



Duval County Public Schools
Jacksonville, Florida, USA

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Industry

- Education

Business Challenges

- Track over 89,000 assets in 166 locations
- Eliminate manual data entry and paper-based processes
- Provide accurate monthly asset reports to school board

Business Results

- Cut inventory time by 50%
- Reduced lost items by 75%
- Reduced labor costs
- Submitted complete, accurate asset reports to the board
- Gained stakeholder trust

Solution Features

- dcLINK® ASSETTrac™
- Bar code scanners and tags
- Integration to SAP Enterprise 4.7
- Go Live: January 2006

Duval County Public Schools

dcLINK® ASSETTrac™ Improves Accuracy, Reduces Cost Of Tracking Assets In Multiple Facilities

For Duval County Public Schools, auditing more than 89,000 fixed assets in 166 locations took about a year — if they hurried. This Florida county is one of the largest school districts in the US, serving over 130,000 students in a geographic area that covers 840 square miles and includes the city of Jacksonville.

Challenge:

The district's property management department struggled to provide complete, accurate asset audits of each location at least once each fiscal year. Although most assets were already tagged with bar codes, the team still used manual, paper-based methods of auditing assets.

"We were working into the midnight hour to finish our inventories by the end of the year," said Larry McDonald, Director of Property Management for Duval County Public Schools.

In a typical location audit, one of the department's six field employees would compare the 12-digit asset tag numbers with a printout of the previous year's audit results. Back at the office, his notes would be keyed into the database by one of two office employees. A list of missing assets would be sent to the location administrator for reconciliation.

The department presents a monthly asset audit report to the district board of directors, recapping their findings and listing specific assets to be retired.

It is critical that the asset reports be accurate and that school administrators trust their accuracy. Often, however, the department struggled to find time in the school principals' busy schedules to reconcile long lists of missing items.

Solution:

To automate their asset tracking operation, the school district chose dcLINK® ASSETTrac™ with integration to the district's enterprise software.

Using ASSETTrac, field employees download asset data from the enterprise system to a mobile bar code reader and audit location assets by scanning the bar-coded asset tags. Easy-to-use scripts on the device guide their work and standardize the data collection process. The audit data is then uploaded to the enterprise system, eliminating the need for manual data entry. Missing or unexpected items are reviewed on the device during the audit, or flagged for review back in the office.

Results:

"If we do it faster and more accurately, then it's going to save us money," McDonald said. Using ASSETTrac, Duval is achieving both tangible and intangible benefits.

"The bottom line is that we are able to provide the most accurate inventory reports the district has ever seen."

Larry McDonald

Director of Property Management
Duval County Public Schools



- **Reduced Audit Time By 50%.**

A paper-based asset audit in an elementary school could take days; a high school could take weeks. Using ASSETTrac and handheld bar code readers, Duval can complete an inventory in about half the time.

- **Reduced Manual Data Entry.**

Eliminating the manual data capture, manual reconciliations, and errors related to manual data entry are the biggest process improvements seen thus far, according to McDonald. "Now we scan everything, do an upload, and the data is in the system and accurate. That's a big time savings."

- **Reduced "Lost" Items by 75%.**

"At some schools, we've reduced the number of assets that can't be located from 120 to less than 30. The principals are more willing to trust our data, and respond more quickly when we ask them to reconcile missing items," McDonald said.

"If we do it faster and more accurately, then it's going to save us money."

Larry McDonald

Director of Property Management
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- **Reduced Labor Costs.**

With the reduction in manual data entry and reconciliation, McDonald expects to leave one full-time office position vacant when the current employee retires later this year.

- **Reduced Classroom Disruption.**

"Every time you go into a classroom, you disrupt the educational process. We wanted to minimize those interruptions," McDonald said. "Now we go in, scan the items, and get out without being too intrusive."

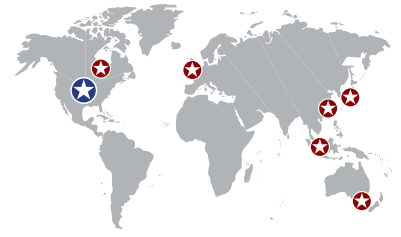
- **Increased Trust.**

ASSETTrac helped cultivate stakeholder trust in the accuracy of the reports and the integrity of the property management team. Said McDonald, "We are able to make accurate reports to the school board, and the school administrators trust those reports to be correct."

Conclusion:

With 166 locations to audit, speed makes a difference, according to McDonald. "Using ASSETTrac this year, we finished our annual inventories about two weeks ahead of time. Next year, we want to be done a month of ahead of time."

Accuracy also provides its own return on investment by building the level of stakeholder trust that the department sought. "The bottom line is that we are able to provide the most accurate inventory reports the district has ever seen. Using ASSETTrac, we are building the school district's confidence in our people and in our ability to deliver accurate inventory reports," McDonald said.



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