

IDT Hardware Inventory Reports Units and Public Areas

Hardware Inventory Reports can be created and printed by unit or public area.

To create a Unit By Current Assign Report:

1. Go to <https://ifolks.sdsu.edu/PRODapps/index.cfm?logout=Yes> and login.
2. On the **Applications and Forms** main index, select the IDT Hardware Inventory Application.
3. On the main index for the **IDT Hardware Inventory Application**, select Departmental & Unit/Customer Reports
4. On the **Departmental & Unit/Customer Report Selection Lookup**, select from the drop down boxes or type in partial values to choose report criteria. Checking an adjacent checkbox will Negate a selection or the data you have entered. For a **Unit** report, select (1) Unit Name from the dropdown or enter (2) a series of Unit Numbers separated by commas, NO spaces. *Note: The dropdown contains Unit Numbers for a handy lookup.*
5. Scroll down and click the radio button on the report you want to run. Only one report can be run at a time. For a Unit report, select the **Unit By Current Assign** choice.
6. Clicking the **Match All** Button with no selections equals ALL records for the requested report. For a Unit report, clicking this button will equal ALL records that meet your selection.
7. The report is sorted in the following order: by Unit, by Current Assignment, and by Barcode.
8. To Print – Be sure to have your browser's Page Setup set for landscape mode and 75% (Macintosh) before sending the displayed report to the printer.

To create hardware reports for the Public Areas:

1. Go to <https://ifolks.sdsu.edu/PRODapps/index.cfm?logout=Yes> and login.
2. On the **Applications and Forms** main index, select the IDT Hardware Inventory Application.

3. On the main index for the **IDT Hardware Inventory Application**, select Departmental & Unit/Customer Reports
4. On the **Departmental & Unit/Customer Report Selection Lookup**, select from the drop down boxes or type in partial values to choose report criteria. Checking an adjacent checkbox will Negate a selection or the data you have entered. For a Specific **Public** area report, select the Public area from the Customer dropdown. For All Public areas, type **PUBLIC** in the *Customer's First Name* text box
5. Scroll down and click the radio button on the report you want to run. Only one report can be run at a time. For a Public report other than just printers, select the **Public Use – All By Current Assign/Type/Loc** choice. *Note: The report, Public Use – Printers By Barcode, would require an additional criteria selection of EQUIPMENT TYPE = PRINTERS in the previous step.*
6. Clicking the **Match All** Button with no selections equals ALL records for the requested report. For a Public report, clicking this button will equal ALL records that meet your selection.
7. The report is sorted in the following order: by Customer, by Equipment Type, and by Barcode.
8. To Print – Be sure to have your browser's Page Setup set for landscape mode and 75% (Macintosh) before sending the displayed report to the printer.