LSU

PROPERTY MANAGEMENT

LSU Inventory – Adding Photos in the Mobile App

<u>Using a Mobile Device Camera to Save an Image to the Database</u>

Adding a photo is a great way to enhance the inventory record, especially for research equipment, assets with a high cost, or items that are not easily identified by description alone. Photos added in the inventory app remain available for viewing in future inventory cycles, and can be accessed either from your Filtered List, or after scanning an asset. This can be very useful during Phase Two if an asset has not been found to get an idea what you're searching for.

To add a photo, <u>after scanning the barcode</u> to inventory the asset, click "Take Photo of Asset" near the bottom of the screen. This will bring up your device's camera.

After taking the picture, click "Use Photo".

Important: You *must* scroll to the bottom of the screen and click "Upload". If upload is not selected, the image will NOT be saved in the system.
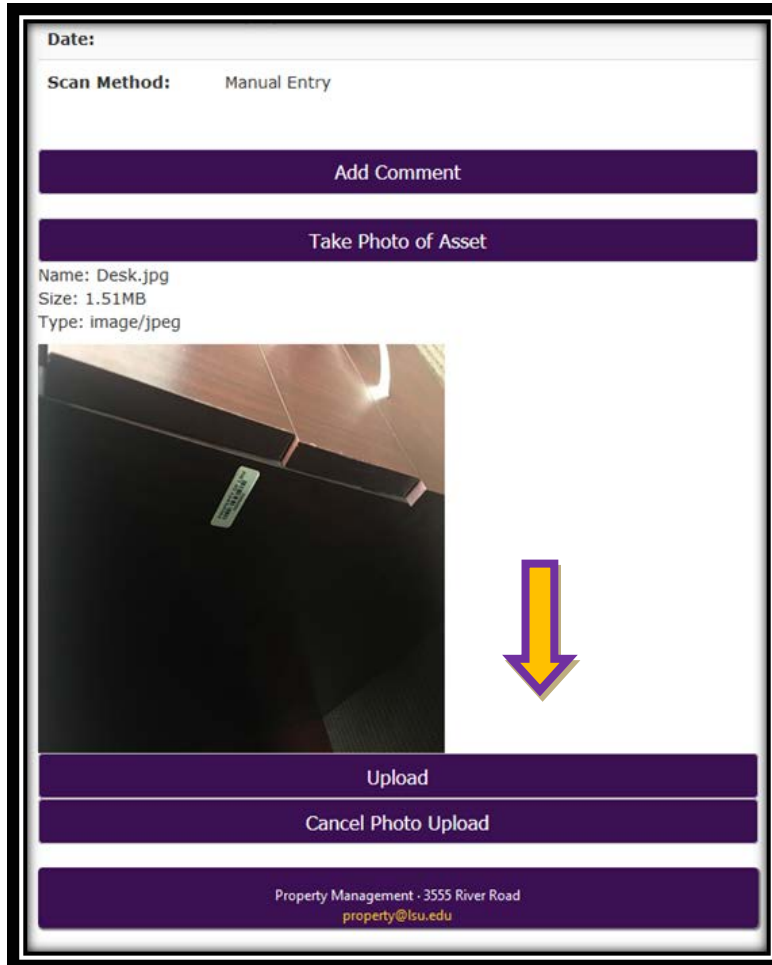
A picture of the asset is now permanently stored in the database and will be viewable in the mobile application and the desktop application.