How to Run Reports

1. Logging In to MobileAsset Web [https://wasp.louisville.edu](https://wasp.louisville.edu)

2. The Login page of the MobileAsset application is where you will enter your user name and password. An example of this page is shown below:

   ![Login Page](image)

   A. Enter your User Name and Password, then click the Login button. The Main Menu will appear.

   B. Click Reports
C. The following will appear:

D. Go to the Search bar in the upper right hand corner.

E. Type in what you are searching for (ex: search for everything in MITC)

F. A list of everything in MITC will appear.

G. When done click the Close button in the lower right hand corner.