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
3. Select Non-Capital Inventory under Data Entry drop down
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.
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 [CapitalAssets@uky.edu](mailto:CapitalAssets@uky.edu) to update your access.