Equipment Inventory Tracking

Description: The Ergonomics Program maintains several equipment such as keyboards, mice, chairs, etc. These equipment are available to be loaned to the UC-Davis employees for a short period (1-2 weeks) to try and determine if they are the right fit for them, before making an investment to purchase the equipment. Each employee may check out several items.

Challenges: There have been several challenges for the Ergonomics Program, such as:

- Tracking the equipment, as who has it and for how long.
- Retrieving the equipment. Not all employee would return the equipment voluntarily on the due date.
- Assuring the batteries are charged (if applies) and the equipment is in good working condition.
- Assuring the equipment is returned in a 2-weeks period.
- Charging the respective department for lost, broken, or not returned equipment, (similar to the library or a video rental store).

Deliverables for this project: Develop a software that can:

- Scan or enter the information about the equipment.
- Either scan the employee's UC-Davis ID or enter the information about the person who checks out the equipment.
- Track who has checked out equipment and when it is due back to the Ergo Lab.
- Email automatic reminder to the person who checked out the equipment after a week.
- Email automatic reminder to the person and his/her supervisor after two weeks to return the equipment.
- Issue warning email after three weeks that the department will be charged for the equipment that was not returned.
- Send email to the Occupational Health Office Manager to start the charging process after four weeks.
- Generate reports and compile summary statistics of all activities.

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