


# BAM1600 - Checked Out Inventory File Listing

# Table of Contents

**BAM1600 - Checked Out Inventory File Listing** ..... i
**BAM1600 - Checked Out Inventory File Listing** ..... 1

# BAM1600 - Checked Out Inventory File Listing

***Asset Management > Reports > Asset Management Reports > Checked Out Inventory File Listing***

This report lists items that have been checked out to district staff and students. It allows you to specify item numbers to be reported. It also allows you to select only the current checked out records (items still checked out) or all records including closed records.

| Parameter | Description |
|---|---|
| **Select Checked Out Item: Current (C) or History (H)** | C - Print items that are currently checked out.<br>H - Print the history of items that have been checked out previously.<br>This is a required field. |
| **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.