

Custodial Report

Welcome to Custodial Report

Custodial report allows you to create custodial reports based on information entered in Custodial Request.

Creating a custodial report

To create a custodial report:

1. Click **Custodial Report** from the SiteNet Main Menu.

The screenshot shows a web form titled "New Custodial Inventory Report". At the top right, it says "Enter information to search for and click the Show button Help". The form contains the following fields and controls:

- Location: A dropdown menu with "CCSD" selected.
- Requested By: A text input field.
- Request ID: A text input field.
- Site Account: A text input field.
- Notes: A text area with a scroll bar.
- Request Date: Two text input fields separated by "to".
- Item: A dropdown menu with "- Select All -" selected.
- Status: A dropdown menu with "- Select All -" selected.
- Sort By: Two dropdown menus, the first with "Request ID" and the second with "Descending".
- Records per page: A text input field with "10" and "(1-99)" next to it.
- Buttons: "Reset", "Show", and "Help" are located at the bottom of the form.

2. Select the **Location** (Reference ID and Full Path Name) on which you wish to report.
3. Enter the individual or group requesting the inventory item in **Requested By**.

Note: You can set the login name as the default for the Requested By field through Configuration.

4. Enter the **Request ID** for the inventory request on which you wish to report (if desired).
5. Enter the **Site Account** for the inventory request on which you wish to report (if desired).

6. Enter any key words associated with the inventory request in **Notes**.
7. Enter a **Request Date** range during which the request was submitted.
8. Select the **Item** on which you wish to report (or choose Select All).
9. Select the **Status** of the inventory request on which you wish to report.
10. Select the **Sort By** criteria (how the records will display). By default, all reports are sorted by Request Date in Descending order.
11. Enter the Number of requests shown per page to indicate how the report will be displayed once the search is completed.
12. Click **Show** to search for requests that match the selected criteria.