



# School Inventory Management Solution



## Inventory Transparency Across Your District in an Easy To Use, Web-Based Tool.



**TIPWeb-IT software puts real-time information in the hands of education leaders and building level inventory users with a district-wide view of all of your resources - what you own and where it is.**

Applying inventory management best practices to controllable and capital assets offers powerful district oversight capabilities to improve the education experience and increase asset utilization, but also to streamline operations and reduce overall costs.

Get a complete picture of the inventory your schools, departments and buildings have, easily identify which items are distributed to individuals and rooms as well as complete asset purchase details.

### Inventory Control Automation

TIPWeb-IT's mobile, physical inventory location process utilizes both barcode and RFID technology options to identify each item in your inventory through its useful life in the district.

Take control and eliminate your spreadsheets and paper files with a centralized, web-based tool you can use to record where your assets are on a daily basis, verify where they are annually, and who has devices issued to them.

### Improve Data Access and Compliance

Physical inventory records and processes never replace the need for fixed asset management, endpoint management, mobile device management, and IT service management systems. School administrators may require features of all these systems to effectively maintain control and achieve their asset management goals. The TIPWeb-IT inventory control solution is intended to integrate with other enterprise systems to reduce manual data entry and break down data silos.

TIPWeb-IT software is your districts designated tool to track, manage and report on inventory critical to delivering educational environments which inspire classroom success and meet asset compliance requirements.



## Building Asset Management Solution of the TIPWeb platform

TIPWeb-IT is an easy to use inventory control system designed to record the location of mobile and fixed assets across school building rooms and assigned to staff and students. Utilizing asset management best practices uniquely suited for education, TIPWeb-IT supports the needs of anyone tasked with tracking everything from technology learning devices for one-to-one initiatives, to Title I funded classroom devices and property managed fixed asset capital equipment.

### Tracking and Reporting

TIPWeb-IT's inventory location process utilizes barcodes to track an item through its life cycle of use in the district. RFID technology can be deployed to speed the physical inventory taking process while barcode scanning creates a unique link for the daily tracking and managing items to a building and down to a room or individual.

### Asset Inventory Life Cycle



### How is TIPWeb-IT different from other software products?

TIPWeb-IT is a specialized tool designed to automate the daily inventory tasks performed at the building level and provide strategic inventory control to evaluate the location and use of assets. TIPWeb-IT is not a replacement for a fixed asset system, mobile device management system or service management system, although it can integrate with those systems to minimize duplicate data entry and provide a complete view of asset record data.

- Track the complete transaction history of an item through its life cycle of use in the district
- Manage item assignment down to rooms, students, and staff at any location in the District
- Integrate with critical business systems for a complete asset record view:
  - Student Information System for student and staff demographic records for asset assignment
  - Purchasing System for newly purchased controlled inventory
  - Fixed Asset System for location and status of financially
- Automate physical inventory audits and update asset records in bulk

### Trusted Advisor and Partner

Hayes is the expert in operational and instructional asset inventory control solutions and services for education. We offer 24 years of experience assisting school districts across the country to manage and inventory their property. Our clients tell us they choose to partner with our company because we make inventory management simple, easy to use, and optimized for educational institutions.

Take control and eliminate your spreadsheets, paper files, and data entry duplication with a centralized, web-based tool from Hayes Software Systems. Applying inventory management best practices offers powerful district oversight capabilities to maximize inventory utilization, asset retention, and planning capabilities.

### TIPWeb-IT Quickly Identifies:

- Items owned by the district
- Items located at each site (school/building)
- Items distributed to rooms, students or staff
- Items issued to students and staff
- Items purchased by funding source/PO
- Charges collected and outstanding for deposits/fees or lost/damaged items

### TIPWeb-IT is a Solution for Inventoried Assets that are:

- Periodically audited for updated location and status verification
- Temporarily distributed to individuals during the school year
- Part of a district initiative to standardize or deliver access to technology resources
- Transferred and utilized at different rooms or sites as needed
- Scheduled for upgrade, recall, or decommission and need to be easily identified and located
- Purchased with funds that require an audit trail to ensure appropriate material usage

### District and Campus Owned Inventory Type Examples:

Laptops, Chromebooks, Tablet PC's, Desktops, Projectors, Handheld Computing Devices, Band Equipment, Maintenance Equipment, Food Services Equipment, Server and Network Devices, Portable Keyboard Devices, Interactive White Boards, Document Cameras, Audio Equipment, Cameras, Monitors, Printers, Special Needs Assistive Technology, Computing Peripherals, Student Response Devices, Graphic Calculators, Media Production Equipment, A/V Equipment, Career and Technology Labs, Language Labs, Trade and Industrial Education Materials...

## Barcode Automation

TIPWeb-IT software offers site level functionality to account for the real-time inventory of your instructional technology resources. TIPWeb-IT meets the unique needs of educational operation professionals for complete control over automating the assignment of everything from laptops to technology peripherals.

### VALUE OF BARCODE AUTOMATION

- \* **Assign.** Track technology item assignment to sites and students, staff, or rooms using a handheld barcode scanner and a tag placed on each item for accountability and retention.
- \* **Audit.** View the current student history record while assigning items to identify previously lost items, outstanding fines, or duplicate assignments for that student.
- \* **Inform.** Produce distribution receipts for the student or parent to acknowledge all items assigned to a student, the value of those items, and the policy to return those items.
- \* **Recover.** Create and print customized collection notification letters, pre-formatted for mailing, to support the collection of outstanding fines or charges.
- \* **Collect.** Record and manage payments collected for lost and damaged items.

### Scanners

Hayes Software Systems sells an attached scanner pre-programmed for 128A symbology used in TIPWeb. Easy to use, reduces human error, cuts out tedious manual data entry, and speeds up the inventory management process.



**SYMBOL LS2208**  
Attached Scanner  
**\$189.00** +S&H

The attached scanner is easy to use and equipped with a USB interface that connects directly to any Laptop or Desktop PC allowing you to scan directly into the TIPWeb software.

USB Ready & Durable

6' H x 2.5' W x 3.34' D, 5.15 oz.

Receives power from the personal computer USB interface

Includes Hands-Free Intellistand™ and USB cable. Shipping fees are additional.



**Socket CHS 7Ci**  
Bluetooth Scanner  
**\$260.00** +S&H

The Socket CHS 7Ci is a pocket-sized Bluetooth cordless scanner that is an Apple certified product, allowing you to scan directly into the TIPWeb software accessed from your compatible device.

Bluetooth HID and SPP OS Support

5.07' H x 1.57' W x 1.36' D, 1.6 oz.

2 AAA NiMH rechargeable batteries 19hrs or 15,000 scans

Includes AAA rechargeable batteries (2); USB AC charger kit; Lanyard/belt clip; and Software (for SPP mode only). Shipping fees are additional.

### How does barcoding work?

- Apply unique numbered barcode tags to your items. Utilize existing compatible asset tags and/or print your own tags from TIPWeb-IT.
- To add new inventory: Login to the Site receiving the items, select the product from your catalog and scan each tag. (This initial scanning process automatically links the existing product data in TIPWeb-IT to all the new items being received.)
- To issue to rooms/students/staff: Login to the Site View, scan or enter the room number or student/teacher ID number then scan the tag number of the item(s). (Issuing items by barcode scanning links the individuals ID number or room number to the items' unique tag number. The issuing process includes: assigning related accessories, printing transaction receipts, and auditing the inventory details of the room/student/staff.)
- To collect from student/staff: Login to the Site View, select the room the item will return to, then scan the tag number(s). (The collection process includes: returning accessories and printing transaction receipts.)

### Barcode Label Details

The printing, application, and scanning of unique tag numbers to inventory items in TIPWeb-IT can be done at either the district or campus level based on your policy and procedure.

Barcode tags can be printed directly from TIPWeb-IT to your own laser printer on 3M 3100-Q / Avery 5167 style labels.

TIPWeb is compatible with any barcode tag or scanner using the 128A symbology.

Each 1/2 x 1 3/4 inch label prints a single unique barcode and number.

In TIPWeb-IT, each item in inventory is identified by a unique tag number.

## First RFID inventory solution specifically designed for K-12 education

Now school districts can take advantage of the streamlined audit process benefits of RFID while also performing the day-to-day tracking of inventory to buildings, departments, rooms, staff and students in a single solution, TIPWeb-IT.

Radio-frequency identification (RFID) incorporates a specialized reader which transmits and receives radio waves in order to communicate with RFID tags applied to your devices. RFID is the solution to scaling your inventory audits by addressing the challenges that strain your current processes - limited staff resources, increasing inventory purchases, and an overwhelming number of building locations.

### RFID Benefits



Imagine how convenient it would be to inventory those projectors mounted to the ceiling, stacks of laptops in storage, those routers and switches overhead just by being in the same room with them. That's TIPWeb-RFID.

### Benefits of RFID Technology

The primary benefit of RFID tags for physical inventory audits is the fact that multiple RFID tags can be read simultaneously and automatically, tags can be read at distances of up to several feet, in any orientation, through intervening objects, and without the need for line-of-sight.

A typical inventory cycle, without RFID, takes 2-5 days per building and is only performed 1 time per year. With the use of RFID technology, inventories can now be performed daily, typically requiring only one employee and only hours of resource time.

These kinds of improvements in inventory time, allow RFID users to take immediate advantage to the inventory data and make real-time decisions on stock availability. Data gathered through real-time inventory is used not only to improve the customer experience and increase asset utilization, but also to streamline operations and reduce overall costs.

Research studies have shown that RFID gives rise to enhancements that include:

- 20% reduction in labor-intensive processes
- 25% reduction in underutilized inventory

Overall, RFID technology enables organizations to automate labor-intensive processes, authenticate and safeguard their assets, achieve real-time inventories and asset visibility.

### What you need to get started:

- TIPWeb-IT – asset repository and inventory reconciliation tool
- TIPWeb-RFID – RFID recognition software
- Motorola MC3190-Z – RFID reader to perform mobile inventory
- UHF Passive RFID tags – unique asset identifier affixed to assets

### How the TIPWeb-RFID solution works:

- Apply RFID tags to your assets
- Record your asset record details in TIPWeb-IT
- Perform inventory audits with our MC3190-Z RFID reader programmed with TIPWeb-RFID software
- Reconcile inventory location exceptions in TIPWeb-IT

### Benefits of RFID for inventory control:

- Reduced asset write-offs
- Improved inventory taking turn around times
- Oversight of circulating assets
- Increase asset visibility and utilization
- Integration of all participants in the process chain
- Identifying theft and diversion at the building level
- Identifying theft and diversion points in the asset life-cycle
- Life-cycle documentation



# Hayes-Hosted Tech Specs

The TIPWeb Hosted Solution provides centralized, web-based access to TIPWeb without impacting your current technology resources - no need to maintain servers or allocate technical staff to support another system. Hayes Software Systems will manage and maintain the completely secure, web-based TIPWeb solution for you.

### Secure Access

Hosted at an enterprise-class data center, your TIPWeb application is accessed by end users through a web browser. User access is password protected and all data sent over the Internet is encrypted with 2048-Bit SSL to ensure data security.

### Dedicated IT Support

All software updates and server maintenance are performed by Hayes Software Systems IT experts as part of your TIPWeb Hosting Agreement. Your maintenance program includes that we perform nightly full database backups to support data center disaster recovery. All data utilized by the TIPWeb hosted solution is owned by your district or school.

### Up-Time Guarantee

The TIPWeb hosted solution is available 24 hours a day, seven days a week from any approved internet accessible browser listed below. The hosting provider offers a guarantee to operate TIPWeb at an availability of 99.99%.

### District Browser and Platform Specifications

TIPWeb is browser-based, accessible via the Internet and does not require the software application to be installed on individual workstations. We recommend minimum client-side workstations of 400 MHz, 256 MB RAM, and 20 GB HD.

### Browser

For optimal performance, IE 10 browser or above on Windows is recommended. Please see the browser compatibility matrix to the right.

Browser	Version
IE	10 or >
Safari	7.x or >
Firefox	33. x
Chrome	Most Current



# EVAImporter

Customized Student Information System Interface

Import current data from your SIS into TIPWeb on a daily basis without lifting a finger. EVAImporter runs automatically behind the scenes so your IT resources can focus elsewhere.

EVAImporter is a tool which allows TIPWeb to automatically interface with your district Student Information System to have current data. EVAImporter is customized to the student information system the district uses.

For most customers, EVAImporter is scheduled to run nightly to pull over the latest information on students, schedules, enrollment numbers and teachers without IT staff interaction.

## What EVAImporter can do:

### Daily Updates for campus

- 1) Student Demographics
- 2) Teacher Demographics
- 3) Local Courses Information
- 4) Student Schedules (Requires 1 and 3)
- 5) Teacher Schedules (Requires 2 and 3)

### Benefits for the campus

- \* No more calls to the technical team for help
- \* Produce up to date book checks by teacher
- \* Produce accurate analysis/eligibility reports

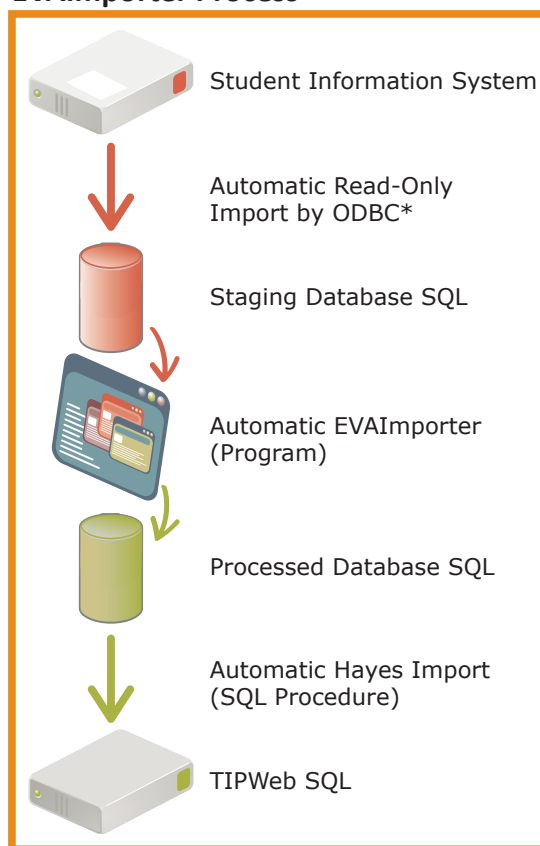
### Daily Updates at the district office

- 1) Overall course enrollment counts
- 2) Campus course enrollment counts

### Benefits for the district office

- \* Eliminate campus requests for import assistance
- \* On the spot campus eligibility / need for more books
- \* Campus overage reporting
- \* Analysis reports to determine district and campus needs

## EVAImporter Process

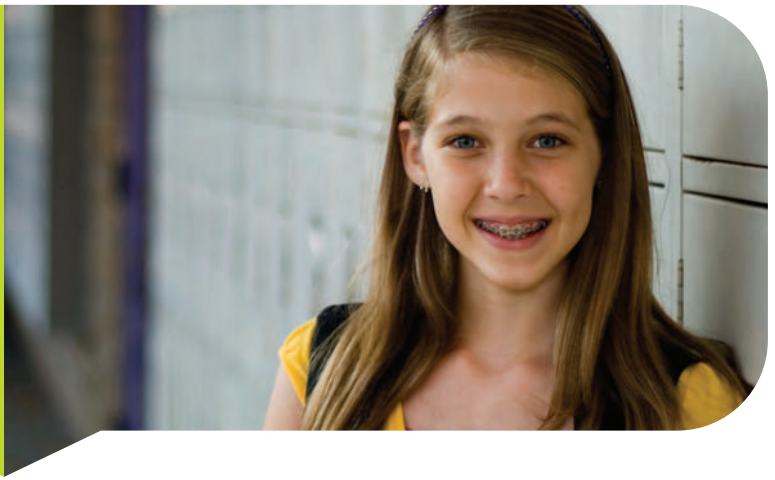


\*As necessary, other methods for transferring the data may be used. We can work with you to identify the most effective way for your district.

## Requirements:

- Server Operating System: Windows Server 2012
- SQL Version: SQL 2012
- Read-only access to student information system source database

# Instructional Resource Management Solutions



## Real-time data + powerful technology. A formula for success.

Hayes Software Systems provides the tools to track, manage, and report on instructional technology and instructional material resources - district-wide.

**TIPWeb solutions put the right information in the hands of instructional technology and curriculum leaders - where and when they need it - to transform decision making.**

Have a complete district-wide picture of what you own, where it is, and easily identify where it needs to be.

Get information faster, operate more efficiently, and be confident in your resource management decisions with a TIPWeb system that supports your policies and procedures.

Hayes Software Systems' integrated TIPWeb software solutions automate best practices in instructional technology and instructional material management.

### **TIPWeb's solutions allow a district to:**

**Maximize existing resources**

**Minimize the cost of replacing lost assets**

**More accurately forecast for future purchases**

**Ensure students have access to the materials they need to succeed**

**Respond to audits with reliable data**

Our company was founded by a former educator with the vision of empowering administrators to make data-driven purchasing decisions while ensuring students and staff are provided resources for instruction. Our mission at Hayes Software Systems is to impart K-12 educators with tools to automate and streamline the process of managing instructional resources to support curriculum initiatives.

TIPWeb's solutions automate inventory management from the district office to the school and down to the student and teacher. Our solutions help your district gain control over instructional resource spending and retention with a real-time district-wide view of all of your resources - what you own and where it is.

TIPWeb is a software platform with two solutions dedicated to managing the location and status of instructional resources in the district.



Instructional Material Management

TIPWeb-IM is the only software solution for Instructional Material Management to satisfy the procedural needs of both the district and campus levels for complete inventory control. TIPWeb-IM helps ensure communication, accountability, and availability of textbooks, resource kits, and other instructional materials.



Instructional Technology Management

TIPWeb-IT is an easy to use inventory system designed to track K-12 instructional technology resources. Identify the items at your schools and buildings and which items are distributed to individuals and rooms. TIPWeb-IT is for curriculum and technology staff who need to track, manage and report on items they purchase and supervise.

**There is a TIPWeb solution for every school district size, inventory control need, and budget. Let's start tracking!**



Hayes Software Systems is a privately held company based in Austin, Texas. Incorporated in 1990, father and son, Eugene and Michael Hayes, sought to provide software solutions for school administrators. Twenty years later, we still develop, market, sell, and support software and services to help manage the daily activities of K-12 campuses and district administration.

## Proponent

We've made it our business to understand what goes into doing your job - the issues and challenges you face on a daily basis. Not only does our founder have personal insight into the needs of our clients (former teacher, assistant principal and principal) but many of our current employees have used our products on a daily basis as former employees of a school system. By focusing on education, we have developed specialized expertise, and can analyze your needs to provide you with the best solution available.

## Enthusiast

Hayes is committed to building and maintaining a personal working relationship with our clients, who are vital to contributing to the functionality of our applications. Nearly every new feature added to our products is the result of suggestions from our users.

## Advocate

We know our customers and how they use our products because we are dedicated to providing each of our users with personalized Customer Support. That means a knowledgeable representative - who understands your needs - is available to provide you with personal service. Your problems are our problems and finding the answer as quickly as possible is our number one priority.

## Supporter

Our applications and services are designed specifically to support the many functions that fall under school administrators' responsibility. These activities have previously been tracked by a manual process - recorded on paper or computerized spreadsheet. We offer you the power of automation, with minimal data entry, extensive reports, and user-friendly functionality.

TIPWeb software platform offers solutions to effectively and efficiently oversee instructional resources.

TIPWeb-IM - Web-based Instructional Material Management Software scales from an entire district to a single school that desires a centralized, real-time inventory management system for instructional material tracking.

TIPWeb-IT - Web-based Instructional Technology Management Software is a centralized, real-time inventory management system for instructional technology assets providing administrative oversight of district-wide usage, retention and availability.

The foundation of Hayes' success is a genuine dedication to support the needs of educators, delivering solutions that solve real world problems, and providing accurate and insightful service to each and every customer.

