How to Generate Inventory Report(s)?

Locate Report Welcome to IT Asset Management 1. Visit https://achieve.lausd.net/itam . 2. Click on Reports & Dashboard IT Asset 3. Scroll down to Device Inventory Reports Request Access & Management System Reports & Dashboards IDM Training <u>Login</u> 4. You may select from the 3 standard reports **Device Inventory Reports** available: To access your site's inventory and checkout reports, please use the following links to generate reports from Focus: <u>Assets Deployed</u> - all devices assigned to • Assets Deployed - all devices assigned to school (including checkout) · Student Checkout - detailed list of devices assigned to students school (including checkout) • Faculty Checkout - detailed list of devices assigned to faculty Note: The following are device statuses found in the reports above Student Checkout - detailed list of devices · In Inventory - Device is checked in assigned to students · Deployed- Device is checked out to a student or employee · Transferred/Received - Device is assigned to site but not placed in inventory Faculty Checkout - detailed list of devices Student Checkout assigned to faculty Page 1: Select from the dropdown or press "OK" for a full list of your approved sites. 5. Click on the report you would like to generate DO NOT CLICK EDIT! For customized reports, Contact ITAM 6. Report filters will appear as an option School Name * You do not need to filter --Select Value-- 🔹 Local District Name 8. Select **OK** to view full inventory report (with or --Select Value-without filters) Community of Schools --Select Value-- 🔹 Cost Center Code --Select Value--. Asset Date Acquired

Edit - Refresh - Copy

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June 2023

OK Reset •

Support

How to Generate Inventory Report(s)?

Export Report

- 1. Select Export
- 2. Select Data
- 3. Click CSV
 - * Export will process
- Once complete, the report can be found in your downloads folder
- 2. Open report

Student Checkout 015659000915294 15659000915294 T-Mobile-9/5/2020 Р Covid19 Alcatel LinkZone 2 015659000915930 15659000915930 T-Mobile-10/22/2020 Covid19 R H Alcatel LinkZone 2 PDF 015659000916078 ⊾ Excel 19/2021 Covid19 Р ⊾ Excel S 🖿 CSV Powerpoint 015659000916904 5/2020 Covid19 PS Tab Delimited 🔚 Web Archive <u>™</u> XML 🖿 Data Edit -Export - Copy STUDENT 101811M036 SALIANI, MAZIAR Confirmation × FLORES, PHILIP GEORGE BAZAN Palm Scho The Export process is complete AL EXA LARRY, MINERVA SHARELLA \sim SULLIVAN, SYDNEY ELIZABETH ок BELOSHAPKA 🦊 | 🕑 📜 🗢 | Downloads Home Share View This PC > Downloads > 5 ~ Ø Search Downloads $\mathbf{\Lambda}$ Name Date modified Quick access ✓ Today (2) Desktop * Student Checkout(4) 6/6/2023 1:37 PM Downloads 6/6/2023 9:18 AM Documents Pictures * 6/5/2023 3:09 PM ᡖ Creative Cloud Files 6/5/2023 8:32 AM internation for 6/5/2023 8:31 AM OneDrive ✓ Last month (34) This PC AutoSave 💽 🗄 🏷 -®,× ⇒ Student Checkout(4) V ile Page Layout Formulas Data Home Insert Draw View Automate Help Review Acrobat Cut • 11 • A^ A = Ξ = ≫ • ab Wrap Text Calibri General Conditiona Formatting B I U - ⊞ - △ - ▲ - ≡ ≡ ≡ ≡ ⊞ Merge & Center - \$ - % • 1 12 - 33 ダ Format Painter Font F3 Clipboard F3 Alignment rs. Number F3 35449 ✓ f_x Chromebook 11 А D T Asset Model Description Asset Barcode Asset Serial Number Asset Checkout Dat * Latitude 5400 Chrome Chromebook 11 9/19/2022 11/17/2022 44 LAUSDAJ0672611 1RVNDK3 5 LAUSDAJ0732191 1RYQ5R3 46 LAUSDAJ0628068 1RYZXM3 Chromebook 11 LTE 6/10/2022 47 LAUSDAJ0393355 1RZ0983 Chromebook 11 3100 1/26/2022 LAUSDAJ0747652 1RZD5R3 Chromebook 11 8/20/2022 49 LAUSDAJ0586180 50 LAUSDAJ0441698 Chromebook 11 Chromebook 11 3100 2/16/2023 8/19/2022 1R7D7K3 1RZF2D3 LAUSDAJ0461172 1RZL893 Chromebook 3100 3/2/2023