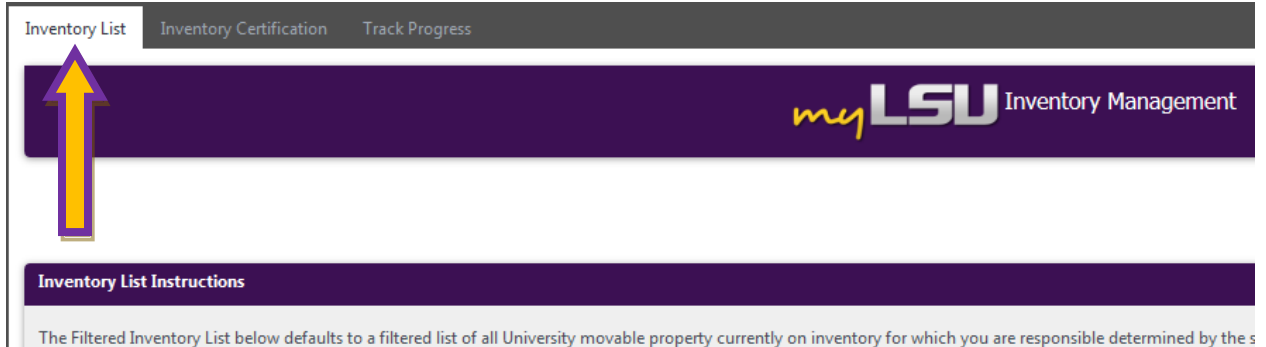
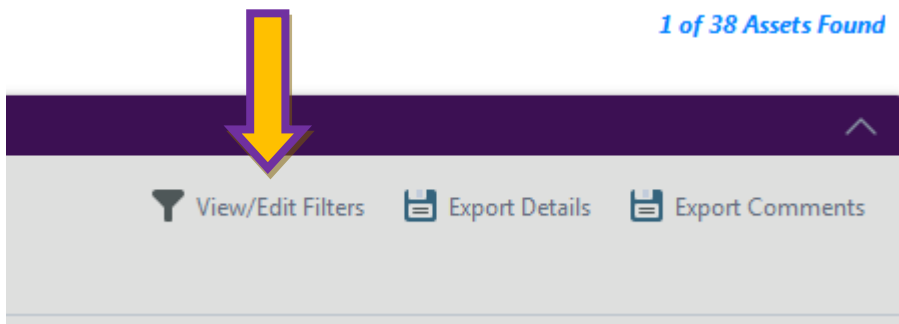


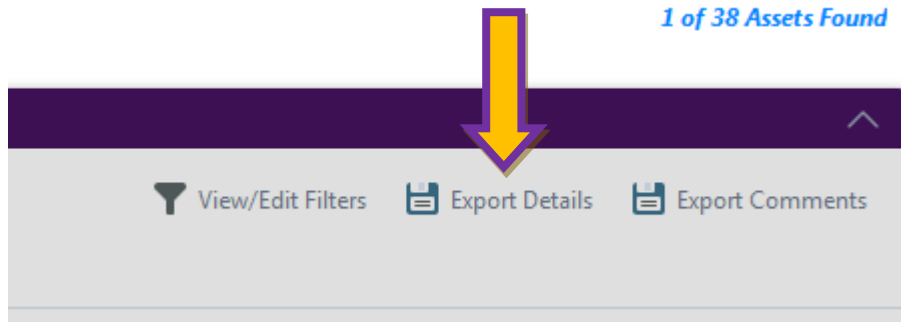
LSU Inventory – Exporting Results

From the desktop version (myLSU > Financial Services > Inventory Scanning Application; when accessed by other than a mobile device), select the Inventory List tab across the top.



Use **View/Edit Filter** to make any necessary adjustments to your filter settings to get the desired list.

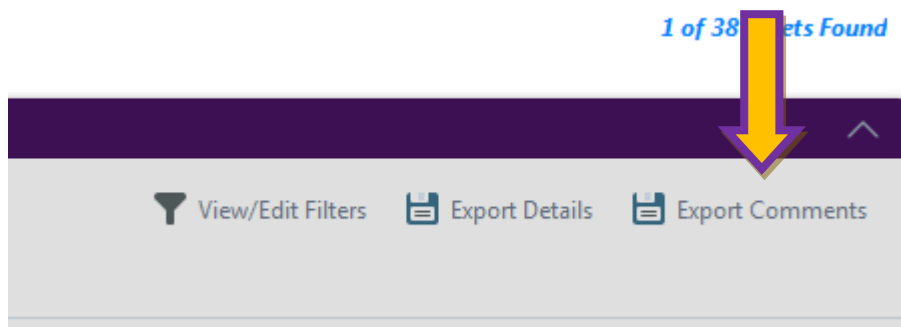




For an Excel file with the current result for each item in your filtered list, click **“Export Details”**. Use sort/filter on any of the following columns to identify which assets have been located, and which remain pending:

- Inventoried By
- Inventoried Date
- Inventory Method

Items that have been scanned/entered will have values in each of the above columns, while assets not yet located will be blank.



For a list of comments entered during the inventory process (location updates, assets for surplus, etc.), click **“Export Comments”**.

Use sort/filter on any of the following columns to find review comments:

- Comment Date
- Comment By
- Comment