


## LSU Inventory – Adding Photos in the Mobile App

### Using a Mobile Device Camera to Save an Image to the Database

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, after scanning the barcode to inventory the asset, click "Take Photo of Asset" near the bottom of the screen. This will bring up your device's camera.

 Item Verified! Note any location or other changes by tapping "Add Comment" below

<b>Location:</b>	0104 River Road Annex Building
<b>Asset Tag Nbr:</b>	669662
<b>Asset Description:</b>	MODULAR FURNITURE(GRAPHIC SERVICES-104)
<b>Serial Nbr:</b>	NONE
<b>Manufacturer:</b>	HERMAN MILLER
<b>Model:</b>	A1100 SERIES
<b>Ownership:</b>	CC00415 - LSUAM   Fin and Admin   Procurement and Property Management
<b>Date Acquired:</b>	09/25/2008
<b>Asset Cost:</b>	\$2,464.00
<b>Inventoried By:</b>	James Young - (jyou137@lsu.edu)
<b>Inventoried Date:</b>	03/06/2018 10:24AM
<b>Scan Method:</b>	Manual Entry

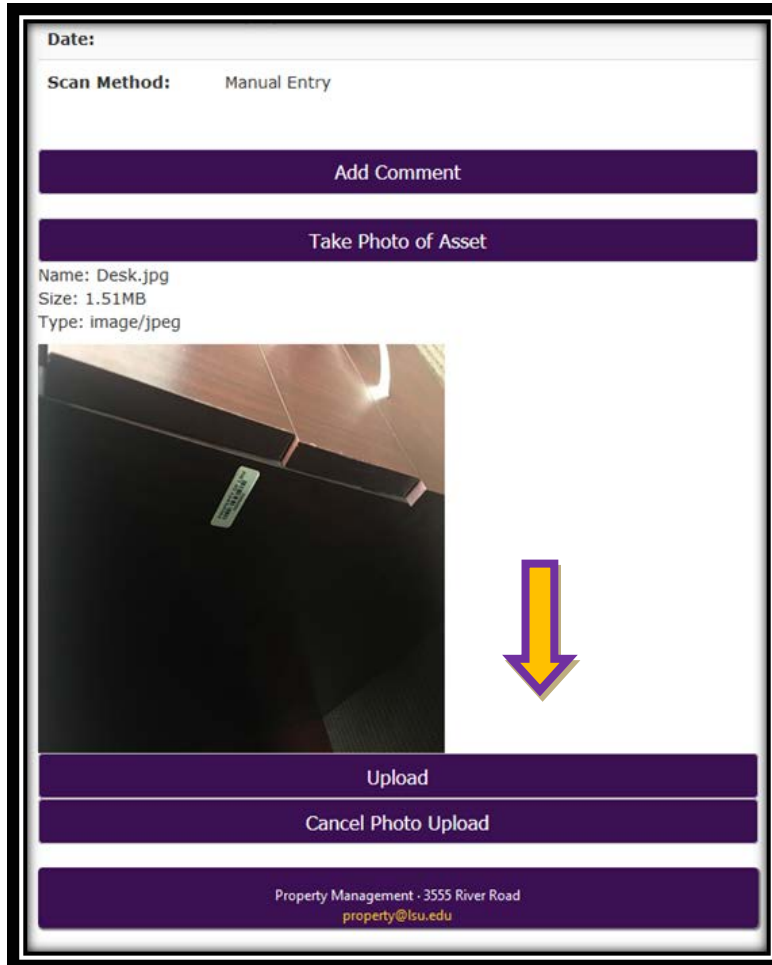
**Add Comment**

**Take Photo of Asset**

Property Management · 3555 River Road  
property@lsu.edu

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.