



kēpr

Verification Link Training ...

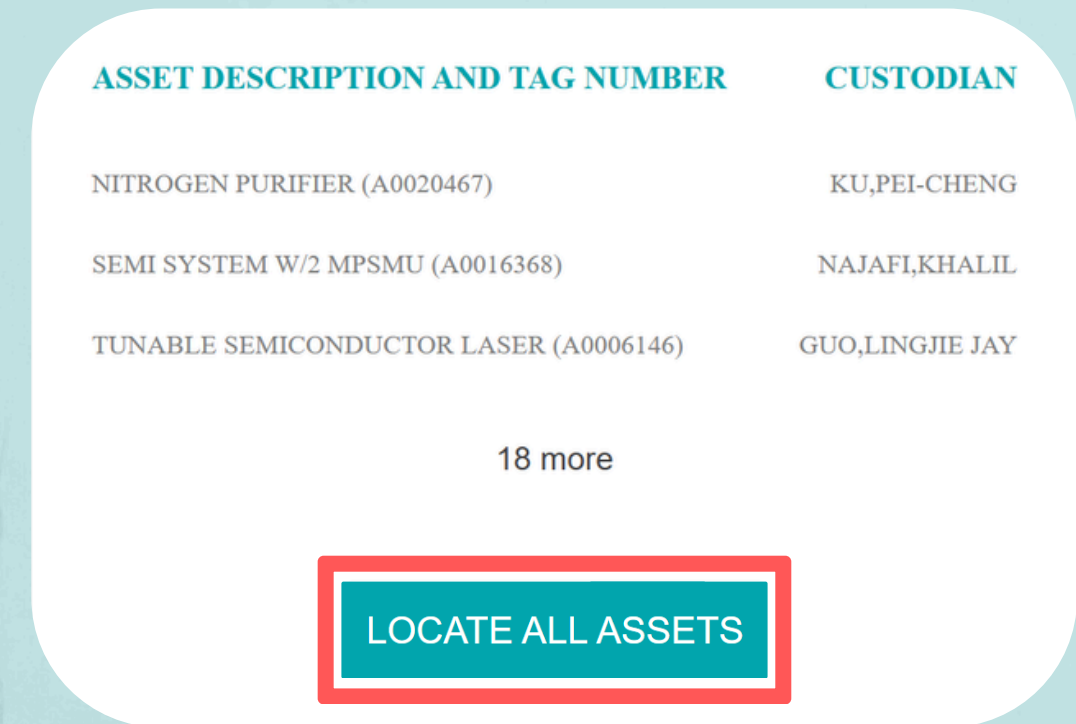
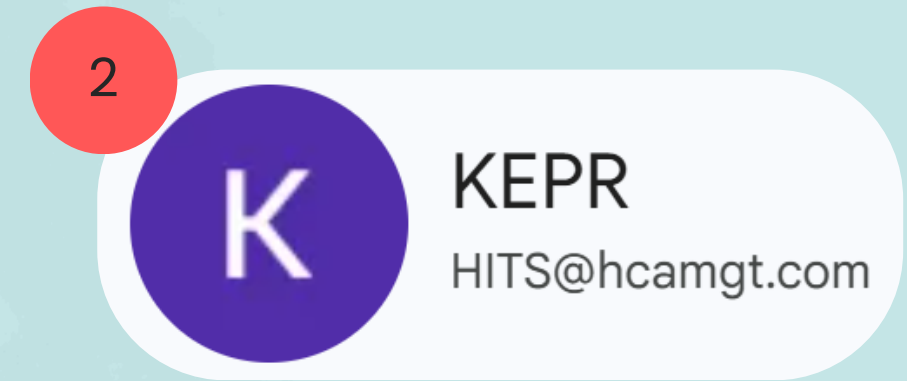
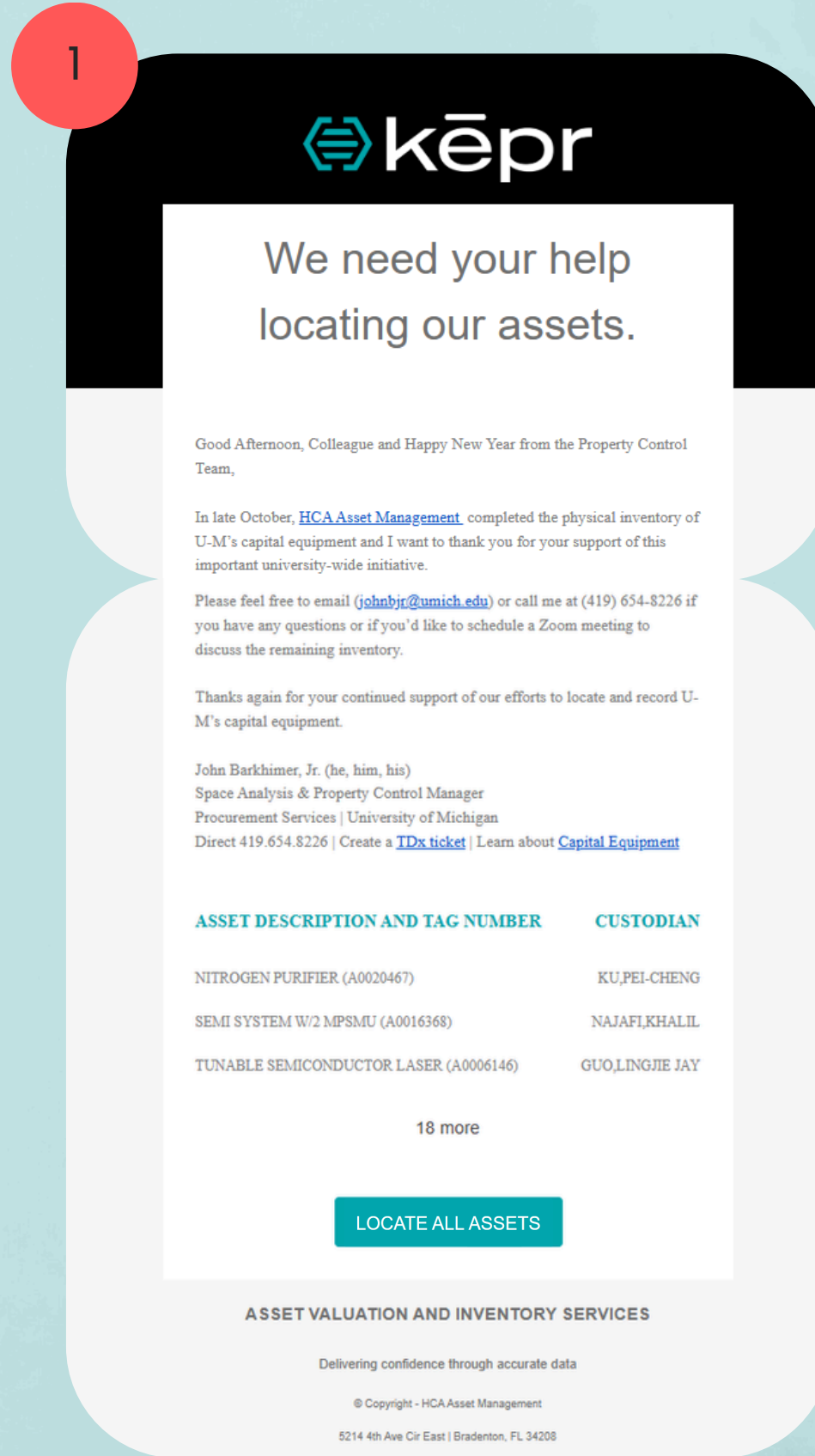
STEP 01

KEPR

Review

1. On your phone or laptop – Open & review the KEPR verification link.
2. The verification link will come from HITS@hcamgt.com.
 - o The verification link will be sent to the dept. POC.
 - o The dept. POC will be able to delegate assets using the link.
3. Click on the locate assets button at the bottom of the email to get started.

Note - Delegation or updating can be done from a desktop. Verification will require use of a mobile device.

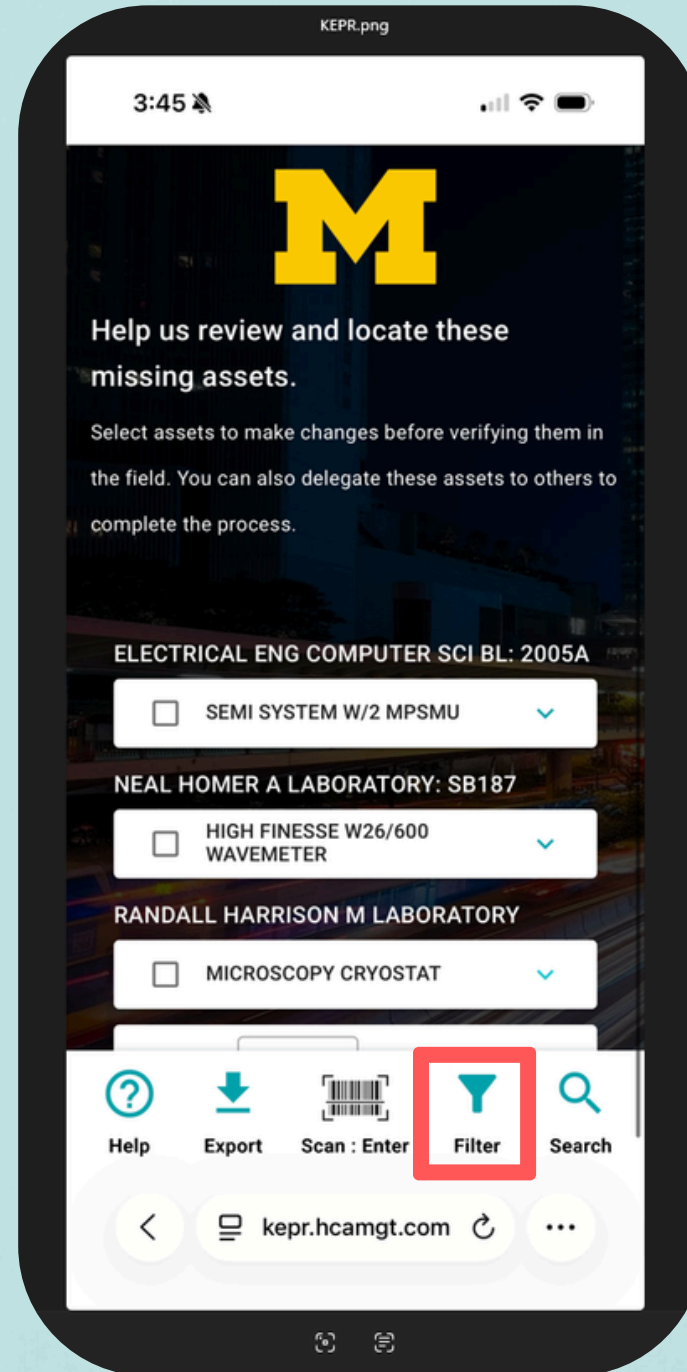


Questions? Reach out to property.control@umich.edu

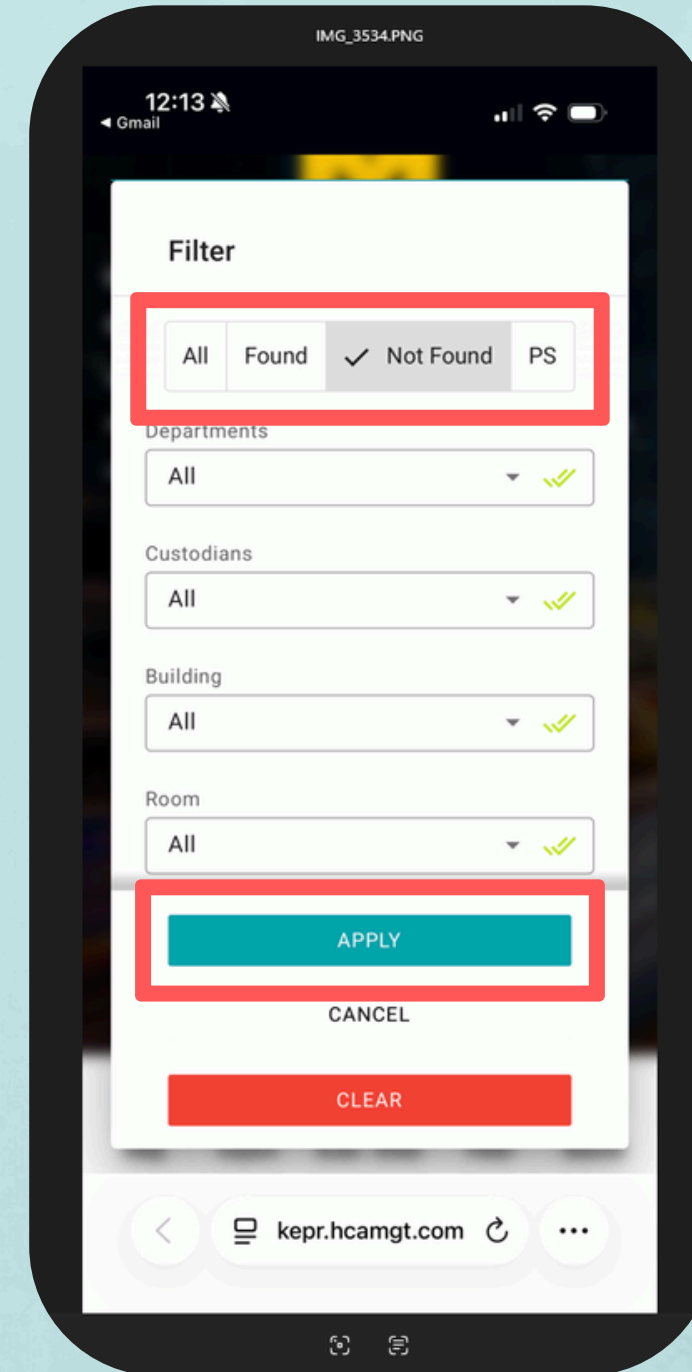
STEP 01

KEPR Review

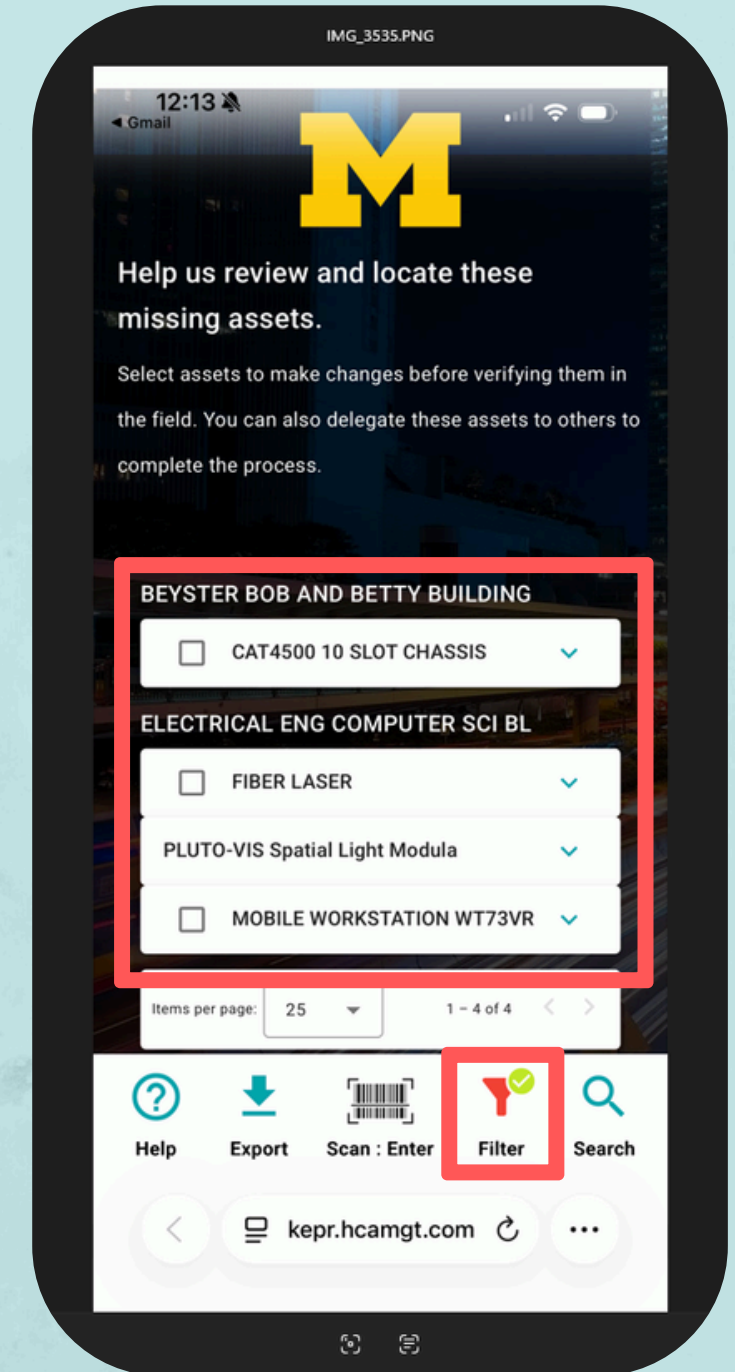
- When reviewing assets, be sure to look at both the not found list and the pending surplus list (PS).
 - Pending surplus will need found or proof of proper disposal will need to be provided to Property Control.
- Select the filter icon.
- Select the tab you want to view.
- Click apply.
- New assets will appear and the filter icon will show as being in use.



click filter



select and apply



review assets

DESKTOP KEPR

Review

Reviewing Using a Desktop Computer

- When reviewing assets be sure to look at both the not found list and the pending surplus list (PS).
 - Pending surplus will need found or proof of proper disposal will need to be provided to Property Control.
- Toggle between tabs at the top of the page to view all assets in that category.

Note - Verification must be done using a mobile device.

FILTER All Found **Not Found** Pending Surplus EXPORT Search

<input checked="" type="checkbox"/>	Asset	Tag Number/Serial Number	Last Known Location / Department	Custodian	Delegated To
<input type="checkbox"/>	SEMI SYSTEM W/2 MPSMU KEITHLEY - 4200 SCS Acq. Date: Nov 29, 2001	Tag #: A0016368 Serial #: 0804151	Bldg: ELECTRICAL ENG COMPUTER SCI BL (1000448) / Room: EECS-2005A (2005A) Dept: EECS - ECE - SSEL (216112)	NAJAFI,KHALIL	johnbjr@umich.edu
<input type="checkbox"/>	HIGHFINESSE W26/600 WAVEMETER HIGHFINESSE - WS-6 Acq. Date: Mar 1, 2014	Tag #: A0001762 Serial #: 3084	Bldg: NEAL HOMER A LABORATORY (1005517) / Room: NEAL LAB-SB187 (SB187) Dept: EECS - ECE - USL (216114)	DEOTARE,PARAG	
<input type="checkbox"/>	MICROSCOPY CRYOSTAT JANIS - A0/ST-500 Acq. Date: Jan 8, 2013	Tag #: A0016586 Serial #: 16364	Bldg: RANDALL HARRISON M LABORATORY (1000208) / Room: Dept: EECS - ECE - USL (216114)	DEOTARE,PARAG	

MARK FOR RETIREMENT UPDATE CUSTODIAN DELEGATE

FILTER All Found Not Found **Pending Surplus** EXPORT Search

<input checked="" type="checkbox"/>	Asset	Tag Number/Serial Number	Last Known Location / Department	Custodian	Delegated To
<input type="checkbox"/>	CAT4500 10 SLOT CHASSIS CISCO - CAT4500 E-SERIES Acq. Date: Sep 3, 2010	Tag #: A0005712 Serial #: FOX1430GAPD	Bldg: BEYSTER BOB AND BETTY BUILDING (1005092) / Room: Dept: CoE EECS-Dco (216025)	WINSOR,DONALD	
<input type="checkbox"/>	FIBER LASER U/M FABRICATED - Acq. Date: Aug 28, 2009	Tag #: A0004233 Serial #:	Bldg: ELECTRICAL ENG COMPUTER SCI BL (1000448) / Room: Dept: EECS - ECE - SSEL (216112)	ISLAM,MOHAMMED NAZRUL	
<input type="checkbox"/>	PLUTO-VIS Spatial Light Modula HOLOEYE - PLUTO-VIS Acq. Date: Jul 8, 2013	Tag #: 383941 Serial #: 6010 0683	Bldg: ELECTRICAL ENG COMPUTER SCI BL (1000448) / Room: Dept: EECS - ECE - Cspl (216104)	NORRIS,THEODORE	
<input type="checkbox"/>	MOBILE WORKSTATION WT73VR MSI - WT73VR Acq. Date: Nov 14, 2017	Tag #: A0014727 Serial #: K1704N0050028	Bldg: ELECTRICAL ENG COMPUTER SCI BL (1000448) / Room: Dept: EECS - ECE - RIF (216199)	PILANCI,MERT	

MARK FOR RETIREMENT UPDATE CUSTODIAN DELEGATE

FILTER All **Found** Not Found Pending Surplus EXPORT Search

<input checked="" type="checkbox"/>	Asset	Tag Number/Serial Number	Last Known Location / Department	Custodian	Delegated To
<input type="checkbox"/>	TEK MIXED DOMAIN OSCILLOSCOPE TEKTRONIX - MDO4104B-6 Acq. Date: Jul 14, 2016	Tag #: A562627 Serial #: C010466	Bldg: ELECTRICAL ENG COMPUTER SCI BL (1000448) / Room: EECS-4418 (4418) Dept: EECS - ECE - RIF (216199)	AVESTRUZ,AL-THADDEUS	
<input type="checkbox"/>	MULTI-CORE COMPUTER APPLE - MAC PRO DUAL QUAD CORE Acq. Date: Nov 18, 2011	Tag #: A0004139 Serial #: G88476TSXYL	Bldg: ELECTRICAL ENG COMPUTER SCI BL (1000448) / Room: EECS-4431 (4431) Dept: EECS - ECE - Cspl (216104)	FESSLER,JEFFREY A	
<input type="checkbox"/>	RACK SERVER DELL - POWEREDGE R710 Acq. Date: Oct 11, 2010	Tag #: A0026439 Serial #: 5CPTKN1	Bldg: ENGINEERING AUXILIARY BUILDING (1000420) / Room: ENG AUX B-1250 (1250) Dept: EECS - ECE - SSEL (216112)	NAJAFI,KHALIL	

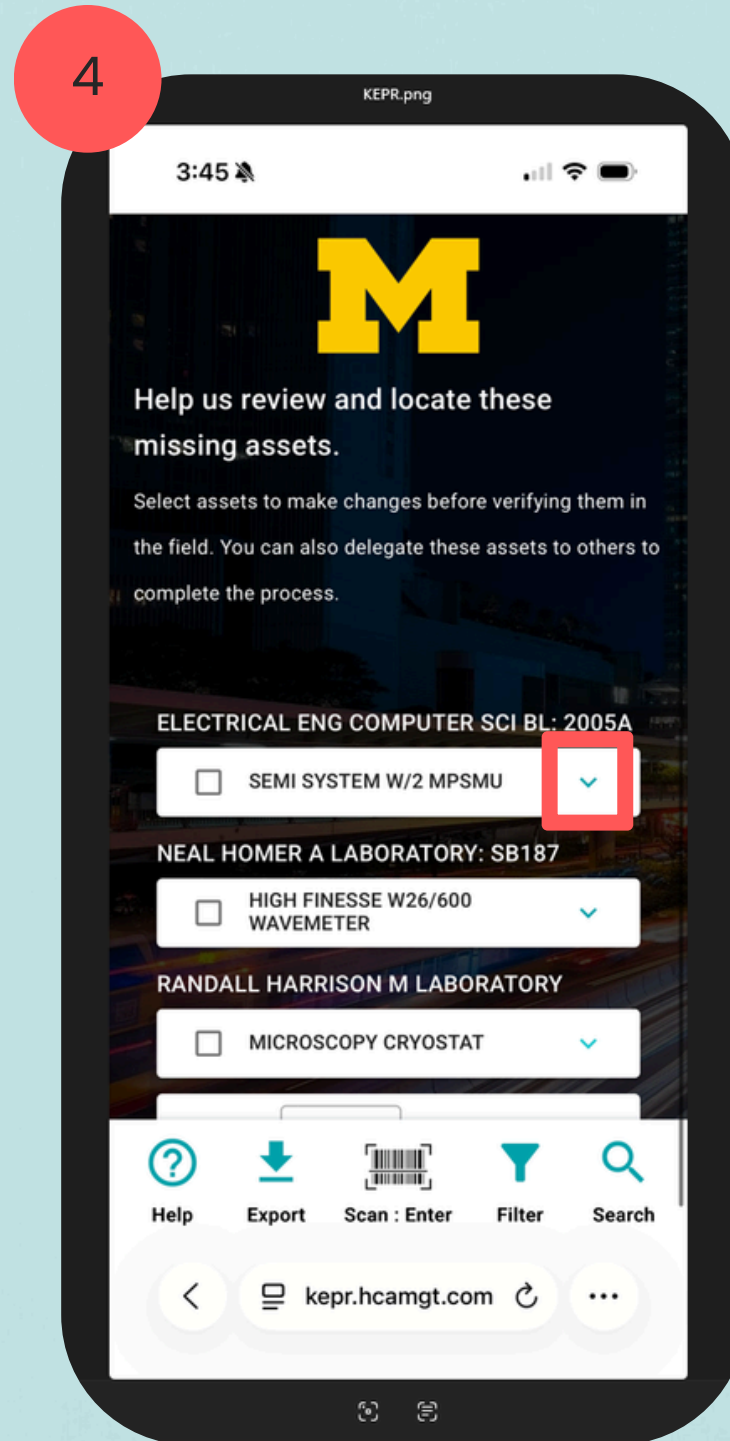
STEP 02

KEPR

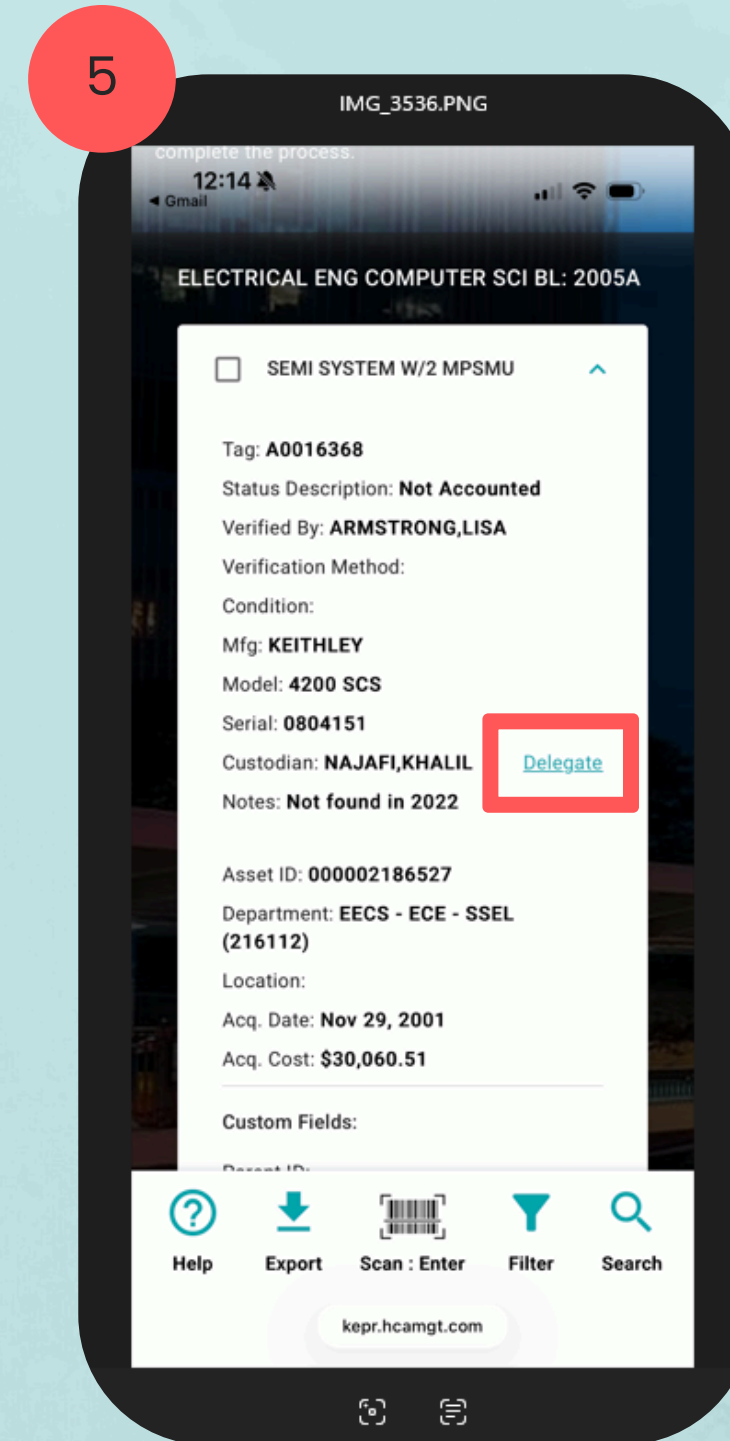
Delegate

4. To delegate, click the arrow of the asset you wish to delegate. This opens the asset information.
5. Click the delegate button midway down.
6. Enter the name and email of the delegate. Enter your name as the sender. - click delegate
 - o You must fill in all fields in order to delegate an asset.

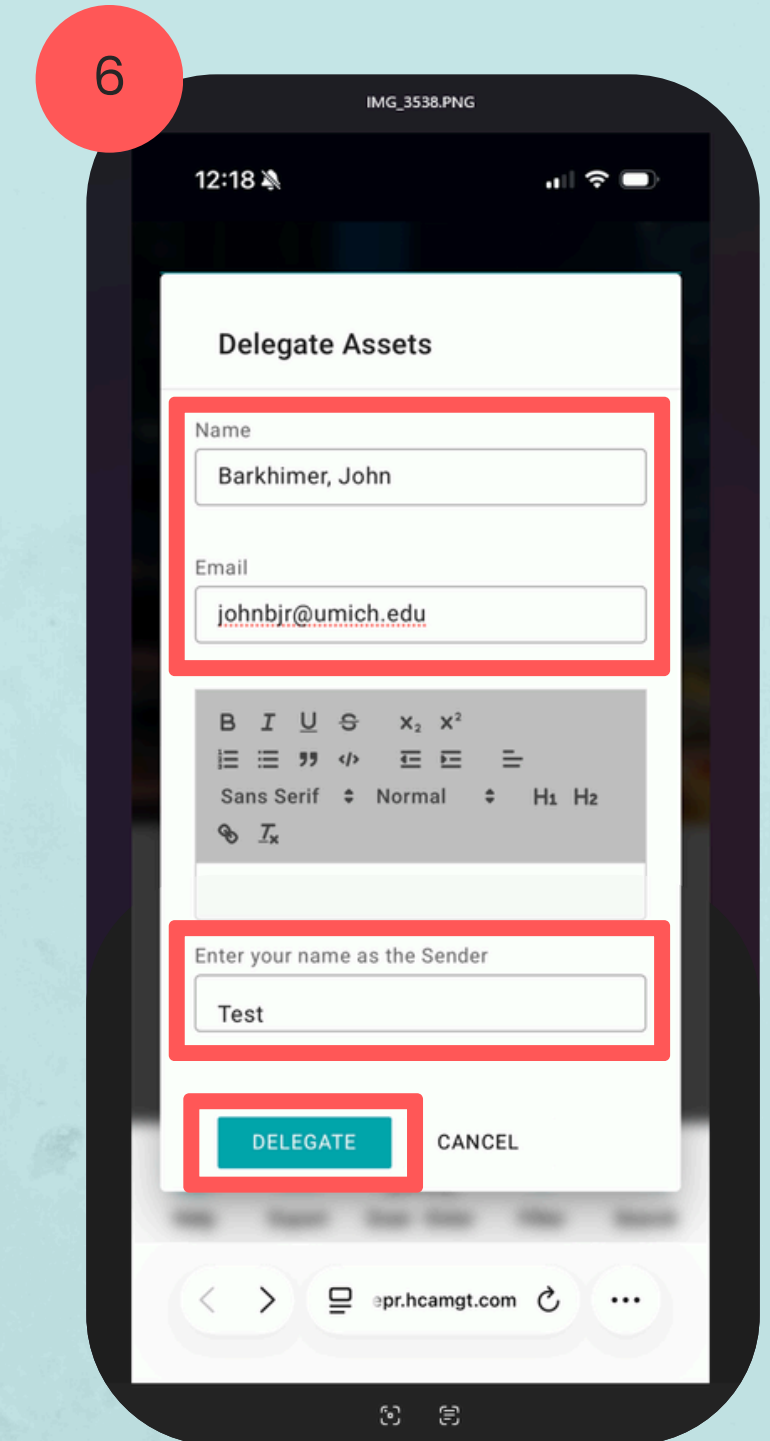
Note - If assets are just being delegated, updated, or reviewed, this can be done from a desktop.



click arrow



open delegate option



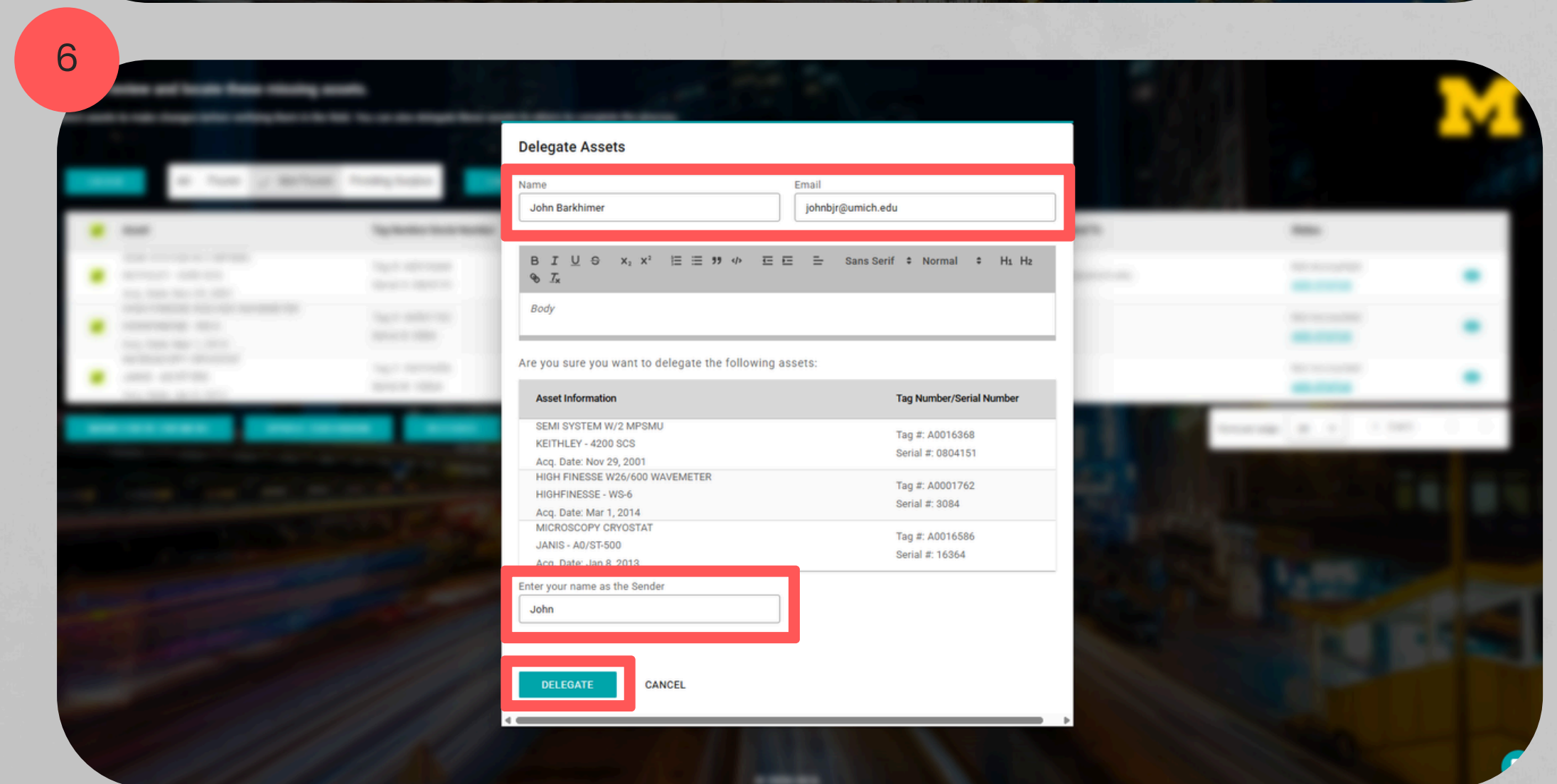
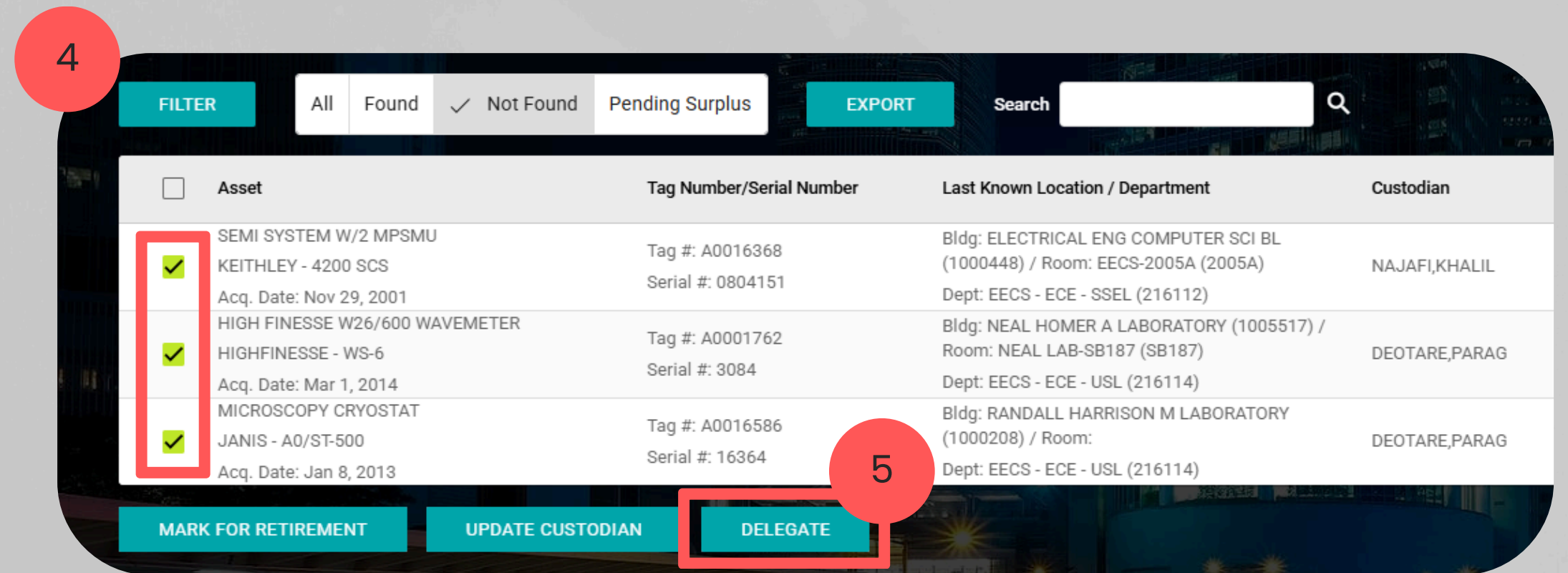
fill in fields

DESKTOP KEPR

... Delegate

Delegate Using a Desktop Computer

4. Select by clicking the box to the left of each asset.
 - You can make multiple selections.
5. Click the delegate button.
6. Enter the name and email of the delegate. Enter your name as the sender. - click delegate
 - You must fill in all fields in order to delegate an asset.
 - An emailed verification link will be sent to the delegate.





KEPR Inventory Verification Request <kepr@hcamgt.com>
to me ▾

12:19 PM (1 hour ago) ☆ 😊 ↶ ⋮



We need your help locating our assets.

An asset verification request has been delegated to you by Test. Please use the link below and your smartphone to scan the barcoded property tags to account for the assets.

Test

ASSET DESCRIPTION AND TAG NUMBER	CUSTODIAN
SEMI SYSTEM W/2 MPSMU (A0016368)	NAJAFI,KHALIL

[LOCATE ALL ASSETS](#)

↶ Reply ↷ Forward 😊

STEP 03

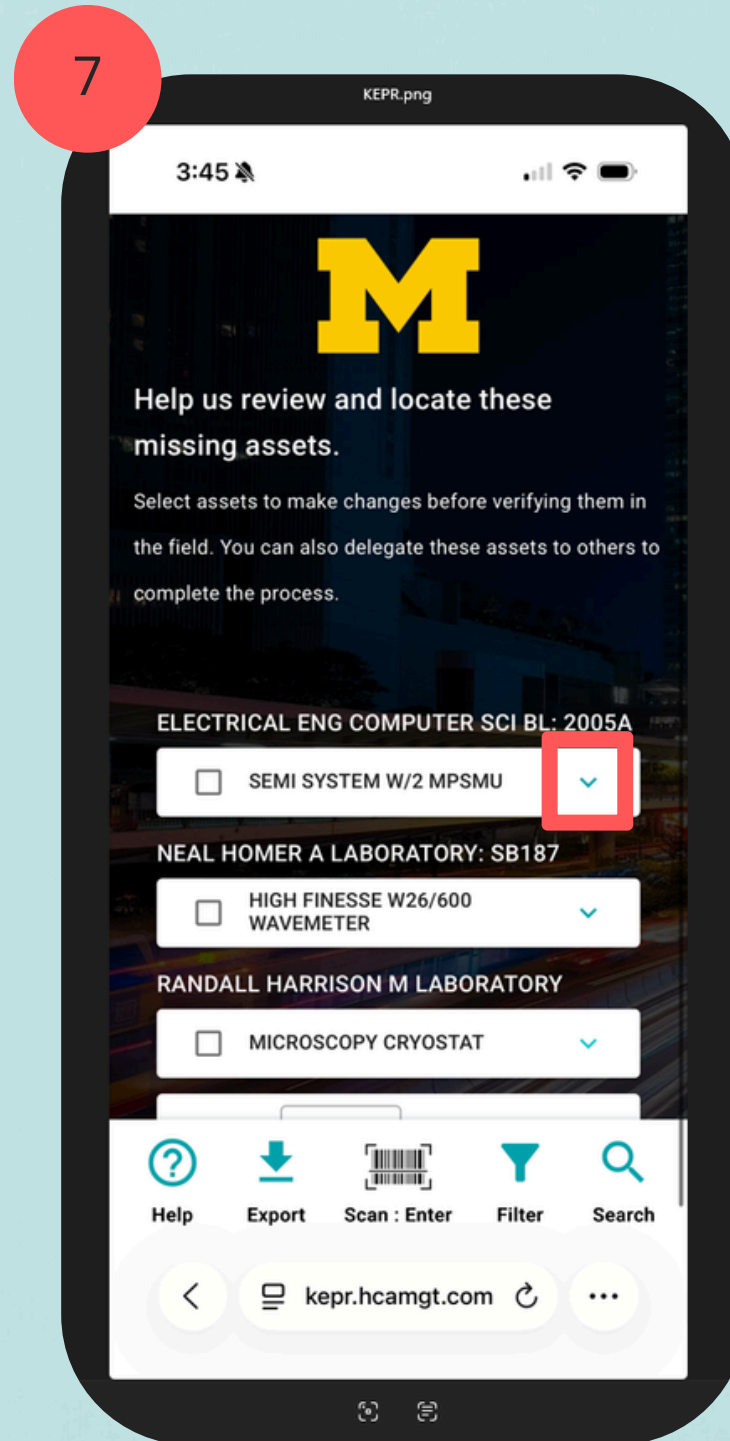
KEPR

Edit Info

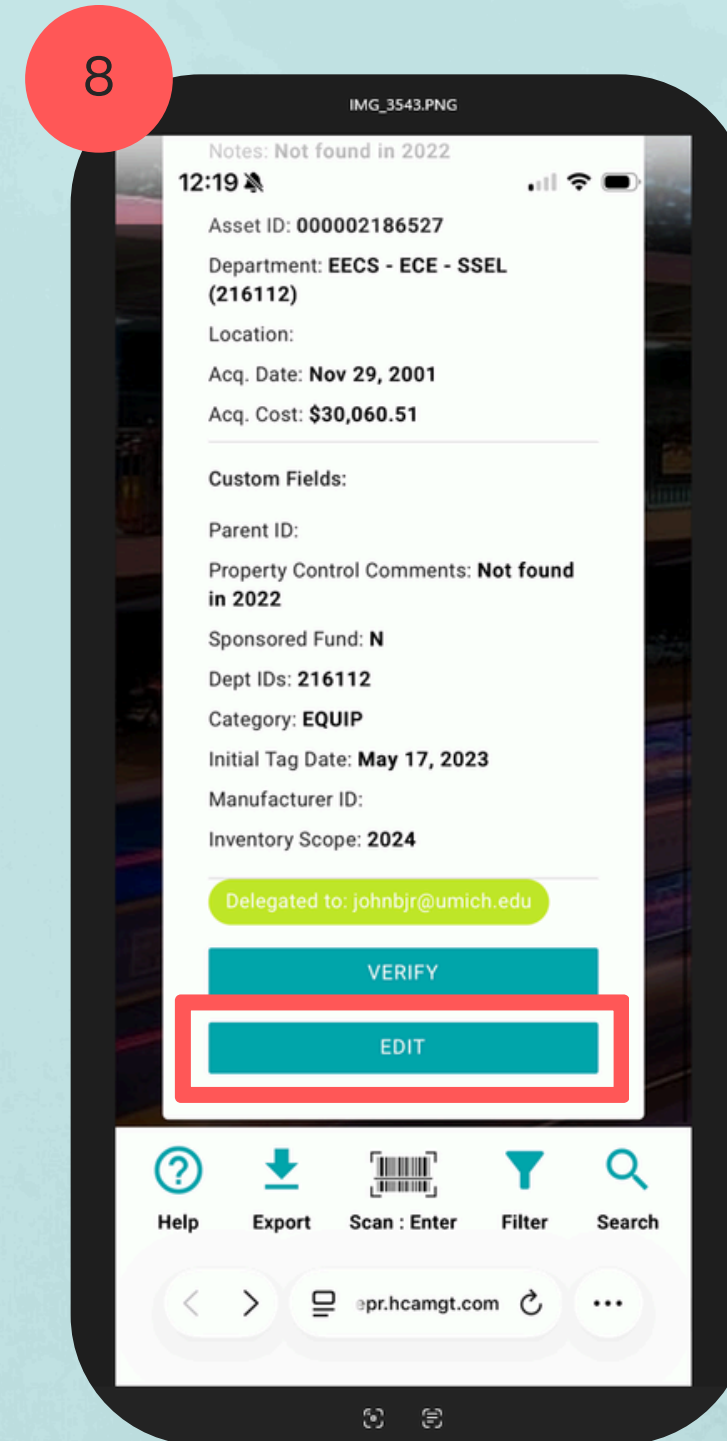
7. To update asset information, click the arrow to the right of the asset name.
8. Click the edit button at the bottom.
9. Update custodian info, notes, serial number, etc. – click save
 - Move onto verification process.

Note – Updating asset information can be done from a desktop.

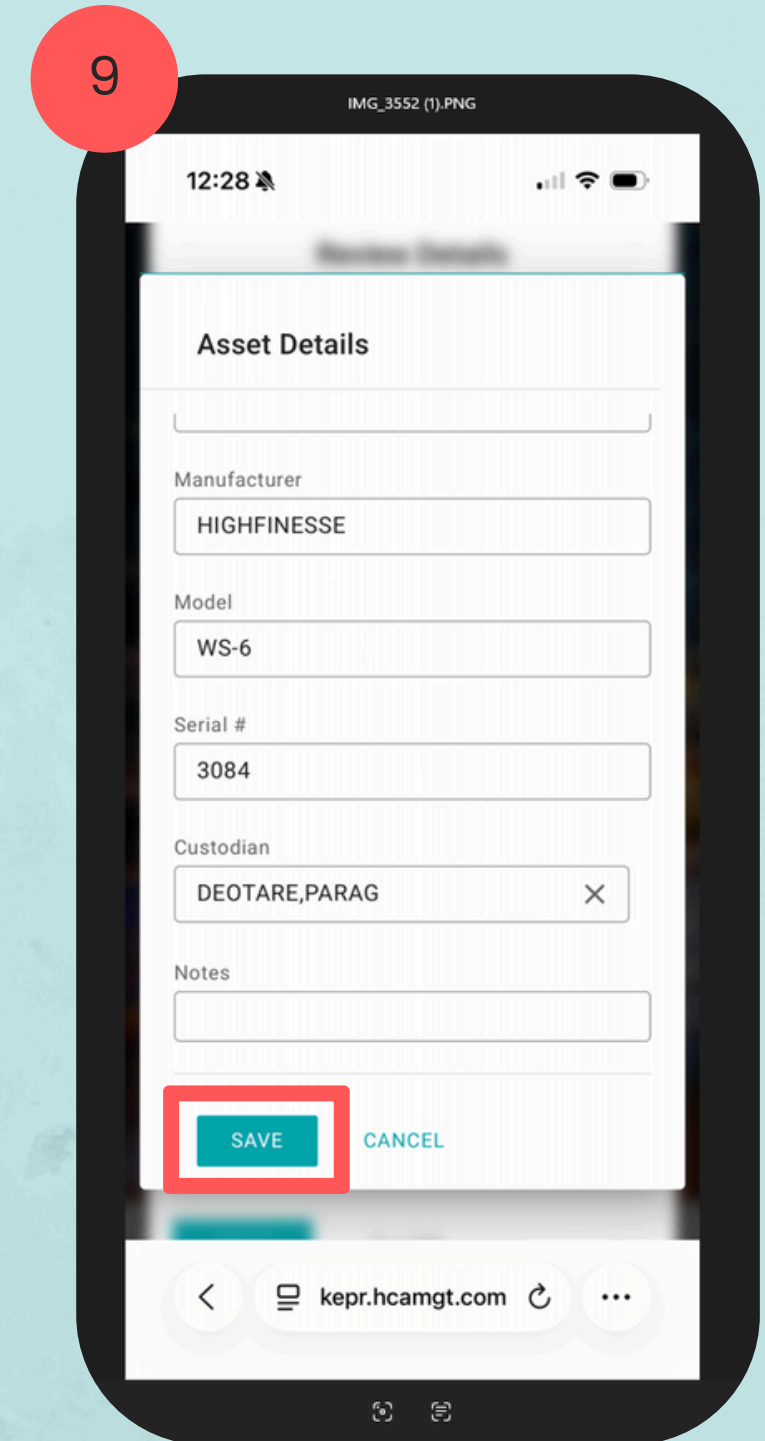
Note – You can also make updates to the asset info during step 16 by selecting the pencil icon under notes. (custodian, serial number, notes, etc.)



click arrow



click edit



update/ save

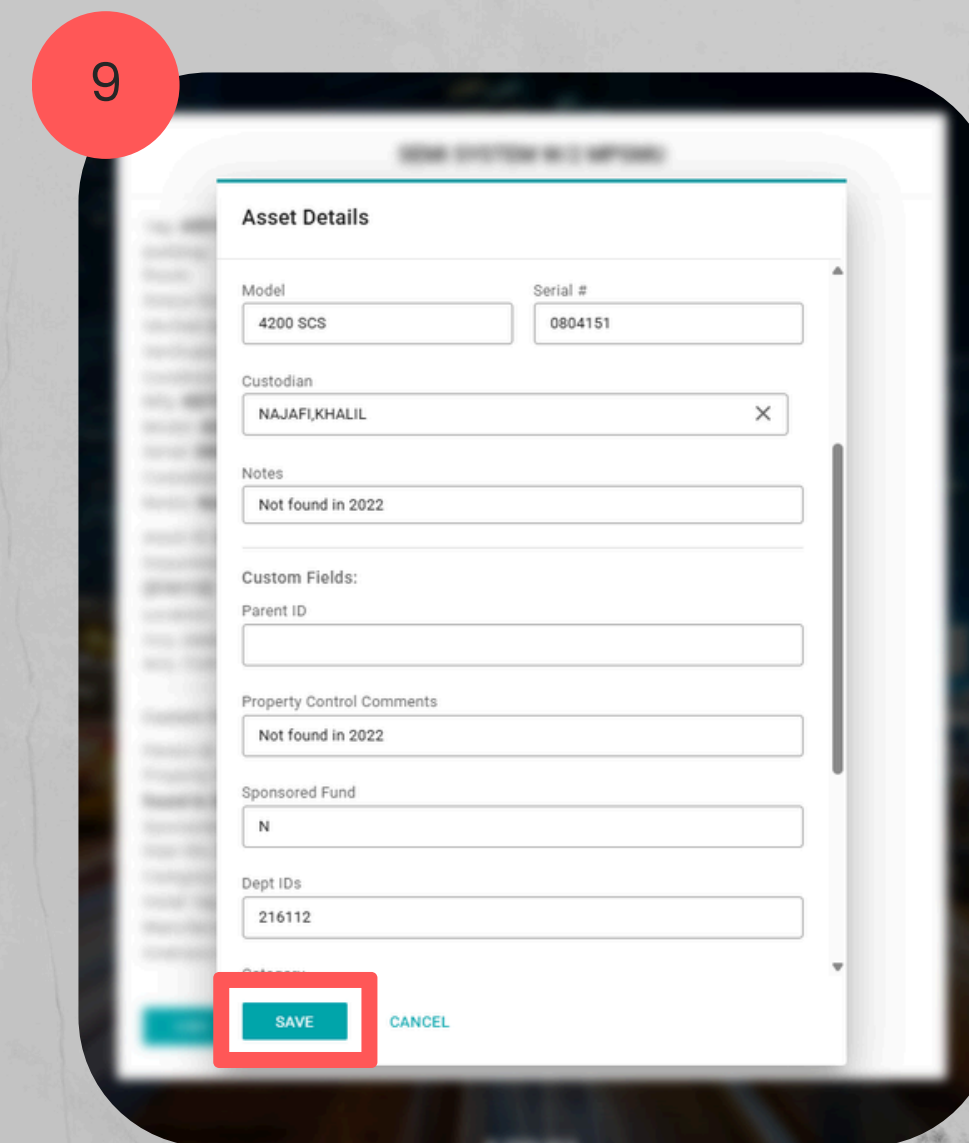
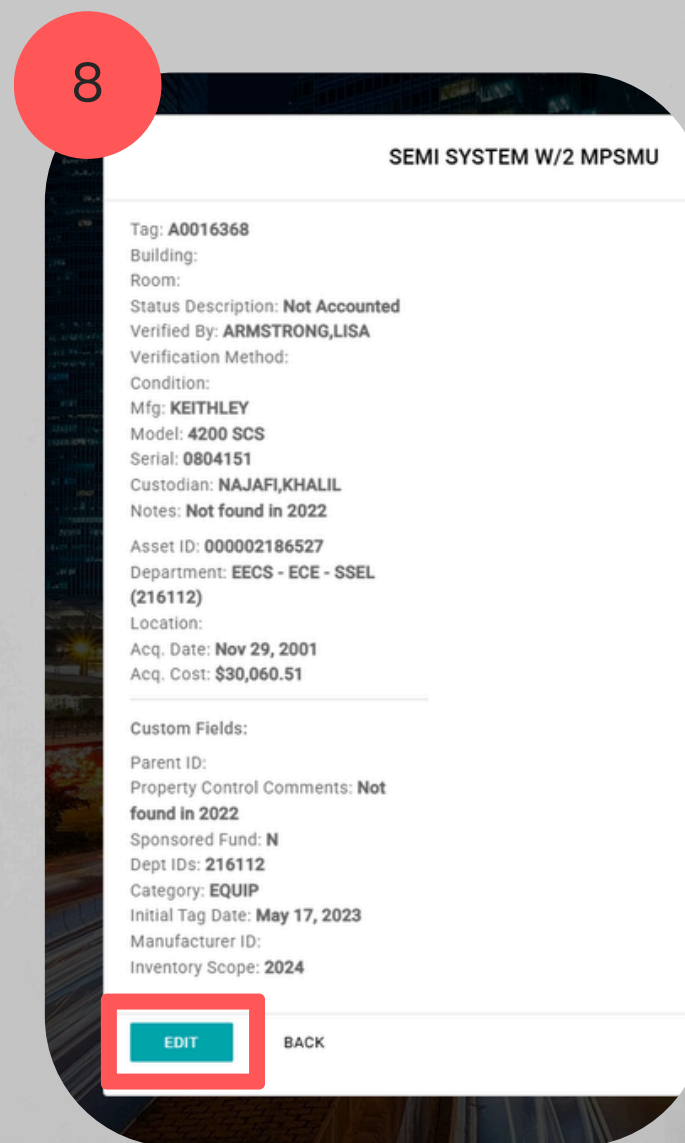
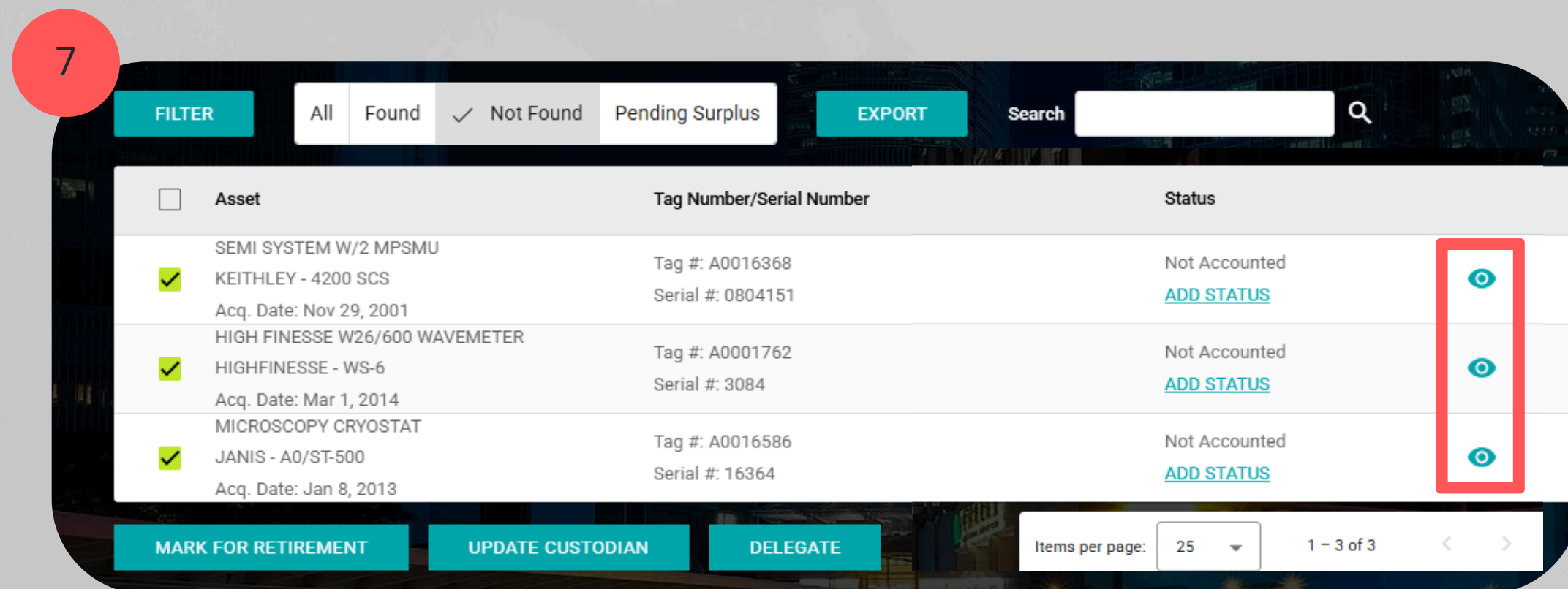
DESKTOP KEPR

... Edit Info

Update Info Using a Desktop Computer

7. To update asset information, click the eyeball icon to the right of the asset status.
8. Click the edit button on the information display page.
9. Update custodian info, notes, serial number, etc. - click save
 - o Move onto verification process.

Note - You can also make mobile updates to the asset info during step 16 by selecting the pencil icon under notes. (custodian, serial number, notes, etc.)

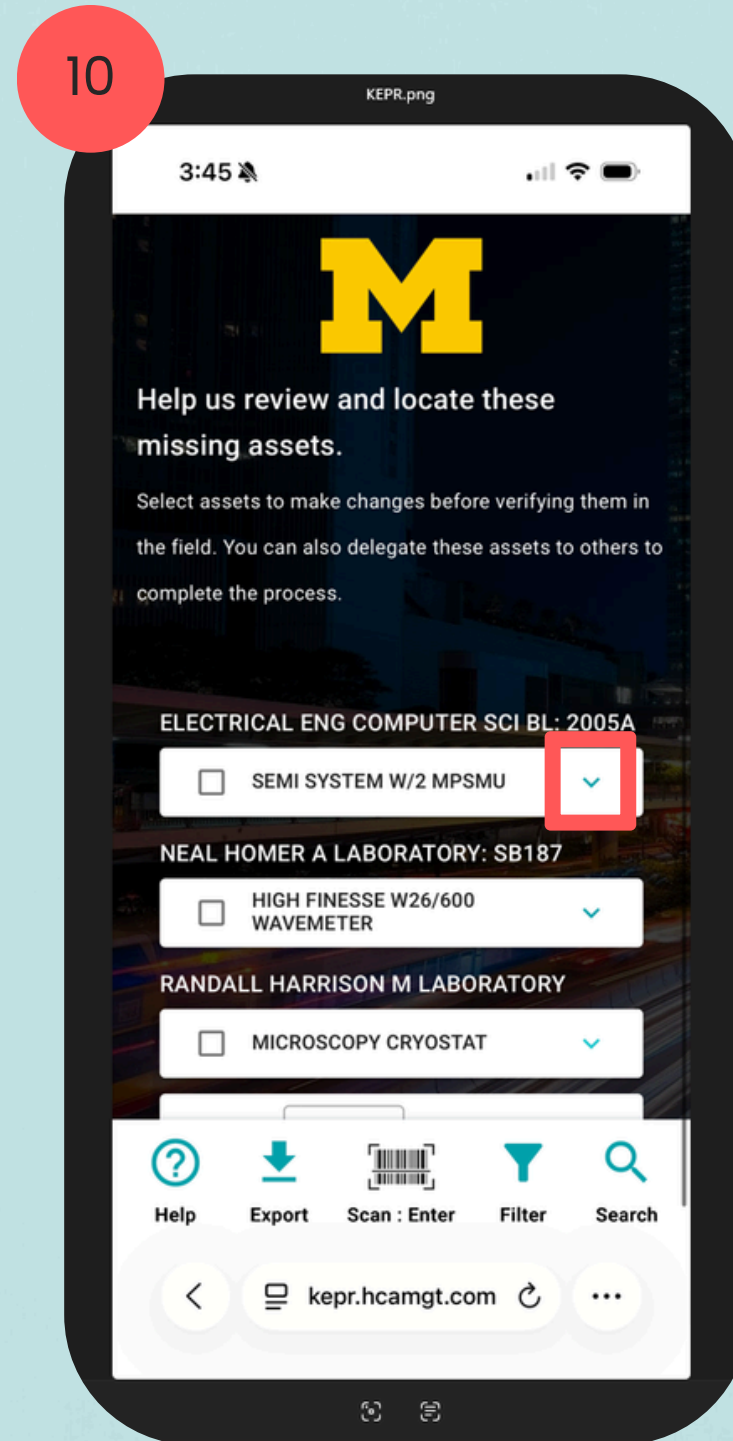


STEP 04

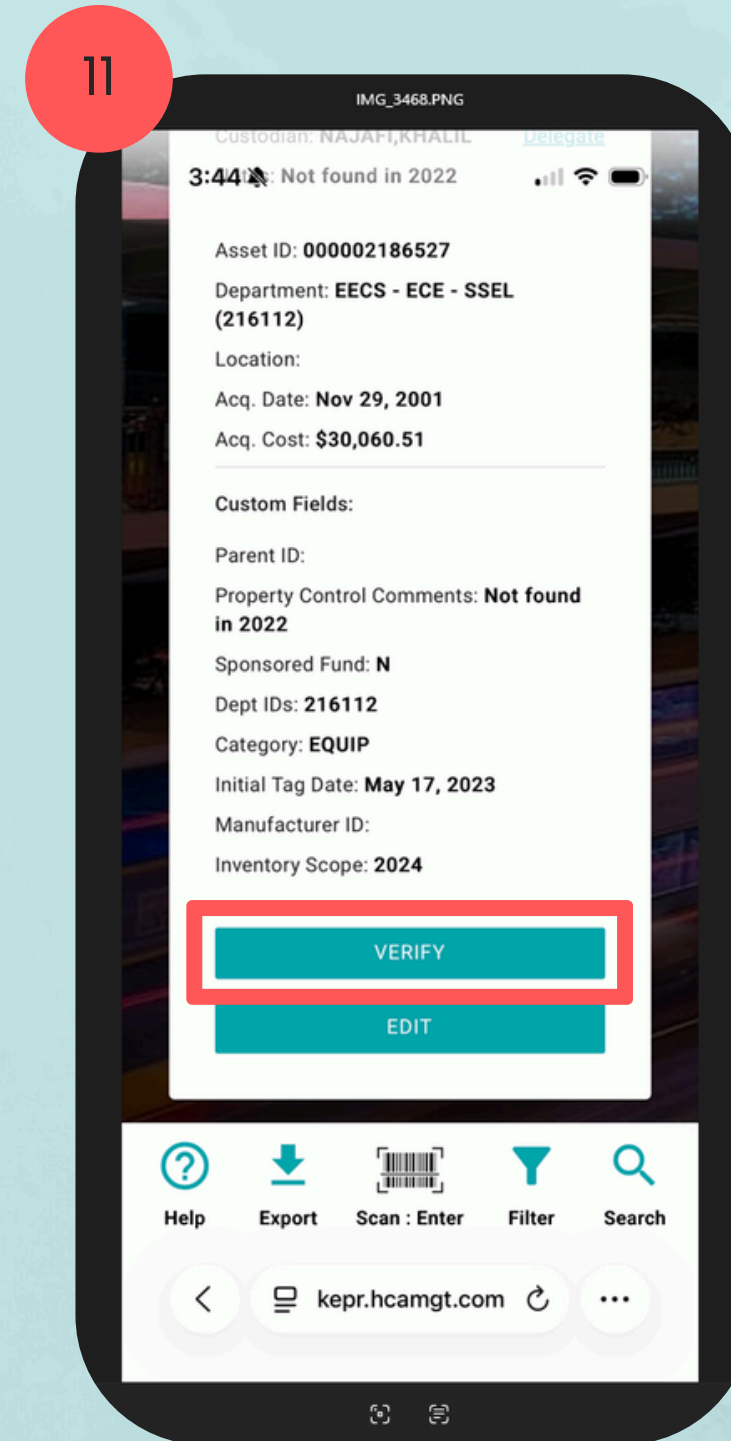
KEPR Verify

- 10. To verify, click the arrow of the asset you wish to verify. This opens the asset information.
- 11. Click the verify button at the bottom.
- 12. Select the scan tag button to begin verification.
 - Other selections are available, but please note these are for field staff. Consult with Property Control if you have any questions.

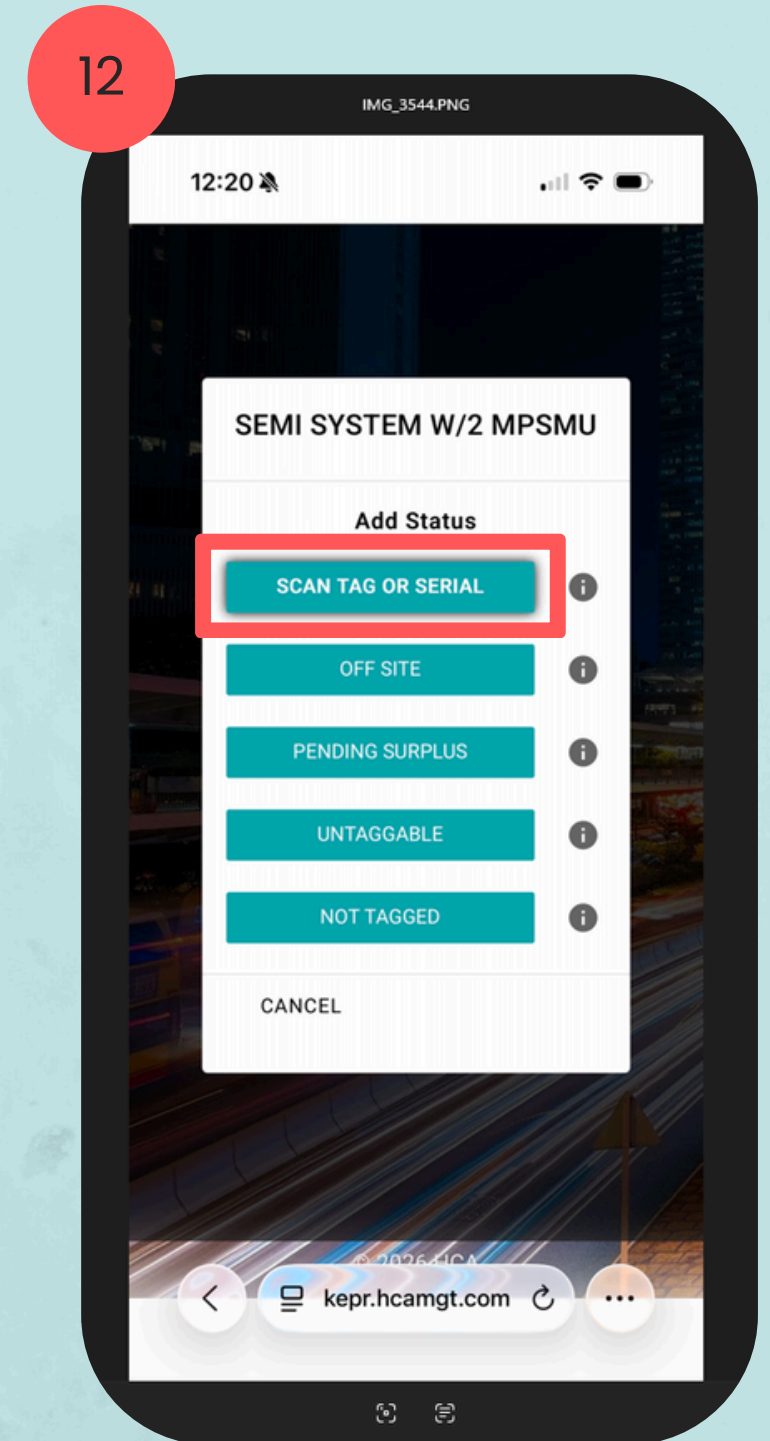
Note - Any pending surplus assets will need proof of proper disposal provided to Property Control.



click arrow



click verify to begin

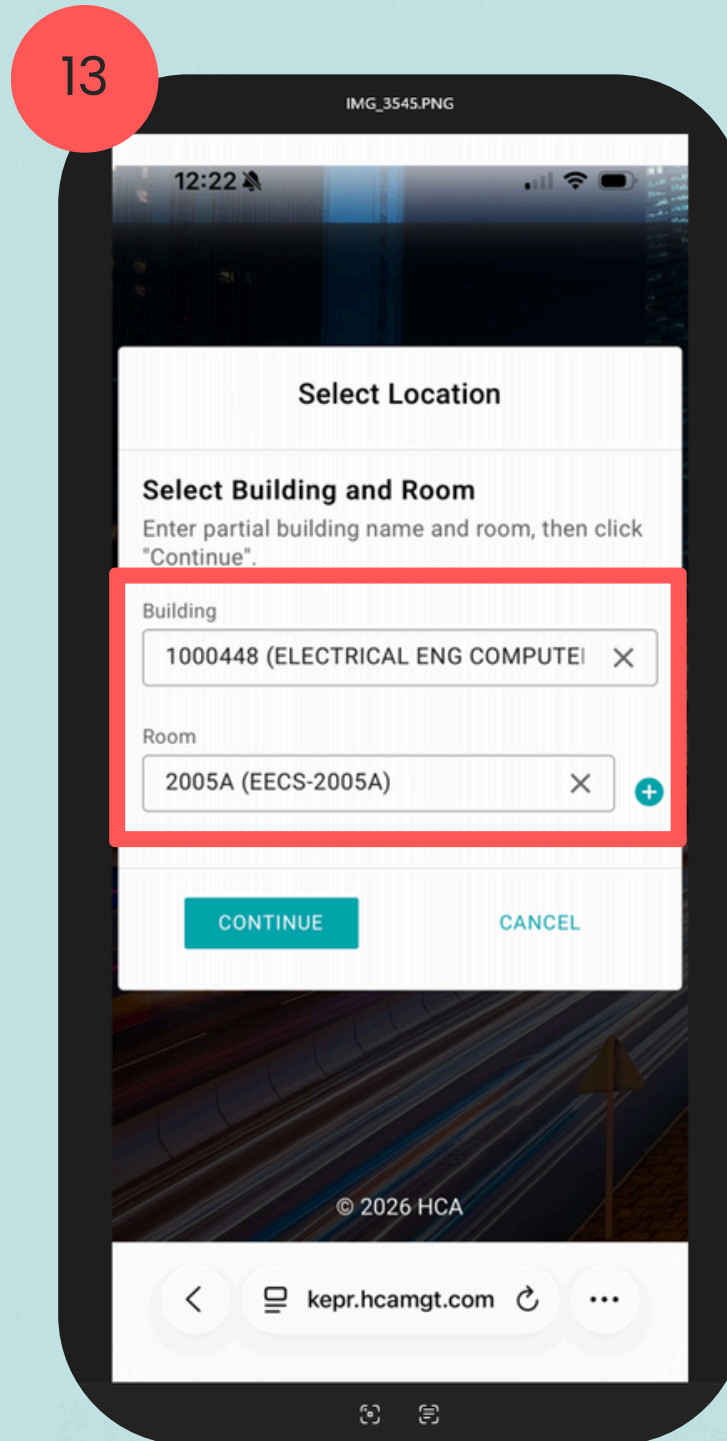


click scan tag

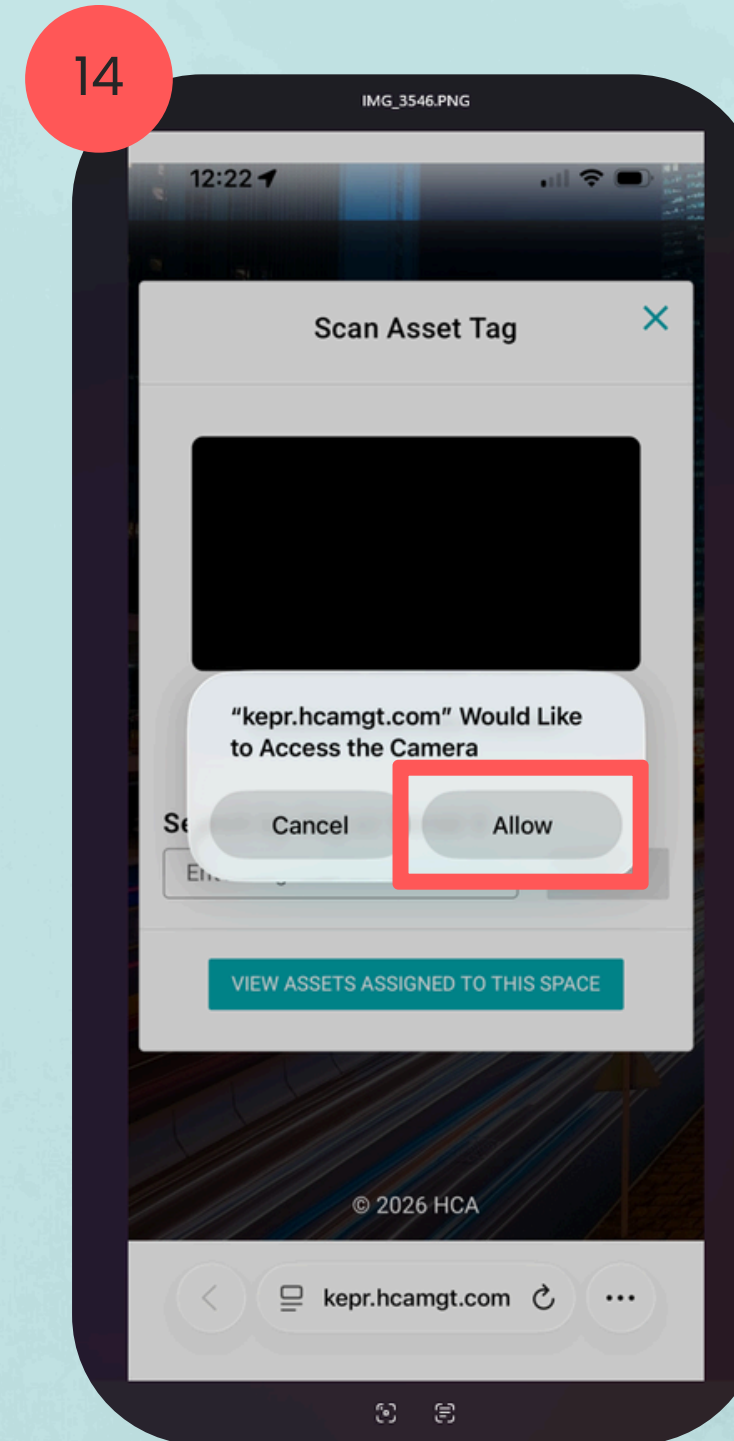
STEP 04

KEPR *Verify*

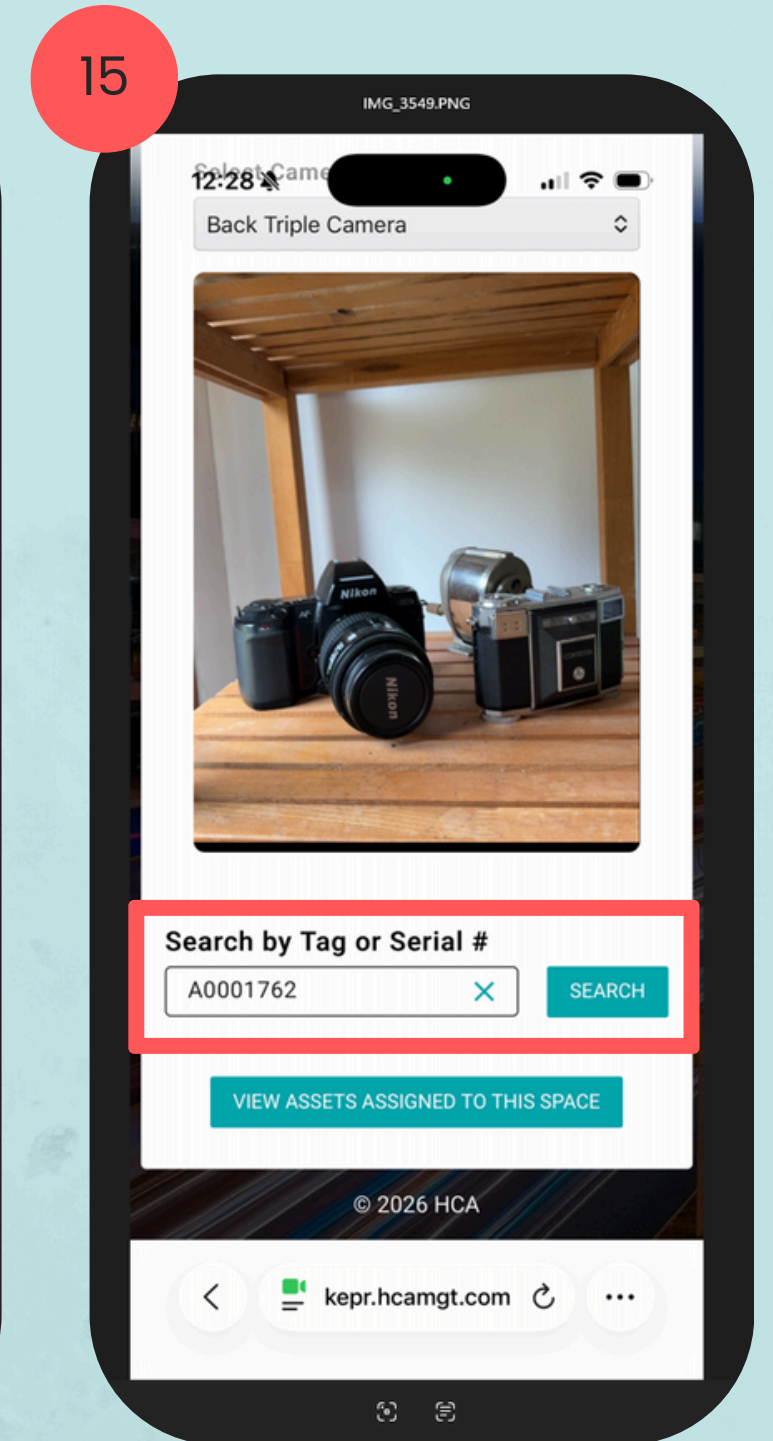
- 13. Enter/ Select the building number and room number based on the assets current location. - click continue
 - Both fields are drop down menus with updated U-M space data.
- 14. Allow KEPR to have access to you camera for verification purposes.
- 15. Enter the tag number or serial number of the asset you're verifying. - click search



fill in fields



allow acces to camera



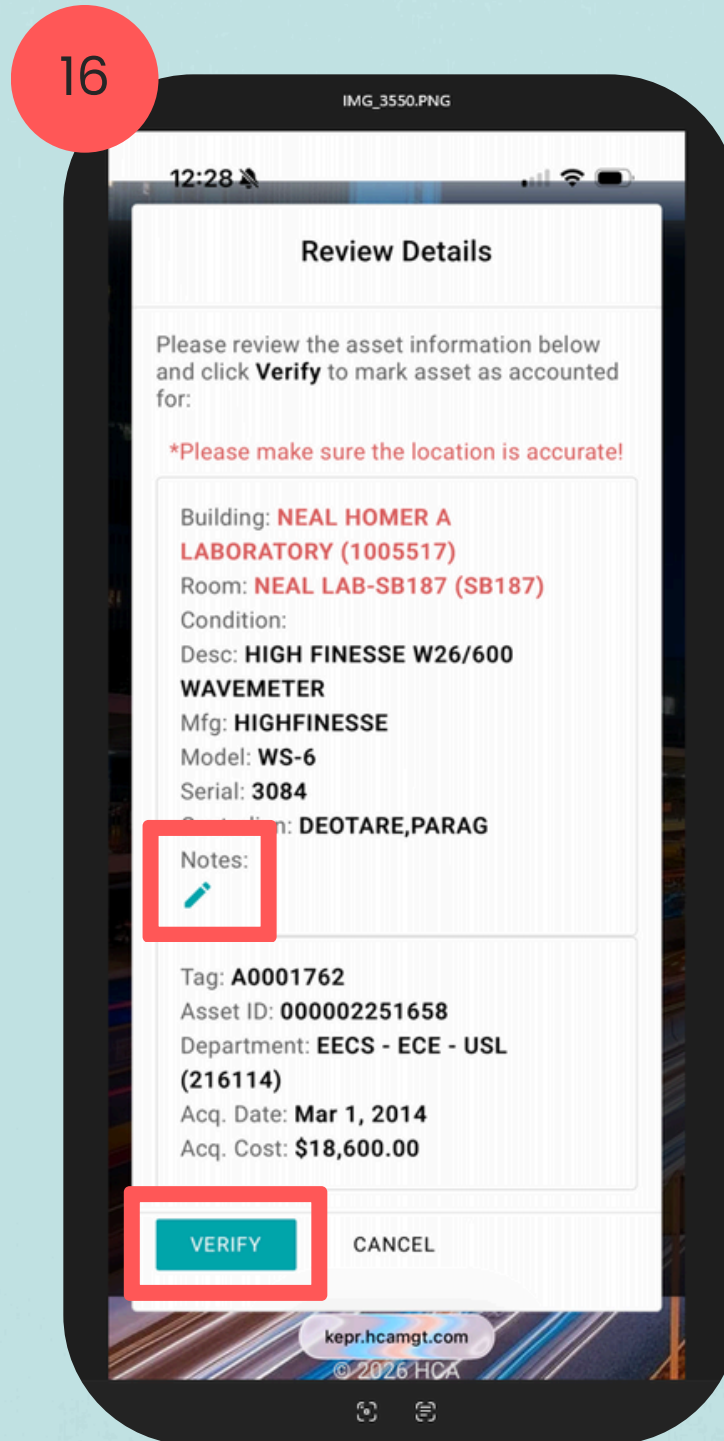
enter tag #

STEP 04

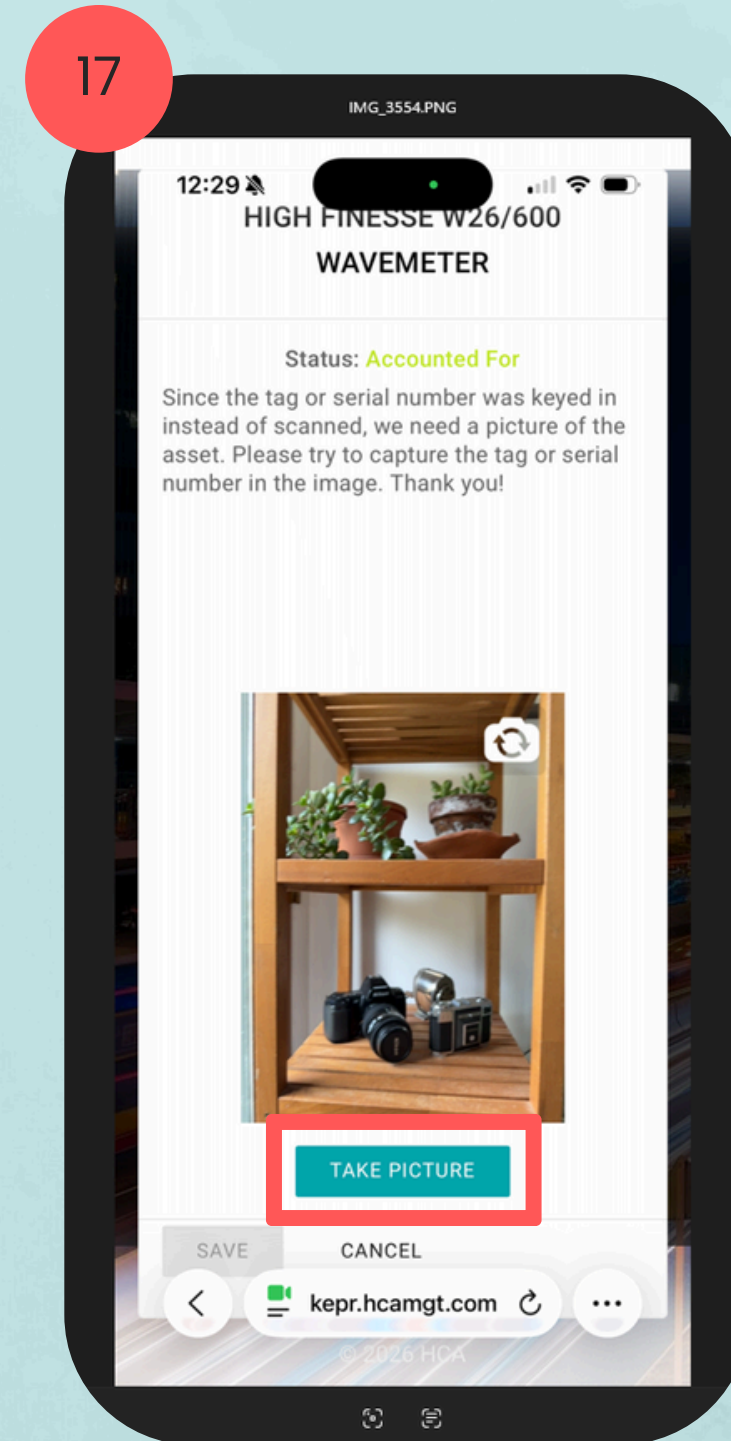
KEPR *Verify*

- 16. Make a note or update asset information prior to clicking the verify button. – click verify
- 17. KEPR will access your camera. Click take picture to photograph asset.
 - You can take more than one picture at a time. Stacked images will show at the top.
- 18. Once all photos are taken, click save.

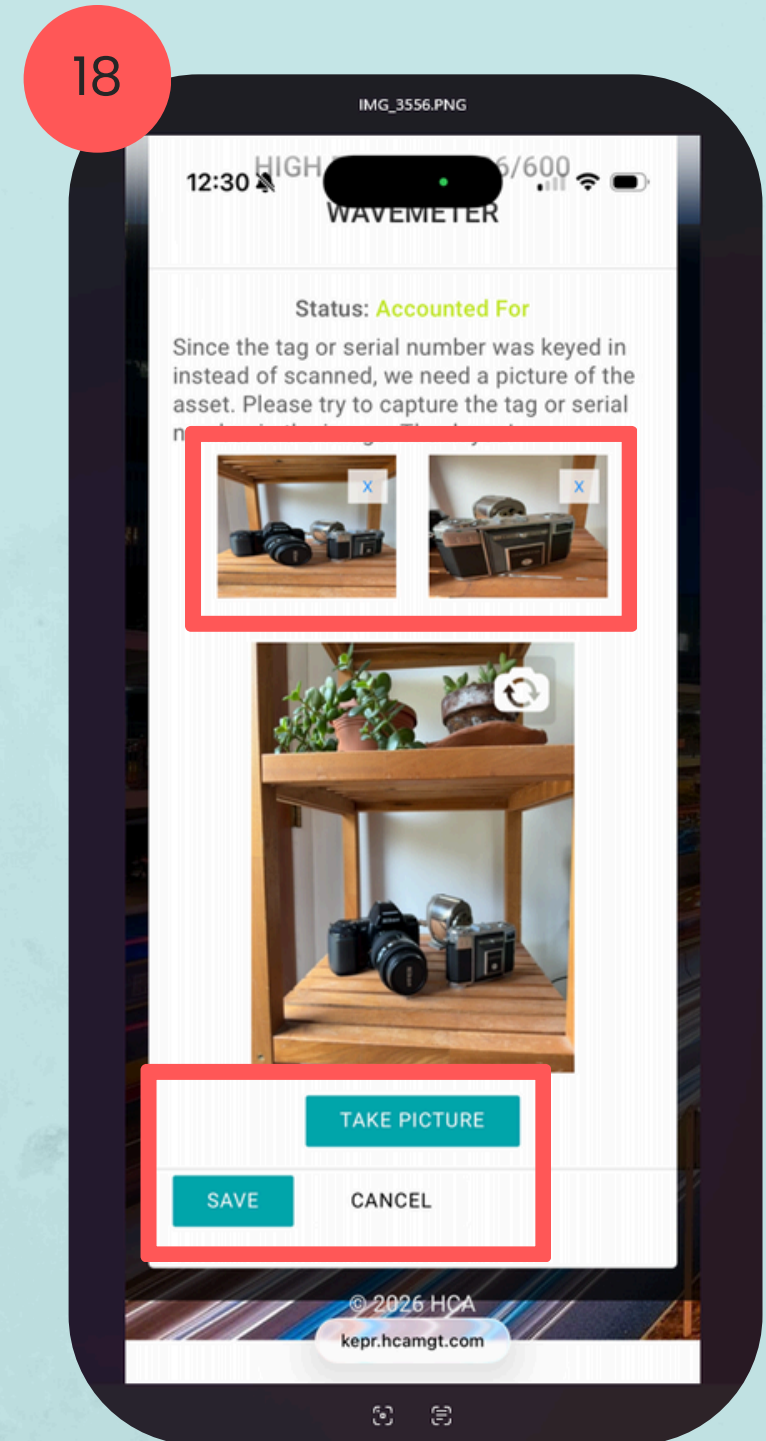
Note - You can make updates to the asset info during step 16 by selecting the pencil icon. (custodian, serial number, notes, etc. can all be updated.)



update asset



take photo(s)



click save

DO YOU KNOW WHERE YOUR ASSETS ARE?

Let's Work Together ...

