

Frontline Education is happy to announce the release of Asset Management v 14.1 which includes the following enhancements:

1) Automatically Transfer Staff Inventory Data

Automatically Transfer Staff Inventory Data

The **Staff Inventory Transfer** feature enhances inventory management by automating the transfer of staff-assigned inventory between campuses, triggered by the nightly SIS/HR data files received and processed for the district within the asset management system. This functionality utilizes district-level settings to control transfer criteria (product type, grade, status), ensuring efficient and precise asset tracking when staff members move locations. It reduces the need for manual adjustments and provides greater control over asset allocation.

NOTE: This feature requires the SIS/HR nightly data import into Asset Management.

Important Note: Staff Deactivation Configuration

To fully utilize the **Staff Inventory Transfer** feature, the **Staff Deactivation** setting should be enabled for your district. This setting ensures that staff records at the originating campus are properly deactivated during the transfer process, allowing the system to effectively manage inventory transitions.

What Happens Without Staff Deactivation?

- If the **Staff Deactivation** setting is not enabled:
 - Staff records at the previous campus will remain active even after a transfer, leading to potential discrepancies in inventory management.
 - The feature's full functionality, including accurate inventory updates and transfer logs, may be impacted.

How to Enable Staff Deactivation

1. Contact **Frontline Support** to confirm or request activation.
2. Frontline Support will assist in enabling the setting to ensure seamless functionality.

Note: Activating this setting may require a brief configuration period, so it's recommended to plan accordingly.

By ensuring **Staff Deactivation** is enabled, districts can maximize the efficiency and accuracy of the **Staff Inventory Transfer** feature.

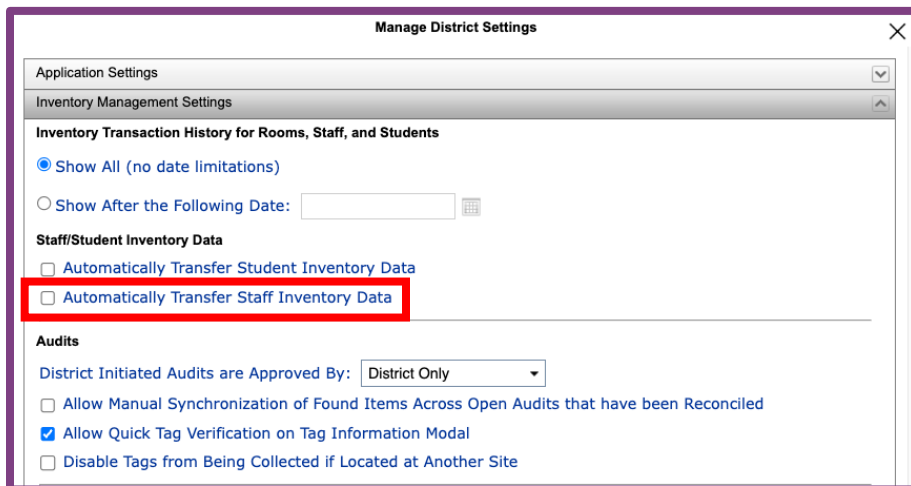
District Settings

As an Admin, to enable Staff Inventory Transfer, navigate to District Settings then Inventory Management Settings. When first setting up Staff Inventory Transfer, the setting checkbox will be unchecked/disabled by default. To enable Staff Inventory Transfer, check the box next to “Automatically Transfer Staff Inventory Data”.

1. Enable Staff Inventory Transfer

1. Log into the **Frontline Asset Management System** with administrative credentials.
2. Navigate to **District Settings > Inventory Management Settings**.
3. Locate the section labeled **Student/Staff Inventory Data**.
4. Ensure the **Automatically Transfer Staff Inventory Data** checkbox is enabled.

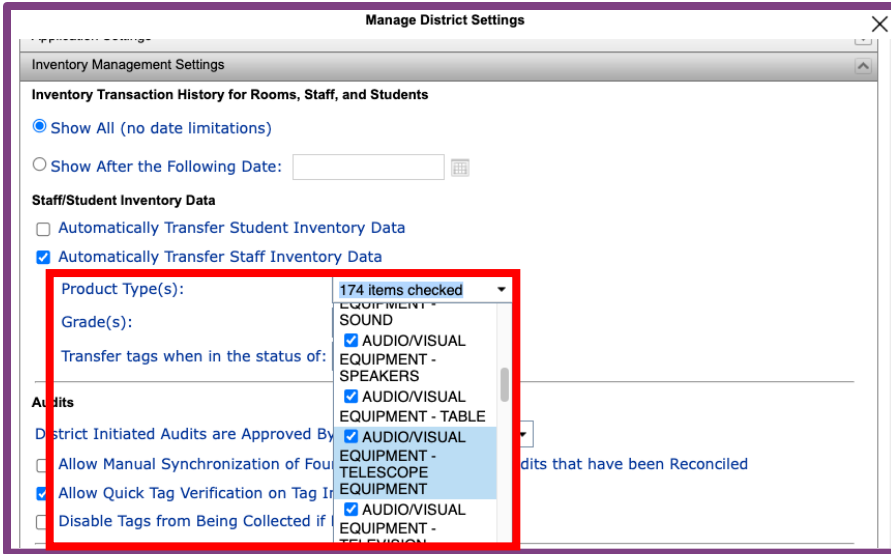
Once the checkbox is clicked, Staff Inventory data will automatically transfer inventory data as staff move overnight during the SIS/HR file processing.



2. Configure Transfer Criteria

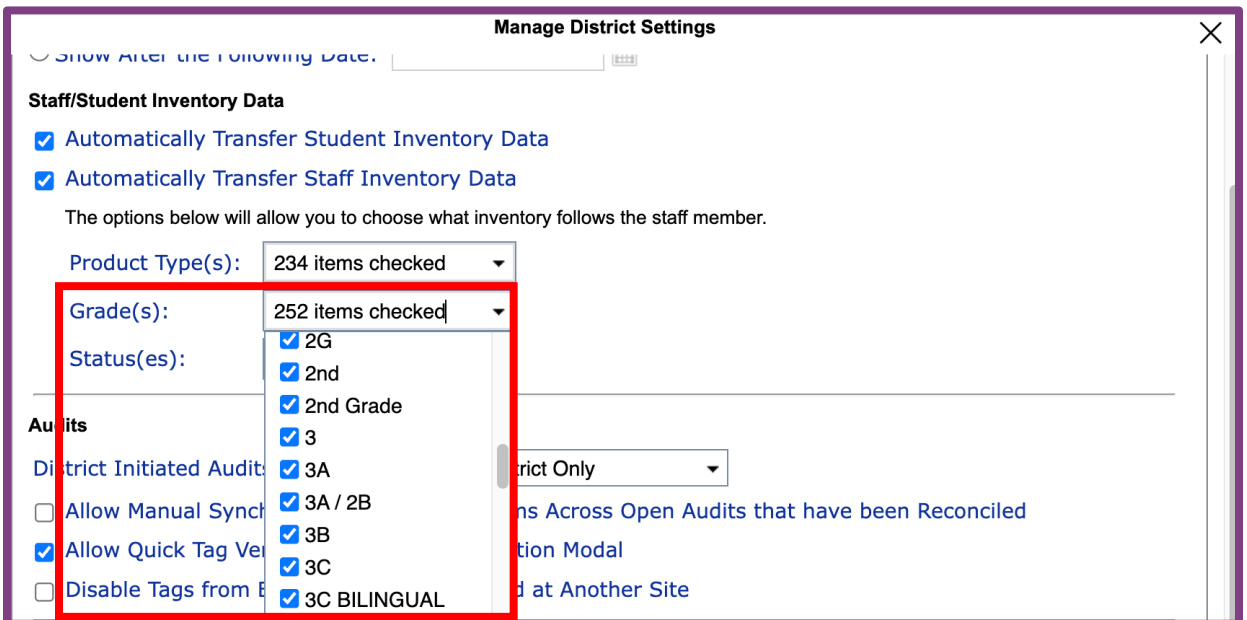
When the **Automatically Transfer Staff Inventory Data** checkbox is enabled, districts can define specific exclusions based on the following parameters:

- **Product Type(s)**
 - Select product types (e.g., "Computers - CPUs") that should NOT be transferred automatically with the staff record.
 - Any inventory associated with the selected Product Types will remain at the current site assigned to the staff member, even if the SIS file indicates the staff member record has moved to a different site.



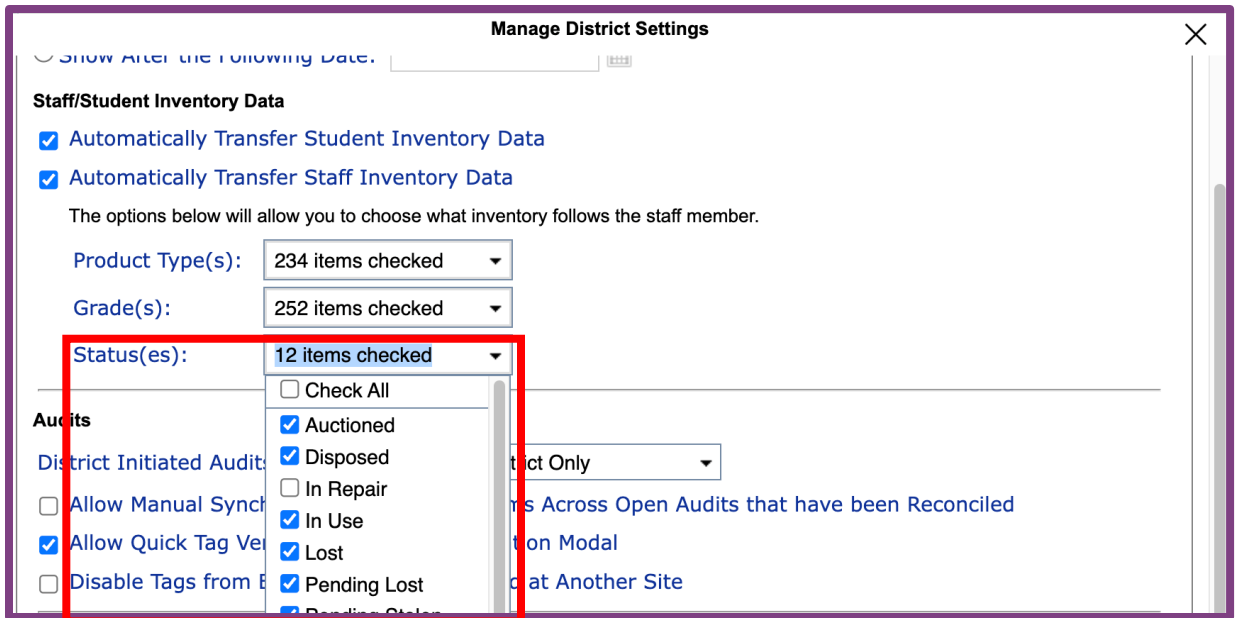
- **Grade(s)**

- Select staff grades (e.g., 12th grade) that should NOT be included in automatic inventory transfers.
- Any inventory assigned to staff in the excluded grades will remain at the current site, even if the SIS file indicates the staff member record has moved to a different site.

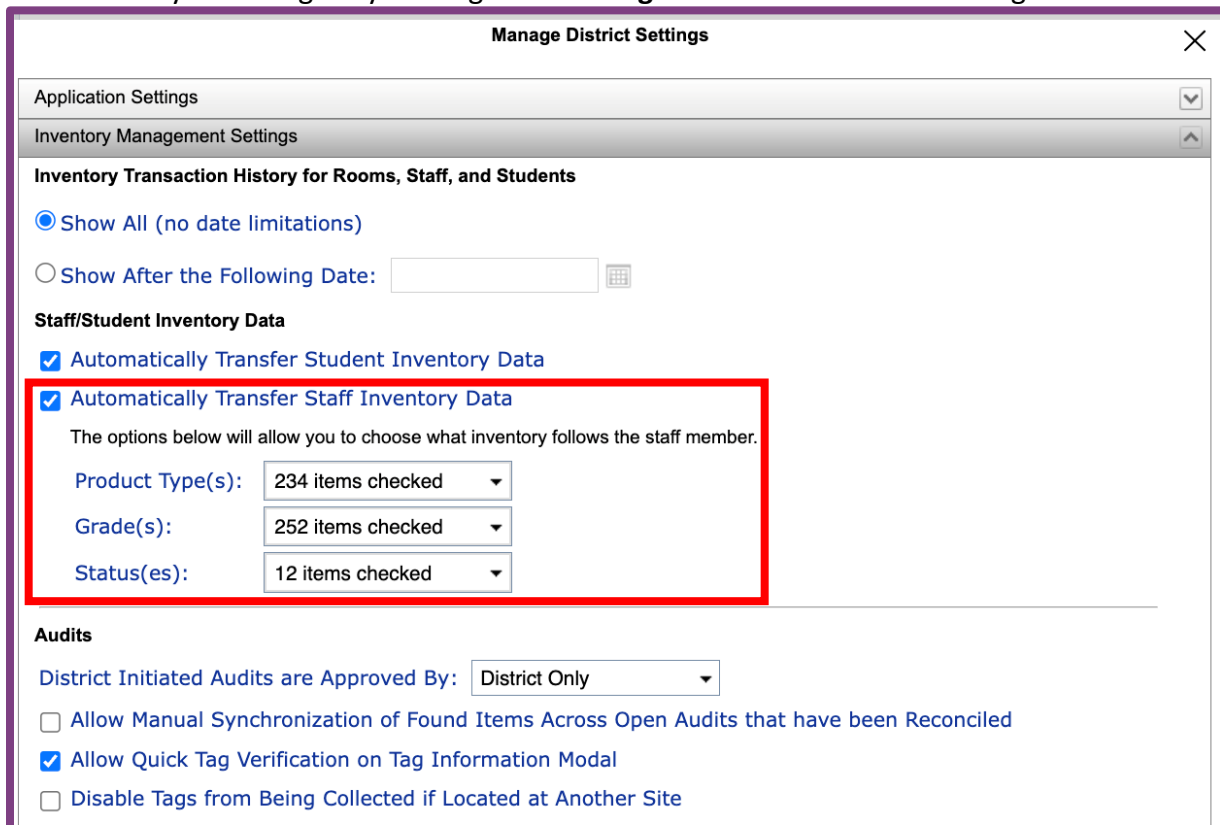


- **Status(es)**

- Select device statuses (e.g., "In Repair") that should NOT be included in automatic inventory transfers.
- Any inventory currently in the excluded statuses will remain at the current site until their status changes.



5. Save your changes by clicking **Save Settings** at the bottom of the configuration screen.



Staff Inventory Transfer with No Restrictions

Scenario: A staff member assigned inventory is transferred to a new site (as indicated by the nightly SIS/HR data file) without any grade, product type, or status exclusions.

Outcome:

- The inventory is transferred along with the staff member record to the new site.
- The staff member record is deactivated at the previous site.

Staff Inventory Transfer with Outstanding Charges

Scenario: A staff member record with assigned inventory is transferred to a new site (as indicated by the nightly SIS/HR data file) AND the staff member has an outstanding charge associated to their inventory.

Outcome:

- The device transfers with the staff member record to the new site.
- The staff member record will remain active at the previous site due to the outstanding charge.
- The outstanding charge will be visible at both the previous and new sites.

Staff Inventory Transfer with Grade-Based Exclusions

Scenario: A staff member record with assigned inventory is transferred to a new site and is now designated as 12th-grade (as indicated by the nightly SIS data file). The district settings exclude inventory transfers for inventory assigned to 12th-grade staff.

Outcome:

- The staff member record transfers to the new site.
- Inventory associated with the staff member record remains at the previous campus, adhering to the grade-based exclusion settings.

Staff Inventory Transfer with Product Type-Based Exclusions

Scenario: A staff member record with assigned inventory of product type "Computers - CPUs" is transferred to a new site (as indicated by the nightly SIS/HR data file). The district settings exclude inventory transfers for inventory with the product type "Computers - CPUs".

Outcome:

- Staff member record transfers to the new site.
- Inventory with the excluded product type "Computers - CPUs" remains at the previous site, adhering to the product type-based exclusion settings.

Staff Inventory Transfer with Status-Based Exclusions

Scenario: A staff member record with assigned inventory in the status "In Repair" is transferred to a new site (as indicated by the nightly SIS/HR data file). The district settings exclude inventory transfers for devices in the status "In Repair".

Outcome:

- The staff member record transfers to the new site.
- Inventory with the excluded status "In Repair" remains at the previous site, adhering to the status-based exclusion settings.

Tag Status History

The **Status History** feature provides a comprehensive log of asset movements and status changes, ensuring traceability of inventory items as they are transferred between locations. This ensures that districts maintain a historical record of inventory movement and statuses for auditing and operational purposes.

Why Status History Data Matters:

1. **Audit Readiness:**
 - Status History provides a transparent trail of device movements and usage, critical for audits and compliance.
2. **Operational Continuity:**
 - Retaining the previous status ensures that devices continue to reflect their correct operational state, minimizing errors and ensuring proper handling.
3. **Accountability and Visibility:**
 - Administrators can track who initiated transfers or status changes, providing accountability at every step of the asset's lifecycle.

Viewing Status History

Tag Information		
Tag/Serial: <input type="text" value="KSD103"/>	Quick Verify	Select Action...
Detail	Status History	Audit History
	Status: In Use Source: Staff: Sta01 Sta01 Status Notes: Staff Inventory Transfer	Site: S Rowe High School Destination: Staff: Sta01 Sta01 Scan Date: 12/11/2024 Scan By: Staff Inventory Transfer
	Status: Transferred Source: Site: S Memorial High School Status Notes: Staff Inventory Transfer	Site: S Rowe High School Destination: Staff: Sta01 Sta01 Scan Date: 12/11/2024 Scan By: Staff Inventory Transfer
	Status: In Use Source: Staff: Sta01 Sta01 Status Notes: Staff Inventory Transfer	Site: S Memorial High School Destination: Staff: Sta01 Sta01 Scan Date: 12/11/2024 Scan By: Staff Inventory Transfer
	Status: Transferred Source: Site: S Cathey Middle School Status Notes: Staff Inventory Transfer	Site: S Memorial High School Destination: Staff: Sta01 Sta01 Scan Date: 12/11/2024 Scan By: Staff Inventory Transfer
	Status: In Use Source: Staff: Sta01 Sta01 Status Notes: Staff Inventory Transfer	Site: S Cathey Middle School Destination: Staff: Sta01 Sta01 Scan Date: 12/09/2024 Scan By: Staff Inventory Transfer
	Status: Transferred Source: Site: Kirthik01 Status Notes: Staff Inventory Transfer	Site: S Cathey Middle School Destination: Staff: Sta01 Sta01 Scan Date: 12/09/2024 Scan By: Staff Inventory Transfer

To access the **Status History**:

1. Navigate to the asset's Tag Information record in the **Frontline Asset Management System**.
2. Locate the **Status History** Tab
3. Review the chronological events, which includes:
 - Transfer records with timestamps and locations.
 - Status updates with corresponding timestamps and responsible user actions.

How Status History Works

Tag Information		
Tag/Serial: <input type="text" value="KSD103"/>	Quick Verify	Select Action...
Detail	Status History	Audit History
	Status: In Use Source: Staff: Sta01 Sta01 Status Notes: Staff Inventory Transfer	Site: S Rowe High School Destination: Staff: Sta01 Sta01 Scan Date: 12/11/2024 Scan By: Staff Inventory Transfer
	Status: Transferred Source: Site: S Memorial High School Status Notes: Staff Inventory Transfer	Site: S Rowe High School Destination: Staff: Sta01 Sta01 Scan Date: 12/11/2024 Scan By: Staff Inventory Transfer
	Status: In Use Source: Staff: Sta01 Sta01 Status Notes: Staff Inventory Transfer	Site: S Memorial High School Destination: Staff: Sta01 Sta01 Scan Date: 12/11/2024 Scan By: Staff Inventory Transfer
	Status: Transferred Source: Site: S Cathey Middle School Status Notes: Staff Inventory Transfer	Site: S Memorial High School Destination: Staff: Sta01 Sta01 Scan Date: 12/11/2024 Scan By: Staff Inventory Transfer
	Status: In Use Source: Staff: Sta01 Sta01 Status Notes: Staff Inventory Transfer	Site: S Cathey Middle School Destination: Staff: Sta01 Sta01 Scan Date: 12/09/2024 Scan By: Staff Inventory Transfer
	Status: Transferred Source: Site: Kirthik01 Status Notes: Staff Inventory Transfer	Site: S Cathey Middle School Destination: Staff: Sta01 Sta01 Scan Date: 12/09/2024 Scan By: Staff Inventory Transfer

1. Transfer Records:

- When an asset is transferred to a new location, the **Status History** tab displays a transfer record indicating:
 - The original location (e.g., Campus 777).
 - The destination location (e.g., Campus 778).
 - The date and time of the transfer.

2. Status Retention During Transfer:

- The asset retains its status from the original location upon transfer.
- Example:
 - If an asset is marked as **In Use** at Campus 777, its status remains **In Use** when transferred to Campus 778.
 - This continuity ensures accurate reporting and minimal disruption to workflows.

3. Status Updates at the New Location:

- Once the asset is received at the new location, any subsequent changes to its status (e.g., **In Repair** or **Available**) are reflected in the **Status History** tab.
- Administrators at the new location can view the previous status alongside current updates for a full lifecycle record of the asset.

Staff Inventory on an Audit

Staff Assigned Inventory on an Open Audit

Scenario:

- A staff member with assigned inventory is listed on an Open Audit at their current site (Campus 777).
- The staff member record is transferred to a new site (Campus 778) as indicated by the nightly SIS/HR data file.

Outcome:

- The inventory transfers with the staff member record to the new site.
- The inventory is automatically removed from the open audit at Campus 777.
- The inventory status is flagged as "Removed" during the staff transfer process.
- The staff member's record remains active at Campus 777 until the audit is closed.
- The audit report will display the inventory status as "Removed", ensuring accurate tracking of excluded inventory.

Audit History:

Detail	Status History	Audit History	Ticket History	Components	Attachments
Missing		Audit Date: 11/15/2024 8:28:49 AM EST Created By: Nikita		Expected Location: NNAuditSIsite2 Staff: SITstaff2 SITstaff2	Audit Location: NNAuditSIsite2 Staff: SITstaff2 SITstaff2
Removed		Audit Date: 11/15/2024 8:28:49 AM EST Created By: Nikita Action Taken: Staff Inventory Transfer Removed By: System Removed Date: 11/18/2024 5:38:31 AM		Expected Location: NNAuditSIsite2 Staff: SITstaff2 SITstaff2	Audit Location: NNAuditSIsite Staff: SITstaff2 SITstaff2
Missing		Audit Date: 11/15/2024 8:28:49 AM EST Created By: Nikita		Expected Location: NNAuditSIsite2 Staff: SITstaff2 SITstaff2	Audit Location: NNAuditSIsite Staff: SITstaff2 SITstaff2

Staff Assigned Inventory Scanned as "Misplaced" on an In-Progress Audit

Scenario:






- During an In-Progress Audit at Campus 777, a staff members inventory is scanned as "Misplaced".
- Before the audit concludes, the staff member record is transferred to Campus 778 as indicated by the nightly SIS/HR data file.

Outcome:

- The inventory transfers with the staff member record to the new site.

- The "Misplaced" inventory is automatically removed from the In-Progress audit records at Campus 777.
- The inventory status is flagged as "Removed" during the staff transfer process.
- The staff members record remains active at Campus 777 until the audit is closed
- The audit report will display the inventory status as "Removed," ensuring accurate tracking of excluded inventory.

Audit History:

 Missing	Audit Date: 11/15/2024 8:28:49 AM EST Created By: Nikita	Expected Location: NNAuditSITsite2 Staff: SITstaff1 SITstaff1 Audit Location: NNAuditSITsite2 Staff: SITstaff1 SITstaff1
 Removed	Audit Date: 11/15/2024 8:28:49 AM EST Created By: Nikita Action Taken: Staff Inventory Transfer Removed By: System Removed Date: 11/18/2024 6:34:27 AM	Expected Location: NNAuditSITsite2 Staff: SITstaff1 SITstaff1 Audit Location: NNAuditSITsite Room: SIT room
 Removed	Audit Date: 11/15/2024 8:28:49 AM EST Created By: Nikita Action Taken: Staff Inventory Transfer Removed By: System Removed Date: 11/18/2024 6:34:27 AM	Expected Location: NNAuditSITsite2 Staff: SITstaff1 SITstaff1 Audit Location: NNAuditSITsite Staff: SITstaff1 SITstaff1
 Misplaced	Audit Date: 11/15/2024 8:28:49 AM EST Created By: Nikita Scanned By: Nikita Scanned Date: 11/18/2024 6:30:57 AM	Expected Location: NNAuditSITsite2 Staff: SITstaff1 SITstaff1 Audit Location: NNAuditSITsite Room: SIT room
 Found	Audit Date: 11/15/2024 8:28:49 AM EST Created By: Nikita Found By: Nikita Found Date: 11/18/2024 6:30:56 AM	Expected Location: NNAuditSITsite2 Staff: SITstaff1 SITstaff1 Audit Location: NNAuditSITsite Staff: SITstaff1 SITstaff1
	Audit Date: 11/15/2024 8:28:49 AM EST	Expected Location: NNAuditSITsite2

Staff Assigned Inventory Scanned as "Verified" During an Open Audit

Scenario:

- A staff member with assigned inventory is listed on an Open Audit at their current site (Campus 777).
- During the audit process, the inventory is scanned as "Verified," confirming its presence in the expected location.
- Before the audit is closed, the staff member record is transferred to a new site (Campus 778) as indicated by the nightly SIS/HR data file.

Outcome:

- The "Verified" inventory is automatically removed from the open audit records at Campus 777.
- The inventory status is flagged as "Removed" during the staff transfer process.
- The staff members record remains active at Campus 777 until the audit is closed.
- The audit report will display the inventory status as "Removed," ensuring accurate tracking of excluded inventory.

Detail	Status History	Audit History	Ticket History	Components	Attachments
Missing		Audit Date: 11/15/2024 8:28:49 AM EST Created By: Nikita		Expected Location: NNAuditSITsite Staff: SITstaff1 SITstaff1	
Removed	Action Taken: Staff Inventory Transfer Removed By: System	Audit Date: 11/15/2024 8:28:49 AM EST Created By: Nikita Removed Date: 11/18/2024 5:47:28 AM		Expected Location: NNAuditSITsite Staff: SITstaff1 SITstaff1	Audit Location: NNAuditSITsite2 Staff: SITstaff1 SITstaff1
Verified		Audit Date: 11/15/2024 8:28:49 AM EST Created By: Nikita		Expected Location: NNAuditSITsite Staff: SITstaff1 SITstaff1	Audit Location: NNAuditSITsite2 Staff: SITstaff1 SITstaff1

- The inventory is excluded from further updates within the open audit at Campus 777.
- The staff member's record remains active at Campus 777 until the audit is closed..
- The audit report will display the inventory status as "Verified" before being marked as "Removed," providing a clear history of its status and exclusion during the transfer.
- At Campus 778, the inventory is transferred to the staff members record but is not included in any open audits until explicitly added for that site.

Staff Assigned Inventory on a Scan Complete Audit

Scenario:

- A staff member with assigned inventory is listed on a Scan Complete Audit at their current site (Campus 777).
- After the audit is marked as "Scan Complete," the staff member record is transferred to Campus 778 as indicated by the nightly SIS/HR data file.

Outcome:

- The inventory transfers with the staff member record to the new site.
- The inventory status is flagged as "Removed" during the staff transfer process.
- The audit report will display the inventory status as "Removed," ensuring accurate tracking of excluded inventory.

Staff Audit Details



Staff: SYLVIA NULL CRAIN Audit Detail

Status: Closed	Initiated By: District	Audit Inventory: 0
Created By: S kirthi	Approved By: S kirthi	Verified: 0
Created Date: 12/20/2024	Approved Date: 12/20/2024	Found: 0
Last Modified By: S kirthi	Scan Completed By: S kirthi	Missing: 0
Last Modified Date: 12/20/2024	Scan Completed On: 12/20/2024	Misplaced: 0

Refresh

State	Product	Tag	Asset Type	Actions
> Removed	CHROMEBOOK LENOVO N22	22159	Standalone	
> Removed	IPAD AIR WI-FI 32GB SPACE GRAY	45729	Standalone	
> Removed	IPAD AIR WI-FI 32GB SPACE GRAY	44239	Standalone	



Page size: 30

3 items in 1 pages

Staff ID: CRAINSYL000
Staff Name: SYLVIA NULL CRAIN
Staff Type: None

Staff Audit Summary Report
S 105 Special Education
Friday, December 20, 2024

Status: Closed
Created By: S kirthi
Created Date: 12/20/2024
Last Modified By: S kirthi
Last Modified Date: 12/20/2024

Initiated By: District
Approved By: S kirthi
Approved Date: 12/20/2024
Scan Completed By: S kirthi
Scan Completed On: 12/20/2024

Audit Inventory: 0
Verified: 0
Found: 0
Missing: 0
Misplaced: 0

State	Product	Tag	Asset Type	Expected Location	Audit Location	Action Taken
Removed	CHROMEBOOK LENOVO N22	22159	Standalone	Staff: SYLVIA NULL CRAIN	Staff: SYLVIA NULL CRAIN	Removed
Removed	IPAD AIR WI-FI 32GB SPACE GRAY	44239	Standalone	Staff: SYLVIA NULL CRAIN	Staff: SYLVIA NULL CRAIN	Removed
Removed	IPAD AIR WI-FI 32GB SPACE GRAY	45729	Standalone	Staff: SYLVIA NULL CRAIN	Staff: SYLVIA NULL CRAIN	Removed

Staff Assigned Inventory on a Closed Audit

Scenario:

- A staff member with assigned inventory is listed on a Closed Audit at their current site (Campus 777).
- After the audit is marked as "Closed," the staff member record is transferred to Campus 778 as indicated by the nightly SIS/HR data file.

Outcome:

- Since the audit is Closed, the staff record transfer has no impact on the audit records.
- The inventory transfers with the staff member record to the new site.
- The audit history reflects the inventory as part of the completed audit at Campus 777.

- At Campus 778, the inventory is transferred and available for new audits or inventory processes.

Transfer Guide

Before Transfer:

- Before the **Staff Inventory Transfer** occurs, the inventory is actively included in the open audit at Campus 777.
- The inventory is in a “Verified” status and confirmed as accurately accounted for at Campus 777.

During Transfer:

- When the **Staff Inventory Transfer** occurs, the system marks the item as Removed from the audit at Campus 777 to ensure no duplication or errors in the tracking process.
- The staff member’s record remains tied to Campus 777 until the current audit is closed, even though their inventory is in the process of being transferred.

Post-Transfer:

- After the **Staff Inventory Transfer** occurs, the inventory is officially moved to Campus 778 and can be accessed there. However, it will not automatically be included in any ongoing audits at the new site unless someone manually adds it.

Audit Reports

- **Audit Listings:** Reflect the status of inventory marked as "Removed" during transfers.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Location	Location I	Grade	Status	Modified D	Inventory	Verified	Found	Missing	Misplaced	Removed	Audit Due	Approved I	Approved I	Assigned T	Scan Com	Scan Completed	On
Staff: SYLV	CRAINSYLV	000	Closed	12/20/202		3	0	0	0	0	3	S kirthi	12/20/2024		S kirthi	12/20/2024	
																Total Inver	3
																Total Verifi	0
																Total Foun	0
																Total Missi	0
																Total Misp	0
																Total Remc	3

- **Audit Completion:** Inventory excluded during transfers are not automatically added to audits at the new site but are included in the audit history at the original site.