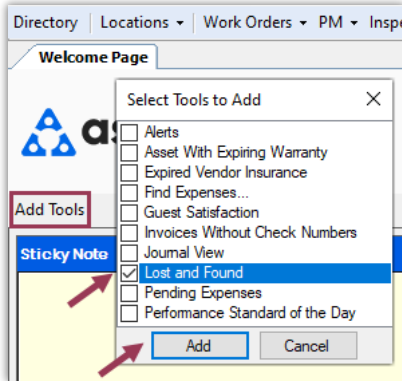
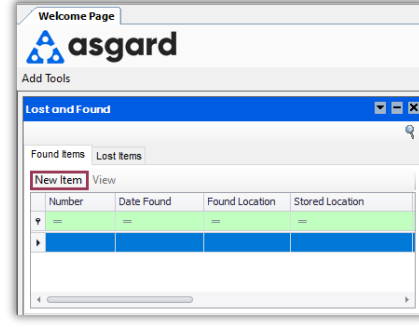


Step 1: On the Welcome Page, click **Add Tools**. Select **Lost and Found** and click **Add**.



Step 2: Once the Lost and Found tool loads, go to the Found Items tab and click **New Item**.



 Click the **Magnifying Glass** icon to open a full-screen view of Lost and Found.

Step 3: Completely fill out the **New Found Item** form. Be as specific as possible in the Description.

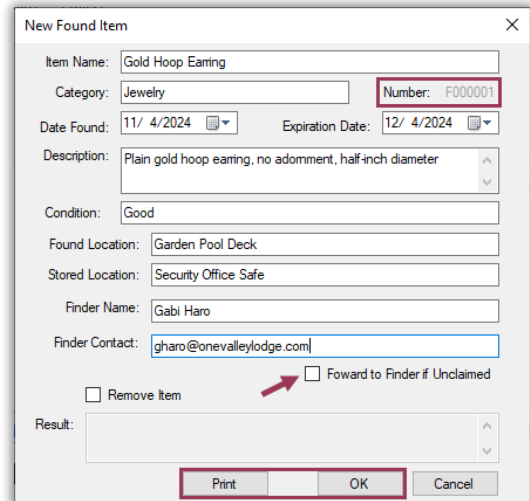
Asgard will automatically assign a unique tracking number.

The Expiration Date will default to 30 days from today but can be adjusted according to the item's legal or organizational requirements.

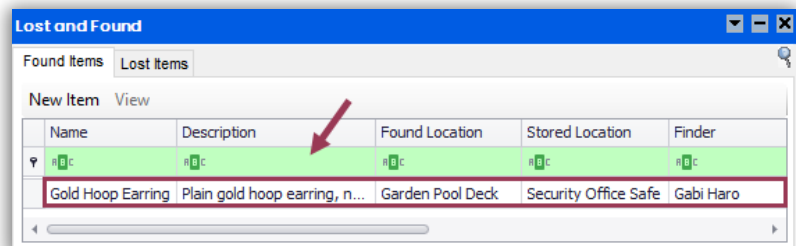
If your company policy is to give a found item to the finder if it isn't claimed, click the **Forward to Finder if Unclaimed** checkbox.

The **Print** button allows you to attach the completed form to the item for easy tracking.


When all information has been entered and the form printed, click **OK**.

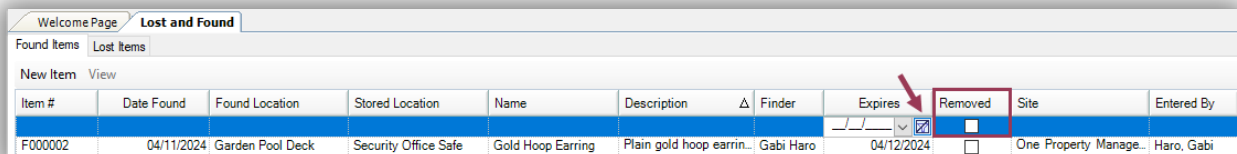


The item will appear in the Lost and Found tool on the Welcome Page and in the full-page Found Items grid, searchable using the green filter bar.



Name	Description	Found Location	Stored Location	Finder
Gold Hoop Earring	Plain gold hoop earring, n...	Garden Pool Deck	Security Office Safe	Gabi Haro

 **TIP!** To view **Expired** items, use the *clear date filter* in the Expired column on the full-page view. To view **Removed** items, click the checkbox.



Item #	Date Found	Found Location	Stored Location	Name	Description	Finder	Expires	Removed	Site	Entered By
F000002	04/11/2024	Garden Pool Deck	Security Office Safe	Gold Hoop Earring	Plain gold hoop earring...	Gabi Haro	04/12/2024	<input checked="" type="checkbox"/>	One Property Manage...	Haro, Gabi