that you wish to access by tapping the name of the department on the screen. Do not use the Upload button in this step.
**Assets List**

Once you choose a department, a list of your department’s assets and information about the asset will populate. The check mark indicates assets which have already been scanned. Assets will still remain on the scanner even after uploading them to the Titan application until they have been uploaded into UAccess Financials by Property Management. Once an item has been scanned, uploaded to Titan and uploaded into UAccess Financials, it will be removed from the Asset List on the scanning device.

**Change Location**

Before you can begin scanning, you will need to select the Change Location button, seen in the lower right corner of the previous screen shot. This allows you to set your current location to scan assets in that location.

Once you select the Change Location button, you will be presented with a list of buildings. Scroll or use the Search feature (described on page 10) to select the building where you are scanning assets.
NOTE: If a building or room is missing from the list OR listed when it should not be, please enter a support request (Support request) to have the list updated.

Once the building is selected, a screen will be presented showing the rooms specific to that location. If no room information is available, you will see “NO RM LC”. Scroll or use the Search feature to locate your room.

Once you have selected a room, your device screen will return to the asset list. You will see the building and room number you selected in the lower left of the screen, next to the Change Location button. You are now ready to scan assets in your location.

At any time, you can select Change Location to update the building and/or room number. **It is critical that you select the appropriate location prior to scanning an asset.** Each time you move to a new location, you will need to change the location prior to scanning assets.

NOTE: You must select your location before you scan or you will receive an error beep and an onscreen message.
**Search Feature**
You can search for assets, buildings or rooms instead of scrolling through the entire list. Pull down the Search feature by touching the screen and sliding it down. This will open the Search Bar. You can type partial information and the items matching your search will be displayed. You can click on anything on the list to view more details or select the item from the list. You can close the Search feature by hitting Cancel.

![Search Feature Image]

**Scan Barcode**
From the Asset Screen, you can begin scanning barcodes by pressing the button on the right side of the device. Once an asset is successfully scanned, you will hear a beep and it will appear on the screen with a check mark (as shown below). If you have any problems scanning a barcode or if an asset does not have a tag, contact Kelsey Haight, Capital Finance @ 626-5592 or kjhaight@email.arizona.edu.

Only one scan, per asset, will be uploaded. For example, if you scan an asset with the wrong location and then rescan it with the correct location prior to uploading, then only the scan with the correct location will upload. **Please note, after a scan is uploaded the same asset cannot be scanned and uploaded again until the next day.**

![Scan Barcode Image]

If you are responsible for multiple departments and scan an item which is on the list for a department that is different from the one currently selected, the information will appear on the asset listing for the department the asset is assigned to. You can verify the asset was scanned by going back to the initial screen and selecting the appropriate department for the asset or locating the asset using the search function.
If you scan an asset for another department that you are not responsible for, you won’t see an acknowledgement or be able to retrieve details for the asset. The only verification that the item has been scanned for the other department is the initial beep you hear when scanning. After the scans have been uploaded, the other department which owns the asset will see that the asset has been scanned when looking at their reports. In Titan, it will show the NetID of the person who uploaded the asset scans.

**Assign or Change Building/Room for On Campus Asset**

The Building and Room Number are selected prior to scanning assets. If the Building and Room Number needs to be changed after it is scanned, you may change the information by clicking on the Asset. This will bring up the Assets Details screen. The only three areas which you can change are *Building*, *Room* or *Comments*.

To assign building and room information to an asset, select the asset from the list by tapping on it once. You can change the Building or Room Number by tapping on the > symbol next to either item. This will bring up the Building list, followed by the Room list, so you can search or select the information from the list as you did in Change Location section (described on page 8).

**NOTE:** Only assets that have an updated building and/or room OR comments entered will be uploaded to Titan.

![Select to Edit Building](image1)

![Select to Edit Room](image2)

**NOTE:** If a building or room is missing from the list OR listed when it should not be, please enter a support request ([Support request](#)) to have the list updated.

**Assign or Change Building/Room for Off Campus Asset**

Off Campus assets are not able to be scanned using the scanning device. Instead, a comment such as “Off Campus” should be added to the Comments field for the asset. Department Custodians will be able to complete the Off Campus information for an asset in the Titan database by modifying the asset (described in Modify an Asset section on page 18).

**Providing Comments for Assets**

In certain circumstances it makes sense to provide additional information for assets. For instance, if an asset is in a different city during inventory audit, a new tag is needed, or a point of contact might be necessary for an asset, providing this additional information could be helpful. During these circumstances it is best to use the Comments section. Under the “Asset Details” section of the asset is a space to provide Comments.
To add this information click “Tap to enter” and enter the information you would like to provide. Click “OK” when finished to save the information, or select “Cancel” to go back to the Asset Details page. The Comment will also be added to Titan when the upload from the device to the Titan database is completed.

Completing the Assets Scans
Once all the assets have been scanned for the day, the information is ready to upload to the Titan Barcode Application to update the database of assets.

**DO NOT LOG OUT OF THE MAT APPLICATION ON THE SCANNING DEVICE BEFORE UPLOADING!**

If you log out of the MAT application on the scanning device, all the scanned information on the device from the session will be deleted. Custodians should be the only ones to log out of application.

Uploading Assets
To upload assets to Titan (the management system outlined below), return to the Departments screen.
Once the Upload button is selected, the device will prompt the user to swipe their CatCard through the slot on the back of the device. This will allow the system to identify who completed the scanning by using their NetId in the reports. If you select the Upload option in error, click anywhere on the screen to cancel out of the upload process.

**Note: You must have an active/valid CatCard in order to upload the assets to Titan. If you try to swipe with an inactive/invalid CatCard, the scan data may be deleted from the scanning device.**

Upon completion, you will receive a series of pop up notifications indicating the assets and comments have loaded. The last message should be “Scan Load Completed”. Please note, departments that have fast internet connections and/or a small list of assets may have the notifications appear and disappear before they can read them.

If you have any questions or concerns, the upload fails, or you are not sure if the upload or scan was successful, please submit a support request at (Support request).
Titan

Login – https://titan.fso.arizona.edu/mat/

Titan is the second component of the MAT application. Titan will allow you to review assets that have been uploaded and review your progress towards completing your inventory. Within the Titan application, custodians will also be able to view pending scans, add comments to assets, or modify an asset. Titan works best using the Google Chrome browser; most features will work in other browsers, but for the best experience, please use Google Chrome.

To access Titan, login with your NetID and password using the following link: https://titan.fso.arizona.edu/mat/. The following screen is a sample of a home page.

Legend

The legend is located above the table by selecting the 🛠️ icon. At the start of the inventory period, the asset table will not have any assets highlighted in different colors. Assets that have not been scanned or modified will appear in the table without any highlighted color. Assets that appear in green have a pending scan uploaded to Titan from the scanning device. Assets in orange have been modified in the Titan application. Blue highlighting indicates the current asset that is selected.

Once Property Management has uploaded the modified and scanned asset information into UAccess Financials, the scanned and modified assets will all temporarily appear orange. Once the updates are completed (1-2 business days), the assets will no longer be highlighted or appear on the default list of assets.
Note: Uploading comments does not change or impact the highlighting of an asset. If an asset is modified, it will always appear in orange (even if it is scanned after the modification was saved).

**Filtering Results or Locating a Specific Asset**

Only assets for the departments assigned to you will appear on your home page. On the left side of the application, there are a number of filters or search fields that can be used to reduce the data that you see. For example, to see assets for one department at a time, use the search criteria to reduce the data to the specific department you wish to see.

The list of assets can be filtered to show only assets that have not been scanned (or all assets that have been scanned). Additionally, users can use one or more search criteria to locate a specific asset. The most direct way to search is by using the Asset Tag number in the Search field.

Search criteria can be entered into one or more fields to narrow the results.

By default, only assets that need to be inventoried will appear. Change this date range to see all assets (including assets that have been updated and no longer appear on the default list).

Selecting “Clear Filters” will remove the filters and will display all assets that have not yet been scanned or have been scanned/modified but not uploaded to UAccess Financials.

Displays assets with pending scans that have been uploaded into Titan, but not yet updated in UAccess Financials

Displays assets that have not been scanned (or have been scanned but not uploaded into Titan)
View Asset Details

Asset details such as department number, tag number, campus code, building and room number can be found on the main asset list in Titan. To view additional details for an asset, click on the asset and a new window will appear to the right.

Note: This information reflects the original data that came from UAccess Financials. Changes to assets will not appear here until 1-2 days after Property Management uploads the changes to UAccess Financials.

View Pending Scans

Pending scans contain those assets that have been scanned on a device, uploaded to the Titan application but which have not been uploaded by Property Management to UAccess Financials. Assets that have uploaded scans in Titan which are pending upload to UAccess Financials will be highlighted in green in the Titan application.

To view the pending scan, click on the asset in the displayed list. The Item Details box will appear on the right of the screen with the asset details; the pending information is located at the bottom. In this view, users will only see the upload date, building number, and the NetID of the user that uploaded the scan.
Full details of pending scans can only be viewed in the Modification window (see Modify an Asset section) after the assets have been updated by Property Management in UAccess Financials.

**Add a Comment to an Asset**

Locate the asset and click on it to bring up the asset details on the right of the screen. Scroll down to the bottom. Enter the comment and click on blue box with a check mark or press Enter to save the comment. The comment will be downloaded to the scanning device once the device refreshes.

**Modify an Asset**

In the Titan application, some asset information can be modified. This might be done to correct an asset that was scanned with the wrong location or to record information for assets that are Off Campus and unable to be scanned.

To modify an asset, you will need to first locate it by using the search filters and selecting the asset. Then click on **Modify Selected**. The Modify Selected button will not appear until an asset is selected.

On the left side of the screen, users can review the current information for the asset. On the right, enter any updated information.
Off Campus Asset

In addition to updating asset information, the Modify Asset screen is used to note that the asset is located Off Campus or the reason that it cannot be scanned (also known as the Exception Reason). Off Campus information and Exception Reasons can only be notated in the Titan application; there is not an option to fill this information in on the scanning device.

Off Campus: The Off Campus fields are only needed for assets that are not currently located on University property. If the asset is Off Campus, fill in all of the applicable Off Campus related fields. Off Campus fields will always have a warning that the field is empty, but it will not prevent you from saving the changes.

Note: If you are uncertain if a building not on Main Campus is UA Property, please search the address on Real Estate Administration’s website (www.space.arizona.edu) or contact Kelsey Haight @ 626-5592 or kjhaight@email.arizona.edu.
**Exception Reasons**
In certain situations, an asset may not be able to be scanned. It could have been traded in, lost, sent to surplus, returned to the vendor, etc. If an asset cannot be located, you must select an Exception Reason and provide Property Management with supporting documentation.

![Exception Reason dropdown]

**Building and Room Number**
The Building Number and Room number fields are connected with a list of applicable building and rooms at the University. Once users start typing either the code number or name of the building/room in those fields, a list containing those values will come up and allow the user to make a selection.

![Building Number dropdown]

**Removing Information from an Asset**
If a field has information that needs to be removed, it should be replaced with a dash symbol (see example below). If the information in the field is removed and the field left blank, without a dash symbol, the original information will be retained for the asset.

Use a dash to remove data from field
Complete the Modification of an Asset

Once the changes are completed, select Modify Asset. To exit the screen without making changes, click Cancel.

Once the changes are saved, you will see an Asset Updated message. Click Cancel to return to a list of assets.
Export Data

You can generate lists of asset data in Excel or PDF format by selecting the “Export Table As” option at the top of the homepage. The list data can be saved to your computer.

Click Export Table As and choose what type of file type to export.

Note: If the filters or sort functionality are being used when the PDF or Excel options are selected, only the filtered data will export.

Support

For questions, comments, concerns or support please submit a support request at [Support request].

Frequently Asked Questions

1. I have an asset that needs a new A-Tag. What do I do?

Add a comment to the asset on the scanning device and notify the Department Custodian. The Department Custodian will request a new tag from Property Management.

2. I am unable to scan an asset. What should I do?

Other than a damaged asset tag (question 1 above), there are a few reasons that an asset is unable to be scanned.
Unable to reach the asset tag (i.e. on a large telescope): Depending on the size of the asset, you may not be able to reach the asset. In this situation, manually locate the asset on the scanning device and select the appropriate building and room location.

Asset is Off Campus: The Department Custodian will need to log into the Titan application and fill in the Off Campus information in the Modify Assets screen.

Unable to locate the asset: If the asset is unable to be located, the Department Custodian will need to log into the Titan application and enter an Exception Reason. The list below shows the Exception reasons that can be selected:

- Returned To Vendor
- Surplused (Sold)
- Trade-In
- Lost/Unlocated
- Cannibalized
- Destroyed
- Asset Created in error
- Theft
- External Transfer
- Interdepartmental Transfer

3. A building and/or room are missing from the selection list OR are listed in error. What do I do?

It is important to use the right building and room location during inventory. Please enter a support request (Support request) to have the list updated.