

Drop non-capital equipment using eBARS web site

1. Log in to eBARS web site use the following web address
<https://myuk.uky.edu/zAPPS/ebars/UserLogon.aspx>
2. Select **Inventory (scanner)** under **System** drop down

The screenshot shows the eBARS web interface. At the top, the logo 'eBARS' and the text 'electronic Barcoded Assets Resource System' are visible. Below the logo is a navigation bar with 'System', 'Search/View', 'Reports', and 'Help/Links'. A dropdown menu is open under 'System', showing a list of modules. A red arrow points to the 'Inventory (Scanner)' option. The menu also shows 'Inventory (Administrator) module' and a table of 'Equipment Inventory News and Information'.

Equipment Inventory News and Information	Date
0 working days remaining to finalize your exceptions.	07/12/2023
eBARS Training Session for Fall 2022	10/20/2022
Equipment Inventory Training Manual, Fall 2022	10/18/2022
Scanner Check out Form	09/29/2020
Scanner Check out Form - Hospital	10/06/2016
Annual Capital Equipment Inventory Certification Sheet	10/18/2022
Deleting non-capital equipment on the web	10/11/2017
Scanner Software for iOS Devices	10/04/2018

3. Select **Non-Capital Inventory** under **Data Entry** drop down

The screenshot shows the eBARS web interface. At the top, the logo 'eBARS' and the text 'electronic Barcoded Assets Resource System' are visible. Below the logo is a navigation bar with 'System', 'Search/View', 'Scanning', 'Data Entry', 'Reports', and 'Help/Links'. A dropdown menu is open under 'Data Entry', showing a list of options. A red arrow points to the 'Non-Capital Inventory' option. The menu also shows 'Inventory Direct Updates' and a table of 'Equipment Inventory News and Information'.

Equipment Inventory News and Information	Date
0 working days remaining to finalize your exceptions.	07/12/2023
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- Select your department from the **Department** drop down.

System Search/View Scanning Data Entry Reports Help/Links				
Non-Capital Inventory				
Non-Capital Reserve Tags Dell JTags				
Department	Total Items	Total Cost	Tags in Reserve	Active Items only
10000 - OFFICE OF THE PRESIDENT	65	\$160,207.71	1	<input checked="" type="checkbox"/>

- Click on **Detail** at the same row of the equipment you want to drop

	Detail	N003978	0032	0209	PORTRAIT HENRY S BARKER	\$1,000.00	OK	cabaniss	11/15/2007
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- Then use the "Current Status" dropdown box to select **Deleted**:

eBARS *electronic Barcoded Assets Resource System*

System Search/View Scanning Data Entry Reports Help/Links

Equipment Detail - N003978

Non-Capital | Reserve Tags | Dell JTags

Current Status <input type="button" value="OK"/> <input type="button" value="OK"/> <input checked="" type="button" value="Deleted"/> <input type="button" value="Destroyed"/> <input type="button" value="Lost"/> <input type="button" value="Stolen"/> <input type="button" value="Surplused"/> <input type="button" value="Traded in"/> <input type="button" value="Other"/>	Item Description from Purchase Order PORTRAIT HENRY S BARKER	Description Keywords (separate with blanks)
Alternate Description (User Defined) 		
Serial # 	Model # 	Cost \$1,000.00
Brand/Manufacturer 		Acquired 02 1948 Life 50 SAP Current Account
SAP Purchase Account 201283 Purchase Dept 10000 PO Number	Modify System ModDate 7/15/2020	
<small>Note: Bldg Code and Room ID can be left blank; otherwise both values must be provided.</small>		
Bldg Code 0032 RoomID 0209	Scanned By cabaniss Scanned Date 11/15/2007	
Employee Using Item 		Employee Phone <input checked="" type="checkbox"/> Tag Not Attached <input type="checkbox"/> Off Campus
Comments 		

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- Final step is to click on Save at the bottom of the screen:

eBARS - *electronic Barcoded Assets Resource System*

System Search/View Scanning Data Entry Reports Help/Links

Equipment Detail - N003978 Non-Capital | Reserve Tags | Del | Tag

Current Status OK OK Deleted Destroyed Lost Stolen Surplused Traded in Other	Name/Description from Purchase Order PORTRAIT HENRY S BARKER	Description Keywords (separate with blanks)
Alternate Description (User Defined)		
Serial #	Model #	Cost \$1,000.00
Brand/Manufacturer	Acquired	Life SAP Current Account
	03 1946	50
SAP Purchase Account	Purchase Dept	PO Number
201283	10000	
ModBy	ModDate	
System	7/15/2020	
Note: Bldg Code and Room ID can be left blank; otherwise both values must be provided.		
Bldg Code	RoomID	Scanned By
0032	0209	caboniss
		Scanned Date
		11/15/2007
Employee Using Item	Employee Phone	<input checked="" type="checkbox"/> Tag Not Attached <input type="checkbox"/> Off Campus
Comments		

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NOTE: You need to select **Manage Non-Capital Inventory** when you first request access to eBARS in order to drop non-capital equipment.

Additional functions for Module,

SELECTED Manage Non-Capital Inventory	AVAILABLE for selection Finalize Exceptions
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If you already have access to eBARS but do not have access to drop non-capital equipment please contact CapitalAssets@uky.edu to update your access.