**Choose Your Building**



**Click ‘Back Office’**



**Click ‘Inventory’**



* Double check that the drop-down says your correct grade level ‘EM Music Inventory 2018’
	+ Middle Schools – MS Music Inventory 2018
	+ High Schools – HS Music Inventory 2018

THIS WILL SHOW YOU THE TOTAL % YOU HAVE CHECKED IN.

**To see further details on your percentage, click ‘Details’**



**To see the items in the ‘Accounted for’ and ‘Unaccounted for’ number, click (See Details)**



**You will find the exact list of items that still need to be scanned/have been scanned/are lost (according to which ‘See Details’ you selected):**



**You may also ‘Run Report’ which will detail every aspect of your inventory regarding check-out/check-in. Click ‘Run Report’:**



**You will be directed to this screen:**



**Click ‘Refresh List’ on the bottom:**



**Once it has processed, it will say ‘Completed’. Click ‘View’:**



**Choose which view you’d like to see it in (I prefer Barcode Report best):**



**It will pull a report for you that looks like this:**

