The Manual Inventory Entry feature isn't enabled by default. Please refer to the "RFTrack Configuration – Manual Inventory Enty.pdf" document for instructions on enabling this feature.

The Manual Inventory Entry feature allows users to manually enter an inventory record to account for an asset without scanning the asset using a handheld. This is helpful when you have remote assets that you may not be able to go physically scan with a handheld, or when assets are unavailable because they have been loaned out, sent out for repair/calibration, etc.

1. Select **ASSET** from the **MAINTENANCE** menu in the RFTrack web application.

2. Search for the asset you want to manually enter an inventory record for.

3. In the Action column click on the View Inventory History icon

4. On the **Asset Inventory History** screen, click the **ADD MANUAL ASSET INVENTORY** button.

5. The Location defaults to the assigned Location of the asset. Select the Location where the asset is physically located.

6. Optionally enter a comment. It is helpful to indicate why a manual inventory record is being created.

7. Click **SAVE & CLOSE**

8. The Inventory Action is set to **Manual** so that it is apparent that this inventory record was created manually.