

## Add Devices (Components) to a Cart

Scan the DTI or name sticker on the cart to pull up the Tag Information window.

The screenshot shows the 'Tag Information' window with the following details:

- Tag/Serial: DTI007782
- Tag: DTI007782
- Serial: NMIDES-CC5a
- Site: New Midway Elementary/Woodsboro Elementary
- Location: Room: NMIDES 111
- Department: DTI
- Asset Type: Standalone
- Status: In Use
- Scan Date: 08/29/2019
- RFID: Not Enabled
- Asset Condition: (empty)
- Due Date: (empty)
- Tag Notes: (empty)

**Funding Information:**

- Source: Order
- Order Number: NMIDES2019CARTS
- Vendor: Unknown
- Funding Source: 10
- FRN: (empty)
- State Funding: (empty)
- Federal Funding: (empty)
- Account Code: (empty)
- Purchase Date: 08/23/2019
- Purchase Price: \$0.00
- Invoice Date: (empty)
- Invoice Number: (empty)
- Expiration Date: (empty)

Click on the Components tab and start scanning devices into the cart.

The screenshot shows the 'Components' tab with a 'Component Tag' input field and a table of components:

| Product Name              | Product Type | Tag        | Serial  | Action |
|---------------------------|--------------|------------|---------|--------|
| Dell Chromebook 11 (3120) | Chromebook   | S-D0002846 | FCGXKD2 | 🗑️     |
| Dell Chromebook 11 (3120) | Chromebook   | S-D0002847 | JYGXKD2 | 🗑️     |
| Dell Chromebook 11 (3120) | Chromebook   | S-D0002848 | DKPSKD2 | 🗑️     |
| Dell Chromebook 11 (3120) | Chromebook   | S-D0002850 | DBHXKD2 | 🗑️     |
| Dell Chromebook 11 (3120) | Chromebook   | S-D0002849 | 9TJXKD2 | 🗑️     |