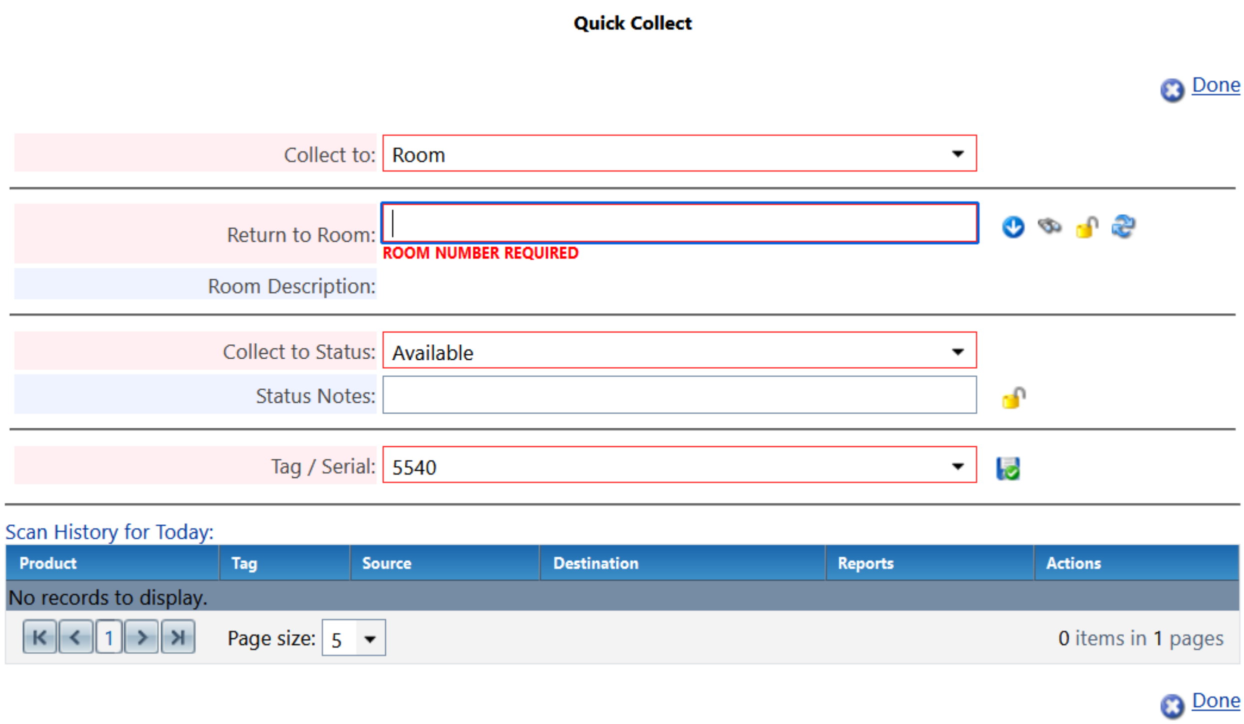
Collect from Staff or a Student to a Room

1. Click on **Staff** or **Students**, located in the top navigation bar.
2. Filter for the respective staff or student. The grid expands and displays the **Details**, **Inventory**, **Charges**, and **Attachments** tabs. The record expands to show the **Inventory** tab.
3. Locate the item to be collected and click on **Quick Collect** under the "Actions" column. The "Quick Collect" window opens.



4. Click on **Search** and select the respective room. If you know the room number, you can type it directly into the **Room Number** field and press **Enter** on your keyboard.
5. Select the tag status from the **Collect to Status** drop-down menu.
6. Enter notes in the **Status Notes** field.
    1. Click on **Lock/Unlock** to secure if collecting more than one asset.

7. Verify the tag number in the "Tag" field.
8. Click on **Save**.
9. Click on **View Transaction Receipt**, located under the "Actions" column, to view the report in PDF format.
10. Click on **Done** to close the "Quick Collect" window.