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

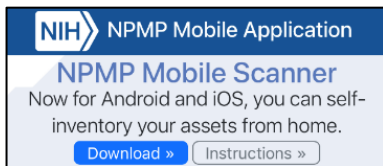Prior to using the NPMP mobile app, install the app, and register the device

Download and Trust on Android

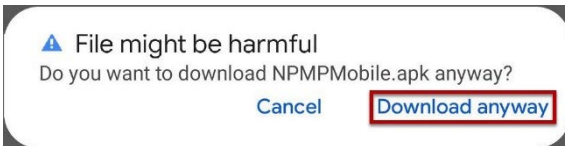1. Scan QR code using Camera on Andriod

   or, Enter **npmpmobile.nih.gov** in browser

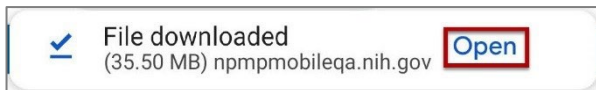   *NPMP Mobile web page displays*
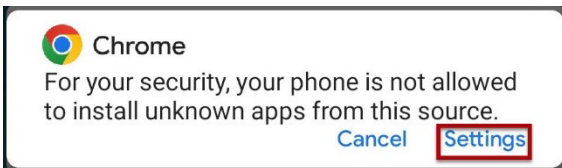
2. Tap **Download**

3. Tap **Download Anyway**

   Pop-up displays after file is downloaded.

4. Tap **Open**

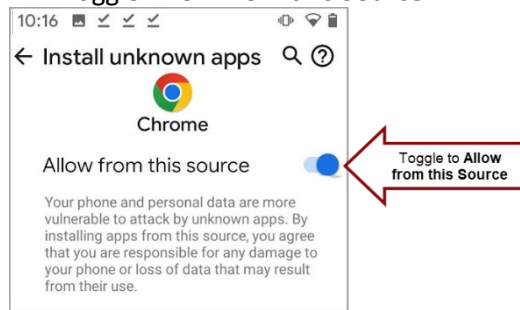   *Chrome security pop-up displays*

   The app is downloaded and needs to be trusted

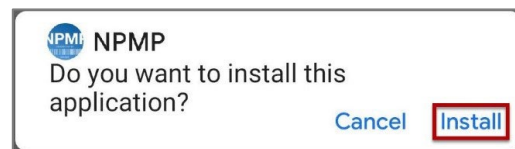5. Tap **Settings** to Trust App Developer

   Install unknown apps opens

   - Toggle **Allow from this Source**
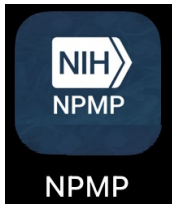
6. Tap **Back Arrow**
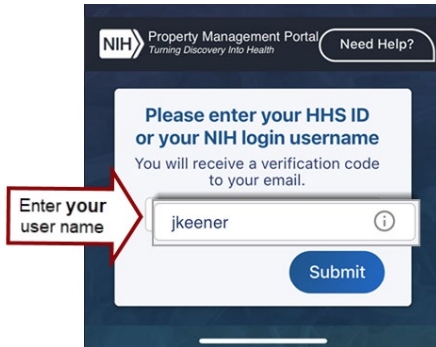
   NPMP pop-up displays

7. Tap **Install**

   Pop-up display informing app is installed

Register Device

1. Locate **NPMP Mobile** on device
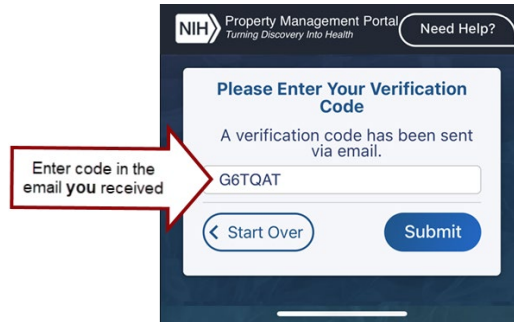

   NPMP

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.
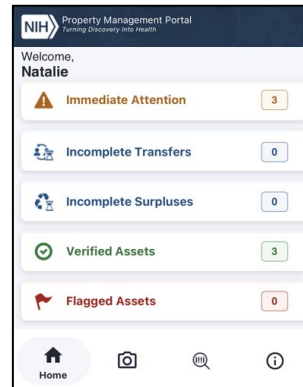
Remove the Mobile App

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** on iOS Device

4. Tap **Delete App**

   Confirmation pop-up displays

5. Tap **Uninstall**

Manage Records using the Mobile App

The mobile app allows accountable 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.
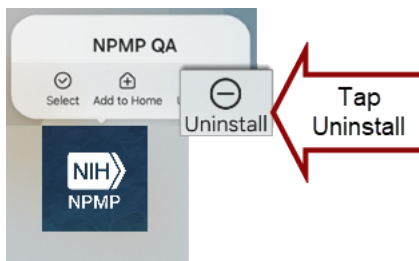
| Require Immediate Attention	Report Change to Verified Records

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:** Pending records to assigned as the Accountable User
     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
     ii. Tap **Decline** to end the request to surplus or transfer the property. The property will remain the responsibility of the current accountable user.
	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**
	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

Generate Property Pass

Download a property pass 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
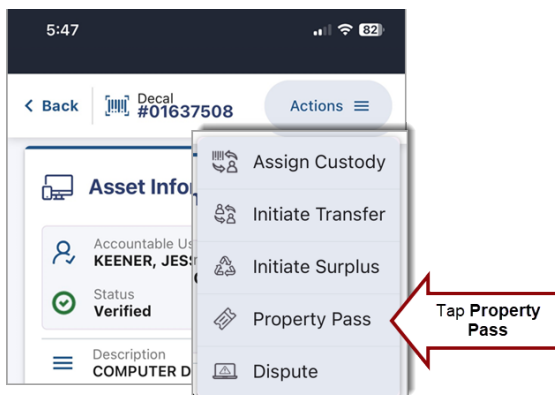
Scan Decals for Self-Inventory

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

After Installing the app
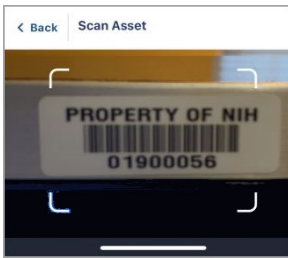
1. Tap **Scanner** button on the bottom navigation

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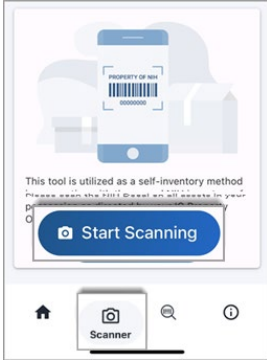
2. Tap **Start Scanning** button
3. Enable **Camera** & **Location** if prompted
   a. Tap **Allow** to enable camera
   b. Tab **Allow While Using App** to enable location

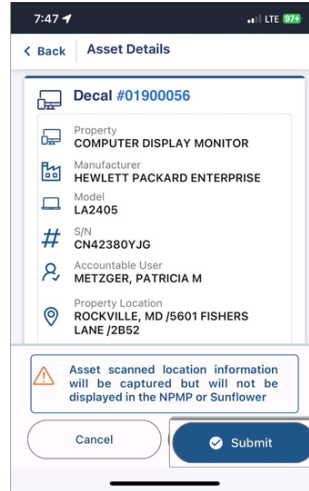   The scanned location will not display in either NPMP or Sunflower.

   App is ready to start scanning.

4. 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 is not updated 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, inform 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