

## LSU Inventory – Exporting Results

From the desktop version (myLSU > Financial Services > Inventory Scanning Application; when accessed by other than a mobile device), select the Inventory List tab across the top.

ſ	Inventory List	Inventory Certification	Track Progress				
					myLS	Inventory Man	agement
	Inventory Lis	t Instructions					
	The Filtered I	nventory List below defaults	o a filtered list of all Un	iversity movable property curr	ently on inventory for whi	ch you are responsible deter	mined by the s

Use **View/Edit Filter** to make any necessary adjustments to your filter settings to get the desired list.



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		1 of 38 Assets Found
		~
Yiew/Edit Filters	Export Details	💾 Export Comments

For an Excel file with the current result for each item in your filtered list, click "**Export Details**". Use sort/filter on any of the following columns to identify which assets have been located, and which remain pending:

- Inventoried By
- Inventoried Date
- Inventory Method

Items that have been scanned/entered will have values in each of the above columns, while assets not yet located will be blank.

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Yiew/Edit Filters	불 Export Details	Export Comments

For a list of comments entered during the inventory process (location updates, assets for surplus, etc.), click "Export Comments".

Use sort/filter on any of the following columns to find review comments:

- Comment Date
- Comment By
- Comment

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