




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.

Quick Collect

[Done](#)

Collect to:

Return to Room:
ROOM NUMBER REQUIRED

Room Description:

Collect to Status:

Status Notes:



Tag / Serial:




Scan History for Today:

Product	Tag	Source	Destination	Reports	Actions
No records to display.					

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[Done](#)

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.