





# Campus Audits

## HOW TO COMPLETE AN AUDIT

1. Click on  Inventory.
2. Click on Audit Management.
3. Click on  Edit
4. **Search** for item you wish to enter quantity for or begin inserting counts at the top of the list. (Click on any grid header to sort the list)
5. Enter quantity in the respective Quantity field.
6. Click on  Add counts to begin creating your "counted list" in the bottom grid.
7. Click  Submit once the bottom grid displays all material on your campus.
8. Confirm the audit submission by entering a digital signature. This includes entering a person's Full Name and their Initials.
9. Click on Sign and Submit. This returns you to the Audit Management page.