# Accessing Your Inventory

Navigate to (https://equipmentinventory.apps.cmich.edu/).

Enter one or more cost centers, separating them with a comma (,) or semicolon (;) into the "Cost Center(s)" field.

Once you have entered all your cost centers, click "Validate Cost Centers" if there are mistakes, those cost centers will be colored RED in the subsequent list. Correct cost centers will be GREEN.

Once you have only correct cost centers listed, click the "Search" button. You will get a message indicating your report is running.
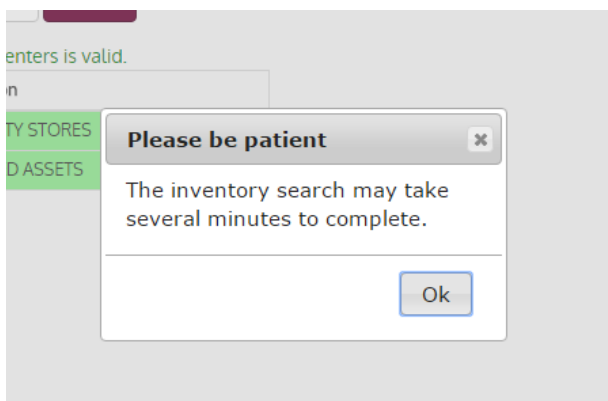
You will notice your inventory has downloaded at the bottom of your browser.

EquipmentInventory....xlsx   EquipmentInventory....xlsx
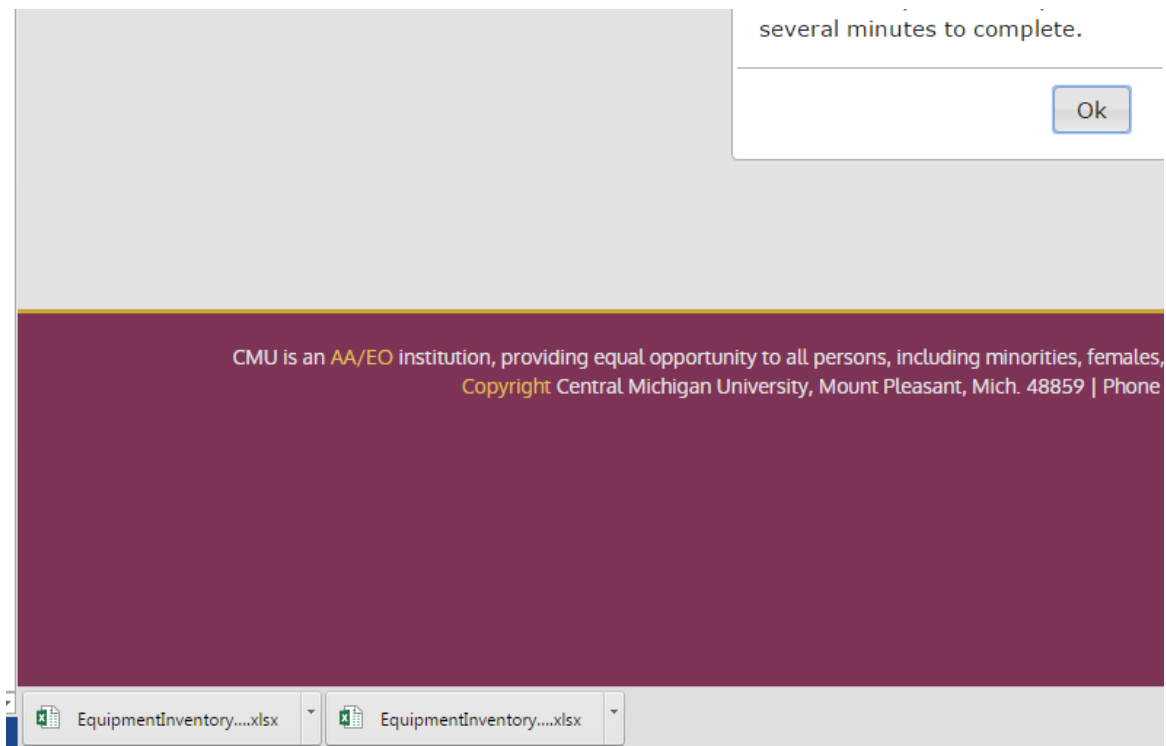
Once it has downloaded, you can open it, make changes, rename it, and move it to a different folder on your computer. Please note that the assets highlighted in the blue/gray MUST be inventoried. All others are optional but will be maintained in SAP if you choose to provide updates. When you are finished conducting your inventory you can email it back to Fixed Assets at assets@cmich.edu.

If you have questions regarding your equipment inventory, contact the Fixed Assets office at assets@cmich.edu or (989)774-6784.