

Local Agency Inventory System

(LAIS)

User Guide

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OVERVIEW

That was then and this is now!

In the past, agency staff members have performed inventory tracking through an unreliable paper passing system. This system is inherently prone to inaccurate recording of information along with limited search and reporting capabilities.

The new system called The Local Agency Inventory System, or LAIS, was developed specifically for WIC local agencies. The new computer based system automates business processes related to entering and modifying inventory items for both agencies and WIC property controllers. Simply stated WIC has graduated from “sneakernet” to Internet!

This guide will start with a conceptual explanation of how the inventory tracking system operates followed by detailed tutorials to help operators become familiar with this new system. You will find the application to be very easy to understand and in most cases even self-explanatory. You are encouraged to use this guide as you begin learning the system and then whenever you need additional guidance.

Let’s start by discussing the business process of the inventory tracking system. The basic concept is quite simplistic when broken down conceptually to the four primary tasks:

- **Creating**
- **Updating**
- **Transferring**
- **Disposing**

Creating

Much like patient records in a doctor’s office where information about a specific patient is stored independently from other patients, LAIS must store information about inventory items that have been purchased with USDA funds. The State considers some of this information as trackable and in some cases non-trackable.

It all begins with a new item showing up at an agency’s doorstep. This item can be anything from an auto dialer to a vehicle. Due to the fact that certain rules must be enforced, such as entering a proper device type or serial number, this newly added item must be validated to ensure enough information has been entered to identify the item and the information is accurate. Utilizing the same system, a WIC property controller will review the request and either accept or reject the item. Therefore, there are two roles performed by staff members acting upon each request: staff members entering inventory data (**operators**) and staff members who approve requests (**property controllers**). The tutorials to follow will describe the details of each task and who performs what actions on a request.

Updating

Items that have been approved by the property controllers make their way to the permanent inventory database. Like indelible ink the records created are permanently attached to the database but can be updated if needed. If a request is made to update an item already stored in the database, a copy of the record is transferred to a temporary area while the original is left untouched. Updates made to these items also require approval by the property controllers prior to modifying any original records.

Transferring

Another form of update would be to transfer an item from one agency to another. This type of update simply is a request to change a single piece of information, the owning agency. Like the previously described requests, this request also requires approval by a property controller. You will learn more about this type of request in a later tutorial describing transfers.

Disposing

In certain cases items may be disposed. This is the only task that actually removes a record, therefore, the previous analogy about indelible ink may not be accurate. Not so fast! What if someone requested a report of all items disposed last quarter? If the original records were deleted then we could not generate such a report. Even if the item is approved for disposal, the system still maintains the original record, marked as disposed, in an archive. This type of request simply removes the item from an agency's permanent inventory list.

That's it! Those are the four tasks performed to track inventory within the system. The next section will describe the core process from request to approval.

Transactions and Status Codes

Although the next section may seem a little over the top in terms of detail, bear with me for a moment as I ensure you that a better understanding of any application will help you be a better operator.

Let's say you order something from Amazon.com, in which case you have placed an order and given your personal information, including credit card number. Amazon now begins processing your order in a series of steps starting with checking current inventory followed by checking your available credit on your credit card, and finally sending the order along with your address to the shipping department. You would not consider this transaction complete until you actually receive the item, and neither would Amazon.

Much like the transaction with Amazon, LAIS does not consider a transaction complete until a specific set of rules have been followed. The rules applied to each request form a transaction that guarantees the business process is consistent. There are four transaction types linked directly to the four tasks of Add, Update, Transfer, and Dispose. Upon initiating any request, the system will spawn a transaction which tracks the request throughout its lifetime until all required steps have been completed or the request is cancelled. To track the progress of transactions a status flag is automatically set and updated to indicate the stages of each transaction.

The following is an example of a Create New transaction request. Pay attention to how the status changes from InProgress to Permanent:

Operator request to Add new item

Transaction = Add
Status = **InProgress**

Operator completes the data entry and submits request

Transaction = Add
Status = **Submitted**

Property Controller reviews request, sees a missing required field serial number and returns with an explanation

Transaction = Add
Status = **Returned**

Operator fills in correct serial number and resubmits

Transaction = Add
Status = **Submitted**

Property Controller reviews and approves

Transaction = Add
Status = **Approved**

System identifies a newly approved item and transfers information to the permanent inventory database.

Status = **Permanent**

System completes the transaction.

Accessing the Application

LAIS is accessed exactly the same way you enter any website. The string you enter in your browser is called a Uniform Resource Locator (URL). This string is always a unique name for the specific website you want to view. Some URL's that may be familiar to you are <http://www.Google.com> or <http://www.Yahoo.com>. In the case of LAIS the URL is <http://LAIS.PHFEWIC.org>.

Unlike most websites you visit on the World Wide Web, this one is secured. This simply means that you are not allowed access until you have been authenticated. The authentication is handled automatically in the background but you must provide a valid set of credentials. These credentials are in the form of a username and password. If you have not already been assigned a username and password by your supervisor you will need to request these prior to using LAIS. If you have been assigned credentials but forgot your password you may contact the helpdesk at any time to reset your password.

Users are not allowed to share credentials, therefore, each user must be assigned a unique set of credentials.

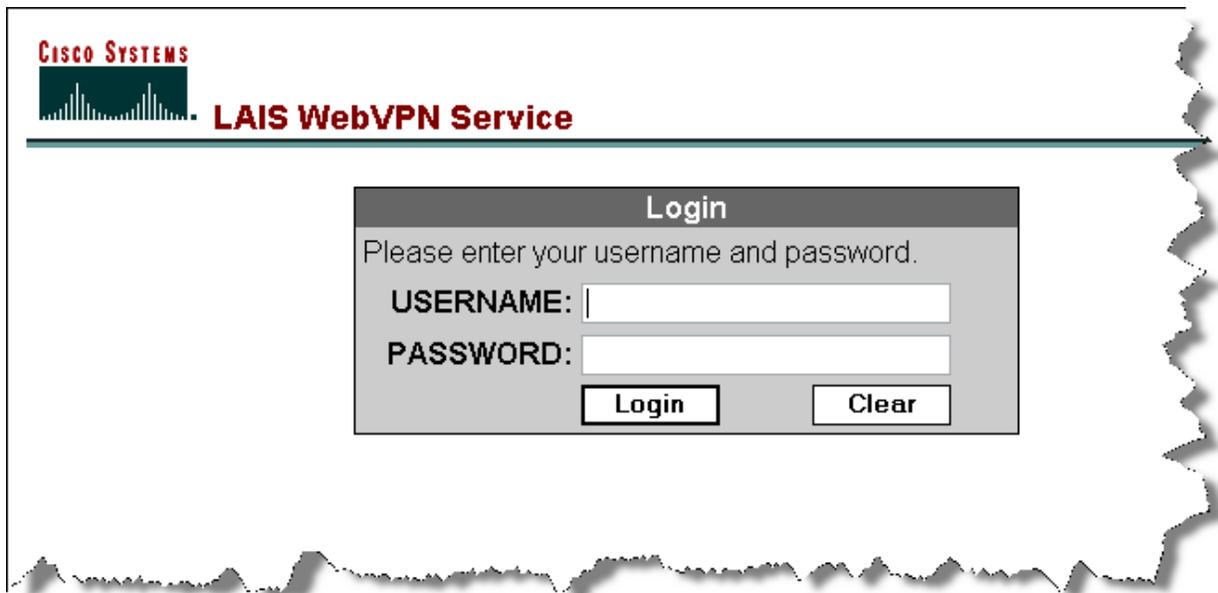


Figure 1

The Home Page

The first screen displayed upon entering LAIS is the home page (Figure 2).

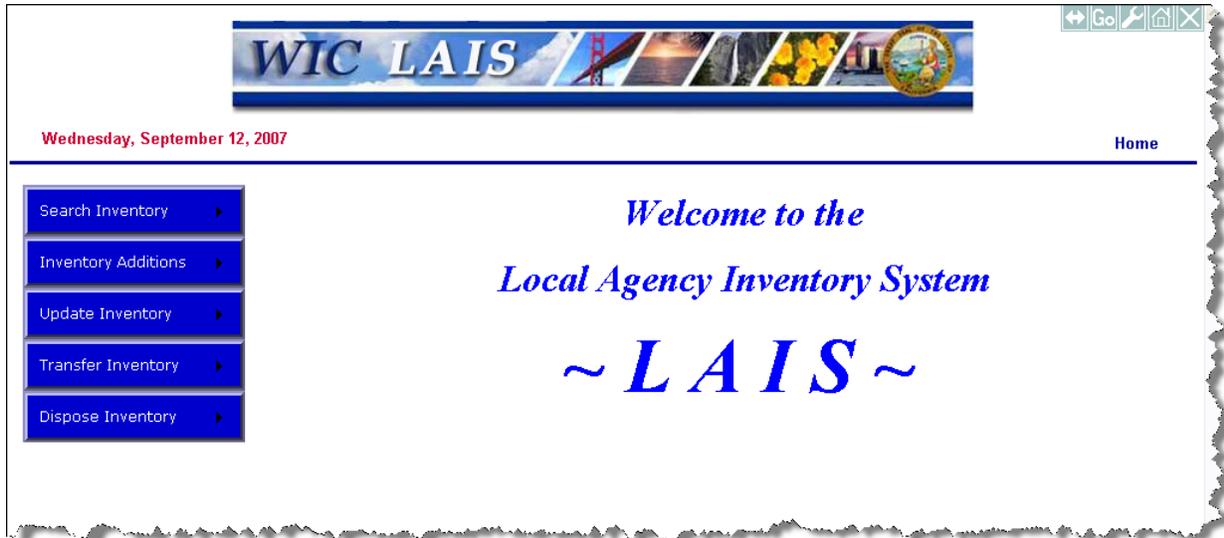


Figure 2

All websites have a home page as a starting point. Most websites will also contain other screens or pages with options on the other pages to return home if needed. Therefore, at any time while using LAIS if you desire to return home you will notice all pages have a home link which can be selected at any time. This link will appear towards the upper right side of each page.

The home page has a friendly caption which reads “Welcome to the Local Agency Inventory System”. If you focus on the left side of this page you will notice a set of links with captions that represent the various types of tasks you will be performing to manage your inventory. In addition to the four primary tasks, you will notice a link for performing searches.

Exiting the Application

Warning: The session does not end until the user logs out properly. A proper logout is performed by selecting the **X** icon within the shadow toolbar (Figure 2A) located in the upper right corner of the web page (see Page 5 – Figure 2). Closing the browser **WILL NOT** log the user out but will keep the session alive. Three simultaneous logins will deny the fourth login to succeed, therefore, access will be denied. If this occurs, you must either wait one hour for the timeout to expire or call the help desk for assistance.



Figure 2A

TUTORIAL 1

Creating a New Inventory Item

Step 1:

- Select **Inventory Additions** – **New Addition** (Figure 3).



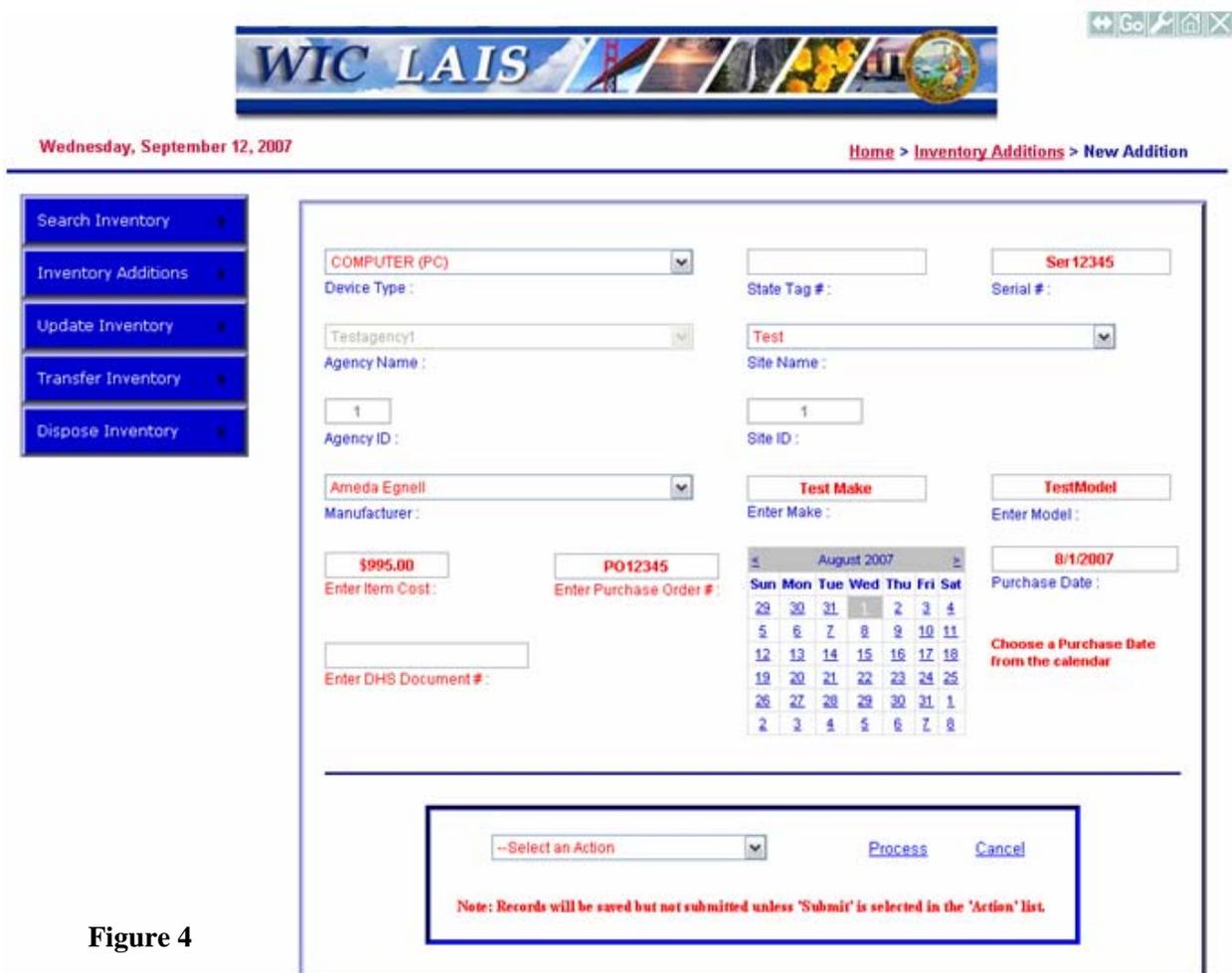
Figure 3

This page assumes you want to enter a new item **NOT** update existing items. You will notice this page does not have features to search existing items. If you wish to perform an action on existing items you would have selected a different link from the home page such as Inventory Additions – In Progress. You will see multiple text boxes for entering values for your new item. The text boxes and the values entered represent the fields for each record. Some of the fields allow entering values directly, such as serial number, while others must be selected from a drop-down list. A drop-down list is a pre-populated control which contains only valid values so you will not have to manually type them. This saves time and protects the records from containing invalid data. An example of this type of field is Device Type.



Step 2:

- Enter or select values for your item on this page.



Wednesday, September 12, 2007 [Home](#) > [Inventory Additions](#) > [New Addition](#)

Search Inventory
Inventory Additions
Update Inventory
Transfer Inventory
Dispose Inventory

COMPUTER (PC)
Device Type :

Testagency1
Agency Name :

1
Agency ID :

Ameda Egnell
Manufacturer :

\$995.00
Enter Item Cost :

PO12345
Enter Purchase Order # :

August 2007
Sun Mon Tue Wed Thu Fri Sat
29 30 31 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31 1
2 3 4 5 6 7 8

8/1/2007
Purchase Date :
Choose a Purchase Date from the calendar

--Select an Action
Process Cancel

Note: Records will be saved but not submitted unless 'Submit' is selected in the 'Action' list.

Figure 4

Nothing will be saved to the system until you select an action such as Save or Submit. There may be times where you have not entered all the required information, either because you do not know this information or are interrupted, and want to save what's been done before exiting the application.

Step 3: **Warning: You must save your work prior to exiting** (Figure 5).

- Select an action **Save** or **Submit** from the drop-down list.

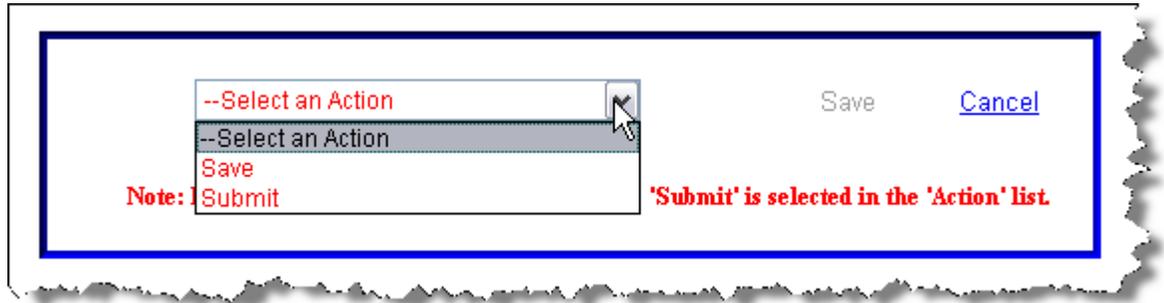


Figure 5

- Select **Save**, **Submit**, or **Cancel**.



TUTORIAL 2

Updating Inventory Items

Step 1:

- Select **Update Inventory** – **New Update** (Figure 6).

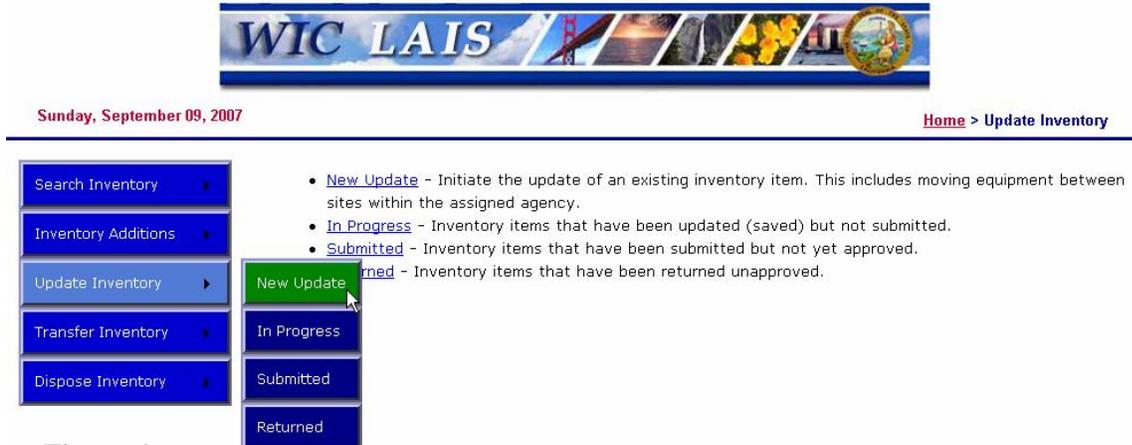


Figure 6

The initial Update Inventory page displays all of your agency’s permanent inventory items. In most cases you will want to be a little more specific when searching for the item you intend to update. Notice the [Show Search Criteria](#) link beneath the grid (Figure 7).



Monday, September 10, 2007

[Home](#) > [Update Inventory](#) > [New Update](#)

- [Search Inventory](#) >
- [Inventory Additions](#) >
- [Update Inventory](#) >
- [Transfer Inventory](#) >
- [Dispose Inventory](#) >

Click 'Select' next to the inventory item to be processed.

Select Item	Current Transaction	PO #	Device Type	State Tag #	Serial #	Purchase Date
Select	Pending	Not Available	COMPUTER MONITOR, COLOR	C2009226	1526022338	8/1/1995
Select	Pending	499944999	COMPUTER MONITOR, COLOR	C2008428	17203	12/1/1995
Select	Pending	499944999	TV/VCR	C2007673	SB62850463	8/1/1996
Select	Pending	499944999	COMPUTER LAPTOP	K04289	6532212	1/1/1996
Select		Not Available	SCALES (NON LAB)	W-021509	04060361	9/30/2004
Select		Not Available	TV/VCR	K01702	V35323871	10/1/1993

1 2 3 4 5 6 7 8 9 10 ...

[Show Search Criteria](#)

Figure 7

Note: Items with ‘Pending’ under ‘Current Transactions’ have a current transaction pending for the particular record. Each record can have only one pending transaction at a time. Attempting to select a record with a pending transactions results in a warning (Figure 7A). Click ‘OK’ to continue.



Tuesday, September 11, 2007

[Home](#) > [Update Inventory](#) > [New Update](#)

- [Search Inventory](#) >
- [Inventory Additions](#) >
- [Update Inventory](#) >
- [Transfer Inventory](#) >
- [Dispose Inventory](#) >

Click 'Select' next to the inventory item to be processed.

Select Item	Current Transaction	PO #	Device Type	State Tag #	Serial #	Purchase Date
Select	Pending			C2009226	1526022338	8/1/1995
Select	Pending			C2008428	17203	12/1/1995
Select	Pending			C2007673	SB62850463	8/1/1996
Select	Pending			K04289	6532212	1/1/1996
Select	Pending			W-021509	04060361	9/30/2004
Select		Not Available	TV/VCR	K01702	V35323871	10/1/1993

1 2 3 4 5 6 7 8 9 10 ...

[Show Search Criteria](#)

Microsoft Internet Explorer

WARNING!!!

Inventory items with 'PENDING' transactions cannot be modified.

OK

Figure 7A

Since you will be requesting modifications to existing inventory items, this step allows you to search for permanent items to be updated. You will notice on this page you are presented with multiple drop-downs used to select your search criteria (Figure 8). The system will react to any search criteria you select, including no selection at all (the default display). An important point here is operators can only act upon items owned by their respective agency, but property controllers are allowed to act upon any item. If you are an operator, the only items returned by the search are those belonging to your assigned agency. If you are a property controller all items are returned for the specified search criteria.

Step 2:

- Select **Show Search Criteria** (Figure 8 and Figure 8A).

The screenshot displays the WIC LAIS interface. At the top, there is a navigation bar with the date "Monday, September 10, 2007" and the breadcrumb "Home > Update Inventory > New Update". On the left, a vertical menu contains buttons for "Search Inventory", "Inventory Additions", "Update Inventory", "Transfer Inventory", and "Dispose Inventory". The main content area features a table of inventory items and a search criteria section.

Click 'Select' next to the inventory item to be processed.

Select Item	Current Transaction	PO #	Device Type	State Tag #	Serial #	Purchase Date
Select		Not Available	COMPUTER LAPTOP	C2011148	78-DVAL6	3/26/1999
Select		Not Available	COMPUTER LAPTOP	C2011704	X0046189U	12/31/2001

Hide Search Criteria

Select one or more search criteria Reset

WIC BRANCH

Enter a State Tag Number Search Enter a Serial Number Search

Figure 8 – Property Controller View



Tuesday, September 11, 2007

[Home](#) > [Update Inventory](#) > [New Update](#)

- [Search Inventory](#) >
- [Inventory Additions](#) >
- [Update Inventory](#) >
- [Transfer Inventory](#) >
- [Dispose Inventory](#) >

Click 'Select' next to the inventory item to be processed.

Select Item	Current Transaction	PO #	Device Type	State Tag #	Serial #	Purchase Date
Select	Pending	Not Available	TELEVISION	C2000647	615390	11/1/1997
Select		Not Available	TELEVISION	773304	AN93060057	8/1/1990
Select		Not Available	TELEVISION	781322	AR20860020	6/1/1992

[Hide Search Criteria](#)

Select one or more search criteria [Reset](#)

SOLANO CO. HEALTH & SOCIAL SVC TELEVISION

Enter a State Tag Number Search Enter a Serial Number Search

Figure 8A – Local Agency Operator View

Notice that the ability to select an agency is not available for Local Agency Operators.

When you have completed your search, use the **Select** link to the left of the item in the grid that you want to update. You will notice the screen expands presenting details of the selected item. The item values are transferred to the text boxes presented in the lower section of the page. The controls (e.g., text boxes, calendar, drop-down lists) allow you to make modifications to the current values or enter missing values.

Step 3:

- Click the **Select** link to the left of the item in the grid (Figure 9).

The screenshot displays the WIC LAIS web interface. At the top, there is a navigation bar with the date "Thursday, September 13, 2007" and a breadcrumb trail "Home > Update Inventory > New Update". On the left, a vertical menu contains options: Search Inventory, Inventory Additions, Update Inventory, Transfer Inventory, and Dispose Inventory. The main content area features a table with the following data:

Select Item	Current Transaction	PO #	Device Type	State Tag #	Serial #	Purchase Date
Select	Not Available		PRINTER	W-012753	1708013181	3/1/1997
Select	Pending	Not Available	PAGER	C2005808	8133821	4/1/1996
Select		499944999	TV/VCR	HD4814	3CAF203524	11/1/1995
Select		49994999	COMPUTER (PC)	H03472	896530872383099	3/1/1994
Select		49994999	PROJECTOR, IMAGE REFLECTING	709671	78613	2/1/1984
Select	Not Available		VCR	776221	88M002128	6/1/1988

Below the table is a "Show Search Criteria" section with the following fields:

- Current Agency: SAN DIEGO ST.LIBRV. FOUNDATION
- State Tag #: HD4814
- Serial #: 3CAF203524
- Agency: 318
- Site ID: 318000
- PO #: 499944999
- Purchase Date: 11/1/1995
- Item Cost: \$291.00
- Current Manufacturer: Samsung
- Current Make: 13" Combo
- Current Model: CX91322
- Current Device Type: TV/VCR

At the bottom, there are dropdown menus for "Select a new Agency", "Select a new Site", "Select a new Manufacturer", and "Select a new Device Type". A "Note" at the bottom states: "Note: Records will be saved but not submitted unless 'Submit' is selected in the 'Action' list."

Figure 9

Step 4: **Warning: You must save your work prior to exiting** (Figure 10).

- Select an action **Save** or **Submit** from the drop-down list.

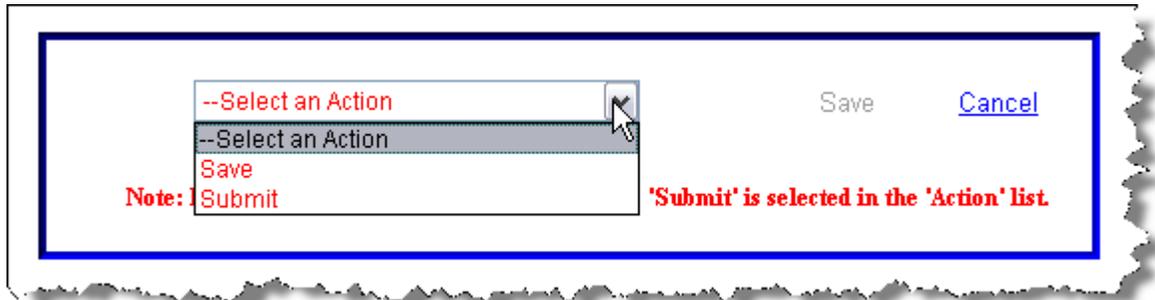


Figure 10

- Select **Save**, **Submit**, or **Cancel**.



When you are ready to submit your request, select the submit action. This will change the status of the transaction to submitted. The ‘Submitted’ status indicates that an action is pending by a property controller. Be patient when waiting for updates to propagate to the permanent records. These changes are dependent on the response time of the property controller and a scheduled database job that checks for approved items and transfers the data. Due to the fact that a property controller has the authority to return any request, you should make it a habit to periodically check for returned items. You can do this by simply clicking on the **Update Inventory – Returned** link on the home page (Figure 11).

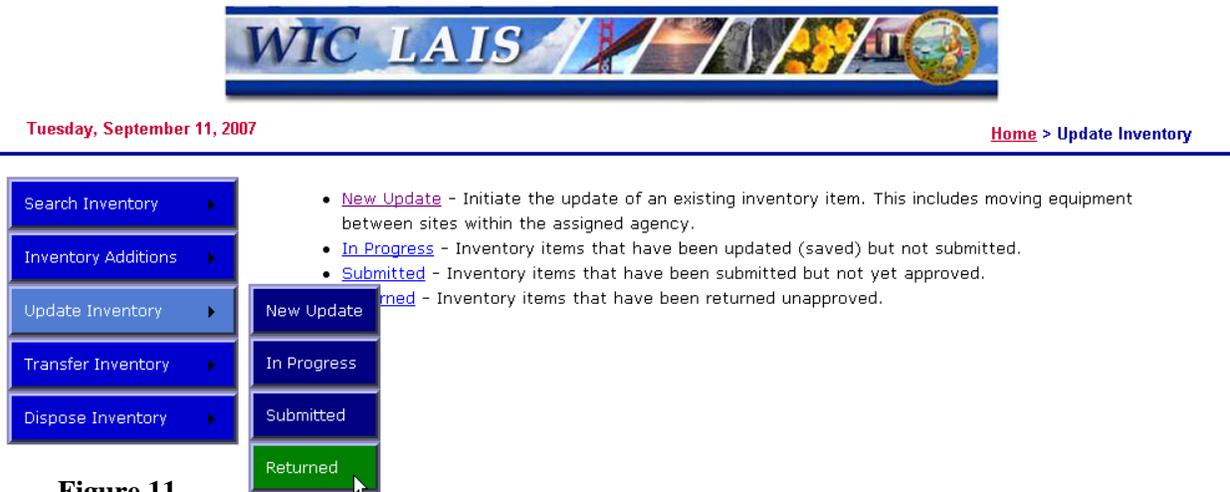


Figure 11

TUTORIAL 3

Transferring Inventory Items

Step 1:

- Select **Transfer Inventory – New Transfer** (Figure 12).

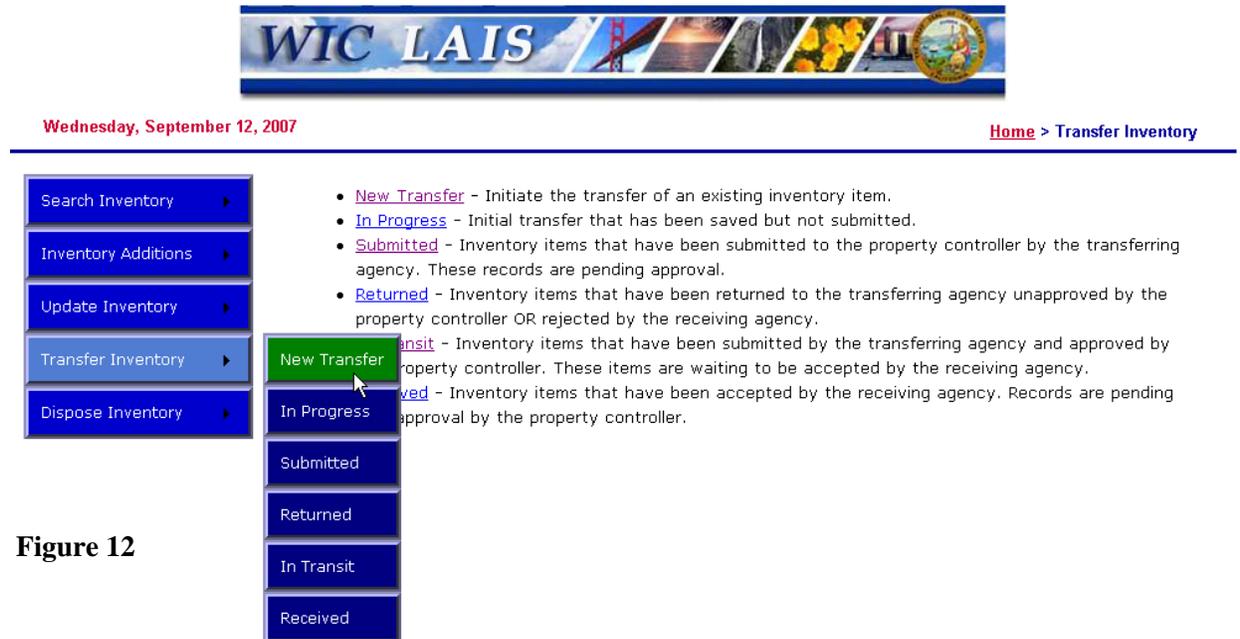


Figure 12

Since a transfer involves two agencies, the transferring agency and the receiving agency, this transaction includes additional steps. When an agency makes a request to transfer an item to another agency, a property controller may approve the transfer in which case the item will enter an intermediate status of 'In Transit'. The item will remain in this state until the receiving agency accepts the transfer. This acceptance is performed using the **Transfer – In Transit** link from the home page. If the receiving agency decides to reject the transfer (i.e., wrong item) the operator has the option of returning the item.

Step 2:

- Select the link **Show Search Criteria** (Figure 13).

The screenshot displays the WIC LAIS web application interface. At the top, there is a banner with the text "WIC LAIS" and a navigation bar showing the date "Tuesday, September 11, 2007" and the path "Home > Transfer Inventory > New Transfer". On the left side, there is a vertical menu with buttons for "Search Inventory", "Inventory Additions", "Update Inventory", "Transfer Inventory", and "Dispose Inventory". The main content area features a table of inventory items with columns for "Select Item", "Current Transaction", "PO #", "Device Type", "State Tag #", "Serial #", and "Purchase Date". Each row in the table has a "Select" link in the "Select Item" column. Below the table is a pagination control showing "1 2 3 4 5 6 7 8 9 10 ...". At the bottom left of the main content area, there is a link labeled "Show Search Criteria" with a mouse cursor pointing to it.

Select Item	Current Transaction	PO #	Device Type	State Tag #	Serial #	Purchase Date
Select		58633-4999	COMPUTER (PC)	1060630	H8B8J31	10/20/2003
Select		58633	COMPUTER MONITOR, COLOR	1060696	1574760335UBRY1	10/20/2003
Select		750004999	COMPUTER COMPONENT	1016731	W1NV2704FW	12/1/1998
Select		Not Available	COMPUTER MONITOR, COLOR	W-022479	ETL130712042700854	1/25/2005
Select		Not Available	COMPUTER LAPTOP	1062189	9PFRG61	2/11/2005
Select		60080	COMPUTER (PC)	1062662	GF6YG61	2/7/2005

Figure 13

Since you will be requesting modifications to existing inventory items, this step allows you to search for permanent items to be transferred. You will notice on this page you are presented with multiple drop-downs used to select your search criteria (Figure 14). The system will react to any search criteria you select, including no selection at all (the default display). If you perform a search with no criteria the system will respond by returning all permanent inventory items. Yes, there may be times where you want to see all items, but in most cases you simply want to search for specific items of a specific device type (i.e., Video Camcorder where serial number = 123456). An important point here is operators can only act upon items owned by their respective agency, but property controllers are allowed to act upon any item. If you are an operator, the only items returned by the search are those belonging to your assigned agency. If you are a property controller all items are returned for the specified search criteria.

The screenshot displays the WIC LAIS web application interface. At the top, there is a navigation bar with the date "Tuesday, September 11, 2007" and a breadcrumb trail: "Home > Transfer Inventory > New Transfer". On the left side, there is a vertical menu with buttons for "Search Inventory", "Inventory Additions", "Update Inventory", "Transfer Inventory", and "Dispose Inventory". The main content area features a table of inventory items with columns for "Select Item", "Current Transaction", "PO #", "Device Type", "State Tag #", "Serial #", and "Purchase Date". Each row has a "Select" link in the first column. Below the table is a pagination control showing "1 2 3 4 5 6 7 8 9 10 ...". Underneath the table is a "Hide Search Criteria" section containing a search criteria form. The form has a title "Select one or more search criteria" and a "Reset" button. It includes two dropdown menus: "PUB HLTH FOUN ENTRPRSES - PHFE" and "--Select a Device Type". Below these are two input fields: "Enter a State Tag Number" and "Enter a Serial Number", each with a "Search" button.

Select Item	Current Transaction	PO #	Device Type	State Tag #	Serial #	Purchase Date
Select		58633-4999	COMPUTER (PC)	1060630	H8B8J31	10/20/2003
Select		58633	COMPUTER MONITOR, COLOR	1060696	1574780335UBRY1	10/20/2003
Select		750004999	COMPUTER COMPONENT	1016731	W1NV2704FW	12/1/1998
Select	Not Available		COMPUTER MONITOR, COLOR	W-022479	ETL130712042700854	1/25/2005
Select	Not Available		COMPUTER LAPTOP	1062189	9PFRG61	2/11/2005
Select		60000	COMPUTER (PC)	1062662	GF6YG61	2/7/2005

Figure 14

When you have completed your search, use the **Select** link to the left of the item in the grid that you want to transfer.

Step 3:

- Click the **Select** link to the left of the item.
- The screen expands presenting a drop-down list captioned **--Select a Receiving Agency** (Figure 15).

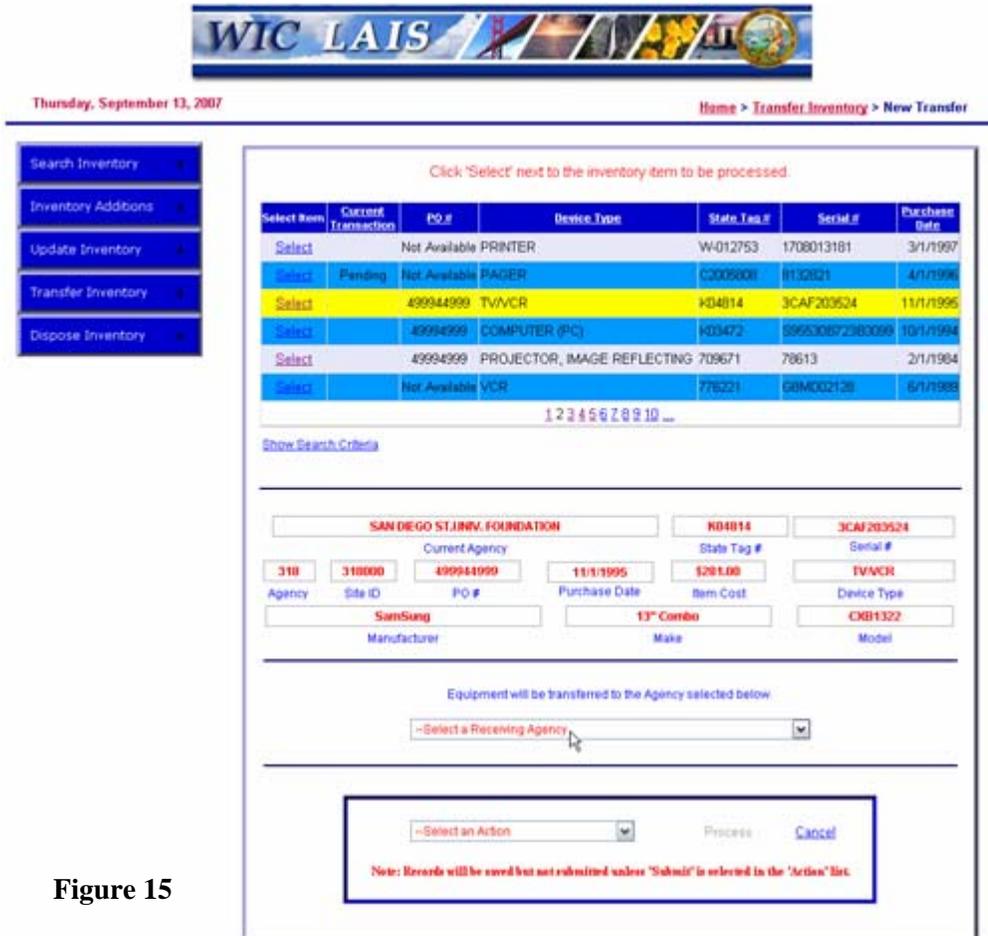
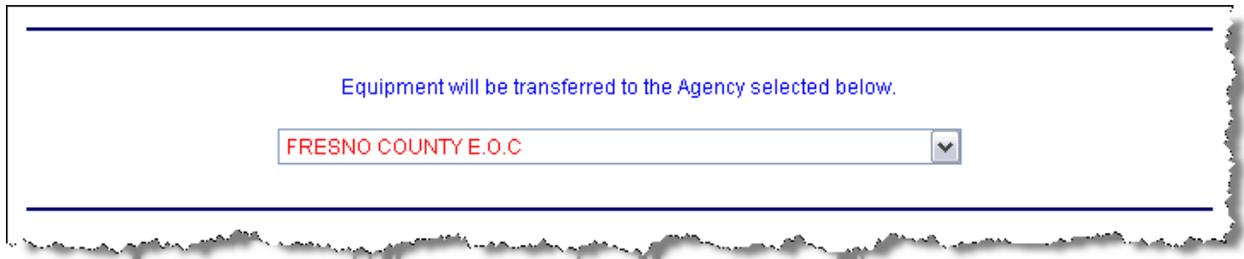


Figure 15

Step 4:

- Select the intended **Receiving Agency** from the drop-down list (Figure 16).



Equipment will be transferred to the Agency selected below.

FRESNO COUNTY E.O.C

The image shows a screenshot of a web form. At the top, there is a blue instruction: "Equipment will be transferred to the Agency selected below." Below this is a drop-down menu with a white background and a blue border. The text "FRESNO COUNTY E.O.C" is displayed in red within the menu. To the right of the text is a small blue downward-pointing arrow icon. The entire form area is enclosed in a white box with a blue border and a decorative, torn-paper-like bottom edge.

Figure 16

Step 5: **Warning: You must save your work prior to exiting** (Figure 17)

- Select an action **Save** or **Submit** from the drop-down list.

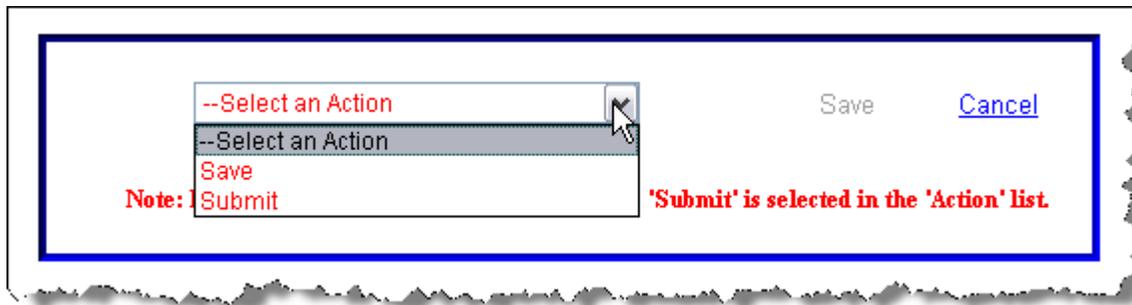


Figure 17

- Select Save, Submit, or Cancel.



The transferring agency must now wait for the property controller to approve the transfer request. As stated earlier, this will change the status of the transaction to InTransit.

The next step is performed by the receiving agency.

Note: *The system enforces a rule that only receiving agencies can receive transferred items. If the transferring agency attempts to also receive the item, the system will not respond to this request.*

Step 6:

- Select **Transfer Inventory – In Transit** (Figure 18).



Figure 18

This page will present items that are in transit for your agency (Figure 19).

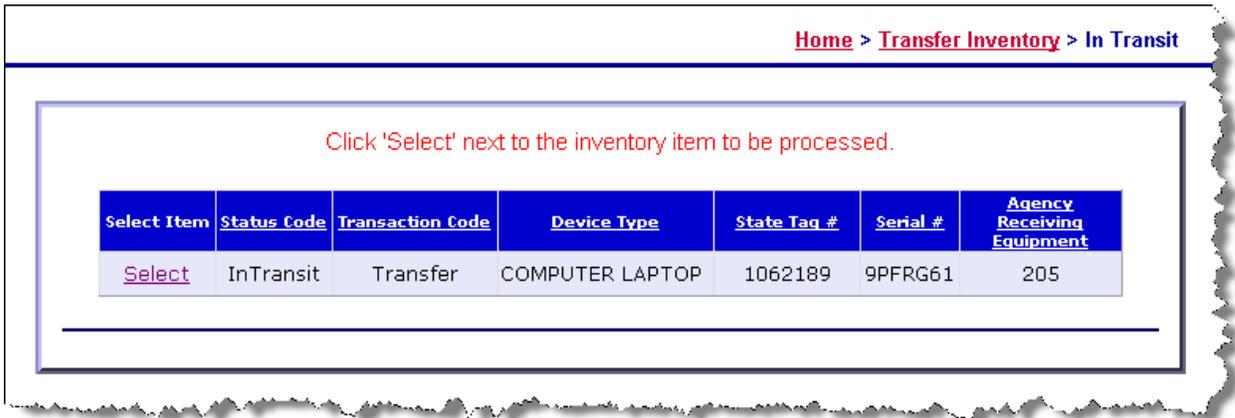


Figure 19

Step 7:

- Click the **Select** link to the left of the item in the grid that you wish to receive. You will notice the screen expands displaying various controls (e.g., text boxes, drop-down lists). This screen allows you receive the item and also assign the item to a site (Figure 20).

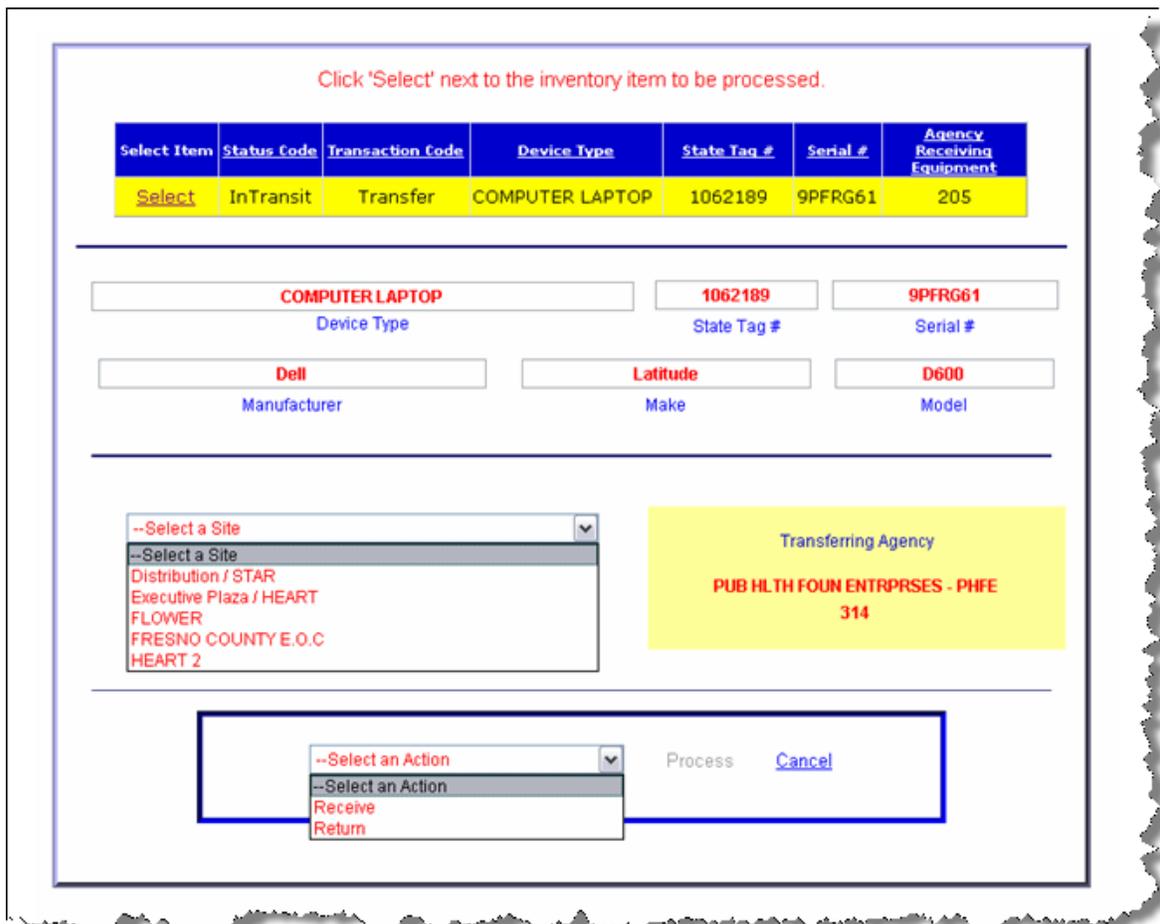


Figure 20

Step 8: **Warning: You must save your work prior to exiting.**

- Select the action **Receive**, or **Return** (if appropriate) (Figure 21).

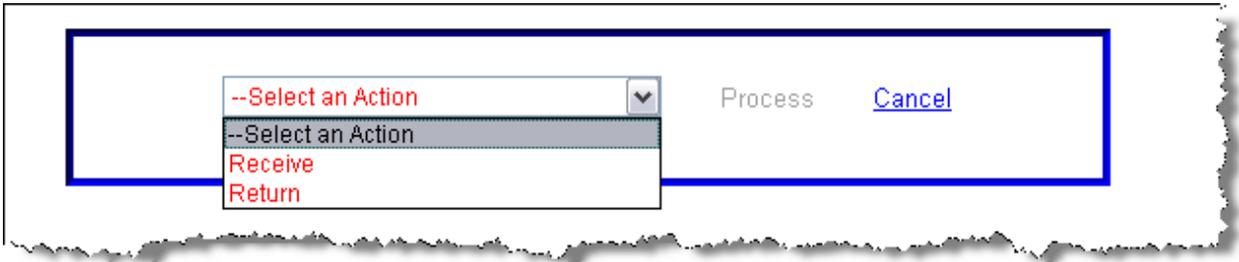
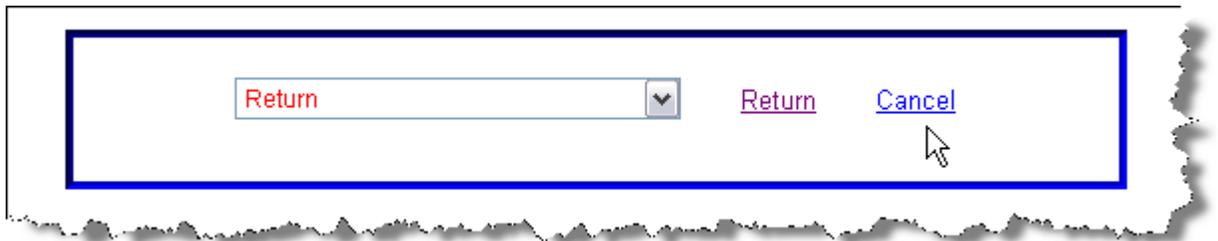
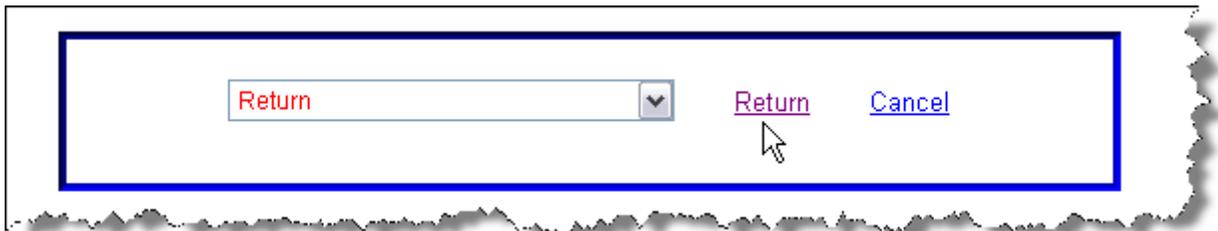
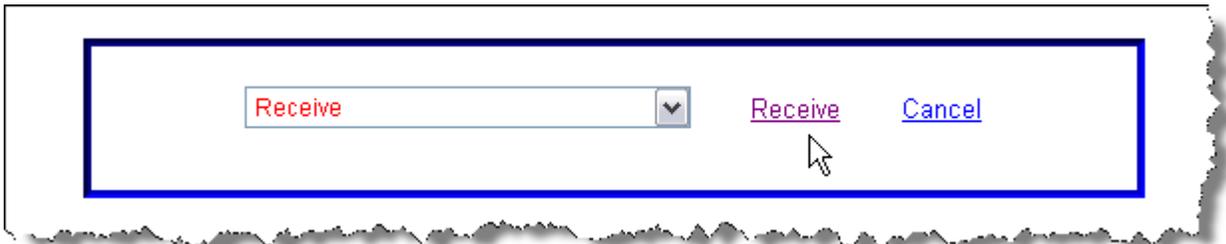


Figure 21

- Select **Receive**, **Return**, or **Cancel**.



Note: You must now await a property controller to review and approve the transfer before it can be viewed in your permanent records.

TUTORIAL 4

Disposing Inventory Items

This type of transaction has two stages of approval. The first stage of approval is the authorization by a property controller to dispose of an item. The item will then await certification of the physical disposal by an operator. The second stage is the final approval by a property controller to dispose of the item permanently. The property controller will not do a final approval until proper acknowledgment of physical disposal has been satisfied (check with your property controllers for advice on proper procedures).

Step 1:

- Select **Dispose Inventory – New Disposal** (Figure 22).

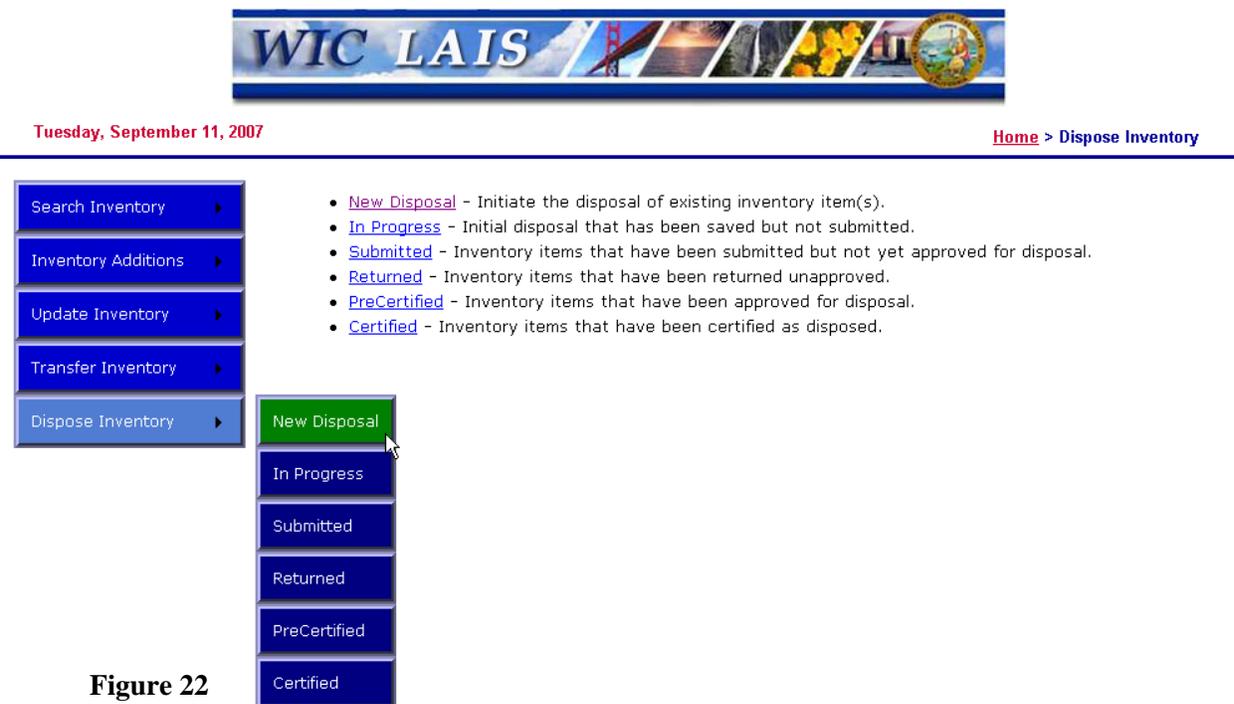


Figure 22

Step 2:

- Select the link **Show Search Criteria** (Figure 23).

WIC LAIS

Tuesday, September 11, 2007 Home > Dispose Inventory > New Disposal

Search Inventory ▶

Inventory Additions ▶

Update Inventory ▶

Transfer Inventory ▶

Dispose Inventory ▶

Click 'Select' next to the inventory item to be processed.

Select Item	Current Transaction	PO #	Device Type	State Tag #	Serial #	Site	Purchase Date
Select		Not Available	COMPUTER LAPTOP	C2011605	X0047272U	205000	2/26/2001
Select		Not Available	COMPUTER LAPTOP	C2011606	X0045428U	205000	2/26/2001
Select		Not Available	COMPUTER (PC)	C2010733	LCAX2400681-1	205000	3/1/2002
Select		499944999	TELEPHONE (ALL TYPES)	W-015572	39213	205000	4/24/2000
Select		Not Available	OFFICE EQUIPMENT	W-013173	96771	205000	9/29/2000
Select		Not Available	OFFICE EQUIPMENT	W-013174	96783	205000	9/29/2000

1 2 3 4

[Show Search Criteria](#)

Figure 23

Since you will be requesting modifications to existing inventory items, this step allows you to search on permanent items to be disposed. You will notice on this page you are presented with multiple drop-downs used to select your search criteria (Figure 24). The system will react to any search criteria you select, including no selection at all (the default display). If you perform a search with no criteria the system will respond by returning all permanent inventory items. An important point here is operators can only act upon items owned by their respective agency, but property controllers are allowed to act upon any item. If you are an operator, the only items returned by the search are those belonging to your assigned agency. If you are a property controller all items are returned for the specified search criteria.

The screenshot shows the WIC LAIS web application interface. At the top, there is a navigation bar with the date "Tuesday, September 11, 2007" and the breadcrumb "Home > Dispose Inventory > New Disposal". On the left side, there is a vertical menu with buttons for "Search Inventory", "Inventory Additions", "Update Inventory", "Transfer Inventory", and "Dispose Inventory". The main content area features a table of inventory items with columns for "Select Item", "Current Transaction", "PO #", "Device Type", "State Tag #", "Serial #", "Site", and "Purchase Date". Each row has a "Select" link in the first column. Below the table is a "Hide Search Criteria" link and a search criteria form. The form includes a "Reset" link, a dropdown menu for "FRESNO COUNTY E.O.C.", a dropdown menu for "--Select a Device Type", and two input fields for "Enter a State Tag Number" and "Enter a Serial Number", each with a "Search" button.

Select Item	Current Transaction	PO #	Device Type	State Tag #	Serial #	Site	Purchase Date
Select	Not Available		COMPUTER LAPTOP	C2011605	X0047272U	205000	2/26/2001
Select	Not Available		COMPUTER LAPTOP	C2011606	X0045428U	205000	2/26/2001
Select	Not Available		COMPUTER (PC)	C2010733	LCAV2400681-1	205000	3/1/2002
Select	499944999		TELEPHONE (ALL TYPES)	W-015572	39213	205000	4/24/2000
Select	Not Available		OFFICE EQUIPMENT	W-013173	96771	205000	9/29/2000
Select	Not Available		OFFICE EQUIPMENT	W-013174	96783	205000	9/29/2000

1 2 3 4

Hide Search Criteria

Select one or more search criteria [Reset](#)

FRESNO COUNTY E.O.C. --Select a Device Type

Enter a State Tag Number Search Enter a Serial Number Search

Figure 24

Since your intention is to dispose of a specific permanent item, you must begin by locating that item from the permanent inventory. Use the text boxes or drop-down list(s) to refine your search (Figure 25).

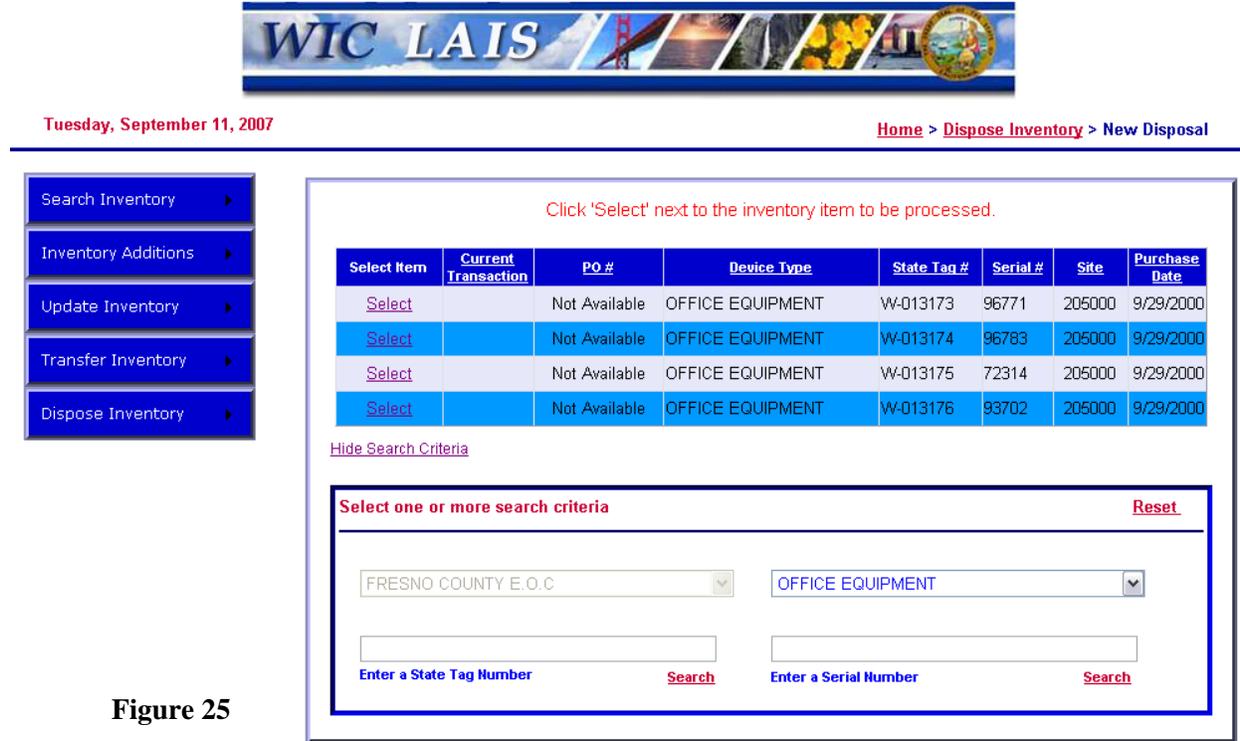


Figure 25

Step 3:

- Click the **Select** link to the left of the item (Figure 26).

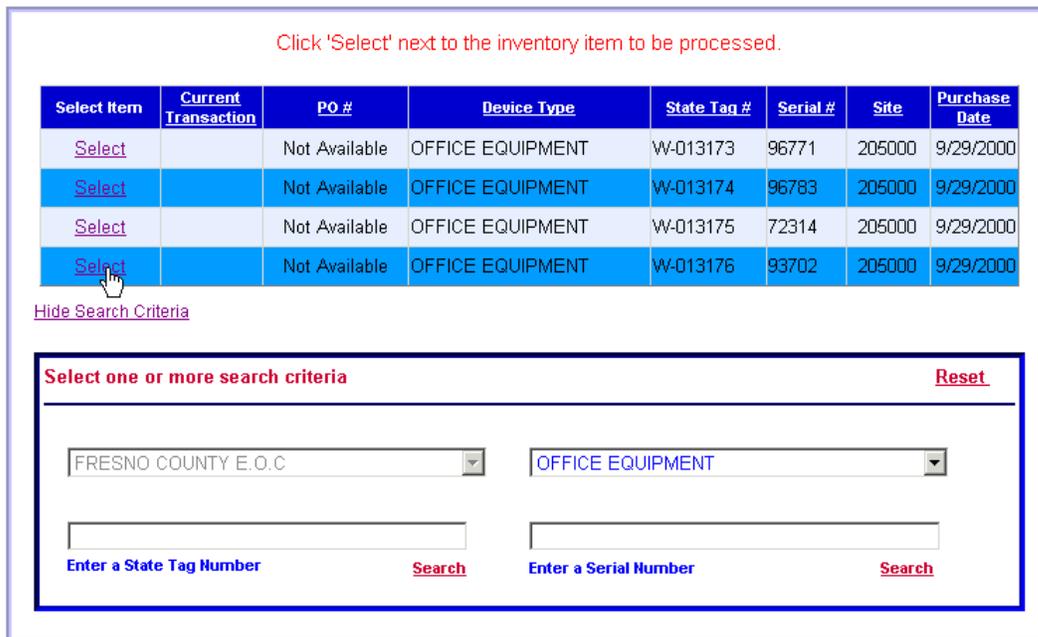


Figure 26

With the item selected you will notice a drop-down list at the bottom of the page that contains options to select a disposition code and a text box to enter an explanation for the disposition (Figure 27).

The screenshot shows the WIC LAIS web application interface. At the top, there is a navigation bar with the date "Thursday, September 13, 2007" and the breadcrumb "Home > Dispose Inventory > New Disposal". A sidebar on the left contains menu items: "Search Inventory", "Inventory Additions", "Update Inventory", "Transfer Inventory", and "Dispose Inventory".

The main content area features a table of inventory items with the following data:

Select Item	Current Transaction	EQ.#	Device Type	State Tag #	Serial #	Site	Purchase Date
Select	Not Available		OFFICE EQUIPMENT	W-013175	72314	205000	9/29/2000
Select	Not Available		OFFICE EQUIPMENT	W-013176	83702	205000	9/29/2000
Select	Not Available		OFFICE MACHINES LESS THAN \$501	W-013177	147048	205000	5/7/2002
Select	Not Available		PRINTER	W-022913	1537008746	205000	9/1/2000
Select	Not Available		PRINTER	C2015568	1543009664	205000	9/1/2000
Select	Not Available		PRINTER	W-022912	1701012480	205000	9/1/2000

Below the table, there are search criteria fields for the selected item (W-022913):

- State Tag #: W-022913
- Serial #: 1537008746
- Agency: 205
- Site ID: 205000
- PO #: 9/1/2000
- Manufacturer: Memorex Tekes
- Make: Coax
- Model: 1330-C02
- Item Cost: \$250.00
- Device Type: PRINTER

The disposition form includes a "Disposition Code" dropdown menu (set to "--Select a new Disposition"), a "Disposition Codes" dropdown menu, and a "Disposition Explanation" text area. At the bottom, there is an "Action" dropdown menu (set to "--Select an Action") and buttons for "Process" and "Cancel". A note at the bottom states: "Note: Records will be saved but not submitted unless 'Submit' is selected in the 'Action' list."

Figure 27

Step 4:

- Select a **Disposition Code** from the drop-down list (Figure 28).

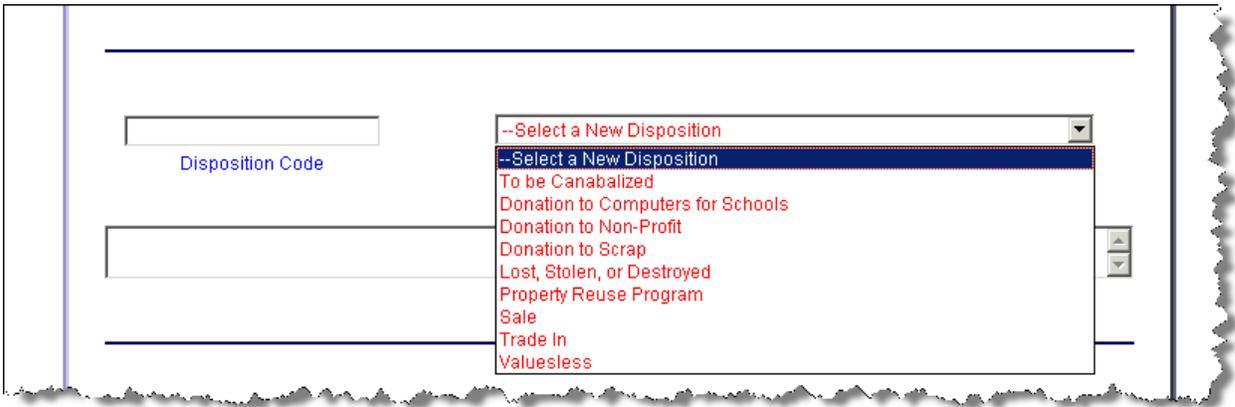


Figure 28

- Provide an **Explanation** in the text box provided (Figure 29).

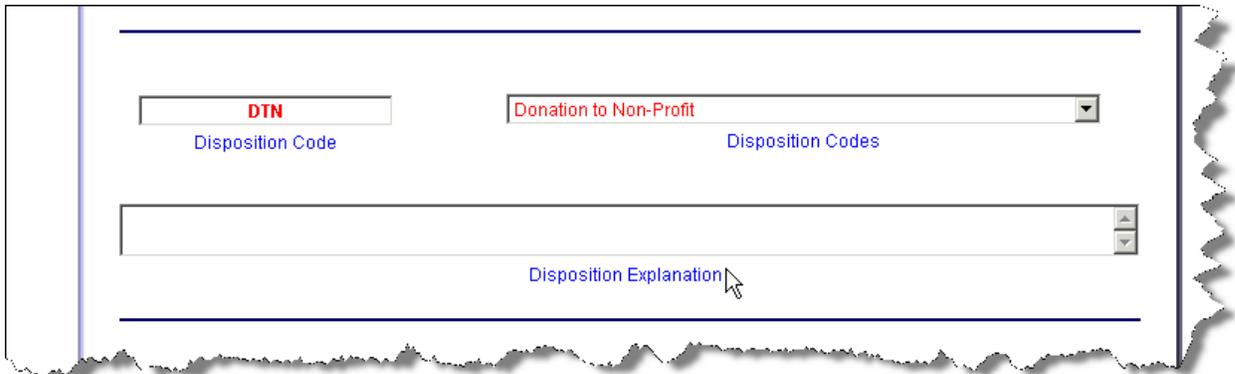


Figure 29

Step 5: **Warning: You must save your work prior to exiting** (Figure 30).

- Select an action **Save** or **Submit** from the drop-down list.

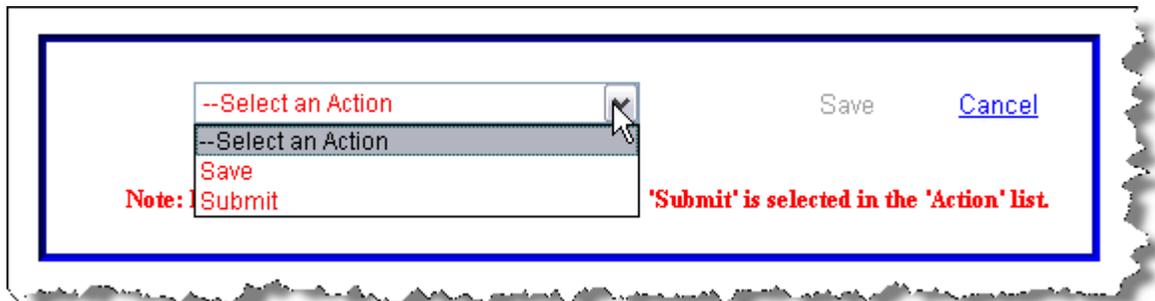


Figure 30

- Select **Save**, **Submit**, or **Cancel**.



Note: *You must now wait for a property controller to review, and either accept or reject, your request. If accepted the status will be set to PreCertified. This is an intermediate status in which the item is pending physical disposal. After the item is properly disposed of the requesting agency needs to certify the disposal. You can view the submitted items from the 'Dispose Inventory – Submitted' page (Figure 31), however, no transactions can be made on this page. Let's continue with the process.*

The screenshot displays the WIC LAIS web application interface. At the top, there is a banner with the text "WIC LAIS" and a navigation bar showing the date "Tuesday, September 11, 2007" and the breadcrumb "Home > Dispose Inventory > Submitted". On the left side, there is a vertical menu with buttons for "Search Inventory", "Inventory Additions", "Update Inventory", "Transfer Inventory", and "Dispose Inventory". The "Dispose Inventory" button is highlighted, and a dropdown menu is open, showing options: "New Disposal", "In Progress", "Submitted" (highlighted in green), "Returned", "PreCertified", and "Certified". The main content area contains a table with the following data:

Select Item	Status Code	Transaction Code	Device Type	State Tag #	Serial #
Select	Submitted	Dispose	OFFICE EQUIPMENT	W-013174	96783

Below the table, there is a red note: "Note: Transactions can only be withdrawn. No additional changes can be made." Above the table, there is a red instruction: "Click 'Select' next to the inventory item to be processed."

Figure 31

Step 6:

- Select **Dispose Inventory – PreCertified** (Figure 32).

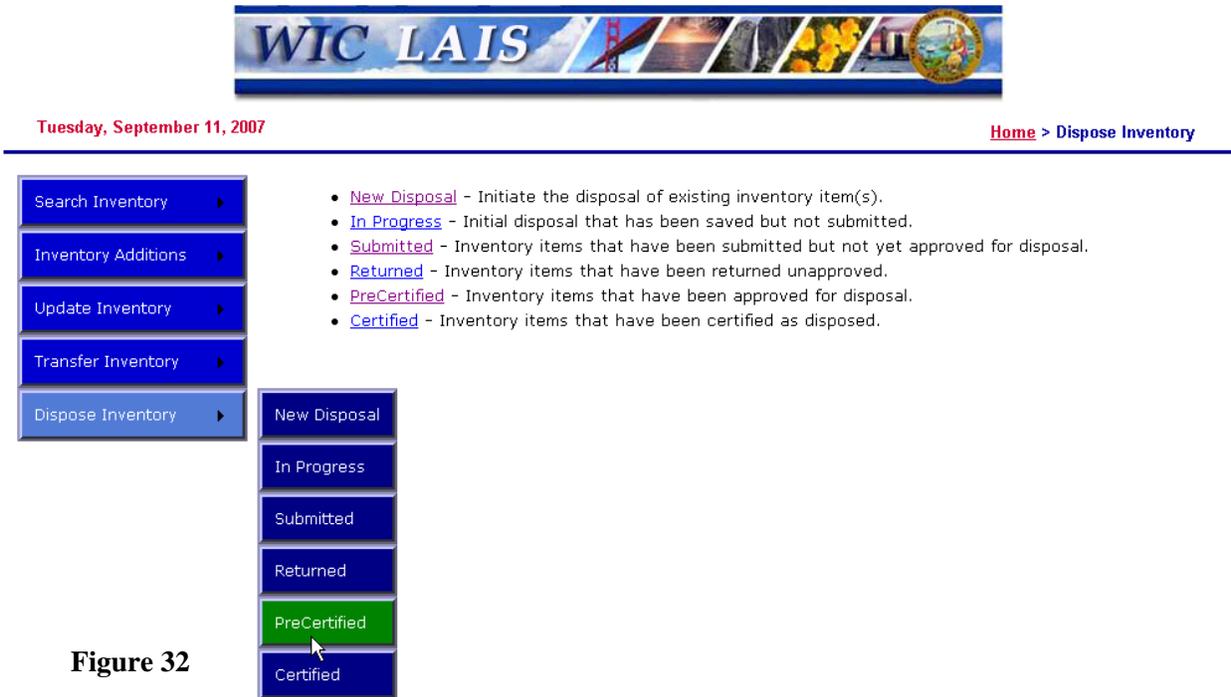


Figure 32

On this page you will see the item(s) awaiting certification (Figure 33).

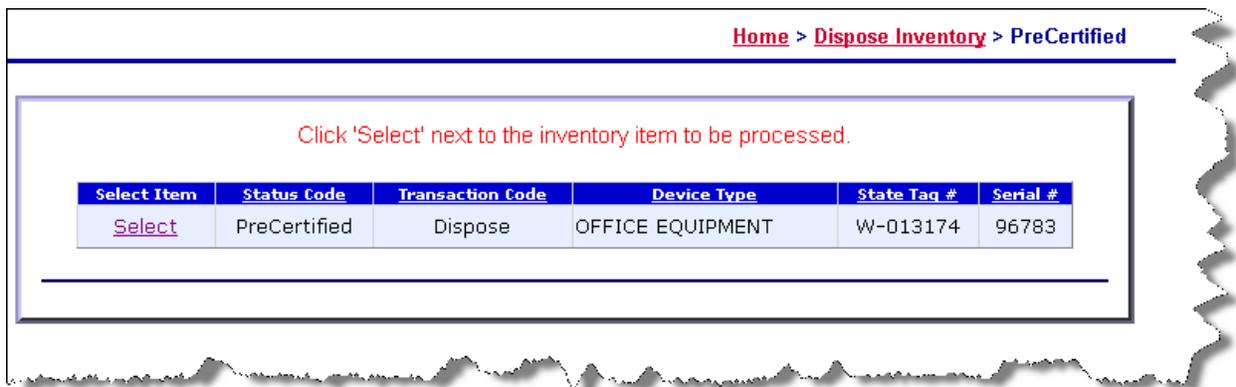


Figure 33

Step 7:

- Click **Select** to the left of the item (Figure 34). The page expands to show the details of the equipment that is being disposed, including the disposition code and disposition explanation. No changes can be made to the equipment from this page. The only option is to certify the disposal or withdraw the transaction.

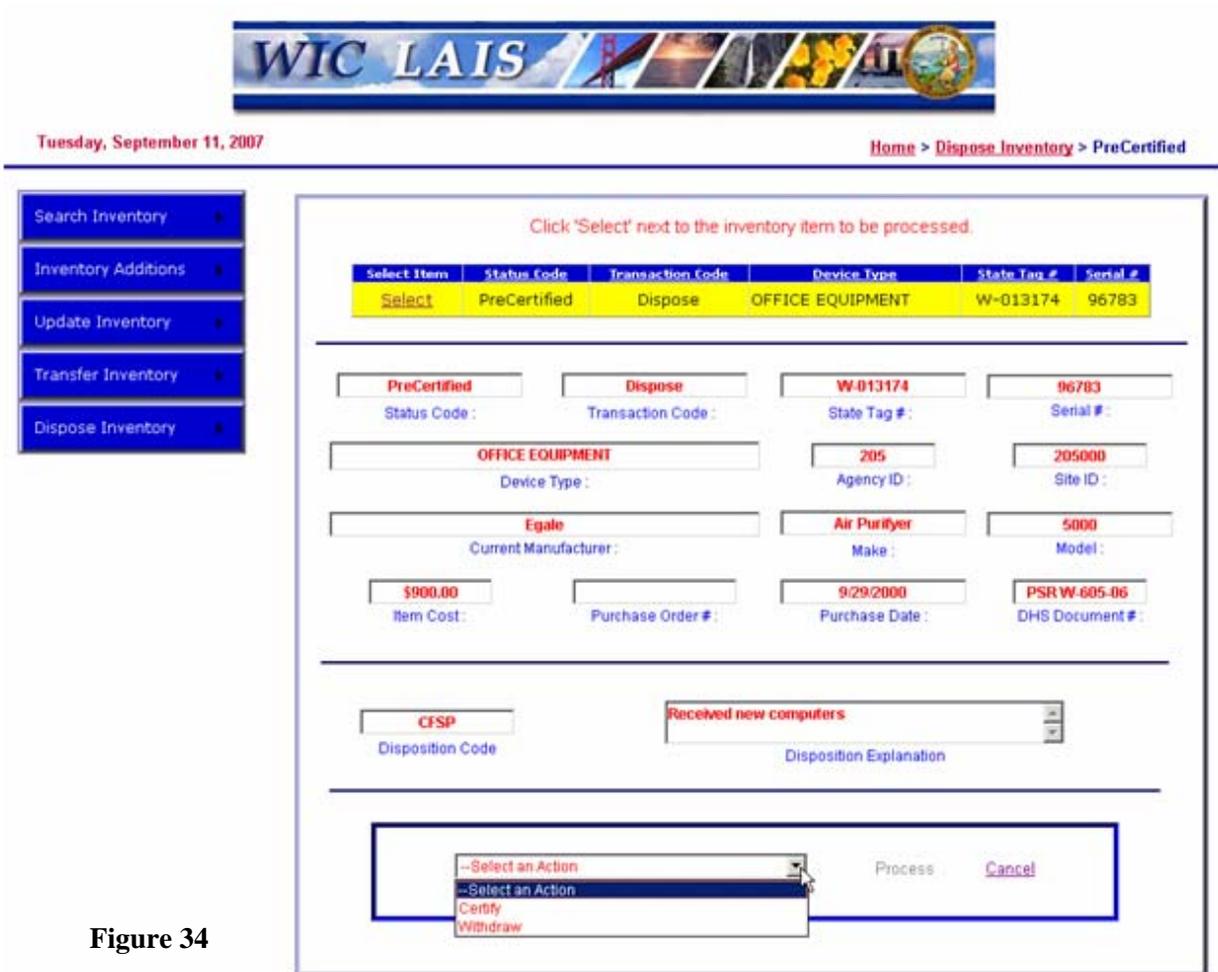


Figure 34

Step 8: **Warning: You must save your work prior to exiting** (Figure 35).

- Select an action **Certify** or **Withdraw** from the drop-down list.

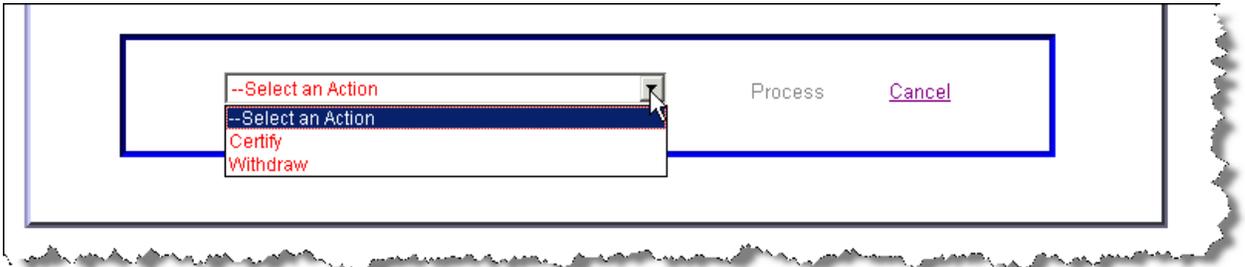
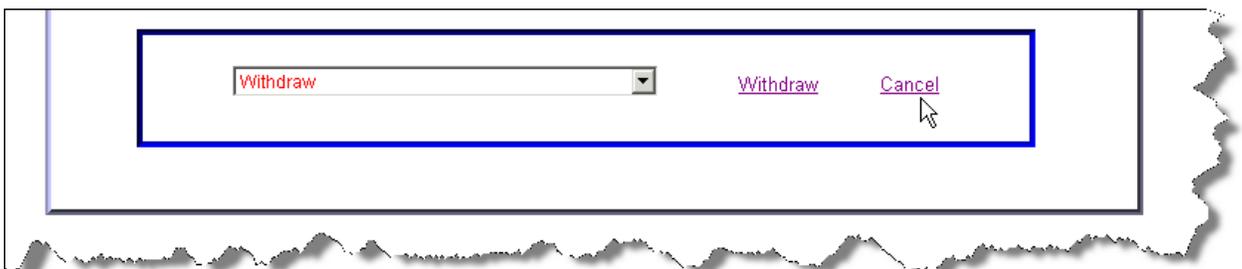
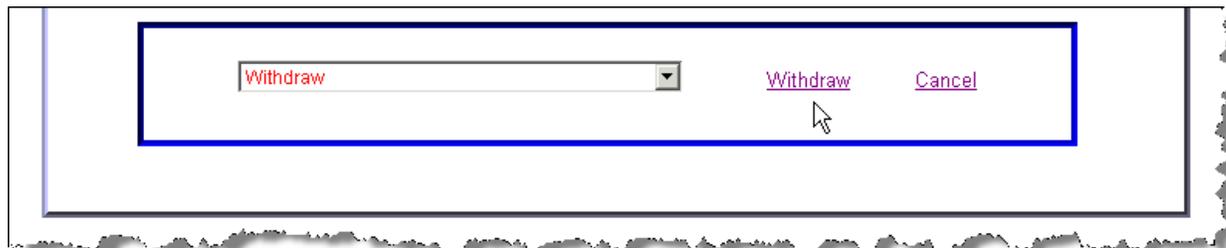
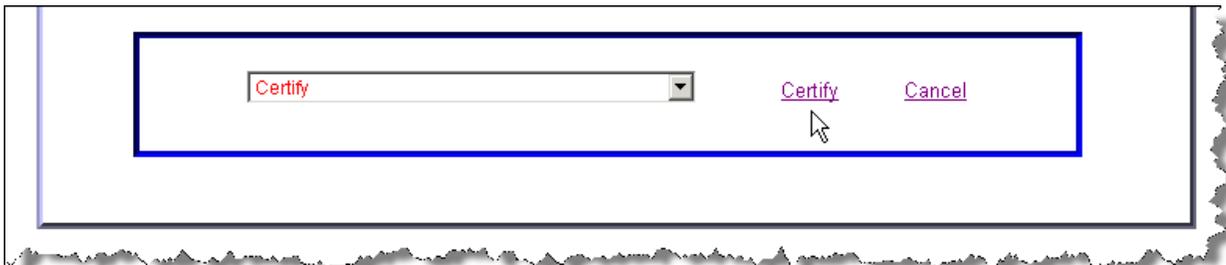


Figure 35

- Select **Certify**, **Withdraw**, or **Cancel**.



Note: *The property controllers can now perform the final approval of your request. This will approve the disposal and permanently remove the item from your inventory.*

Note: *Selecting the 'Withdraw' action during any transaction will display the following warning. Withdrawing a transaction will delete the temporary record, however, the permanent record remains in the original state..*



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