User Manual

*This is a trial version of the Lost and Found application. Please note any bugs/issues for the future use of capstone classes.

If there are any questions or concerns please contact Shalini Kesar at kesar@suu.edu

Someone comes in looking for something they lost:
1. Click on the search for lost item tab
2. Enter keywords about the item into the text field on the upper left hand side.
   a. separate keywords with a space
   b. less is more, if you type in library it won't show if someone used the tag lib. however, using lib will show lib and library.
3. Matching items will appear below the text field, click on one to show more information about it to the right.
4. If the item is theirs, click the claim button which will bring up a simple form which you must fill out.
5. If the customer is insistent the item was turned in, but you don't see it, click the checkbox with the text show disposed, which will show items that have been donated or claimed
6. If there are no matching items, click the file as lost button to create a new missing item with those tags

Someone brings an Item to the counter that they found and want to turn into the lost and found:
1. Click on the Report Found tab
2. Fill in the item description of the item, words such as: (the, a, and) are not needed
   a. Example if a red jacket was brought to the counter then the description would be: red jacket large
3. Fill in the Found location such as: Library, ELC, etc.
4. Fill in the Storage Location where the employee is going to be placing the item in the lost and found.
   a. Example: Drawer #1 or Container #1
5. Click print ticket and attach it to item (This puts the item in the spreadsheet).
6. If under possible matches nothing appears then a person has not reported the item missing.
7. If there is a possible match then contact the person with the phone number or email provided in the possible match list to come by the SUU Post Office to see if it is their item.

Expired Items:
1. Click on the view expired items tab
2. Click on the dropdown on the upper left hand side and select the age of items you wish to view.
3. The table below will populate with items matching the age selected
4. Click on an item to select it; click again to deselect
5. On the right enter where the item is being disposed to
6. Click on the dispose selected button to remove the items you selected

If there are any issues with the product (or a mistake was made when entering information), be aware you may access the excel spreadsheet directly to manipulate the inventory information.