NIH National Institute of Allergy and Infectious Diseases

NIH Property Management Portal (NPMP) Mobile App

The NPMP Mobile app is available for both iOS Apple and Android devices. The app can be installed on a personally owned device and government furnished equipment. The mobile app allows staff to take action on records requiring attention, initiate a transfer or surplus request, generate a property pass, scan property for self-inventory, and more.

Prior to using the NPMP mobile app, install the app, and register the device.

Install NPMP Mobile

To install the NPMP mobile app download, install and trust, and register the device.
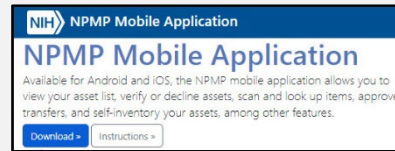
Download

1. Scan **QR code** using camera on mobile device

Or,

*Enter **npmpmobile.nih.gov** in browser of mobile device*

NPMP Mobile web page displays

2. Tap **Download**
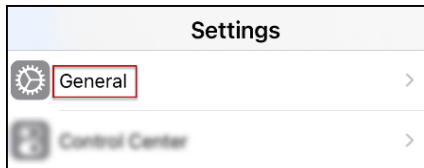
Install and Trust App

iOS Apple Device

After downloading the app

1. Tap **Open**, if Open in iTunes pop-up displays
2. Tap **Install** to npmpmobile.nih.gov would like to install NPMP Mobile Scanner
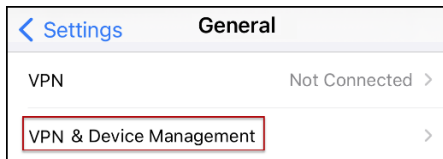
   App is installing on the device.
3. Close browser
4. Confirm the App is installed on the device
5. Open **Settings** app on the device
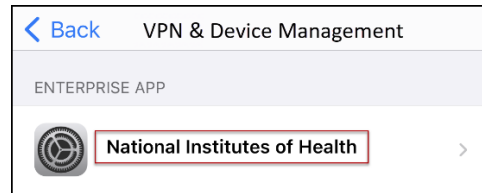6. Tap **General** menu

   Scroll down to the General menu

7. Tap VPN & Device Management

   Scroll down to VPN and Device Management

8. Tap **National Institutes of Health** under Enterprise App

   If National Institutes of Health is not listed, verify the app has finished installing.

9. **Trust** National Institutes of Health

   Pop-up dialog box displays: Trust "iPhone Distribution: National Institutes of Health" Apps on This iPhone. Trusting will allow any app from this enterprise developer to be used on your iPhone and may allow access to trust your data.
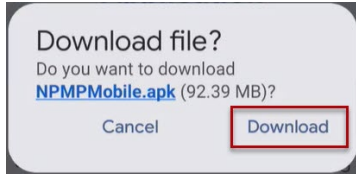
   a. Tap **Trust**

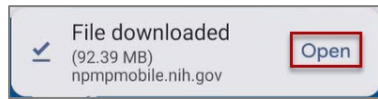*The app is installed and trusted. Register the device.*

Android Mobile Device

After downloading the app

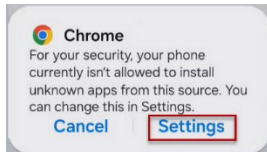1. Tap **Download** on Do you want to download NPMPMoble.apk?

2. Tap **Open** to File downloaded

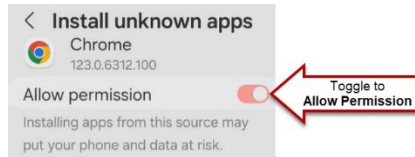*The app is downloaded and needs to be trusted*
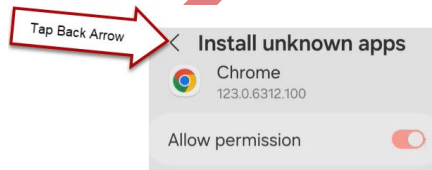
From the Chrome security pop-up displays

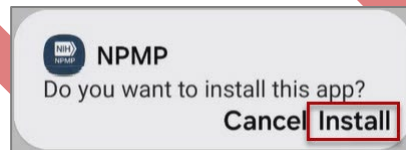1. Tap **Settings** to Trust App Developer

Install unknown apps opens

- Toggle **Allow permission**

2. Tap **Back Arrow**

NPMP pop-up displays

3. Tap **Install**

Pop-up display informing app is installed

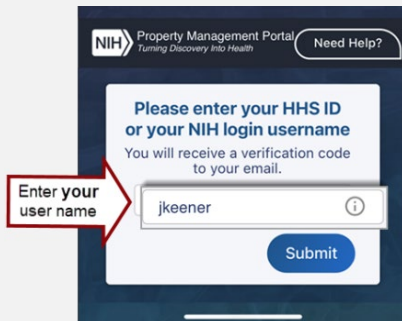## Register Device

1. Locate **NPMP Mobile** on device
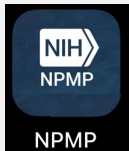
2. Tap **NPMP Mobile** to open app

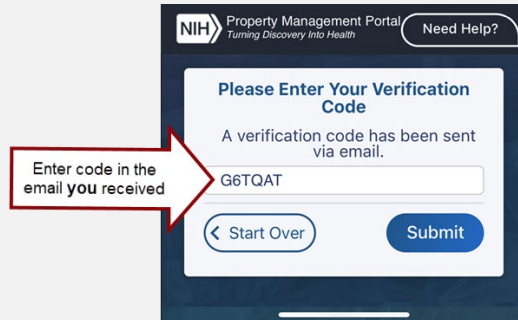   *Credentialing page opens*

3. Enter **HHS ID or NIH login username**
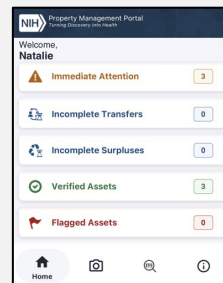

4. Tap **Submit**

   Email is sent to the NIH email address with a verification code.

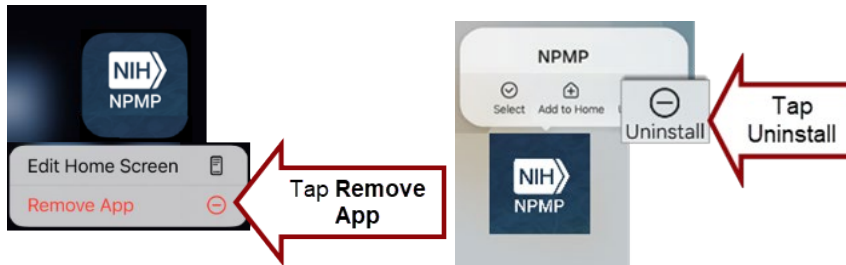5. Enter **Verification Code** provided in email

6. Tap **Submit**

   Welcome page displays. You have successfully installed the NPMP App.

Remove the Mobile App

The mobile app can be removed from your device at any time.

1. Locate **NPMP Mobile** on device
2. Press and hold **app icon**

Menu displays

3. Tap **Remove App** on iOS Device or **Uninstall** on Android device
4. Tap **Delete App**

   Confirmation pop-up displays

5. Tap **Delete**

Manage Records using the Mobile App

The mobile app allows accountable users to take action on records requiring attention, initiate a transfer or surplus request, generate a property pass, scan property for self-inventory and more.

| Require Immediate Attention	Report Change to Verified Records

Records requiring actions are located under ***Immediate Attention***; this includes records pending verification, transfer requests, and surplus requests.
 	
1. Tap **Immediate Attention**
All property records requiring action displays to include pending, transfer, and surplus requests
2. Tap Record
Property details display
3. Scroll to review record details:
Asset Information, Transfer or Surplus details, Custody Information, Notes, and Approvals
4. Determine appropriate action:
  a. **Accept Asset:**
    i. Tap **Accept** to confirm you are the accountable user
    ii. Tap **Dispute** to flag the record and indicate you are not the accountable user
  b. **Transfer/Surplus Requests**
    i. Tap **Approve** to confirm the requested action
    ii. Tap **Decline** to end the surplus or transfer request. The property will remain the responsibility of the current accountable user.
	To report changes to property records, initiate transfer or surplus request, flag asset to report missing, lost, stolen, or damaged property, locate the verified property record under ***Verified Assets***.
	
	1. Tap **Verified Assets**
	2. Tap Record
	3. Tap **Actions** menu in right-hand corner
	4. Select desired action
	  a. **Assign Custody:** Used to record temporary assignment of property, e.g. possession of IT, PCO, or short term loan for pooled equipment
	  b. **Initiate Transfer:** Assign another person as the accountable user
	  c. **Initiate Surplus:** Property is no longer working or needed
	  d. **Dispute:** Flag record to report the property is missing, lost, stolen, or damaged

Scan Decals for Self-Inventory

The camera and location must be enabled to use the NPMP mobile app to scan for self-inventory.

After Installing App Apple Device

1. Tap **Scanner** button on the bottom navigation

   Start Scanning page displays
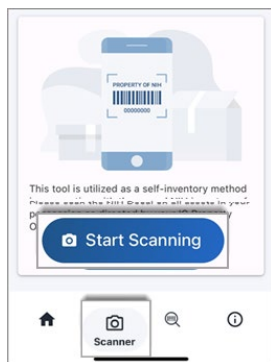
2. Tap Start Scanning button
3. Enable **Camera** & **Location** if prompted
   a. Tap **Allow** to enable camera
   b. Tap **Allow While Using App** to enable location

   The scanned location will not display in either NPMP or Sunflower.

4. App is ready to start scanning.

   Point camera at **NIH Decal**
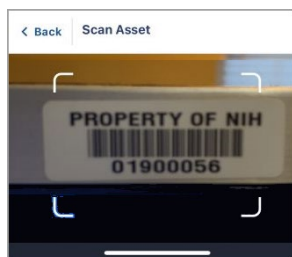
App automatically focuses and retrieves NPMP Record.

Asset Details page displays
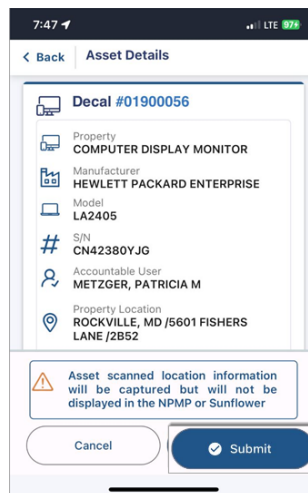
5. Tap **Submit**

   Inventory date in the NPMP will update with the scanned date. The scanned location does not display in the NPMP or Sunflower. Property location will remain as the office location of the accountable user.

   An invalid decal message will display if the decal is not in the NPMP. Verify the decal number. If any part of the barcode is not captured the decal number will be incorrect. If the decal number is correct, contact your PCO.

   When the accountable user is incorrect, initiate a transfer in the NPMP.

   Success page displays when information is captured.

6. Tap **Scan another** to scan multiple decals

Search by decal

Use the mobile app to look up information of the accountable user or property record using the Search by Decal feature.

1. Tap **Magnifier** button in the the bottom navigation
2. Enter **Decal ID** or **Scan Decal** using the

Generate Property Pass

Download a property from the mobile app to present to a security guard when needed.

1. Tap **Verified Assets**
2. Tap Record
3. Tap **Actions** menu in right-hand corner
4. Select Property Pass