Add Property

When you add property, enter as much information as possible to describe the property. The details you enter are then used to search for and manage property, and hopefully, return it to its owner.

To add property

1. Click the Property tab.
2. On the left, click Add Property. The Add Property window opens.
3. Enter these details.

Field	Description
Tracking Number	Identification number assigned to the item.
Description	Description of the item.
Current Location	Current location of the item; comment about the current location.
Location Comment	Comments about the location.
Location Contact	Contact to notify at the location.
Returned to Owner	Indicates the property was returned to the patient.

4. Click OK.