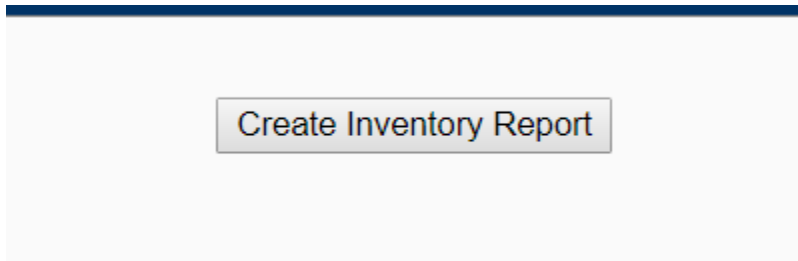# How to Add an Inventory Report

(Previously Property Acquisition Report Form)

The following are step-by-step instructions for how to fill out the Inventory/Property Acquisition Report:

1. Login to Egrants: https://egrants.doj.state.wi.us/egmis/login.aspx.

2. Under **Project Management**, go to **Monitoring:**

3. Scroll to the bottom of the page. Click on **Create Inventory Report:**

4. Click on **Add New Item:**

5. Fill out information about the new item:

6. Once information about the new item has been completed, either click on:
   a. **Save & Return** if this is the only or last item for the report.
   b. **Save & Add Another** if you need to add another item. Continue to add new items until you are entering information for the last item (then click **Save & Return**)**.**

7. Click **Additional Questions**, if available:

INVENTORY LISTING

Report Status: Draft   **Approval Status:** Pending

Add New Item Add Budget Equipment Items

Click Item Description to complete required inventory details.

Quantity	Description	Identification Number	Total Cost	Present Condition Code
		Total:	$0.00	

Report Sections

Sections	Last Update Date	Last Updated By
Additional Questions	10/16/2018	DOJ Staff

Remarks (Optional):

8. Answer the question(s) and click **Save:**

ADDITIONAL QUESTIONS

1)
Please address how the purchase of this item will impact and improve direct victim services.

Edit

Save Cancel

9. Click **Submit:**

10. Status should be **Submitted:**

Please direct any questions to the Egrants Helpdesk, egrants@doj.state.wi.us or 608-267-9068.