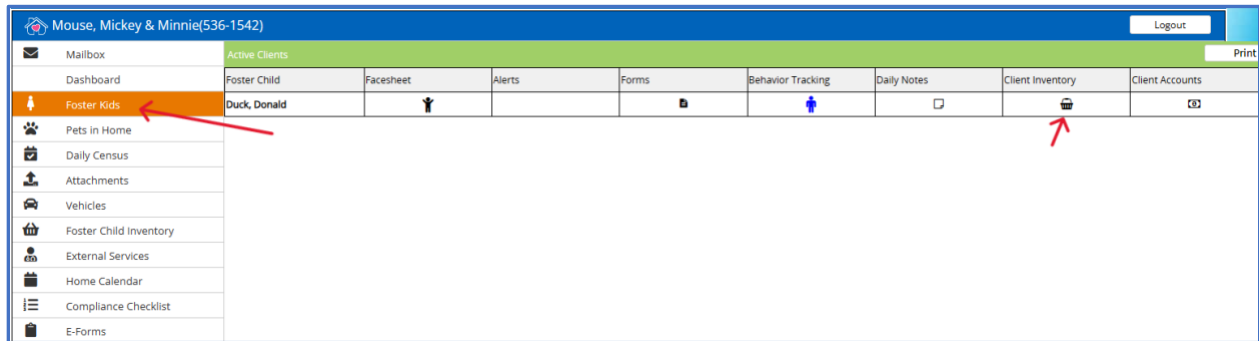
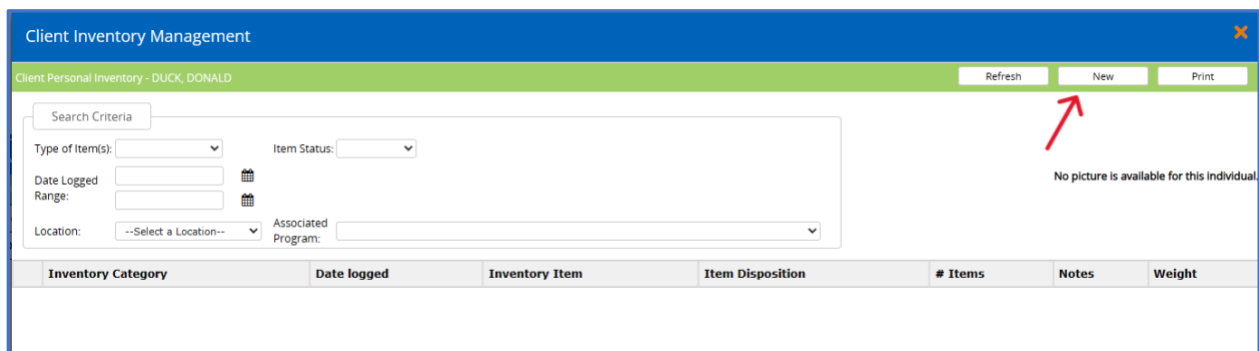


Entering a Person Inventory

Once logged in, you should open onto the Foster Kids tab, seen on the menu to the left. Click the shopping cart icon under **Client Inventory**.






Click **New** to add new inventory items.



Enter a date for the items, it'll default to the current day. Then enter the **Inventory Category**, **Inventory Item**, **Item Disposition**, and **# Items**. You can also add a value, weight, and a description in the notes section. Click **Save**.

Client Inventory Management

Client Personal Inventory Worksheet Save Close

Please specify a date for this Inventory: 19-APR-2024   

Please specify the name of the individual who logged these items: Mickey Mouse

Please select a location to associate with these inventory items: Omni Visions Corporate Office

Please select a Program to associate with these inventory items:

	Inventory Category	Inventory Item	Item Disposition	Declared Value	# Items	Weight(lbs-Ounces)	Notes
1.	Child's Possession	Bedding	Received		1		
2.	Child's Possession	Toiletries	N/A		1		Shampoo
3.	Child's Possession	Jewelry	Lost		1		Mother's Necklace
4.	Child's Possession	Medical Device	Damaged		1		Hearing Aid
5.							
6.							
7.							
8.							
9.							
10.							



Close out of the Inventory Worksheet, click Refresh on the Inventory page below, and you should see the items you've just added. You can edit or delete any of the items, by clicking the orange pencil to the left of each item. There's also the option to Print in the top right corner.

Client Inventory Management

Client Personal Inventory - DUCK, DONALD Refresh New Print





Search Criteria

Type of Item(s): Item Status:

Date Logged Range:  

Location: Omni Visions Corporate Office Associated Program:

No picture is available for this individual.

	Inventory Category	Date logged	Inventory Item	Item Disposition	# Items	Notes	Weight
	Child's Possession	19-Apr-2024	Bedding	Received	1		--
	Child's Possession	19-Apr-2024	Toiletries	N/A	1	Shampoo	--
	Child's Possession	19-Apr-2024	Jewelry	Lost	1	Mother's Necklace	--
	Child's Possession	19-Apr-2024	Medical Device	Damaged	1	Hearing Aid	--