The following steps will generate a list of assets from which inventory can be conducted.

1. From the **Dashboards** menu, select **Central - Capital Assets**.

2. From the **Inventory Reports** tab, select **Inventory Search (Dynamic)**.

3. The **Organization Code** set default is designed to display the organization you are part of. *(Optional)* Apply filters, as needed. The most common filters are:
   a. **Organization Code**: If in charge of more than one department, use the Organization Code drop down menu to select each department number.
   b. **Last Inventory Date**: Review assets that have a Last Inventory Date before, after or between two dates.
4. Click **Apply** to run the report.

5. To export the results, click **Export** at the bottom of the report and select **Excel2007+**.