

## 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.

### Install NPMP Mobile

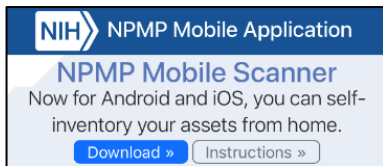
Prior to using the NPMP mobile app, install the app, and register the device

#### Download and Trust Mobile on iOS Apple Device

1. Scan QR code using camera on iOS Apple device



or, Enter [npmmobile.nih.gov](https://npmmobile.nih.gov) in browser  
NPMP Mobile web page displays

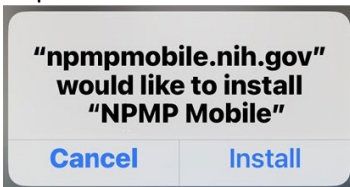


2. Tap **Download**

Open in "iTunes" pop-up may display. Tap **Open**, if displayed.

Pop-up dialog box displays: "npmmobile.nih.gov" would like to install "NPMP Mobile"

3. Tap **Install**



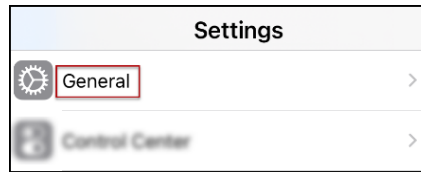
App is installing on the device.

4. Trust the App Developer

- a. Open **Settings** app on the device

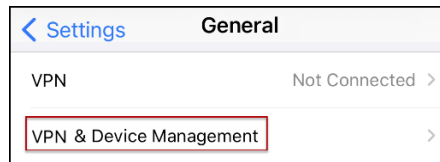
- b. Tap **General** menu

Scroll down to the General menu

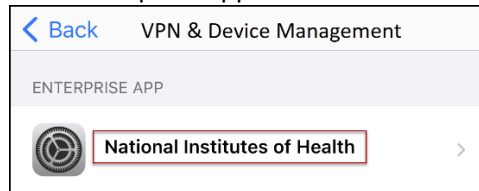


- c. Tap **VPN & Device Management**

Scroll down to VPN and Device Management



- d. Tap **National Institutes of Health** under Enterprise App



- e. Tap **Trust "National Institutes of Health"**

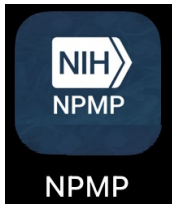
Pop-up dialog box displays: Trust "iPhone Distribution: National Institutes of Health" Apps on This iPhone. Trusting will allow any app from this enterprise developer to be used on your iPhone and may allow access to trust your data.

- f. Tap **Trust**

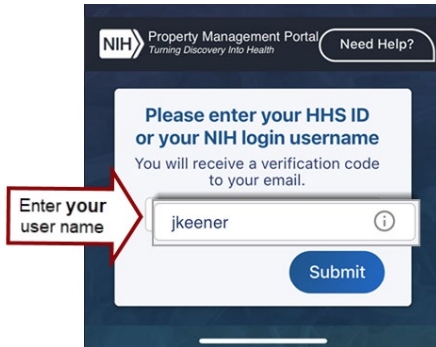
The app is installed and trusted. [Register the device.](#)

## Register Device

1. Locate **NPMP Mobile** on device

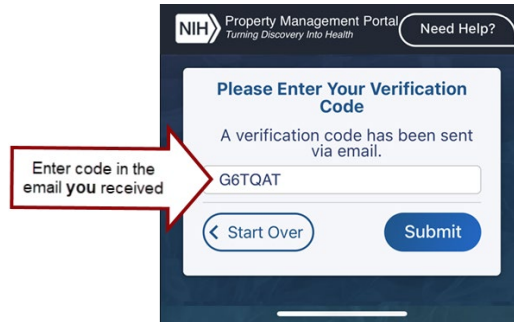


2. Tap **NPMP Mobile** to open app  
*Credentialing page opens*
3. Enter **HHS ID or NIH login username**

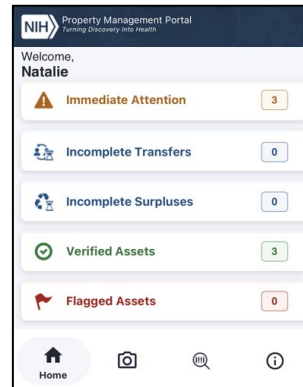


4. Tap **Submit**  
*Email is sent to the NIH email address with a verification code.*

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
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

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*

#### Tap **Record**

*Property details display*

#### 2. Scroll to review record details:

Asset Information, Transfer or Surplus details, Custody Information, Notes, and Approvals

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 request to surplus or transfer the property. The property will remain the responsibility of the current accountable user.

### Report Change to Verified Records

To report changes to property records, initiate transfer or surplus request, flag are report to report missing, lost, stolen, or damage property, locate the verified property record under **Verified Assets**.

#### 1. Tap **Verified Assets**

#### Tap **Record**

Tap **Actions** menu in right-hand corner

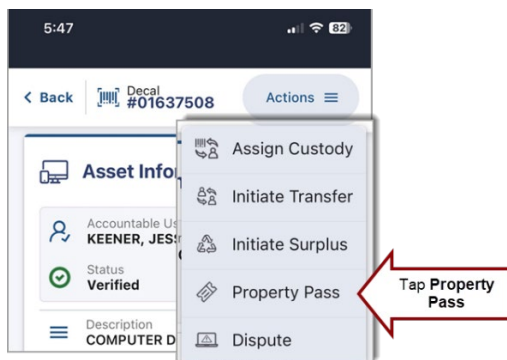
Select desired action

- 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

## 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**

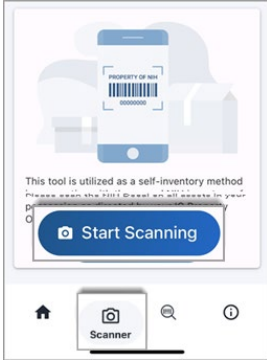
## Scan Decals for Self-Inventory

The camera and location must be enabled to use the NPMP mobile app to scan for self-inventory. The camera is needed to capture the decal and the location is required to capture the city and state where the property was scanned.

*After Installing App Apple Device*

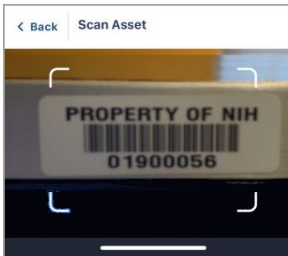
1. Tap **Scanner** button on the bottom navigation

*Start Scanning page displays*



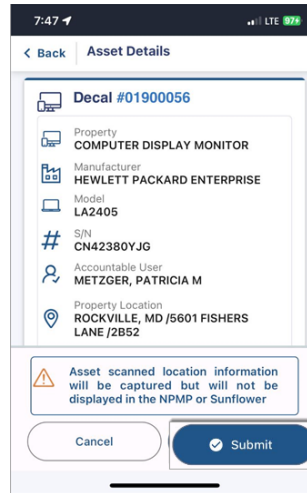
2. Tap Start Scanning button
3. Enable **Camera & Location** if prompted
  - a. Tap **Allow** to enable camera
  - b. Tap **Allow While Using App** to enable locationThe scanned location will not display in either NPMP or Sunflower.
4. App is ready to [start scanning](#).

Point camera at **NIH Decal**



*App automatically focuses and retrieves NPMP Record.*

*Asset Details page displays*

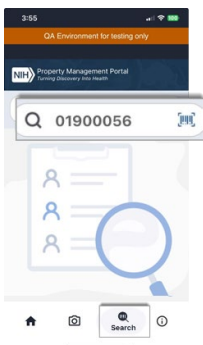


5. Tap Submit  
Inventory date in the NPMP will update with the scanned date. The scanned location does not display in the NPMP or Sunflower. Property location will remain as the office location of the accountable user.  
An invalid decal message will display if the decal is not in the NPMP. Verify the 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 **Search** button in the the bottom navigation



2. Enter **Decal ID** or **Scan Decal** using the camera