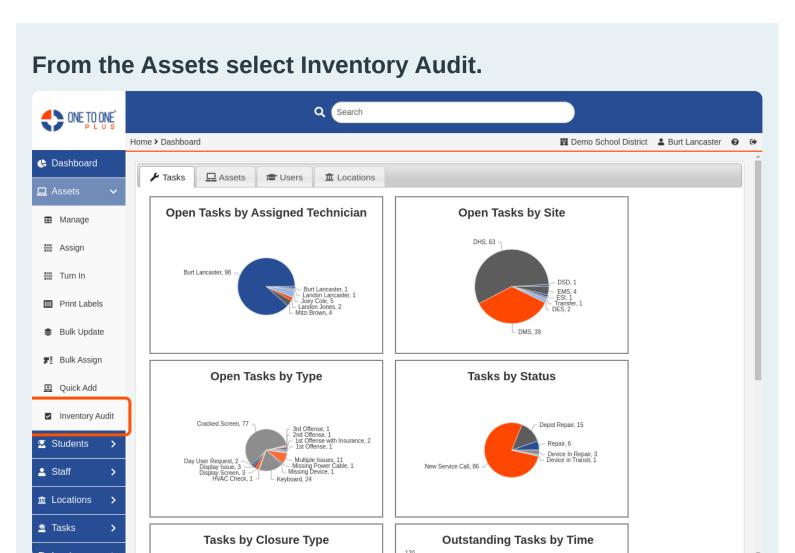
# **Add a New Inventory Audit**

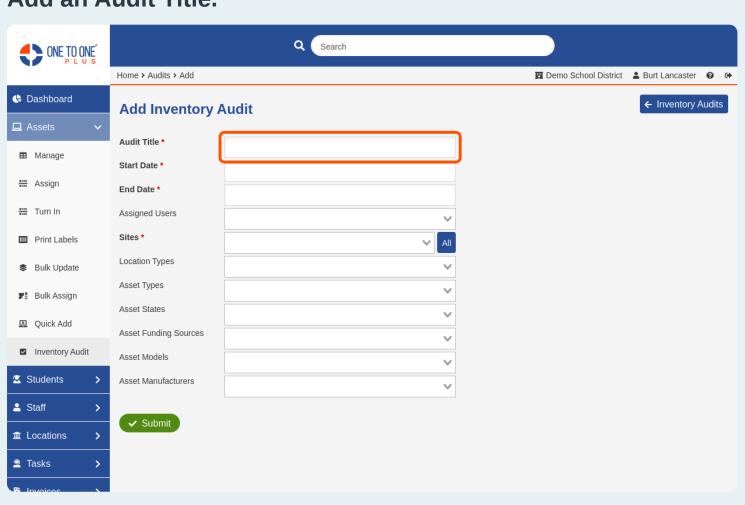
Author: Burt LancasterUpdated: 2 years ago



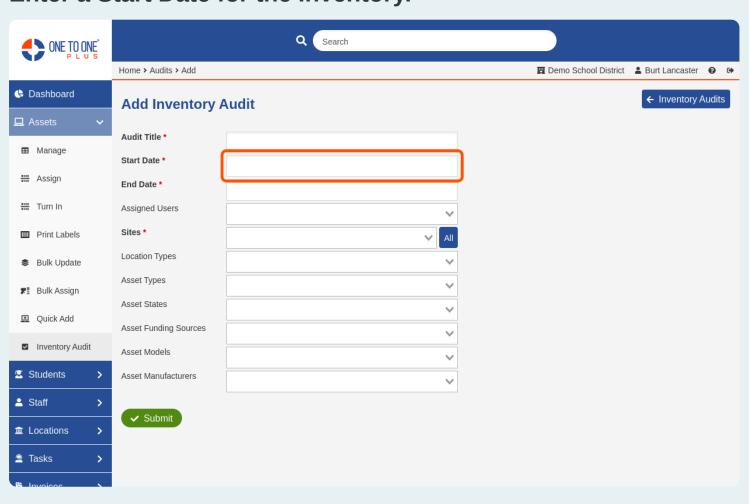
#### **Select the Add New Option. Q** ( ONE TO ONE Search Home > Audits Dashboard + Add New **Inventory Audits** ☐ Assets 50 🗸 ■ Manage Completed \$ Inventory Audit \$ Start \$ End ¢ Total Sites 🕏 Total Assets 💠 Reconciled \$ Unreconciled \$ Reconcil ### Assign Test 5/1/20 5/14/20 8 823 21 803 12 ### Turn In Print Labels Bulk Update # Bulk Assign Quick Add Inventory Audit 🗵 Students Staff

Tasks

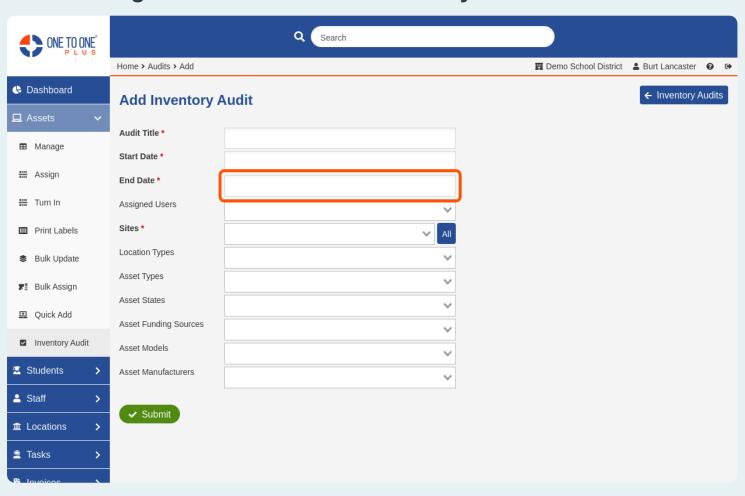
#### Add an Audit Title.



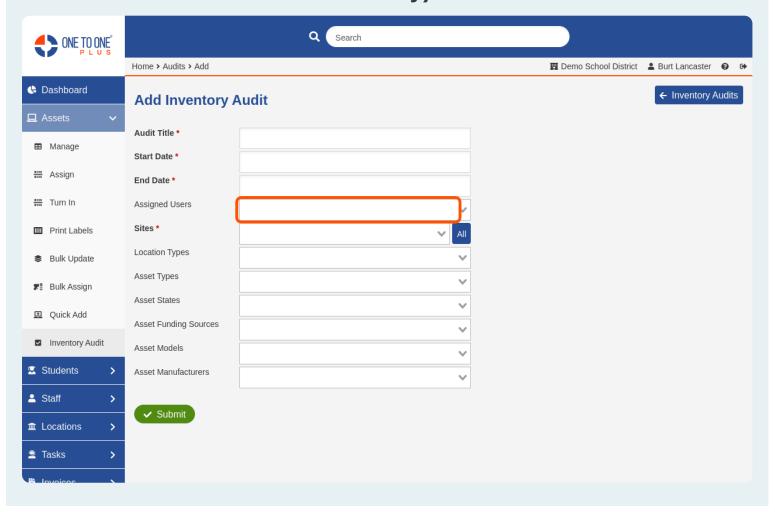
#### **Enter a Start Date for the Inventory.**



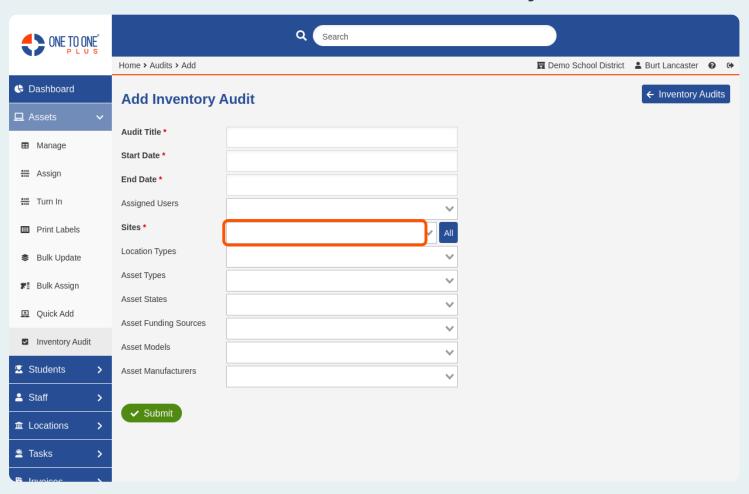
#### **Enter a Target End Date for the Inventory.**



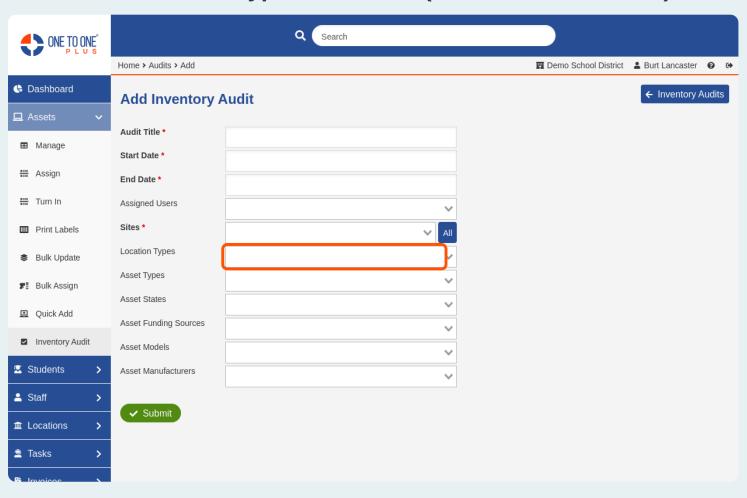
# Select the Users to Assist with the Inventory (only these users will be able to access the inventory).



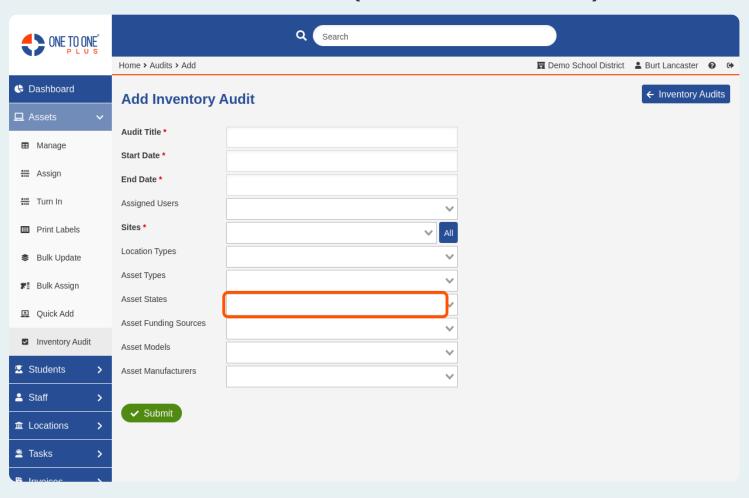
#### Select the Sites to be Included in the Inventory.



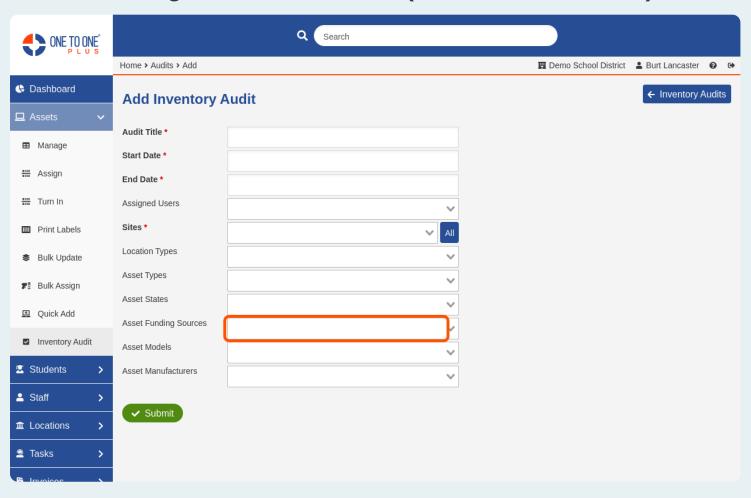
## Select the Location Types if Needed (default will select all).



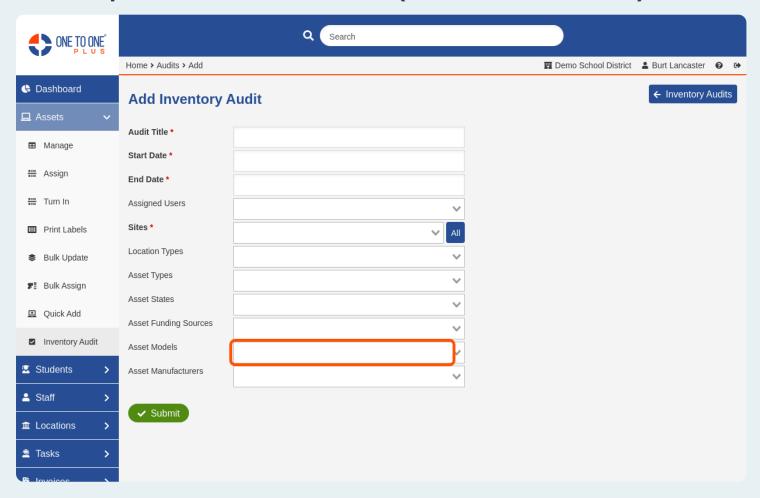
## Select Asset States if Desired (default will select all).



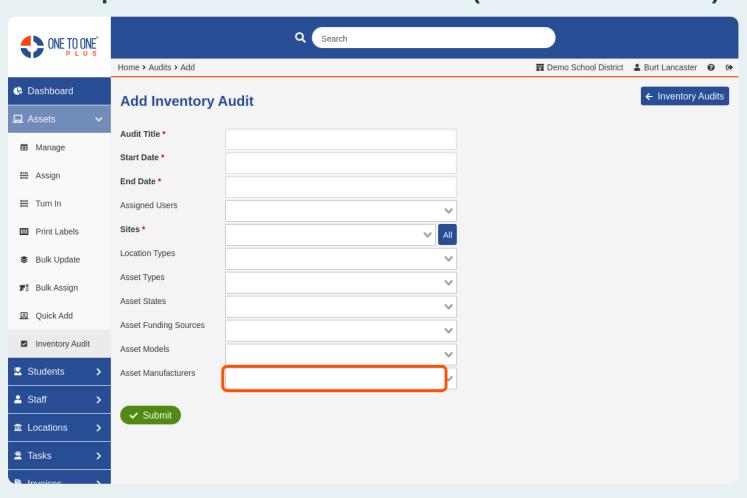
## Select Funding Sources if Desired (default will select all).



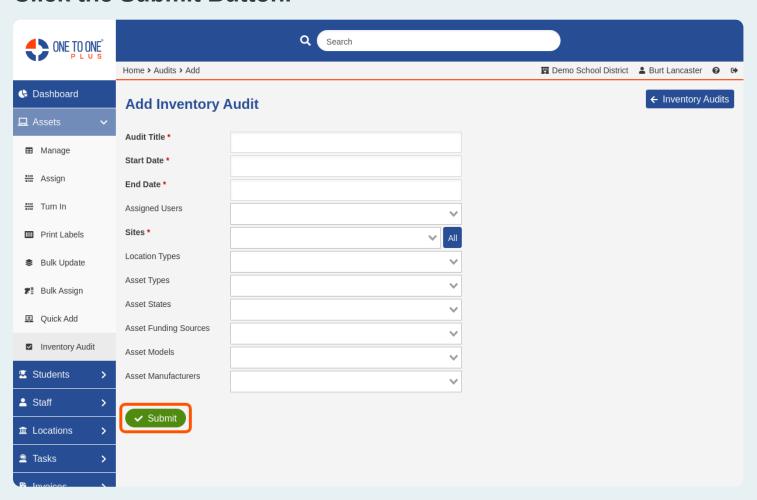
## Select Specific Models if Desired (default will select all).



## Select Specific Manufacturers if Desired (default will select all).



#### Click the Submit Button.



#### The Audit will the Display on the List of Audits. Q ( ONE TO ONE Search Home > Audits Inventory Audit "Test Audit 2" was successfully saved Dashboard + Add New **Inventory Audits** ☐ Assets 50 🗸 ■ Manage Completed \$ Inventory Audit \$ End ¢ Total Sites **‡** Total Assets **‡** Reconciled \$ Unreconciled **‡** Start \$ Reconcil ### Assign 5/1/20 21 5/14/20 823 803 12 ### Turn In Test Audit 2 6/15/20 763 763 0 Print Labels Bulk Update # Bulk Assign Quick Add

Inventory Audit

🗵 Students

■ Locations

Tasks

Staff