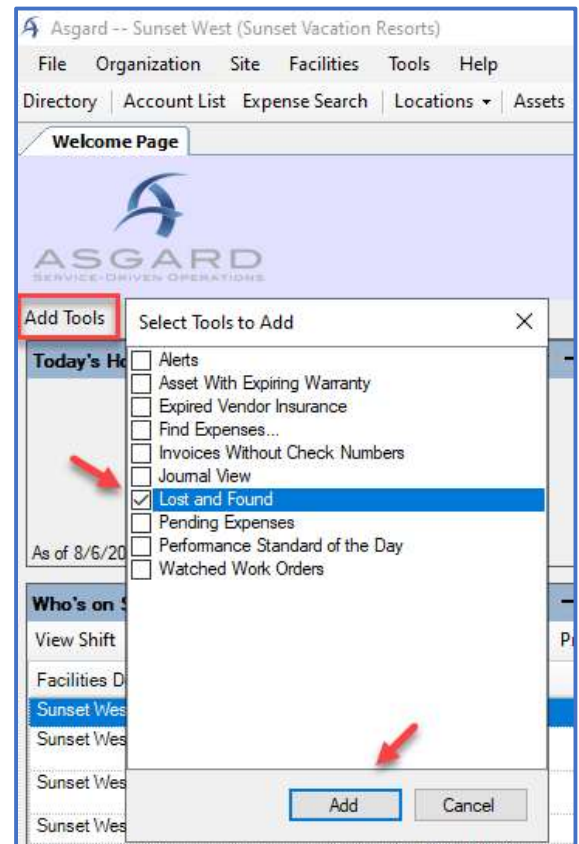


## Entering a Found Item

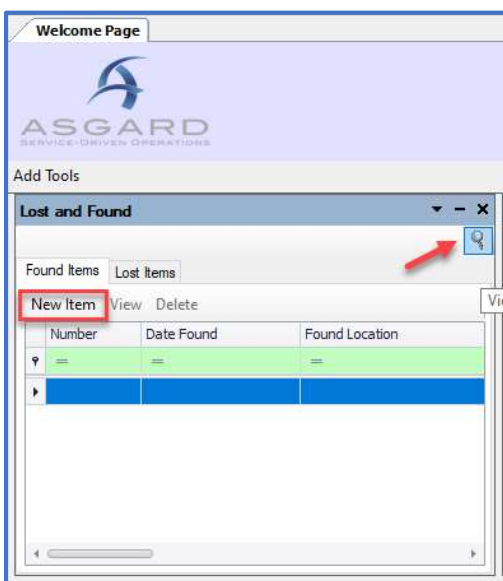
Follow the steps below to enter a Found Item into the Asgard Lost and Found tool.

For assistance with Lost and Found, please contact [support@katanasoft.com](mailto: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, click **New Item** on the Found Items tab.



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

**Step 3:** Fill in the New Found 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.

If your company policy is to give a found item to the finder if it isn't claimed, click the **Forward to Finder if Unclaimed** checkbox.

The **Print** button allows you to attach the completed form to the item for easy tracking.

When all information has been entered and the form printed, click **OK**.

New Found Item

Item Name: Gold Hoop Earring

Category: Jewelry

Number: F000029

Date Found: 8/ 6/2019

Expiration Date: 11/ 5/2019

Description: Plain gold hoop earring, no adornment, half-inch diameter

Condition: Good

Found Location: Garden Pool Deck

Stored Location: Security Office Safe

Finder Name: Lisa Arnsdorf

Finder Contact: lamsdorf@katanasoft.com

Forward to Finder if Unclaimed

Remove Item

Result:

Print 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	Finder	Stored Location
Gold Hoop Earring	Gold hoop earring, no ador...	Lisa Arnsdorf	Security Office Safe
Veronica Mars DVD Set	DVD box set of Veronica Ma...	Lisa Arnsdorf	Security Office Safe

. . . 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

Item #	Date Found	Found Location	Stored Location	Name	Description	Finder	Expires	Removed	Site	Entered By
F000029	08/05/2019	Garden Pool Deck	Security Office Safe	Gold Hoop Earring	Plain gold hoop earring, no...	Lisa Arnsdorf	08/06/2019	<input type="checkbox"/>	Sunset West	Arnsdorf, Lisa



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