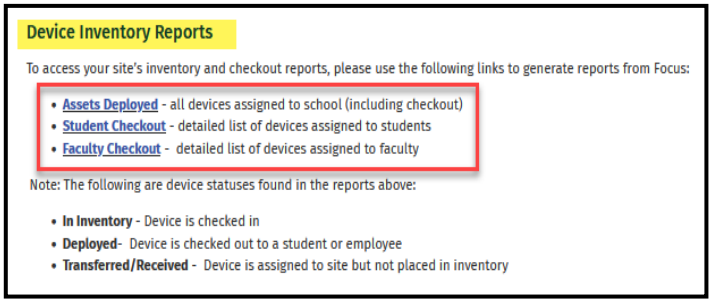
How to Generate Inventory Report(s)?

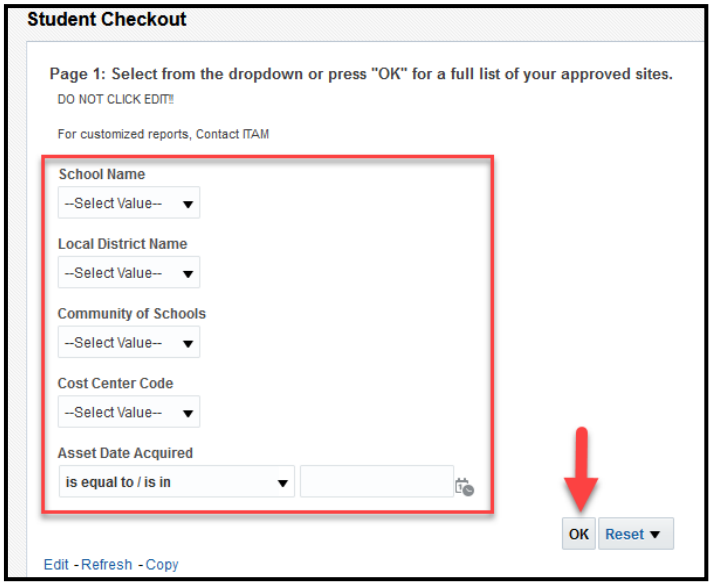
Locate Report

1. Visit https://achieve.lausd.net/itam
2. Click on **Reports & Dashboard**
3. Scroll down to **Device Inventory Reports**
4. You may select from the 3 standard reports available:
   - **Assets Deployed** - all devices assigned to school (including checkout)
   - **Student Checkout** - detailed list of devices assigned to students
   - **Faculty Checkout** - detailed list of devices assigned to faculty
5. Click on the report you would like to generate
6. Report filters will appear as an option

   * You do not need to filter

8. Select **OK** to view full inventory report (with or without filters)

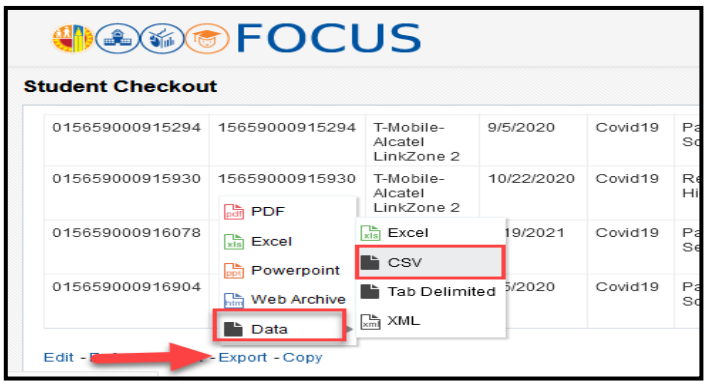
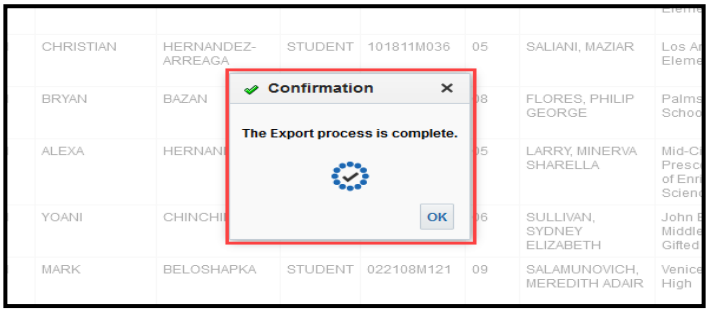
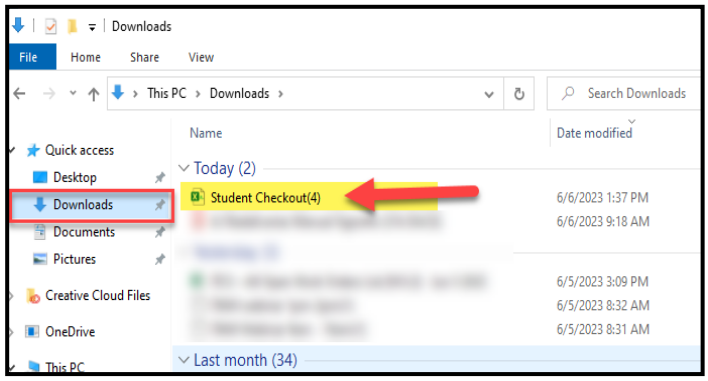
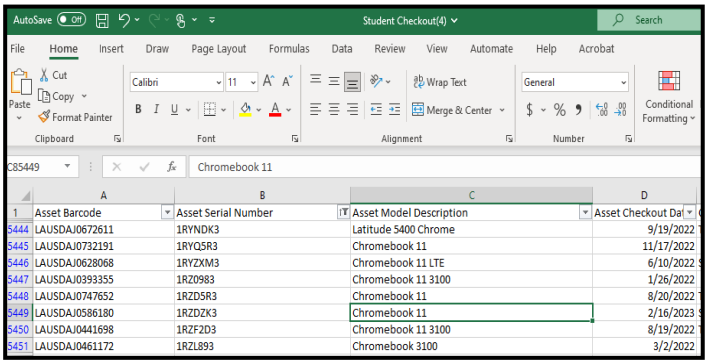




How to Generate Inventory Report(s)?

Export Report

1. Select **Export**
2. Select **Data**
3. Click **CSV**

    * Export will process

1. Once complete, the report can be found in your **downloads folder**
2. **Open report**