



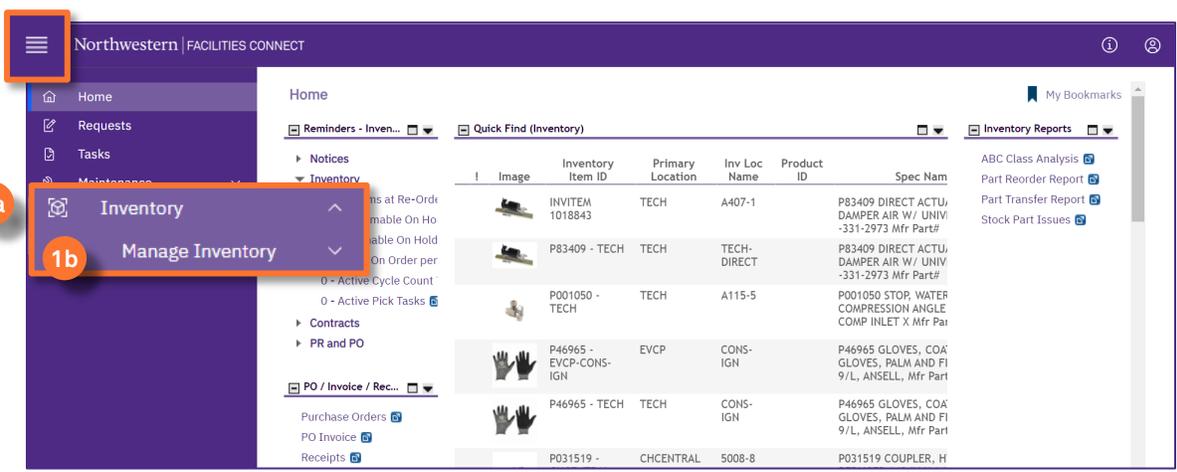
WAREHOUSE VIEW INVENTORY ITEMS

Provides guidance for viewing inventory items in Facilities Connect

DIRECTIONS:

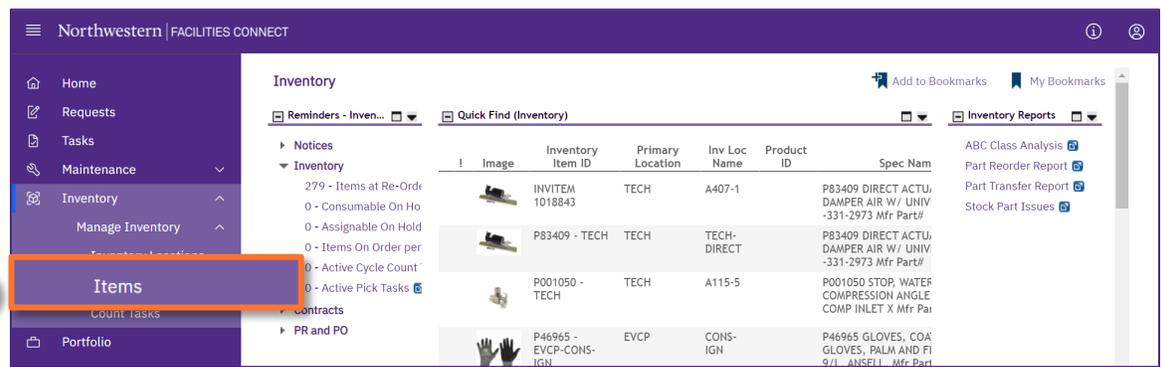
1 From the Facilities Connect Home Screen, navigate to the hamburger menu:

- 1a** Click on the **Inventory** section drop-down arrow.
- 1b** Click on the **Manage Inventory** section drop-down arrow.



2 From the **Manage Inventory** drop-down menu:

- 2** Click on **Items**.





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DIRECTIONS:

3 Upon clicking, all inventory items will display.

To find the single inventory item,

- 3a** Type in the **Item ID** or **Item Name** to find the exact match for your review.
- 3b** Type in your site location under **Primary Location**, it will list all inventory items at your location.
- 3c** To export the file to Excel, click the **Export** icon.

The screenshot displays the 'Items' page in the Northwestern FACILITIES CONNECT system. The page features a search bar at the top with filters for 'Item Name' and 'Item ID', both highlighted with callout 3a. Below the search bar is a table of inventory items with columns: Item Name, Item ID, C Class, Service Class, Stock Category, Primary Location, Storage Area, and Quantity On Hand. The 'Primary Location' column is highlighted with callout 3b. In the top right corner, there is an 'Export' icon (a download arrow) highlighted with callout 3c. The table lists various items such as 'DIRECT GREASE...', '1017525 - TECH...', '1018265 - EVCP...', etc. The bottom of the page shows 'Items per page: 50' and '1 - 50 of 22690 items'.