

## 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

**eBARS** - *electronic Barcoded Assets Resource System*

System | Search/View | Space Inventory | Reports | Help/Links

Select Module | Change Password | LogOff

Inventory (Scanner) | Space (DeptUpdate) | Space (FAManagers) | Space (OrgReview) | Space (UnitReview) | Space (ViewOnly) | Vehicle (Administrator) | Vehicle (DeptInventory) | Vehicle (ViewOnly)

**Space (UnitReview) module**

Production Data

Item	Date
0 working days remaining to finalize your exceptions.	4/1/2015
Scanner Software Download (Palm)	3/29/2013
eBARS Training Sessions for Fall 2014	3/11/2015
(New) Equipment Inventory Training Manual (Socket/iOS), Fall 14	3/11/2015
Equipment Inventory Training Manual (Palm), Fall 2014	3/11/2015
Scanner Check out Form	
Annual Capital Equipment Inventory Certificate	

Messages

Message	Date
View your Sync Loaded on Thursday, December 4, 2008 at 10:47	12/4/2008
View your Sync Loaded on Friday, October 24, 2008 at 14:35	10/24/2008

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

**eBARS** - *electronic Barcoded Assets Resource System*

System | Search/View | Scanning | Data Entry | Reports | Help/Links

Welcome HaoXin Zhang

Inventory Direct Updates | Non-Capital Inventory

**Non-Capital Inventory (Scanner) module**

Production Data

Equipment Inventory News and Information	Date
0 working days remaining to finalize your exceptions.	10/31/2013
Scanner Software Download (Palm)	10/26/2012
eBARS Training Sessions for Fall 2014	10/2/2014
(New) Equipment Inventory Training Manual (Socket/iOS), Fall 14	10/2/2014
Equipment Inventory Training Manual (Palm), Fall 2014	10/2/2014
Scanner Check out Form	10/9/2014
Annual Capital Equipment Inventory Certificate	10/2/2014

Next Last

Messages

Message	Date
View your Sync Loaded on Thursday, December 4, 2008 at 10:47	12/4/2008
View your Sync Loaded on Friday, October 24, 2008 at 14:35	10/24/2008

- Select your department from the **Department** drop down.



### Non-Capital Inventory

Department		Total Items	Total Cost	Tags in Reserve	Active items only
00000 - Error, Invalid Department		0		0	<input checked="" type="checkbox"/>

No non-capital equipment found

Add

Reserve

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



### Non-Capital Inventory


Department		Total Items	Total Cost	Tags in Reserve	Active items only
3A300 - General Accounting		14	\$1,018.45	0	<input checked="" type="checkbox"/>

Prop #	Bldg Code	Room ID	Description	Cost	Serial #	Status	Scan By	Scan Date
<a href="#">Detail</a>	N014801	0005	0371	eBARS Scanner	\$0.00	U367525	OK	djhitt3 11/21/2014
<a href="#">Detail</a>	N014802	0005	0371	eBARS Scanner	\$0.00	SA0105G77Y	OK	djhitt3 11/21/2014
<a href="#">Detail</a>	N014803	0005	0371	eBARS Scanner	\$0.00	U366828	OK	djhitt3 11/21/2014
<a href="#">Detail</a>	N014804	0005	0371	eBARS Scanner	\$0.00	SA0106M37C	OK	
<a href="#">Detail</a>	N016313			eBARS Scanner	\$0.00	SA01065081	OK	

Add

Reserve

6. Then left click **Delete** button at the bottom of the screen

**eBARS** *electronic Barcoded Assets Resource System* 

System Search/View Scanning Data Entry Reports Help/Links

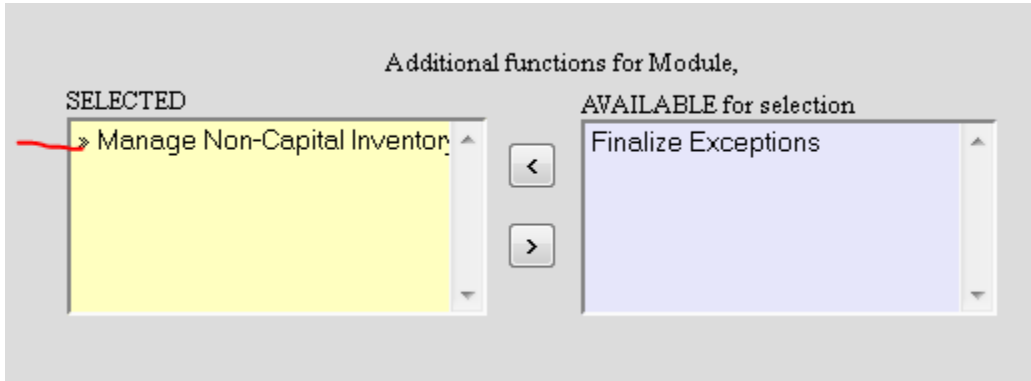
**View**

Property # N014801	Item Description from Purchase Order eBARS Scanner	Descriptive Keywords (separate with Blanks)		
Alternate Description (User Defined) EUSER 3				
Serial # U367525	Model # SPT1500-ZRG40400E	Cost \$0.00		
Current Status OK	Brand/Manufacturer	Acquired MM/YYYY 00	Life	SAP Current Account
SAP Purchase Account	Purchase Dept	PO Number		
Dept Code 3A300	Bldg Code 0005	Room ID 0371	Scanned by djhitt3	Scan Date 11/21/2014
Employee Using Item Derek Hitt	Employee Phone 7-8638	<input type="checkbox"/> Tag Not Attached <input type="checkbox"/> Off Campus		
Comments				

Return **Delete** Edit Add [Prev](#) [Next](#) Item 1 of 14

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 [CapitalAssets@uky.edu](mailto:CapitalAssets@uky.edu) to update your access.