



**BUSINESS CHALLENGE**

- Time. 4 weeks each year devoted to manual inventory of fixed assets; 10 hours making changes/updates to Excel spreadsheet; 8 hours adding new equipment to spreadsheet
- Staffing. Manual process required a two-person team to complete inventory during the summer
- Money. Hiring staff to perform yearly inventory
- Accuracy. High probability of errors during reading & entering of data
- Audit. Increased chance incorrect data provided to auditors

**SOLUTION**

- MobileAsset.EDU – District-wide, centralized tech asset database
- Barcodes – Each asset labeled with a district assigned tag number
- Mobility – Wasp HC1 scanner prevented data entry errors

**BENEFITS**

- 75% reduction in staffing hours completing physical inventory of IT Dept assets
- Eliminated data entry errors by using the mobile computer
- 99% tracking accuracy: only 2 unaccounted assets (2014)
- \$3,500 annual savings performing summer inventory
- Accurate and detailed reports provided to auditors

**CUSTOMER PROFILE**

- Public school district in Walworth, NY (20 miles east of Rochester)
- 3 School Buildings – Richard Mann Elementary, Gananda Middle, and Ruben A. Cirillo High
- Student to teacher ratio – 12:1



*We have a small technology department and, with no clerical support, it took a lot of time to pass inventory through our office. Wasp saves us that time and frustration and gives us the ability to focus on keeping our educational systems running.*

*- Brenda Lehman, Director of Technology, Gananda CSD*

**CHALLENGE**

Gananda CSD needed a better tracking system to centralize their IT Department’s equipment details – location, district ID number, and serial number. They were tasked with receiving all tech equipment, assigning each item a unique tag number, logging the information into an Excel spreadsheet, and then sending the item to one of the district’s schools. Without clerical support, this manual process took technicians valuable hours to complete (at least eight hours per year) with considerable risk of data entry mistakes. Once sent to a school, each item became the responsibility of the school—until each year’s summer inventory.

Every year, the district would hire college students to conduct their manual inventory. As a pair, the students would move from building-to-building, room-to-room with a laptop and verify the tech equipment. This was a time-consuming and labor-intensive process. Each tech asset’s specifics (location, tag, and serial numbers) would be checked against the master Excel spreadsheet. One student would read the asset’s tag number while the other searched within the list. If the asset wasn’t shown in the correct room, the spreadsheet was sorted to find the item, and then its record was

updated with the correct details. Not only was this process slow, it was incredibly confusing and vulnerable to mistakes. As a result, the district’s Technology Director, Brenda Lehman, said staff “never really felt like they had it right.”

Additionally, there wasn’t a way to hold anyone accountable for changes to the spreadsheet. Excel doesn’t track the person updating data; this significant limitation made it impossible to know who made specific edits.

Doubting the master spreadsheet made annual audits a time of increased anxiety. Auditors would arrive at the office, ask for an inventory list, randomly choose five tech assets, and ask to be shown those items. With the integrity of the spreadsheet in doubt, the only thought in Tech Director Lehman’s mind, “I hope it’s there.”

**SOLUTION**

Tech Director Lehman knew her department’s challenges had to be addressed and resolved with a cost effective and easy-to-implement, use, and maintain product. She chose Wasp’s automated tracking system, MobileAsset.EDU. Gananda’s IT department

was taught (by a Wasp trainer in a customized, private training) how to effectively set-up and use the system. They were able to easily import their current inventory from Excel. The software's database centralized the IT Department's asset data; allowing multiple users to access and update information in real-time. New assets are created by easily scanning two barcodes (the unique asset and serial numbers) using Wasp's HC1 mobile computer. Data entry errors are eliminated by scanning these barcodes and every addition, update, or change made by a user is recorded.

Yearly inventory is also completed using the HC1 mobile computer. This mobile scanning device allows the individual to select a location, quickly scan the asset barcodes within the room, perform immediate moves, and, ultimately, validate and update the asset database through this internal auditing process. Correctly recorded information ensures external auditors are provided with accurate reports and are able to locate any chosen item.

## RESULT

MobileAsset.EDU has significantly reduced the number of hours Gananda CSD's IT Department spends processing new tech equipment. When Lehman received 50 new Chromebooks, she added the assets using Wasp's HC1 in five minutes by simply scanning the district tag number and the Chromebook's serial number. Previously, the task required two staff members and took at least an hour to complete. Throughout the year, the department completed this process for about 400 new assets and, with MobileAsset.EDU, it took only 40 minutes—instead of eight hours. Lehman called this time-saving process, "Phenomenal."

Even more significant is the decrease in time and money required to complete their summer inventory. Instead of needing a pair

of students, by using the HC1, only one individual is required—eliminating the cost of extra staff. Rather than taking four weeks to complete, the entire inventory was completed in 1 week. Additionally, when the student selected a room location, a list of assigned assets was displayed on the mobile scanner. As each asset's barcode was scanned, the student was provided immediate feedback; the number would either be removed from the list or the student was prompted to move the asset. At the end of the entire process, reports were generated to show all discrepancies and movements of assets.

After completing their 2014 internal inventory, there were only two unaccounted for assets—a 99% accuracy rate. In previous years, there were between 15 to 20 missing assets; unfortunately,

*We now have confidence knowing we are in compliance for auditors, in addition to the phenomenal time savings. That's why I love it so much.*

the IT Department wasn't entirely certain whether those assets were truly missing or whether the item just wasn't marked as found during the manual inventory process. Seeing this 90% reduction in unaccounted for items has given Lehman confidence in her data, and when auditors arrive at her door, she knows she'll be able to provide them with accurate data. "That's why I love it so much."

Gananda's next goal? To begin implementing MobileAsset in the District's Business Office. They will use the software to track and calculate the depreciation of their fixed assets—ensuring accurate monetary records for both insurance and tax purposes.

## MOBILEASSET.EDU ALLOWED GANANDA CSD TO:

- Complete annual inventory in 5 days instead of the 20 days of previous years
- Accurately identify an asset's physical location for auditors
- Decreased time, money, and staff needed to enter new IT assets

*MobileAsset has saved us a lot of time and frustration. We look forward to achieving our next goal: helping the business office track their inventory.*  
- Brenda Lehman, Director of Technology, Gananda CSD

## MORE CASE STUDIES



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