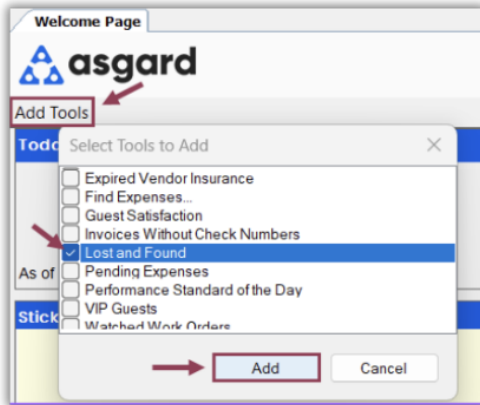
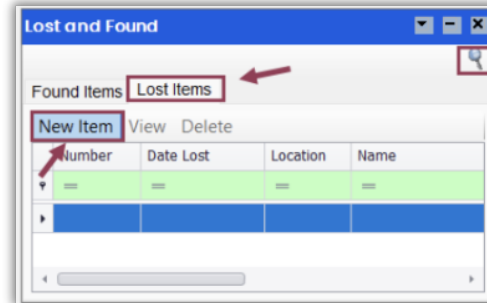


Step 1: On the Welcome Page, click **Add Tools**.
Select **Lost and Found**. Click **Add**.



Step 2: When the Lost and Found tool loads, select the **Lost 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 Lost Item** form.
Be as specific as possible in the description.

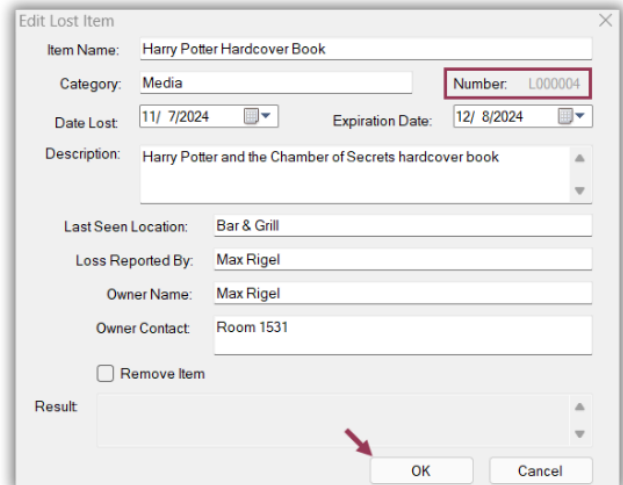
Asgard will automatically assign a unique tracking number.

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

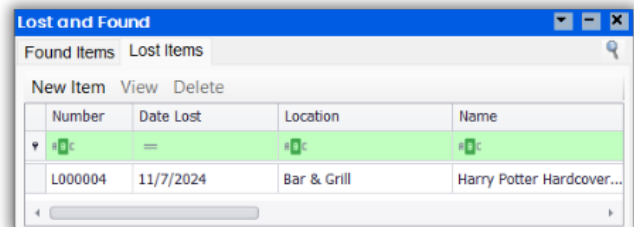
Reporting and Ownership Details: Clearly indicate who reported the lost item and who the owner is. Note that these may be different individuals.

Owner Contact Information: Include the owner's full contact details, such as room number, phone number, shipping address, and email (if available).

When all information has been entered to ensure accurate tracking, click **OK**.



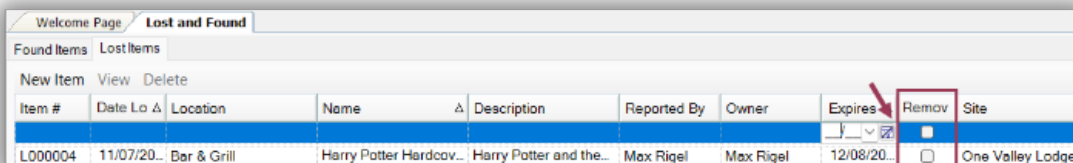
The item will appear in the Lost and Found tool on the Welcome Page and in the full-page Lost Items grid, searchable using the green filter bar.



Number	Date Lost	Location	Name
L000004	11/7/2024	Bar & Grill	Harry Potter Hardcover...



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 Lost	Location	Name	Description	Reported By	Owner	Expires	Remove	Site
L000004	11/07/20...	Bar & Grill	Harry Potter Hardcov...	Harry Potter and the...	Max Rigel	Max Rigel	12/08/20...	<input type="checkbox"/>	One Valley Lodge