



BIDMED
TUTORIALS

**Surplus Management System (SMS):
Inventory Management**

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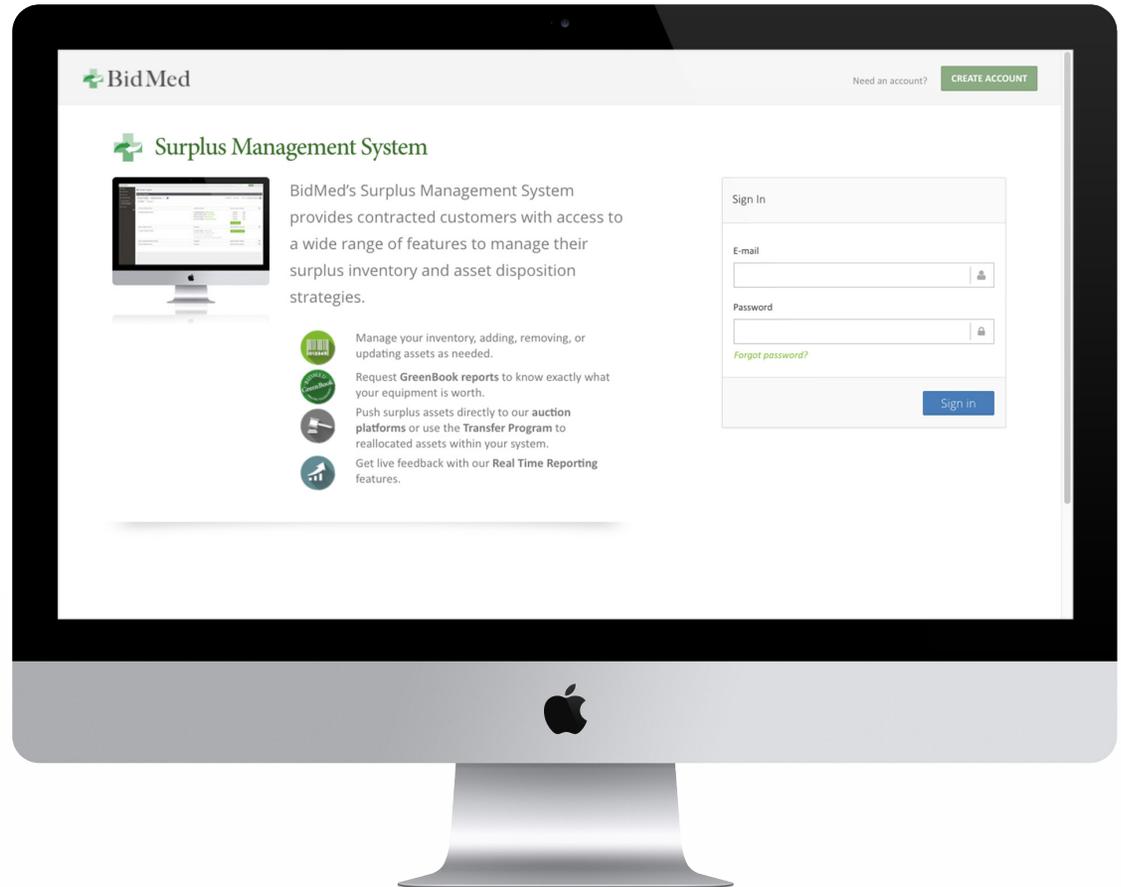
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Add Inventory

Upload CSV

Please contact support@bidmed.com for bulk upload.

Manual

Choose Add Inventory under Inventory on the left side.

(If you manage multiple facilities:)

Select the correct Facility in the drop-down menu.

Drag and drop images from your file to add them to the item record, or click to find them on your drive.

Add item details—complete as many details as possible. However, you can add details later, or edit multiple records together if a detail is consistent for several assets.

Save the record. It will now appear in your Inventory.

BidMobile App

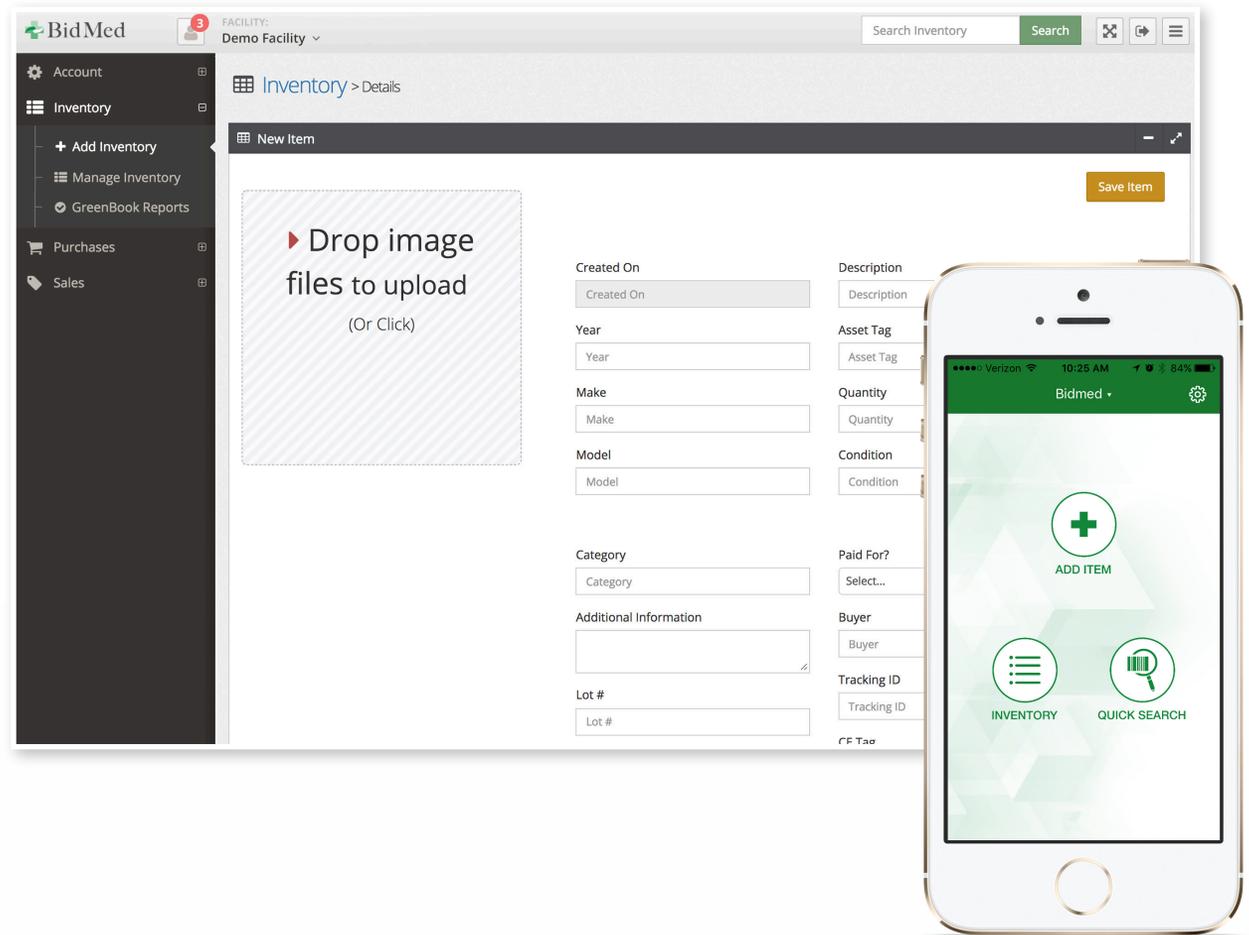
The BidMobile App for iPhone, iPod touch, and iPad can be used to quickly inventory assets in their physical location. Features include:

Scan barcodes to quickly log Asset ID numbers.

Instantly add photos with your device's camera.

Add and edit details for assets on-site or later through your SMS portal.

Please see the BidMobile iOS tutorial for detailed instructions.



Editing Individual Items

View your complete inventory by selecting Manage Inventory under Inventory in your navigation panel.

View Item

Click “View” to see and edit details for an asset.

Add / Edit Photos

Edit Individual Image(s)

Select the image to edit so it is displaying in the primary viewer above the gallery thumbnails.

Click “Edit Image” to launch image editor.

Crop, rotate, and scale the image, then choose “Save”.

Edit Image Gallery

Click “Edit Item” in the upper right side to make changes to the overall gallery (add, delete, etc)

Add Photo(s) | drag and drop image(s) from your computer, or click image field to find on your drive.

Delete Photo | click “Delete Image” underneath the image you want to remove.

Change Primary Photo | click “Make Primary” above the image you want to make the primary.

The Primary Image represents the asset in any listing format (i.e. Exchange, event, inventory listings, etc).

Edit Details

Click “Edit Item” in the upper right, add or change details, and click “Save Item”.

Select	View Details	Thumbnail	Current Listing	Inventory ID	Year	Make	Model	Description	Asset Tag	Quantity	Condition
<input type="checkbox"/>	View		View Exchange Listing	345703	2015	STERIS	AMSCO 3085 SP	Surgical Table	6625784815	1	As-Is
<input type="checkbox"/>	View		Not listed	2081	0	Ideal Stuff	GW308			1	Used

Item # STERIS AMSCO 3085 SP

Demo Facility
STERIS AMSCO 3085 SP
Asset Tag: 6625784815

Created On: 08/09/2018
Year: 2015
Description: Surgical Table
Quantity: 1

Method of Disposition: Available
Paid For?: No
Buyer:
Tracking ID:

Public Note:
Buy Now Price: \$0.00
Average Sale: \$0.00
Recoup Price: \$0.00

Depth: 0
Title:
Warehouse Site:
Status: Available

Warranty?: No
Serial Number:
Delisted?: No
Updated By: Joanne Froggs

Condition:
Category:
Additional Information:
Lot #:

CE Tag:
Sales Team Pricing: \$0.00
Software:
Item ID: 345703

Reserve Price: \$0.00
Starting Price: \$0.00
Width: 0
Height: 0

Weight: 0.00
Sold Date: n/a
Selling Price (per unit): \$0.00
Refurbished?: No

Department:

Date	Exchange or Event	Reserve	Top Bid	Bids
08/13/2018	Exchange Listing	\$0.00	\$0.00	0

Item # STERIS AMSCO 3085 SP

Edit Image **Save Item**

Created On: 08/09/2018
Year: 2015
Make: STERIS
Model: AMSCO 3085 SP

Description: Surgical Table
Asset Tag: 6625784815
Quantity: 1
Condition: As-Is

Category: Surgery/OR
Paid For?: No
Buyer:
Tracking ID:
Lot #: Lot #
CE Tag:
Method of Disposition: Transfer

Additional Information:
Sales Team Pricing: Buy Now Price

Drop image files to upload
(Or Click)

Make Primary Make Primary Make Primary
Delete Image Delete Image Delete Image

Editing Multiple Items

1. Select Items

Click the check box to the left of an item to select it.

Select a series of sequential items using Shift+Click to choose all items between the first and second click.

Select non-sequential items using Cmd+Click (Mac) or Ctrl+Click (PC).

2. Edit button

Once all items are selected, click the “Edit” button above your inventory table.

3. Change Details

A pop-up will appear with all item details populated.

Fields where entries are not identical will read “Multiple Values”.

Edit fields you wish to be identical (i.e. Manufacturer); fields that were not edited will not change.

4. Save

Click “Update” at the bottom of the pop-up field to save changes.

The screenshot displays the 'Inventory List' interface. At the top, there are buttons for 'Edit', 'Add to Wire', 'Dispose of Assets', 'Print', and 'Request BGB Report'. Below these is a search bar and a table of inventory items. The table has columns for 'Select', 'View Details', 'Thumbnail', 'Current Listing', 'Inventory ID', 'Created On', 'Year', 'Make', 'Model', 'Description', 'Asset Tag', and 'Quantity'. Several items are selected, indicated by checkmarks in the 'Select' column. An 'Edit entry' pop-up window is overlaid on the table, showing fields for 'Year', 'Make', 'Model', 'Description', 'Asset Tag', 'Quantity', 'Condition', 'Category', 'Additional Information', 'Lot #', and 'Method of Disposition'. The 'Make' field is highlighted with a red box in the original image, and the 'Update' button is at the bottom right of the pop-up.

Select	View Details	Thumbnail	Current Listing	Inventory ID	Created On	Year	Make	Model	Description	Asset Tag	Quantity
<input checked="" type="checkbox"/>	View		Not listed	341187	6/13/2018		mercy storage icu			MU0017106	1
<input checked="" type="checkbox"/>	View		Not listed	341188	6/13/2018		mercy icu storage			MU0017479	1
<input checked="" type="checkbox"/>	View		Not listed	341189	6/13/2018						
<input type="checkbox"/>	View		Not listed	341190	6/13/2018						
<input checked="" type="checkbox"/>	View		Not listed	341192	6/13/2018						

Editing Settings

Change Facility

If you manage multiple facilities, change your records by selecting a different facility in the drop-down menu at the top of your SMS portal.

If you do not see the facility you need, contact your organization administrator or support@bidmed.com.

Add / Remove Item Detail Fields

Users can individually choose which Item Detail fields are accessible in their account (SMS and BidMobile) from a list approved for their organization.

Visit **User Settings** under **Account** in your navigation bar on the left side of the SMS portal.

Under **Change Table Preferences**, click a field title to switch it from Available (inactive) to Active.

If you do not see a field you need, contact your organization administrator or support@bidmed.com.

Re-Order Fields

Essential fields are static and cannot be adjusted.

All other fields (columns in your SMS inventory listing) can be adjusted using drag and drop behavior.

Changes made will only affect the individual user, including in that user's BidMobile App. To see changes in the App, users may need to quit and relaunch.

The top screenshot shows the 'Settings' page. The 'FACILITY' dropdown menu at the top is set to 'Demo Facility'. The left navigation bar includes 'Account', 'User Settings', 'Inventory', 'Purchases', and 'Sales'. The main content area has a 'Settings' header and two panels: 'Change Password' and 'Change Table Preferences'. The 'Change Table Preferences' panel shows a list of 'Available Fields' (including 'try "ID"', 'Updated On', 'Adword', 'SA', 'DOL', 'Source', 'Dotmed Price', 'Ebay Price', 'Craigslist Price') and 'Active Fields' (including 'try "ID"', 'Year', 'Additional Information', 'Updated By', 'Selling Price (per unit)', 'Refurbished?', 'Deleted?', 'Width').

The bottom screenshot shows the 'Inventory' page. The left navigation bar includes 'Account', 'Inventory', 'Add Inventory', 'Manage Inventory', 'GreenBook Reports', 'Purchases', and 'Sales'. The main content area has an 'Inventory List' header and a table of inventory items. The table has columns: 'Select', 'View Details', 'Thumbnail', 'Current Listing', 'Inventory ID', 'Year', 'Make', 'Model', 'Description', 'Asset Tag', 'Quantity', and 'Condition'. The 'Asset Tag' column for the first item is highlighted with a red box and a red arrow pointing to it.

Select	View Details	Thumbnail	Current Listing	Inventory ID	Year	Make	Model	Description	Asset Tag	Quantity	Condition
<input type="checkbox"/>	View		View Exchange Listing	345703	2015	STERIS	AMSCO 3085 SP	Surgical Table	6625784815	1	As-Is