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Inventory Check In/Check Out - BAM3100

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This page is used to track inventory and capital assets that can be checked out by district personnel or students. You can have multiple entries for an item depending upon the number of units in the inventory record. The total number of items checked out cannot exceed the number of units in the inventory record. If multiple units of the same item are being checked out to different personnel (resulting in needing multiple checkout records), each checkout record must have a different checkout time. An item is considered checked out until the return date is no longer blank. If an item has an open checkout record, the person's name is displayed.

Modify a record:

Retrieve an existing item.	Search for a record. In the **Item Nbr** field, type the item number to be retrieved, if known. If the number is less than ten digits, the field is auto-filled with leading zeros. Click **Retrieve**. • If the item number is not known, click **Directory**. • To search for a specific item number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click **Search**. A list of item numbers matching the search criteria is displayed. • Select an item number from the list. Otherwise, click **Cancel**.

Click **+Add** to add an inventory item.

Field	Description
Date Check Out	Type the date the item was checked out in the MMDDYYYY format. The field is required. By default, the field is populated with the current system date, but the date can be changed. **Note**: If you type an invalid check out date and click **Save**, the field is populated with 00-00-0000 and an error message is displayed.
Time Check Out	Type the time in the format hh:mmA or hh:mmP (e.g., 09:05A). The field is required. By default, the field is populated with the current system time, but the time can be changed. When manually typing the time, you must type the colon and a capital A or capital P.
Date Anticipate Rtn	Type the date the item should be returned in the MMDDYYYY format.
Date Return	Type the actual date the items are returned. If blank, items are considered checked out.
Nbr Check Out	Type the quantity of items checked out to this individual.
Organization	Type a specific group title or affiliation to whom the items were checked out.
Division	Type a specific group title or affiliation to whom the items were checked out.
Person	Type the name of the person who has custody of the items. The field can be a maximum of 30 characters.
Phone Nbr	Type the three-digit area code and the seven-digit phone number of the individual who signed out the items.

Field	Description
Comments	Type any comments or other information that pertains to this record. The field can be a maximum of 30 characters.
Refresh Total	❑ Click **Refresh Total** to update the **Total Units Checked Out** field.

Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

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