

Assets

- **Inventory Audit –**

- Inventory Audits now supports the ability to audit at Site, Location or District Wide levels. The audit will default to district wide when a new audit is created.

Home > Audits > Add

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Add Inventory Audit

← Inventory

Details

Audit Title *

Start Date * x

End Date * x

Assigned Users

Sites * x All

Audit Status Active x

Audit Settings

Audit Settings

☒ Assigned and Held by

☐ Assigned to

☐ Held by

Do you want to reconcile during the audit?

Reconcile During Audit ☐

Filters

Asset Disposition

Location Types

User Type

Asset Types

Asset States

Audit Level

Audit Level District Wide x

- Inventory audits can be filtered down to specific user types such as employee, student, technician, etc.

Add Inventory Audit

Details

Audit Title *

Start Date * x

End Date * x

Assigned Users

Sites * x All

Audit Status Active x

Audit Settings

Audit Settings

☒ Assigned and Held by

☐ Assigned to

☐ Held by

Do you want to reconcile during the audit?

Reconcile During Audit ☐

Filters

Asset Disposition

Location Types

User Type

Asset Types

Asset States

Asset Funding Sources

Asset Models

Asset Manufacturers

Audit Level

Audit Level District Wide x