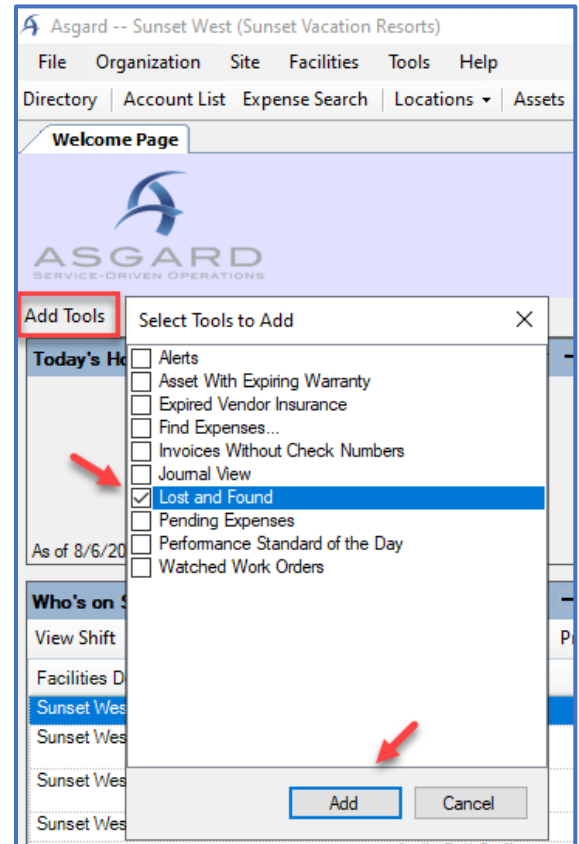


Entering a Lost Item

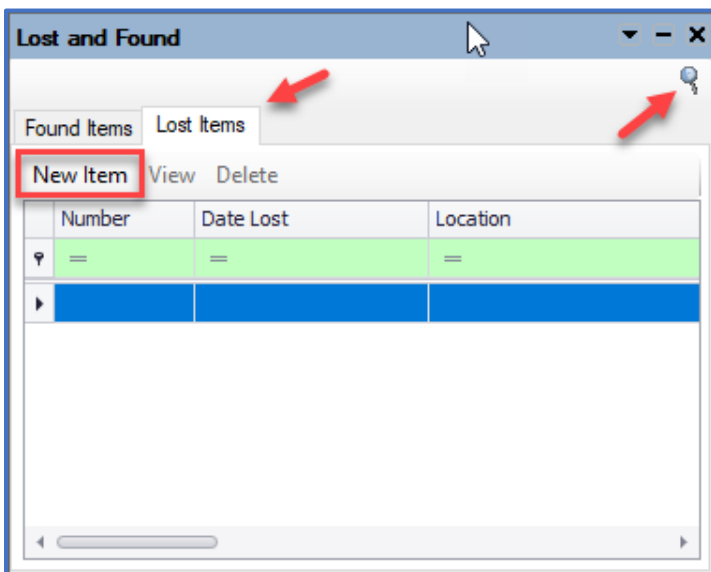
Follow the steps below to enter a Lost Item into the Asgard Lost and Found tool.

For assistance with Lost and Found, please contact support@katanasoft.com.

Step 1: On the Welcome Page, click **Add Tools**. Select Lost and Found. Click **Add**.



Step 2: When the Lost and Found tool loads, select the Lost Items tab and click **New Item**.



You can open a full screen view of Lost and Found by clicking the **Magnifying Glass** icon.

Step 3: Fill in the New Lost Item form. Be as specific as possible.

Asgard will automatically assign a unique tracking number.

The Expiration Date will default to 30 days from today; update it to reflect how long you will hold the item.

When all information has been entered, click **OK**.

New Lost Item

Item Name: Harry Potter Hardcover Book

Category: Media **Number: L000013**

Date Lost: 8/ 6/2019 Expiration Date: 9/ 5/2019

Description: Harry Potter and the Chamber of Secrets hardcover book

Last Seen Location: Bar & Grill

Loss Reported By: Josh Simons

Owner Name: Josh Simons

Owner Contact: Room 1531

Remove Item

Result:

OK Cancel

Step 4: The item will appear in the Lost and Found tool on the Welcome Page . . .

Lost and Found

Found Items Lost Items

New Item View Delete

Name	Description	Reported By
Harry Potter Hardcover Book	Harry Potter and the Cham...	Josh Simons

. . . and in the full page Found Items grid, searchable using the green filter bar.

Welcome Page Lost and Found

Found Items Lost Items

New Item View Delete

Item #	Date Lost	Location	Name	Description	Reported By	Owner	Expires	Removed	Site
L000013	08/05/2019	Bar & Grill	Harry Potter Hardcover Bo...	Harry Potter and the Cham...	Josh Simons	Josh Simons	08/06/2019	<input type="checkbox"/>	Sunset West



Note: To view Expired items, clear the date from the filter bar on the full page view.