

## Job Aid: Adding Photos

### Adding/Uploading Pictures of Assets in Mobile App

If no photo is attached to an asset, you must use the mobile device to take a picture of the asset and upload it into the app. Photos can assist identifying and locating assets during the inventory cycles.

At the bottom of the page displaying an asset's information, there is a bar titled "Take Photo of Asset". Making this selection will utilize the device's camera to allow you to take a photo of the asset.



Asset Details		
<b>Location:</b>	0109A River Road Annex Building	<a href="#">Update</a>
<b>Asset Tag Nbr:</b>	725955	<a href="#">Request Tag</a>
<b>Asset Description:</b>	Desktop Label Printer	<a href="#">Update</a>
<b>Serial Nbr:</b>	0064579	<a href="#">Update</a>
<b>Manufacturer:</b>	Brady	<a href="#">Update</a>
<b>Model:</b>	i5100	<a href="#">Update</a>
<b>Ownership:</b>	CC00415 - LSUAM   Fin and Admin   Procurement and Property Management	
<b>Date Acquired:</b>	05/20/2019	
<b>Asset Cost:</b>	\$2,174.38	
<b>Inventoried By:</b>	Toliver Bozeman - (tbozeman@lsu.edu)	
<b>Inventoried Date:</b>	06/13/2024 9:35AM	
<b>Scan Method:</b>	Handheld Scanner	
<a href="#">Add Comment</a>		
<a href="#">Take Photo of Asset</a>		



Once you take the photo you will see two prompts at the bottom of the screen. If the photo is acceptable you will select "Use Photo"



This will bring you back to the asset information screen where you will need to select "Upload"  
**This final step attaches a picture of the asset to the asset listing.**

