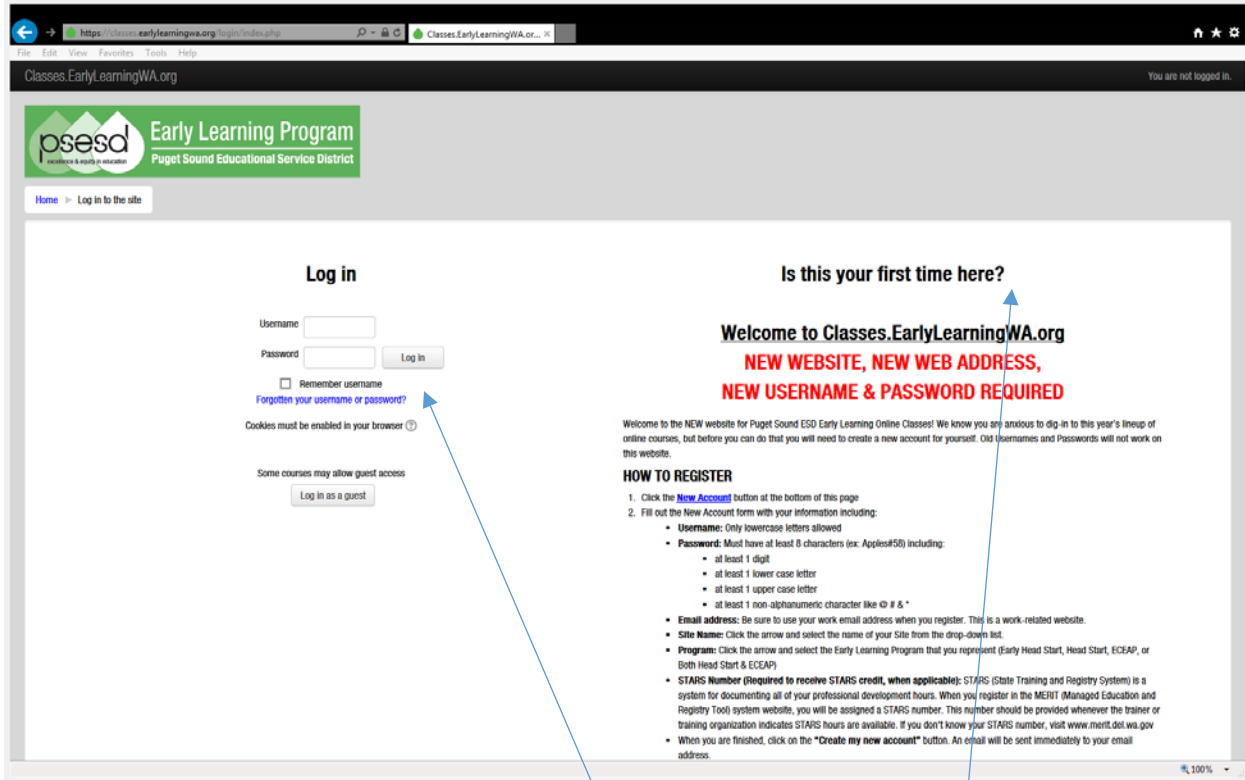


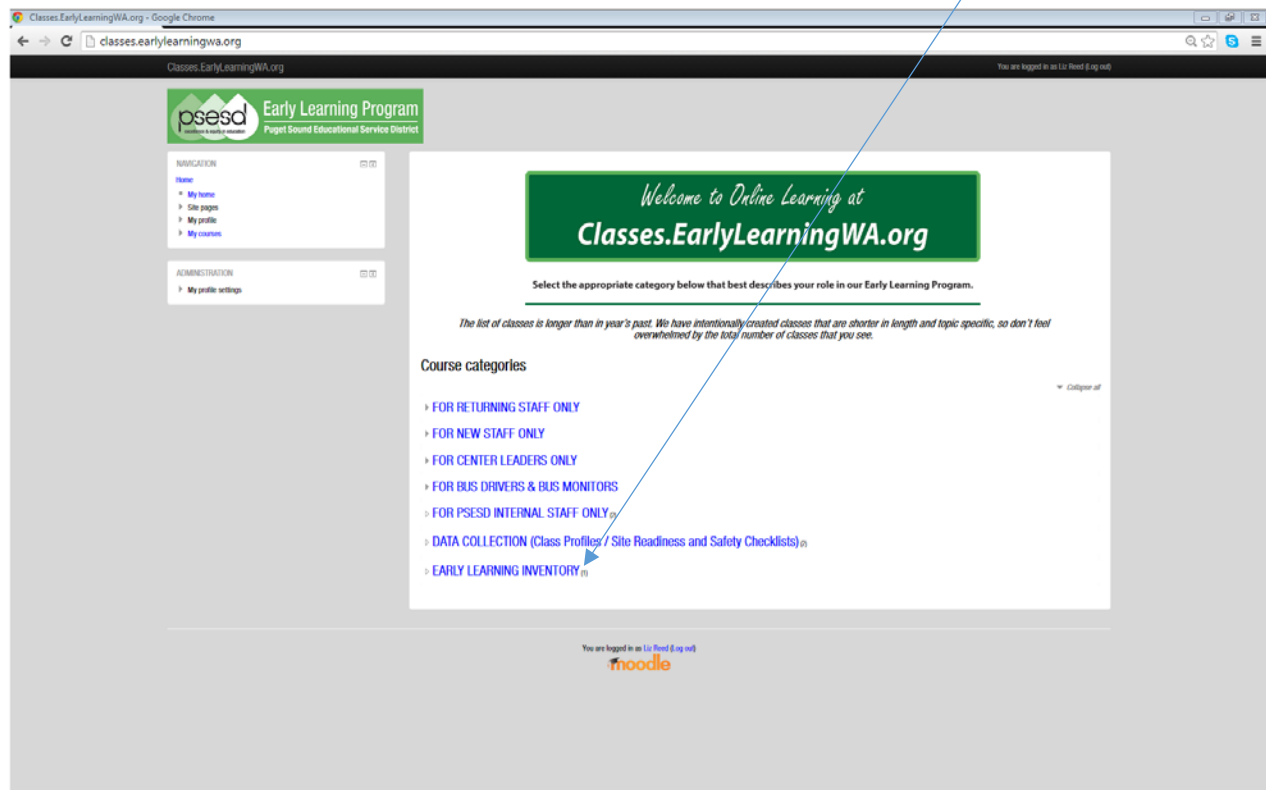
1) From the Internet open the Classes at Early Learning WA website (see link below):

<https://classes.earlylearningwa.org>

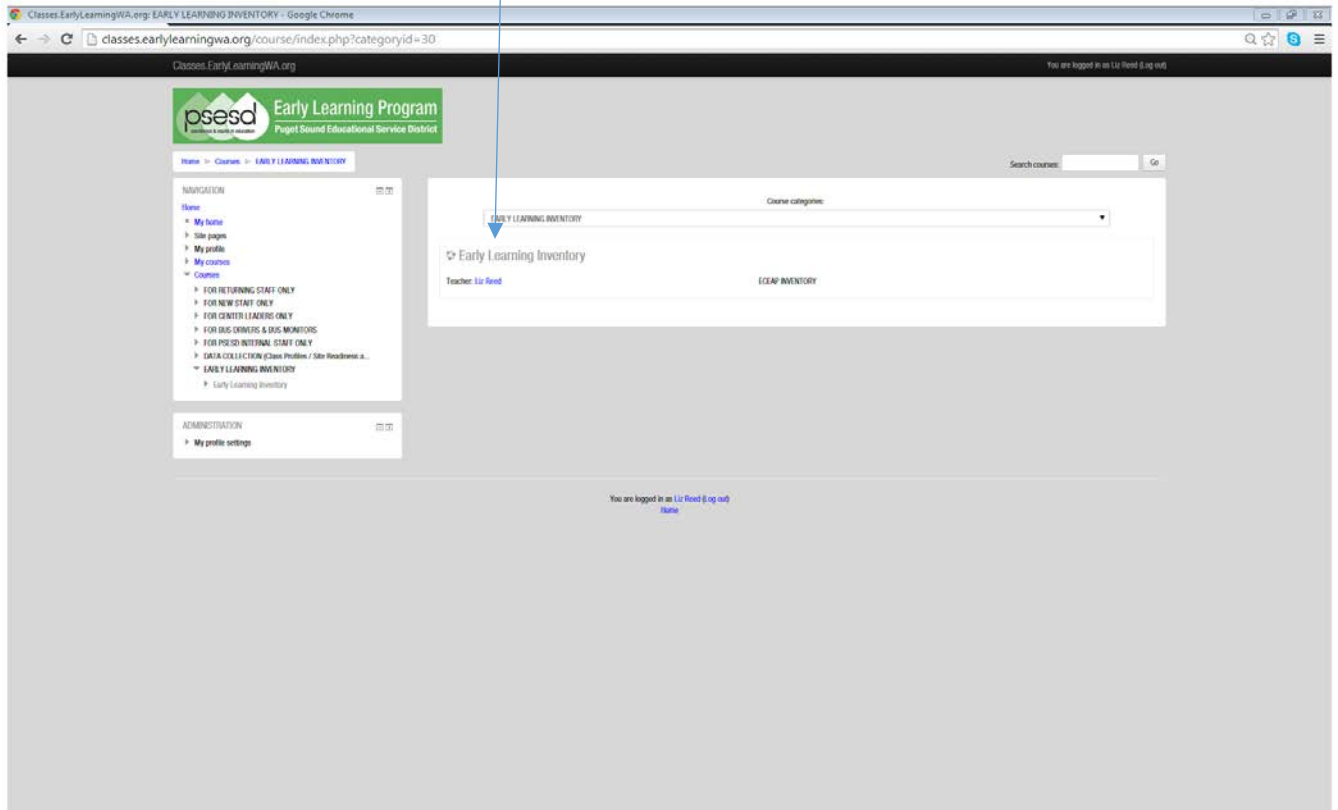


2) Login using your previously created login and password or follow the directions on the Home page to create them.

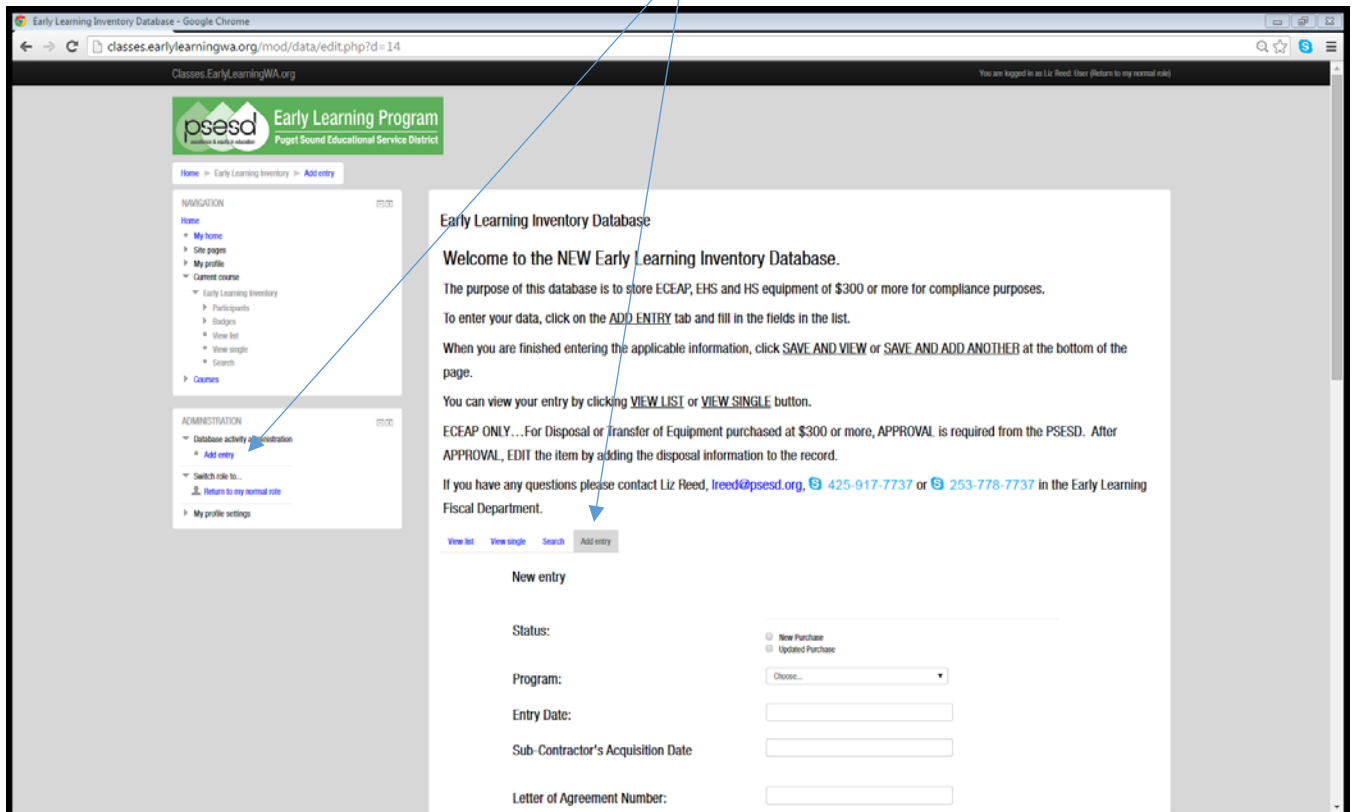
3) Click on EARLY LEARNING INVENTORY at the bottom of the list of classes.



4) Click on Early Learning Inventory



5) The following screen will appear. Click on either of the Add Entry buttons.



6) The Add Entry screen will appear. (see below)

Early Learning Inventory Database - Google Chrome  
 classes.earlylearningwa.org/mod/data/edit.php?id=14  
 Classes.EarlyLearningWA.org  
 You are logged in as L. B. Reed. Your picture is my normal view

Letter of Agreement Number:

Description of Asset:

Location of Asset:

Manufacturer or Trade Name:

Quantity:

Serial Number:

Inventory Control Tag Number:

Order Number:

Total Cost or Value:

Funding Source (Mark all that apply)

- ECLAP
- DHS
- HS
- HS Expansion

Depreciation:

Useful life:

**Disposal of Asset**

Check box if Inventory Disposal/ Transfer Form  Inventory Transfer / Disposal Form has been submitted to PSESD has been submitted to the PSESD for Approval.

If NO, click on Link in the directions above to go to the form.

Date of PSESD Approval:

Disposal Date:

Inventory Disposal ...doc Show all downloads...

Disposal Method:

Disposal Salvage Value:

Comments:

Path:

HTML format

Save and view Save and add another

You are logged in as L. B. Reed. Your picture is my normal view  
 Early Learning Inventory

Inventory Disposal ...doc Show all downloads...

- 7) Fill in all the fields that you can.
- 8) When you are finished entering the applicable information, click SAVE AND VIEW or SAVE AND ADD ANOTHER at the bottom of the page.

9) You can view your entry by clicking **VIEW LIST** or **VIEW SINGLE** button.

Early Learning Inventory Database - Google Chrome  
classes.earlylearningwa.org/mod/data/edit.php?id=14

Classes.EarlyLearningWA.org You are logged in as Liz Reed, User (Return to my normal role)

**psesd** Early Learning Program  
Puget Sound Educational Service District

Home > Early Learning Inventory > Add entry

NAVIGATION

- Home
- My home
- Site pages
- My profile
- Current course
  - Early Learning Inventory
    - Participants
    - History
    - View list
    - View single
    - Search
  - Courses

ADMINISTRATION

- Database activity administration
  - Add entry
- Switch role to...
  - Return to my normal role
- My profile settings

Early Learning Inventory Database

Welcome to the NEW Early Learning Inventory Database.

The purpose of this database is to store ECEAP, EHS and HS equipment of \$300 or more for compliance purposes.

To enter your data, click on the **ADD ENTRY** tab and fill in the fields in the list.

When you are finished entering the applicable information, click **SAVE AND VIEW** or **SAVE AND ADD ANOTHER** at the bottom of the page.

You can view your entry by clicking **VIEW LIST** or **VIEW SINGLE** button.

ECEAP ONLY...For Disposal or Transfer of Equipment purchased at \$300 or more, APPROVAL is required from the PSFSD. Please submit the Inventory Disposal Form and receive approval before editing the equipment record for disposal. Click here to go to the [Inventory Disposal / Transfer Form](#).

If you have any questions please contact Liz Reed, [lreed@psesd.org](mailto:lreed@psesd.org), ☎ 425-917-7737 or ☎ 253-778-7737 in the Early Learning Fiscal Department.

[View list](#) [View single](#) [Search](#) [Add entry](#)

New entry

Status:  New Purchase  Updated Purchase

Program: Choose...

Entry Date:

Sub-Contractor's Acquisition Date:

Inventory Disposal ...doc Show all downloads...

- 10) You can search for an item by click the Search button. A new screen will appear with fields to enter something about the item to search for. You can set how many items you want to see on a screen and show results as Ascending A to Z / Smallest to Largest or Descending Z to A / Largest to Smallest. There is also a Sort by setting. Use the drop down arrow to see the list of fields you can sort by. If you want to reset your search, Click on Reset filters. You can also save the settings for the search for another time.

The screenshot displays the 'Early Learning Inventory Database' search interface. The main content area contains instructions: 'To enter your data, click on the **ADD ENTRY** tab and fill in the fields in the list. When you are finished entering the applicable information, click **SAVE AND VIEW** or **SAVE AND ADD ANOTHER** at the bottom of the page. You can view your entry by clicking **VIEW LIST** or **VIEW SINGLE** button. ECEAP ONLY... For Disposal or Transfer of Equipment purchased at \$300 or more, APPROVAL is required from the PSESD. After APPROVAL, EDIT the item by adding the disposal information for that item below. If you have any questions please contact Liz Reed, [lreed@psed.org](mailto:lreed@psed.org), ☎ 425-917-7737 or ☎ 253-778-7737 in the Early Learning Fiscal Department.

Navigation tabs include 'View list', 'View single', 'Search', and 'Add entry'. The search controls include 'Entries per page' (10), 'Sort by' (Time added), 'Ascending', 'Advanced search' (checked), and 'Save settings'. The search form fields are: Program (Choose...), Description of Asset, Location of Asset, Manufacturer or Trade Name, Serial Number, Inventory Control Tag Number, Order Number, Entry Date, and Sub-Contractor Acquisition Date. At the bottom of the form are 'Save settings' and 'Reset filters' buttons.

- 11) You can Sort by different fields of the database.

### **ADDING INFORMATION TO A RECORD**

- 12) You will use the SEARCH feature to find the item when you need to add information to the record.

### **ADDING DISPOSAL INFORMATION**

- 13) For Disposal or Transfer of Equipment purchased at \$300 or more, APPROVAL is required from the PSESD. After APPROVAL, EDIT the item by adding the disposal information to the record.
- 14) If you have any questions or concerns, please contact Liz Reed at [lreed@psed.org](mailto:lreed@psed.org) or 425-917-7737 / 253-778-7737.