

# Issue to Student

1. Click on **Issue to Students**, located in the "Site Tools Quick Links" menu. The "Issue Inventory" window opens.

**Issue Inventory**

[Done](#)

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Student ID:

Student Name: **Sean M Bouldin**

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Due Date:

Tag / Serial:

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Current Inventory: Please Select Inventory Report... ▾

	Product Number	Product	Tag	Status	Scan Date	Source
	2000121	Dell Chromebook 11 (CB1C13)	T500210	In Use	07/02/2021	Room: 000-Recv
	2000057	HP Mini 110-1126NR	5543	In Use	12/08/2020	Student: Sean M Bouldin
	2000035	HP Chromebook 11 G8 EE	T51911	In Use	12/07/2020	Student: Sean M Bouldin

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Outstanding Charges:

Product	Tag	Charge Type	Amount	Due	Issued Date
None		Lab Fee	15.00	15.00	03/23/2022

Page size:  1 items in 1 pages

[Done](#)

2. In the **Student ID** field, enter/scan the student's ID number. If a student ID barcode isn't available to scan, click on **Search** to filter and select the respective student.
3. Click on **Next**.
4. If multiple tags are to be issued to the same student, select the **Lock/Unlock** next to the **Student ID** field. This allows you to scan all tag numbers without entering the same student's ID for each tag.

5. If the student has charge(s), the charge(s) display in the "Outstanding Charges" grid (located below the "Current Inventory" grid).
6. In the **Tag/Serial** field, enter/scan the tag number to be issued or the serial number.
7. Click on  **Save**.
  - This updates the "Current Inventory" grid (displaying all tags issued to this student).
8. To view a "Transaction Receipt" for this transaction, select **Today's Transaction Receipt** and/or the **Full Transaction Receipt** from the "Please Select Inventory Report" drop-down menu. **Today's Transaction Receipt** only displays the items that have been issued or collected today. All other items on the student's account, including those items issued or collected today, are available on the **Full Transaction Receipt**.
9. Click on  **Done** to close the "Issue Inventory" window.