

Verifying an Item in Inventory:

Each Department or Unit must verify all Desktops, Laptops, and Mobile Devices (e.g. iPads, tablets, etc.) on an annual basis. Once an item's ownership has been verified, it needs to be documented within the Watson College Inventory Web Portal.

1. Open **Mozilla Firefox** and go to the Watson College Inventory Web Portal found at <http://tinyurl.com/WCILogin> or <http://152.20.194.224/wci>

- **NOTE:** For instructions on logging in, please refer to the Login Tutorial.

2. Log in using your **Username** and **Password**, then click **Enter**.

3. Once an item's ownership has been verified, click the column header to sort for quick access.

4. Click the **Verify** button in the Verify column of that item once the item has been located within the Watson College Inventory Web Portal.

5. Click **Confirm** on the pop-up screen.

6. Once you have confirmed verification on an item, the Verify button will no longer be present and will show **Verified**.



Login

Username

Password

There are no pending inventory transfers for you at this time.

Department Inventory the **Educational Technology Un**

#	Verify	Serial #	MFR
1	Verify	40QQ1F1	Dell

Department Inventory the **Educational Technology Un**

#	Verify	Serial
1	Verify	40QQ1F1
2	Verify	DJHKD
3	Verify	4JHKD

Item Verify

Please confirm that the item with SN 40QQ1F1 has been located and accounted for.

#	Verify	Se
1	Verified	40
2	Verify	DJ
3	Verify	4J

