

BAM1400 - Campus Room Inventory Listing

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This report lists all assets by item number within each room location. Data for each asset includes item number, number of units, catalog number, description, type, cost, and serial number. Totals are provided by room and department.

Parameter	Description
Sort by Item Nbr (I), Campus, Department, and Room (C)	I - Sort the report by item number. C - Sort the report by campus first, then by department and room number. This is a required field
Set report spacing to Double Space? (Y/N)	Y - Print the report with double spacing. N - Print the report with single spacing. This is a required field
Page Break by Campus? (Y/N) (Required when sorting by Campus)	Y - Insert a page break after each campus. N - Do not insert a page break after each campus.
Page Break on Department? (Y/N) (Required when sorting by Campus)	Y - Include a page break between departments on the report. N - Do not include a page break between departments on the report. This is a required field
Page Break on Room? (Y/N) (Required when sorting by Campus)	Y - Include a page break between room numbers on the report. N - Do not include a page break between room numbers on the report. This is a required field
Select Campus(es), or blank for ALL	Type the campus IDs separating multiple campus IDs with a comma (e.g., 001, 007, 041). Or, click ⋮ to search for campuses. Otherwise, leave blank to use all campuses.
Select Department(s), or blank for ALL	Type the department, including all leading zeros and separating multiple departments with a comma (e.g., 041, ADMIN). Or, click ⋮ to search for departments. Otherwise, leave blank to use all departments.
Select Room Nbr(s), or blank for ALL	Type the room number separating multiple room numbers with a comma (e.g., 123, G-3). Or, click ⋮ to search for room numbers. Otherwise, leave blank to use all room numbers.
Select Status Code(s), or blank for ALL	Type the single-alpha status code separating multiple status codes with a comma (e.g., A, I). Or, click ⋮ to search for status codes. Otherwise, leave blank to use all status codes.
Select Item Nbr(s), or blank for ALL	Type the ten-digit item number, including all leading zeros and separating multiple item numbers with a comma (e.g., 0000001991, 1236571991). Or, click ⋮ to search for item numbers. Otherwise, leave blank to use all item numbers.

Generate the report.