Drop non-capital equipment using eBARS web site

1. Log in to eBARS web site use the following web address
2. Select **Inventory (scanner)** under **System** drop down

   ![eBARS Screen 1](image1.png)

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

   ![eBARS Screen 2](image2.png)
4. Select your department from the **Department** drop down.

5. Left click on **Detail** at the same row of the equipment you want to drop.
6. Then left click **Delete** button at the bottom of the screen

![eBARS - electronic Barcoded Assets Resource System](image)

<table>
<thead>
<tr>
<th>Property #</th>
<th>Item Description from Purchase Order</th>
<th>Descriptive Keywords (separate with Blanks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N0143801</td>
<td>eBARS Scanner</td>
<td></td>
</tr>
</tbody>
</table>

**Alternate Description (User Defined)**

- EUSER 3

**Serial #**
- 1D367525

**Model #**
- SPT1500-ZR040000

**Cost**
- $0.00

**Current Status**
- OK

**Brand/Manufacturer**
- Acquired 9/1/2000

**Life**
- SAP Current Account

**SAP Purchase Account**
- Purchase Dept

**PO Number**
- 0371

**Employee Using Item**
- Deek Hitt

**Employee Phone**
- 7-8638

**Comments**

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*FLAG item as Deleted. You can Un-Delete if you Uncheck 'Active Items only' on List screen.*
NOTE: You need to select **Manage Non-Capital Inventory** when you first request access to eBARS in order to drop non-capital equipment.

If you already have access to eBARS but do not have access to drop non-capital equipment please contact PAMail@email.uky.edu to update your access.