



## BAM1400 - Campus Room Inventory Listing



## Table of Contents

<b>BAM1400 - Campus Room Inventory Listing</b> .....	i
<b>BAM1400 - Campus Room Inventory Listing</b> .....	1



# BAM1400 - Campus Room Inventory Listing

**Asset Management > Reports > Asset Management Reports > Campus Room Inventory Listing**

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

Generate the report.