





Issue an Item to a Staff Member




1. In the Site Tools Quick Links menu, click **Issue to Staff**. The Issue Inventory window opens.


Issue Inventory

[Done](#)


Staff ID:    





Staff Name: **Nilay Adock**

Due Date:   


Tag / Serial: 

Current Inventory: Please Select Inventory Report... ▾

	Product Number	Product	Tag	Status	Scan Date	Source
	2000033	Dell Latitude 3301	5434	In Use	02/22/2023	Room: 600
	2000057	HP Mini 110-1126NR	5499	Lost	12/08/2020	Staff: Nilay Adock

  **1**   Page size: 2 items in 1 pages

[Done](#)

2. In the Staff ID field, enter/scan the staff member's ID number. You can also click **Search** to filter for and select the desired staff. If multiple tags are to be issued to the same staff member, select the  **Lock/Unlock** next to the Staff ID field. This allows you to scan all tag numbers without entering the same staff member's ID for each tag.
3. In the Tag/Serial field, enter/scan the tag number to be issued or the serial number.
4. Click **Save**.
5. The Staff to Staff Transfer Confirmation window will open if the tag is issued to another staff member.

Staff to Staff Transfer Confirmation



Tag **T51937** is currently assigned to **Kendra Harper**.

Please confirm that you want to transfer **HP Chromebook 11 G8 EE** and the listed accessories to **Nilay Adock**.

Name	Description	Price	Issued	Collected
Chromebook Charger	Chromebook Charger	40.00	0	<input type="text" value="0"/>

Page size: 1 items in 1 pages

- Review and click **Confirm**.
 - This updates the Current Inventory grid (displaying all tags issued to this staff member).
6. To generate a Transaction Receipt and capture a digital signature for this transaction, select **Today's Transaction Receipt** or **Full Transaction Receipt** from the "Please Select Inventory Report" dropdown menu. Today's Transaction Receipt only displays the items which have been issued or collected today. All other items on the staff member's account, including those items issued, transferred, or collected today, are available on the Full Transaction Receipt.
7. Click **Done** to close the Issue Inventory window.