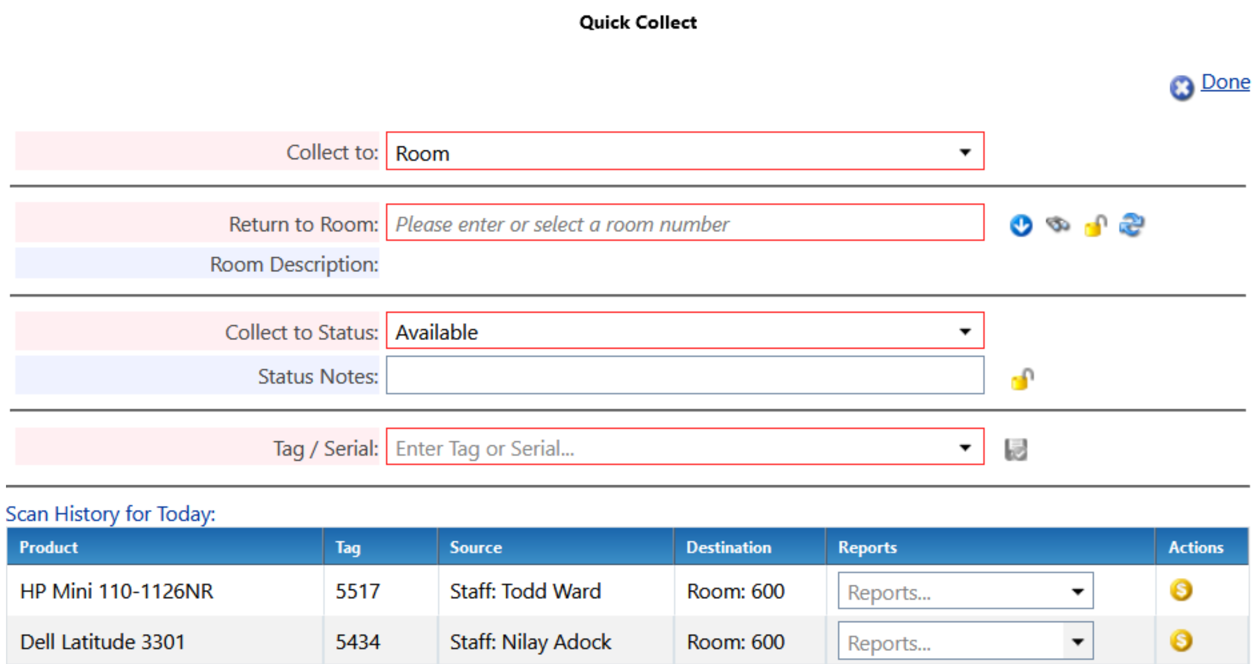
Quick Collect to a Room (Site View)

Collecting an asset to a room is allowed only if the asset is currently issued to a staff or student. If the asset is already in a room in the "Available" status, the asset is blocked from collection and a validation error will notify the user: “Cannot Quick Collect this Tag. This Tag is Available in Room: 1234."

1. Click on **Quick Collect**, located in the "Site Tools Quick Links" menu. The "Quick Collect" window opens.



Product	Tag	Source	Destination	Reports	Actions
HP Mini 110-1126NR	5517	Staff: Todd Ward	Room: 600	Reports...	
Dell Latitude 3301	5434	Staff: Nilay Adock	Room: 600	Reports...	

2. Select **Room** from the "Collect" to drop-down menu.

3. In the **Return to Room** field, enter the room number where this tag will be collected and click on **Next**. OR, click on **Search** and select the respective room.

    - If multiple tags are to be collected to the same room, select **Lock/Unlock** next to the "Return to Room" field. This allows you to scan the tag numbers without entering the room number for each tag.

4. Enter the desired status in the **Collect to Status** drop-down menu.

5. Enter notes regarding tag status in the **Status Notes** field.
   - Click on **Lock/Unlock** to secure.
6. Enter/scan the tag number in the **Tag** field.
7. Click on **Save**.
8. The collection history displays in the bottom grid. It displays all tags collected today.
9. To generate a "Collection Receipt" and capture a digital signature, select the **Full Collection Receipt** from the “Reports…” drop-down menu.
10. To assess a charge to be associated to the collected tag and staff/student account, click on **Assess Charge**, located under the "Actions" column in the “Scan History for Today” grid.
11. Click on **Done** to close the "Quick Collect" window.