

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**.

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New Item	Date Found	Found Location	Stored Location
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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 $\ensuremath{\text{OK}}$.

New Found Iter	n X					
Item Name:	Gold Hoop Earring					
Category:	Jewelry Number: F000001					
Date Found:	11/ 4/2024 • Expiration Date: 12/ 4/2024 • •					
Description: Plain gold hoop earring, no adomment, half-inch diameter						
	×					
Condition:	Good					
Found Locat	ion: Garden Pool Deck					
Stored Locat	ion: Security Office Safe					
Finder Na	me: Gabi Haro					
Finder Conta	act: gharo@onevalleylodge.com					
Regult:	amove item					
nesuit:	Ç					
	Print OK Cancel					

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.

Found I New It	Items Lost Iten	ns			
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T VCII	ame	Description	Found Location	Stored Location	Finder
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Gol	old Hoop Earring	Plain gold hoop earring, n	Garden Pool Deck	Security Office Safe	Gabi Haro

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.

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tem #	Date Found	Found Location	Stored Location	Name	Description	∆ Finder	Expires	Removed	Site	Entered By
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000002	04/11/2024	Garden Pool Deck	Security Office Safe	Gold Hoop Earring	Plain gold hoop ear	rrin Gabi Haro	04/12/2024		One Property Manage	Haro, Gabi

TIP!