ANNUAL PHYSICAL EQUIPMENT INVENTORY
INSTRUCTION MANUAL

Scanning period: November 2, 2015 - December 15, 2015

All paperwork must be received by General Accounting by January 29, 2016

Questions concerning these instructions:

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          HaoXin Zhang, 257-3355
          Derek Hitt, 257-6290
          Steve Strunk, 257-5046
          General Accounting
          371 Service Building
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UK Healthcare:  Nancy Hammond, 323-8906
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                2347 Sterlington Rd., Suite 300
                Lexington, KY 40517-9897

Scanner check out (bring eBARS ID & password):

Campus:  371 Peterson Service Bldg

UK Healthcare:  Chandler- Data Center Room H28D3
                Samaritan- Information Systems
                Room C003D 226-7500

Scanner or Apple device problems:

Campus:  Local IT Representative
          Campus IT Help 257-1300
          Help Desk Representative
          Derek Hitt, 257-6290

UK Healthcare:  Chandler- Support Center 323-8586
                Samaritan- Help Desk 226-7500

Room bar-coded labels (new or replacement):
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          Steve Strunk, 257-5046

PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING
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USER ACCESS

To obtain an ID and password to eBARS

On the eBARS Website
Go to the eBARS website or to the UK Site Index. Select ‘E’, then eBARS.

NEW USER

1. Select ‘Request Access’ at the bottom of the screen.
2. Complete the shaded areas and press ‘Next’

3. Check the Scanners box under Equipment Modules.
4. Select the department or departments in the ‘Departments you need to access’ drop down list. For multiple departments hold down the Control key on your keyboard as you click all necessary departments.
5. Under ‘Additional associated functionality’ check the box for each function you will need to perform.
6. Press the ‘Next’ button.
7. If you require access to the Space Database, check any boxes that apply to your duties under Space Module. The default is to View Only.
8. Press the ‘Next’ button.
9. Check the box below UK Vehicle Module (View Only) if you require access to view this inventory. If you need access to enter Vehicle Inventory information, contact Steve Strunk for assistance.
10. Read and check the box next to the statement in green at the bottom of the page.

Press the ‘Submit’ button.

Your ID and password will be your Link Blue ID and password. It will take approximately 24 hours for your ID to be activated.
Forgot ID and/or Password

For most users, the eBARS ID and password is their Link Blue ID and password. This is automatically updated when your Link Blue password is changed.

For long-time users, the ID and password may differ from your Link Blue ID and password. If your Link Blue ID and password do not work, follow the instructions below:

1. If you forgot your ID, email eBARSTechSupport@email.uky.edu.

2. If you forgot your password:

   Select ‘I Forgot My Password’ at the bottom

   Enter your Logon ID and ‘Submit’

   Your password will be emailed to you.

Change Password

Logon to eBARS with your ID and Password

Select ‘Systems’ then ‘Change Password’

Enter new password and click ‘Submit’

You may need to close eBARS and log back on to use the new Password.
**BEFORE YOU BEGIN SCANNING**

**Installing the eBars Scan app**

Follow these instructions to install the eBarsScan app to your Apple device:

1. On the Apple device, use Safari to go to [https://myuk.uky.edu/apps/ebars/](https://myuk.uky.edu/apps/ebars/)
2. Tap the ‘Install eBars for iPhone’ icon
3. When prompted, select ‘Install’ *Please note that your iOS version MUST BE 7.1 or higher to use the eBars app*
4. The eBarsScan app will be downloaded and installed on the Apple device. Please note that it may appear on a different screen than the other apps.

**eBARS SCAN APP OVERVIEW**

![Diagram of the eBARS Scan app interface](image)

- **Camera Screen**
- **Scan Screen**
- **Manual Entry Screen**
- **System Menu**

**LAST SCANNED ROOM**

Room Tag: R011298
Building Code - Room Code: 0005 - 0371

**LAST SCANNED EQUIPMENT**

Equipment Tag: A655422
Equipment barcode scanned
**APP FEATURES**

**System Menu** - The system menu is accessed by tapping the icon on the main app screen. It is located at the bottom right of the screen directly above the summary tab. The systems menu allows access to enable and disable various options in the eBars Scan app, all of which are detailed below. To exit the system menu, please tap 'Done' located in the top left of the screen.

- **Camera SoftScan** - When this option is enabled users will be able to use the Apple device’s camera to scan both room barcodes and property tags.

- **Auto-Sync** - When this option is enabled scans will be uploaded automatically to eBars. If this option is switched off scans will need to be manually uploaded to eBars.

- **Auto-Download Rooms** - When this option is enabled all rooms that you have access to via your Link Blue account will automatically download to the Apple device. If you have access to a large number of rooms this setting should be switched OFF; rooms may be downloaded manually by department or building code.

- **Use Flash With Camera** - When using an iPhone, enabling this option will turn the flash on whenever the camera is used.

- **Load VA Hospital Rooms** - When this option is enabled, VA rooms will be available for download onto the device.
**Equipment Tab** - When Auto-Sync is disabled this screen allows users to view all the equipment that has been scanned during the current session. Users can sync the data by tapping the ‘Sync’ button in the top right corner of the screen. It is also possible to delete scans if an item has been scanned or manually entered incorrectly.

**Rooms Tab** - This screen allows users to look up Room Barcode ID #s and allows users to download their department’s rooms onto the Apple device. Departments and buildings with a lot of space may take a while to download.
**Summary Tab** - This screen gives a summary of a department’s progress with equipment inventory.

**Logging out of the eBars Scan app** - If you need to switch users on the Apple device you will need to log out of the eBars Scan app. Follow the directions below to log out:

1. Press the home button on the Apple device to exit the app.
2. Double tap the home button; this will open a menu of all currently operating apps.
3. Swipe left or right until the eBars Scan app appears.
4. Swipe up on the eBars Scan app in order to close the app and log out.

**Pairing your Scanner and Apple device**

Follow these instructions to pair your scanner with your Apple device:

1. Power on the scanner
2. Scan the appropriate barcode in the scanner’s instruction manual to set it to discoverable mode for Apple devices. **NOTE** This only needs to be done the first time the scanner is paired with the Apple device.
3. Enable Bluetooth on the Apple device (Go to ‘Settings’ and select Bluetooth).
4. In the list of found devices, select the scanner you are trying to pair with. If prompted, select ‘Pair’.
5. The scanner should now be paired with the Apple device.

**Unpairing your scanner and Apple device** - If the scanner is paired with an Apple device and you need to connect it to a new device, you will need to unpair the scanner before trying to connect with a new device. Follow the below directions to unpair the scanner:

1. Power on the scanner
2. Press and hold the trigger button
3. While pressing and holding the trigger button, press and hold the power button
4. After hearing 3 short beeps release the power and trigger buttons.
5. The scanner will unpair and power off.
Scanner Check Out Instructions - Campus

Scanner check out is at 371 Peterson Service Building. **Do not check out the scanner until you are ready to begin scanning.** Promptly return the scanner to 371 Peterson Service Building when your scanning is completed. Keep in mind that others are waiting to use the scanner. General Accounting WILL NOT PROVIDE Apple devices; please make sure that one is available from your department before checking out a scanner.

When you pick up the scanner:
1. Bring a completed Scanner Check-Out form and the Apple device you will be using.
2. General Accounting will pair the scanner with your Apple device and verify that it is functioning properly.

Returning the scanner
1. The scanner must be returned by 4:30 the day after the scanner was first checked out.
2. Return the scanner to room 371 Peterson Service Building. General Accounting will unpair the scanner from your Apple device.
3. Departments are responsible for repair costs for scanners that are broken due to misuse.

Every University area must be scanned between November 2, 2015 and December 15, 2015. Any updates and changes will be posted to the eBARS listserv. Always check closets, shelves, cabinets and drawers for equipment. **ALL equipment with a UK property tag located in the area being scanned must be scanned regardless of who owns it.**

Scanner Check Out Instructions - UK Healthcare

Healthcare will exclusively use iPad minis paired with Bluetooth scanners to perform inventory.

1. Complete the UK Healthcare Scanner Check-Out Form. The form must be signed by your department head and provide your cost center number, prior to attempting to pick up the scanning equipment.

2. Take a completed UK Healthcare Scanner Check-Out Form to one of the following locations when you are ready to begin scanning.
   - Data Center, room H28D1 in Pavilion H
   - Information Systems, room C003D at Samaritan

Scanner Return Instructions

1. Return scanner within **forty-eight hours** of being checked out.

2. Return the scanner to the same location it was checked out.

3. Any damages will be charged to the department’s account number. Failure to return the scanner will result in a charge for replacement costs.

Every University area must be scanned between November 2, 2015 and December 15, 2015. Healthcare employees will be notified via email of any updates and changes. Always check closets, shelves, cabinets and drawers for equipment. **ALL equipment with a UK property tag located in the area being scanned must be scanned regardless of who owns it.**
1. Turn on the scanner and Apple Device

2. Make sure that the devices are paired (for pairing instructions see *pairing your Scanner and Apple device*).

3. Start the eBarsScan app on your Apple Device (for information see *Installing the eBars Scan app*).

4. Log into the app using your Link Blue user ID and password. You must be on a Wi-Fi network to log into the app. You will hear a small beep when the app connects to the scanner.

   *NOTE* If the iOS keyboard does not display, please double tap the power button on your scanner which will prompt the keyboard to appear.

5. **Scan Room Barcode:** Before entering a room in which equipment is located, scan the room barcode, located on the middle hinge of the door, for that room. Scanning the room barcode updates the location of the equipment in eBARS. Upon a successful scan you should hear a beep and the building number and room number should display on your Apple device.

   - Rooms with more than one entrance may have only one label. Please check both entryways before requesting a room tag.
   - Cubicle work stations may have room number labels affixed to them.
   - General areas such as hallways and reception areas should have a room label near the entrance, on the entrance door frame or wall.

If no room barcode is found, **contact PAMail for a replacement tag.** The room tag can be manually entered by following the instructions on page 14.
6. Scan the property tag for all equipment items in the room. Point your scanner at the property tag from about 6-8 inches away and push the trigger button to scan the barcode. Upon a successful scan you should hear a beep and the property tag number should display on the screen of the Apple device. To use the camera to scan barcodes, select ‘Camera’ from the top left on the app’s home screen. Please make sure that Camera SoftScan has been enabled (instructions on page 6). When using the camera to scan barcodes center the barcode in the camera window. Upon a successful scan you will hear a beep and the main page for the app will display.

![Successful Equipment Scan](image1)

7. If Auto-Sync is enabled, items will be uploaded to eBars as they are scanned as long as Wi-Fi is available. If Auto-Sync is disabled, the scans will need to be manually uploaded using the app. To do so, tap on the equipment tab in the app and select the ‘Sync’ option located in the top right corner of the screen. For more information on the Auto-Sync feature see page 6.

![Successful Equipment Scan](image2)
MANUAL TAG ENTRY

There are several reasons a manual entry is necessary:

- **Off Campus** is for equipment located off University premises, such as in an employee’s home. This selection requires an Off-Campus Equipment Report if any of the following apply:
  a) An off campus form has not been previously submitted.
  b) There is a status change i.e. person moves or another person has the equipment.

- **No Barcode** - The property tag is missing. Please contact PAMai for tag. **Note:** Check the equipment thoroughly to see if a new label with a barcode was placed in a different location before making this choice.

- **Bad Barcode** is for property tags with a barcode but the scanner will not scan the barcode. **Note:** It can take more than one attempt for the tag to be scanned; therefore, it’s best to try several times before resorting to manual entry. If after several tries, the tag still won’t scan, contact PAMai for a new tag.

- **Label Location** is for property tags you can see but are unable to reach with the scanner. Contact PAMai to receive a new tag that can be placed in an accessible location.

- **Other** is for any reason not listed above.

(Any department with a large percentage of manual tag entries is SUBJECT TO AUDIT).

Manual entries can be done on the Apple device or through the eBARS web site.

**On the Apple device**
1. Scan the room barcode
2. Select ‘Manual’ from the top right of the main screen
3. Select the reason for the manual entry
4. Enter the property number for the equipment and select ‘Return’
5. Verify that the equipment information is correct, then tap ‘Save’

Select the manual entry reason and then enter the property #.

Tap ‘Save’ to complete the manual entry after verifying that all equipment information is correct.
On eBARS Website

1. Logon to the eBars website

2. Select the ‘Scanning’ tab and then click ‘Manual Entry’

3. Complete the following fields:
   - **Property Number**: Enter the property number
   - **Building**: Select from the drop down list. A complete listing of buildings can be found at https://www.uky.edu/EVPFA/Controller/files/plant/campusALL.pdf
   - **Room #**: Select from the drop down list. This list is from the Space Database and has leading zeros
   - **Manual Entry Reason**: Select from the drop down list
   - **Add**: Check for accuracy before clicking ‘Add’. Once added it cannot be removed. If the add was successful it will show in your ‘Today’s Manual Entries’. This item will now show up as found in your ‘Found Items’ report.
Manual Room Entry - Rooms can be manually entered on the Apple device as well. Go to the ‘Rooms’ tab in the app and select the room that you need to manually enter from the list of available rooms. Once in the details tab for that room, select the ‘Copy room barcode to Last Scanned Room’ option. The room will appear as the last room scanned on the main app screen.

Locate and Finalize Exceptions
Exceptions are equipment items on your inventory list that were not scanned or manually entered.

Logon to eBARS and Select ‘Scanning’ and ‘Scanning and Exceptions’
Select the ‘Department’ from the drop-down list
Defaults to ‘Capital Equipment’ (Only capital equipment items must to be inventoried)
Select ‘Exceptions’ report
You can also see at a glance (without opening the report) if you have any Exceptions.
If you have any exceptions
Open the report in MS Word, Excel, or PDF and print
You can change the sort before printing in MS Word, PDF, or MS Excel by making a selection from the drop down list.

Locate Exceptions
Search for the equipment on the Exceptions report.
Once located Scan the room label first, then scan or manually enter the tag number.
Sync the scanner.

Manual entries for the following will need to be done on the website (refer to Manual Tag Entry instructions)

- **No Bar Code**: Due to physical location, size, or use of equipment, some equipment items cannot be tagged. These items are flagged in eBARS as 'Tag Not Attached'.

- **Off Campus**: Equipment such as computers located in employee’s homes or with no assigned building number (speed sort). Requires that an Off-Campus Equipment Report be submitted.

Finalize Exceptions
Do only after the end date for scanning and you have exhausted all efforts to locate the equipment.

Logon to eBARS and Select 'Scanning' and 'Finalize Exceptions'

You will indicate the reason of all items you were not able to locate and complete the supporting documents.

Select the 'Department'

- Select 'Edit' button.
- Make a selection from the 'Item Disposition' drop down list.
Select ‘Update’ button.

Item Disposition Selections:

- **Lost This Year** - A Lost Equipment Report must be submitted.
- **Stolen This Year** - A Capital Equipment Theft report must be submitted and a copy of the Police Report attached.
- **Surplus This Year** -
  - **Med Center Area**: If you have a copy of the surplus request, send it when you submit your inventory. Equipment can only be removed as surplus when the surplus requests signed by the surplus warehouse are returned from PPD.
  - **Campus area**: must submit copy of the move order with the move order number on it.
- **Traded In** - Provide the property number of the new equipment that was bought to replace it. A ‘Trade In’ is when a vendor gives the University a cash value for the old equipment to use toward the purchase of new equipment. It must be listed as a ‘Trade in’ on the Purchase Order for the new equipment. This transaction is handled through Purchasing and General Accounting must approve the trade-in. Equipment cannot be traded in without General Accounting approval. See Trade in policy in Business Procedures Manual E-12-4.
- **Destroyed for Parts** - A memo from the department head must be submitted that includes the property number and how the equipment was destroyed.
- **Other, see attached document** - A memo or supporting documentation must be submitted for any unusual circumstances such as equipment being sent to vendor for repair.

Making the above selections will not make changes to your inventory. You will need to complete and send in the appropriate forms.

Review your Inventory Summary to verify all Exceptions are finalized.

Select ‘Scanning’ and ‘Scanning and Exceptions’ to get to the Inventory Summary page.

Select the ‘Department’ you want Defaults to ‘Capital Equipment’ All items to be inventoried

‘Pending’ should be ‘0’

Print the Exception Report and attach back up documentation.
Detail Changes

Review your 'Found Items' report to see if any changes need to be made. If any changes need to be made, print that page of the report and mark the changes needed.

Example of changes you may need to make:

- **Description changes** can be made if you found that the description on your report made it difficult to locate when looking for equipment on your Exception report.

- **Condition** of the equipment ‘G’ Good, ‘F’ Fair, or ‘P’ Poor.

- **Availability codes** such as ‘OFFCMP’ (off campus) need to be removed if the equipment is no longer Off Campus. This code is entered when an Off-Campus report is submitted.

- **Transfers** that may need to be done can be found if you review where the equipment has been located (room numbers). If the equipment needs to be transferred you will need to submit a Capital Equipment Transfer Request signed by both departments. Keep in mind that not all equipment found by another department needs to be transferred. Some equipment will move around to different locations regularly but should remain on your inventory. Equipment scanned in building 0101 or 9997 indicates that it is at surplus and will be removed from your inventory.

- **Off Campus** If the Comment column says Off Campus you are required to submit an Off-Campus Equipment Report. If one has already been submitted and information has not changed, you do not need to submit another form.

- **Other** If the Comment column says ‘Other’ an explanation must be provided in a memo.

- **Insurance codes** are very important. These codes should be reviewed every year. If the insurance code is not correct we will not be able to receive insurance reimbursement on a claim. Some of the equipment for which the code should be closely reviewed are laptops or computers that go home or on trips with employees, any medical equipment that is sent home with the patient, equipment in vehicles and any equipment that leaves designated University premises for any period of time.

**C - Contents** - Capital equipment that is housed in a designated University building and remains in that building or within 100 feet of that building throughout its useful life.

**F - Floater** - Capital equipment that may be designated to a University building or shelter, but is routinely used in field work or outdoor activities and is generally moved from the building or shelter on a daily basis to conduct these activities and is returned to the building/premises after the activity is completed.

**M - Inland Marine** - Capital equipment that is removed from University buildings/premises for extended periods in the course of its general use and purpose and is generally not returned to a University building/premises on a daily basis, including equipment routinely utilized in mobile units and aircraft.
Forms are located on the eBARS web site under 'Scanning', and 'Plant Asset Forms'. Complete and send all Forms to:

**Campus:**
HaoXin Zhang  
371 Peterson Service Bldg  
Speed Sort 0005

**UK Healthcare:**
Nancy Hammond  
2347 Sterlington Rd., Suite 300  
Lexington, KY 40517

- **Annual Capital Equipment Inventory Certification Sheet** - complete only if you have exceptions or changes needed on your inventory.

- If you have no exceptions, memos or forms to submit, you are not required to complete a Certification Sheet.

- **Capital Equipment Transfer Request** - complete for equipment you see was scanned in another department on your inventory and both departments agree it should be transferred.

- The signatures of the transferring and receiving department are required.

Any equipment which is assigned to a department but moves around regularly should not be transferred.

Transfers cannot be left as exceptions.

- **Capital Equipment Theft Report** - complete for any equipment that has been reported to the Police. A copy of the police report must be attached.

- **Lost Equipment Report** - complete after you have exhausted all efforts to locate the equipment. The lost report will need the signature of the Provost office or appropriate Executive Vice President.

- **Off-Campus Equipment Report** - complete for all equipment that is not located on University owned premises. For example computers used at employees homes.  
  *If a form has already been submitted and information has not changed, you do not need to submit another form.*

- **Scanner Checkout Form** is used only if you need to borrow a scanner from General Accounting.
Reports

All reports are located on the Inventory Summary page.

Logon to eBARS and Select ‘Scanning’ and ‘Scanning and Exceptions’

To view any of these reports just click on the words. Remember to select the department before viewing the reports.

- **Found Items** report is the equipment that has been found by scanning or manual entry
- **Exceptions** report is the equipment that hasn’t been scanned or manually entered.
- **All Inventory** report is the entire inventory for the department, both found and not found.

To print choose the MS Word, PDF, or Excel format buttons at the top of the report.
The eBARS system has all the University’s equipment listed at the time of inventory. You have the ability to search through all of the University’s equipment.

Logon to eBARS, Select ‘Search/View’ and select what database you want to search

- **2014/2015 Static Equipment** - frozen database used for inventory.
- **Active Inventory** - current equipment inventory, including additions and deletions made since the Static Equipment file was captured.
- **Archived Equipment** - equipment that has been removed from database due to transactions such as surplus or lost.
- **Inventory Raw Scan Data** - used during inventory to get information on the scanning process.

This brings up a screen where you can search in many different ways.

- **Field Name** allows you to select to search on any field in the list.
  - You do not need to make an entry in every field unless it’s required to narrow your search. For example to search for a property number you only need to select the Field Name ‘Property Number’, the Operator ‘=’ and key the Value (property number).

- **Operator** allows you to select to search on a range (>, <, >=, <=), exact (=) or partial (Contains, Begins/w, Ends/w etc.).

- **Value** allows you to specify the target of your search.

- **And/Or** allows you to include another field name or add another search value that you enter on the next line. You may use up to 5 lines of search criteria.

Using ‘And’ will further narrow your search results, such as shown below.

- **Sort Order** allows you to sort the results on any field you specify.
f) **Asc/Desc** allows you to put sort results in ascending or descending order.

g) Select 'Execute Query' to see results.
Submit Inventory

The eBARS Distribution List will be reminded periodically as the scanning deadline draws near, as well as the due dates for all Forms and Reports.

Do you have?

✓ Exceptions
✓ Forms or Memos
✓ Detail Changes

No

Your inventory is complete. Nothing needs to be sent.

Yes

Send in:

Annual Capital Equipment Inventory Certification Sheet
Forms that have been completed
Detail Changes, if applicable
Exceptions report with supporting documentation and memos

Send To

**CAMPUS**

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<th>HaoXin Zhang</th>
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**UK HEALTHCARE**

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Contact HaoXin Zhang by phone 257-3355 or email hxzhan00@uky.edu with any questions.