

Frederick County Public Schools Inventory Asset Management Announcement

The Technology Department and FCPS Leadership have embarked on a project to help our schools and departments better track and manage technology assets and other high value assets. We recognized our previous solutions (e.g., spreadsheets) and processes we used to track and report on assets did not provide the level of information the district and campuses needed without significant overhead. FCPS purchased a new inventory management system called TIPWeb-IT from Hayes Software Systems.



What is TIPWeb-IT?

- An asset inventory management system designed specifically for K-12 schools districts to help manage inventory at your campus with greater accuracy and efficiency. TIPWeb-IT will replace the use of spreadsheets and TLC (for 1:1 distribution), with a tool that will save time and provide greater visibility of assets to insure availability of resources for students and staff.

What does TIPWeb-IT do?

- Electronically **perform your annual asset inventory** utilizing barcodes
- Quickly **assign assets** to staff and students
- **Capture a digital signature** from a person whenever they receive inventory
- Quickly **collect assets from students/staff** and **assess a charge** when an asset is damaged or lost
- Easily **move computer carts** throughout your campus
- Gain quick **access to the inventory** (amount and value) that's at your campus and **run reports** to share details

What's the goal of project?

- Utilize an automated solution for awareness of where equipment is at all times, and better prepare for new technology inventory projects.
- To streamline and centralize inventory management processes for greater oversight and efficiency.
- Make sound financial decisions, forecasting, and spend funds appropriately.
- Ensure workflows for asset transfer, disposal, and acquisition are user friendly for staff.
- Update procedures to support process adoption, data accuracy, and inventory accountability.

Who will be using TIPWeb-IT?

- The Technology Department is leading the inventory management project in collaboration with the Accounting Department. While the power users will be from the Technology Department, the Warehouse staff and campus staff (TS2, User Support Specialist, Secretary) will play a role in using the system. Additional department users will be added in the 2nd & 3rd phases of the project.

When will FCPS begin using TIPWeb-IT?

- July 2019

TIPWeb-IT Training Details

FCPS has created a comprehensive training plan to ensure you have a detailed understanding of TIPWeb-IT.

- Administrative Secretary Training: **8/20/2019**
- Site (Campus Level) Training: **8/22/2019 & 8/26/2019**

The Technology Department is very excited about this project and the benefits in terms of time savings and increased asset usage that will be realized by the district. This is an important transition for our District, and we are relying on you to help smooth the path. Please ensure that employees who are responsible for managing campus technology assets (TS2, User Support Specialist, Secretary, Librarians, etc.) find the time to complete their training by March 20 so that we can make this new system a success. We will be providing project overview and updates through meetings (e.g., Tech Coordinator, Administrative Leadership meetings), newsletters, and our website: <https://education.fcps.org/techservices/inventory>.