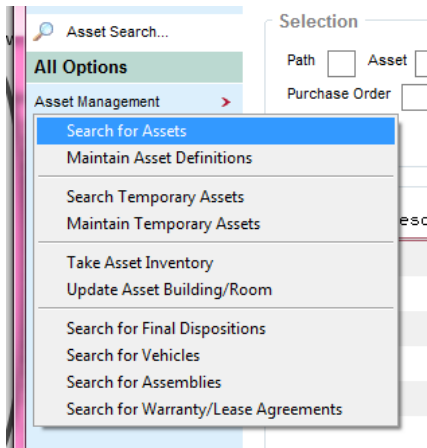


How to export your Inventory report to Excel

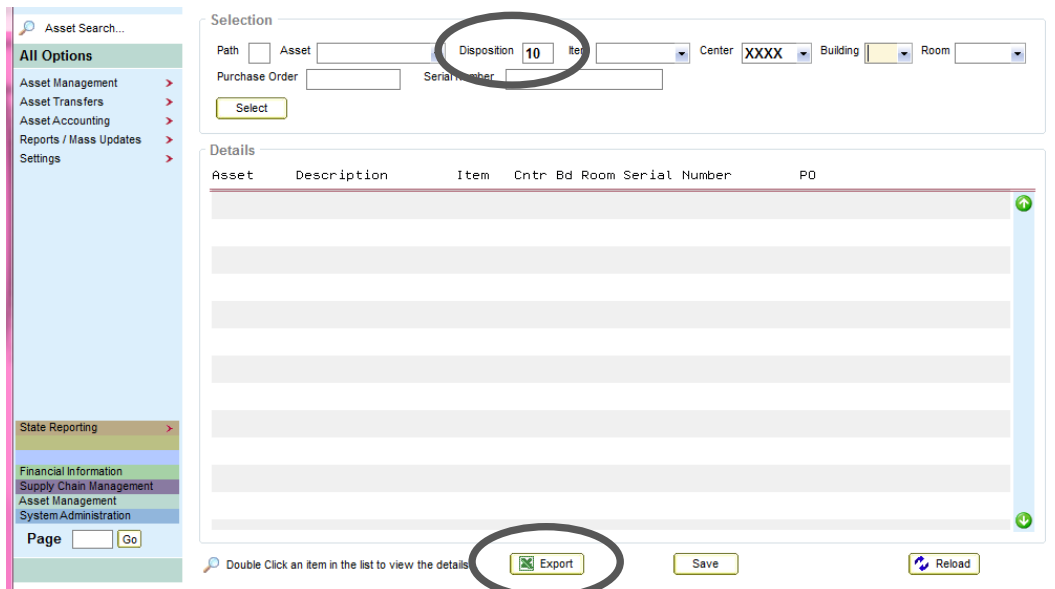
- Review your inventory list making note of your various disposition codes:

DISP	BLDG	ROOM	DESCRIPTION
10	01	212	LAPTOP COMPUTER, LENOVO L
10	01	212	LAPTOP COMPUTER, LENOVO L
10	01	212	LAPTOP COMPUTER, LENOVO L
62	01	212	LAPTOP COMPUTER, LENOVO L
32	01	212	LAPTOP COMPUTER, LENOVO L
10	01	212	LAPTOP COMPUTER, LENOVO L
10	01	212	LAPTOP COMPUTER, LENOVO L
10	01	212	LAPTOP COMPUTER, LENOVO L
10	01	212	LAPTOP COMPUTER, LENOVO L
10	01	212	LAPTOP COMPUTER, LENOVO L
10	01	212	LAPTOP COMPUTER, LENOVO L
10	01	212	LAPTOP COMPUTER, LENOVO L
10	01	212	LAPTOP COMPUTER, LENOVO L
10	01	212	LAPTOP COMPUTER, LENOVO L
32	01	212	LAPTOP COMPUTER, LENOVO L
..

- Log into the Asset Management System and go to the Search for Asset Screen



- Enter the disposition codes from your report, one at a time, in the disposition field and click the Excel button at the bottom. Do not forget to put your school or department number in the Center field (represented by XXXX below).



How to export your Inventory report to Excel

- Depending on your version of Excel you may or may not get the headings. When you compile all of your different exports you will have an Excel file that closely matches your inventory print out.
- You can also use this screen to export just a specific type of asset. For example, if you would like to pull out only your cafeteria items select Item 4200 from the Item drop down box. Remember – this will also include any Culinary and Concession equipment.

The screenshot shows the 'Asset Search...' interface. On the left is a navigation menu with 'All Options' expanded, listing Asset Management, Asset Transfers, Asset Accounting, Reports / Mass Updates, and Settings. Below this are State Reporting, Financial Information, Supply Chain Management, Asset Management, and System Administration. The main area is divided into 'Selection' and 'Details' sections. The 'Selection' section has a 'Path' checkbox, an 'Asset' dropdown, a 'Disposition' dropdown set to '10', an 'Item' dropdown set to '4200', a 'Center' dropdown set to 'XXXX', and 'Building' and 'Room' dropdowns. There are also 'Purchase Order' and 'Serial Number' input fields and a 'Select' button. The 'Details' section is a table with the following columns: Asset, Description, Item, Cntr, Bd, Room, Serial Number, and PO. The table is currently empty. At the bottom of the interface, there is a 'Page' input field with a 'Go' button, and three buttons: 'Export' (circled in red), 'Save', and 'Reload'. A tooltip at the bottom left says 'Double Click an item in the list to view the details.'

Please do not *only* run a disposition 10 report (active) – we need you to continue to look for missing items until they are removed from your inventory.

Please note that any transfers (in or out) or new purchases made after the date your report was run by Property Control will make your Excel file differ from your printed report. **This Excel report should only be used as a tool to assist with processing your inventory; our original report shall be returned as the official record.**

Q: How can this Excel file be helpful?

A: You can do many things with this Excel file.

- You can sort by building and room to make the process flow easier.
- You can sort by Item code to divide the list among various staff members.
- If you have an item with a tag that is illegible you can search by Serial Number, or Building and Room to attempt to figure out the asset number.
- Once complete you can sort the list by asset number order and match it up with the printed copy. Note – the printed copy is in order by asset number.