



GORDON
COLLEGE

LOST AND FOUND

*Presented by: Erik Andersen, Luke Hart,
Matthew Jones, Benjamin Myers, and
Richmond Obeng*



THREE USER LEVELS

ADMIN USERS



Admin

GCPD Employees

- Have ability to view, compare, and record actions on missing and found items
- Can record found items turned in to GCPD

[BACK](#) Found Item Entry

① Gordon Police manages campus Lost & Found
Police staff will view this Found Item report, and help if the owner is identified.

Item Category:

<input type="radio"/> Clothing/Shoes	<input type="radio"/> Electronics
<input type="radio"/> Jewelry/Watches	<input type="radio"/> Keys/Keychains
<input type="radio"/> Glasses	<input type="radio"/> Bottles/Mugs
<input type="radio"/> Books	<input type="radio"/> Bags/Purses
<input type="radio"/> Office Supplies	<input type="radio"/> IDs/Wallets
<input type="radio"/> Cash/Cards	<input type="radio"/> Other

Item Color: Choose ALL that apply

<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown
<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Green
<input type="checkbox"/> Maroon	<input type="checkbox"/> Orange	<input type="checkbox"/> Pink

Location Found: Be as detailed as possible

Date Lost

Change if lost before today

Was the Finder a Gordon Person? *

☐ Yes ☐ No

☐ Finder Wants the Item if it's not Claimed

Was the Owner a Gordon Person (if known)?

☐ Yes ☐ No

Storage Location

Valuable items should go in the safe

Lost And Found Home > Lost and Found Admin

Comparison View

Filters:

Keywords Status Color Category [CLEAR](#)

Pending **Lost** Item Reports

① Click on a report to view details

Date Lost	Location	Category	Description
03/24/25	Jenks	jewelry/watches	Apple watch cran...
03/18/25	Track	keys/keychains	Green Maserati k...

Active **Found** Item Reports

① Click on an item to view details

Tag #	Date Found	Location	Category	Description
032425-4	03/24/25	at	keys/keychains	of
032425-6	03/24/25	House	books	shoe

- Have features for comparing and matching lost and found items to each other, and contacting the owners of the items for pickup

THREE USER LEVELS

GENERAL USERS



General

Everyone

- Can report lost items, and view their reports
- Receive a notification on 360 if their item is found by GCPD

Date Lost	Location	Category	Description
12/16/24	string	electronics	string
12/01/24	test	clothing/shoes	test
12/05/24	Testing	clothing/shoes	Testing

Report a Lost Item

Gordon Police manages campus Lost & Found
Police staff will view reports, and you will be notified if your item is found.

Item Category:

- ☐ Clothing/Shoes
- ☐ Jewelry/Watches
- ☐ Glasses
- ☐ Books
- ☐ Office Supplies
- ☐ Cash/Cards
- ☐ Electronics
- ☐ Keys/Keychains
- ☐ Bottles/Mugs
- ☐ Bags/Purses
- ☐ IDs/Wallets
- ☐ Other

Item Brand or Make

Item Description: Be as detailed as possible

Location Lost: Be as detailed as possible

Date Lost

Item Color: Choose ALL that apply:

- ☐ Black
- ☐ Blue
- ☐ Brown
- ☐ Gold
- ☐ Gray
- ☐ Green
- ☐ Maroon
- ☐ Orange
- ☐ Pink

- API ensures they have access only to view their own information
- Access only to the frontend views for the missing item creation and management screens

THREE USER LEVELS

KIOSK USERS



Kiosk

Library/Other
Lost and Found
Staff

- Can view items which have been found and turned in at Gordon Police

Lost And Found Home > kiosk > founditemdatabase

Filters:

Tag #

Keywords

Status Color Category

Showing 102 / 102 found items

Tag #	Date Found	Location Found	Category	Description
032425-1	03/18/25	oikhlj	electronics	kjn
<input type="button" value="Found"/> <input type="button" value="NEW"/>				
032425-2	03/24/25	Jenks	office/supplies	Golden Stapler from Staples
<input type="button" value="Found"/> <input type="button" value="NEW"/>				

Lost And Found Home > kiosk

Is Someone Missing an Item?

1. Check found item inventory

2. Report to Gordon Police if not in their inventory

Students, Faculty, and Staff can report it themselves on Gordon 360

- Can make lost item reports for individuals without a 360 login
- Have an admin view which gives them readOnly access to view items turned in at GCPD