

Capital Asset Inventory Scanning User Guide

Prerequisites

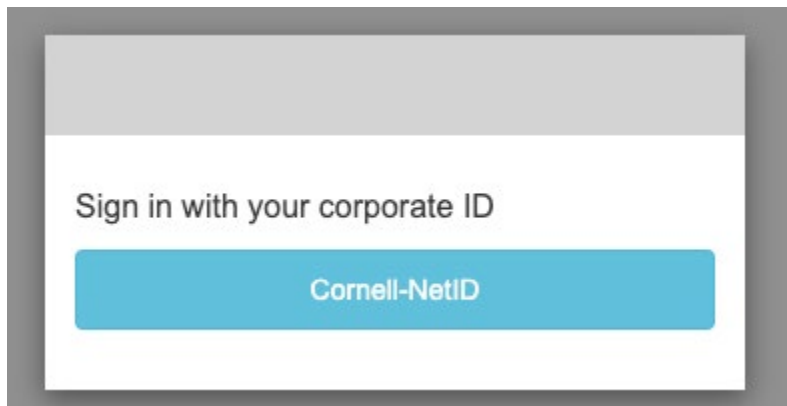
- A device with internet connectivity (phone, tablet or computer)
- Your Cornell NetID and password
- The [Kuali Financial System \(KFS\)](#) is up and running (for reference only)

Scanning a Barcode

1) With the device that you will be using to scan, navigate to the Capital Asset website <https://capasset.kuali.cornell.edu/scan> in a [supported browser](#).

- If using an Apple mobile device (iOS) use Safari.
- For more information see [Browser Compatibility](#)

2) Click **Cornell-NetID** and sign in with your NetID and password.

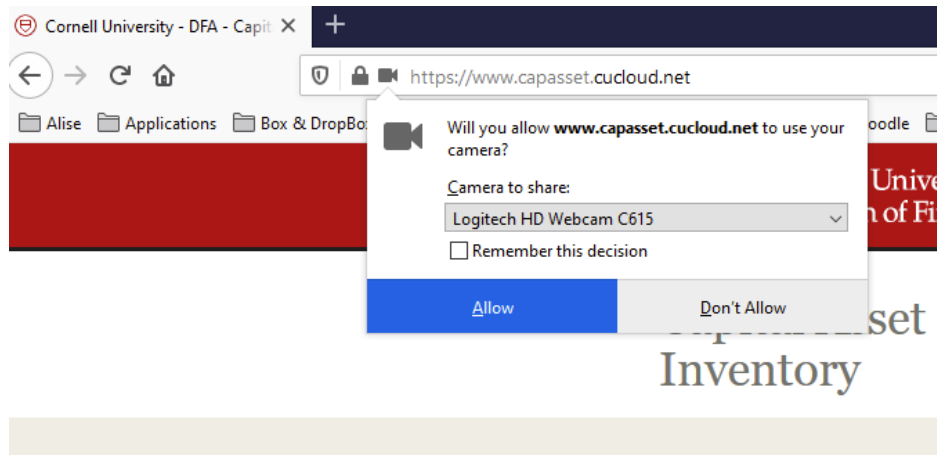


CUWebLogin

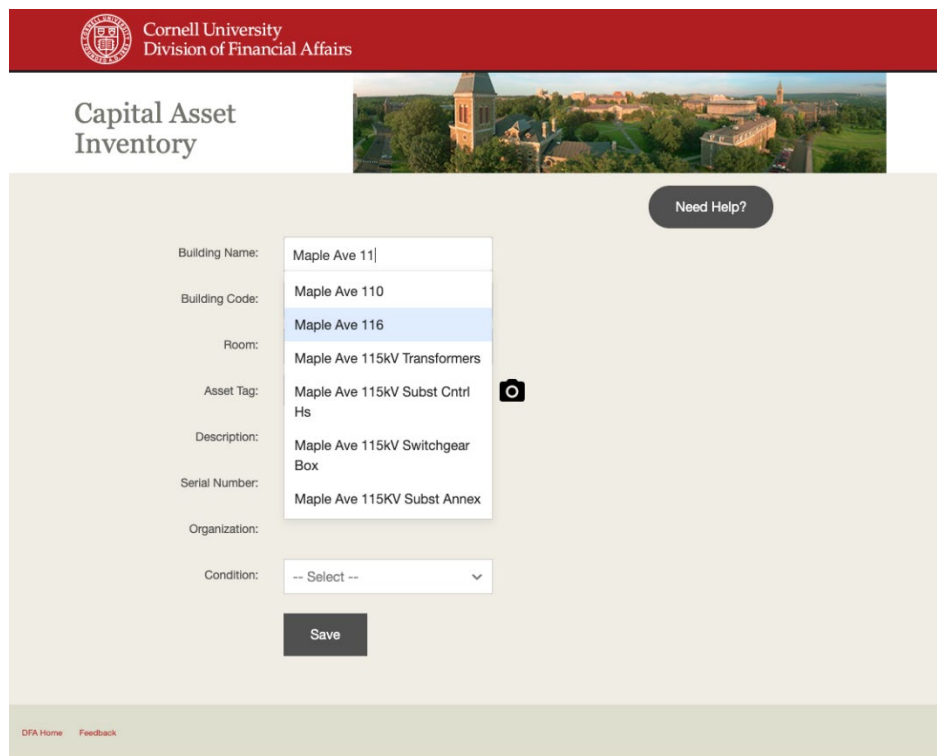
NetID	<input type="text"/>
(required):	
Password	<input type="text"/>
(required):	
	<input type="button" value="Login"/>

3) The browser should ask you for permission to use the camera (note: camera to share will correspond to device being used).

- Click **Allow**.

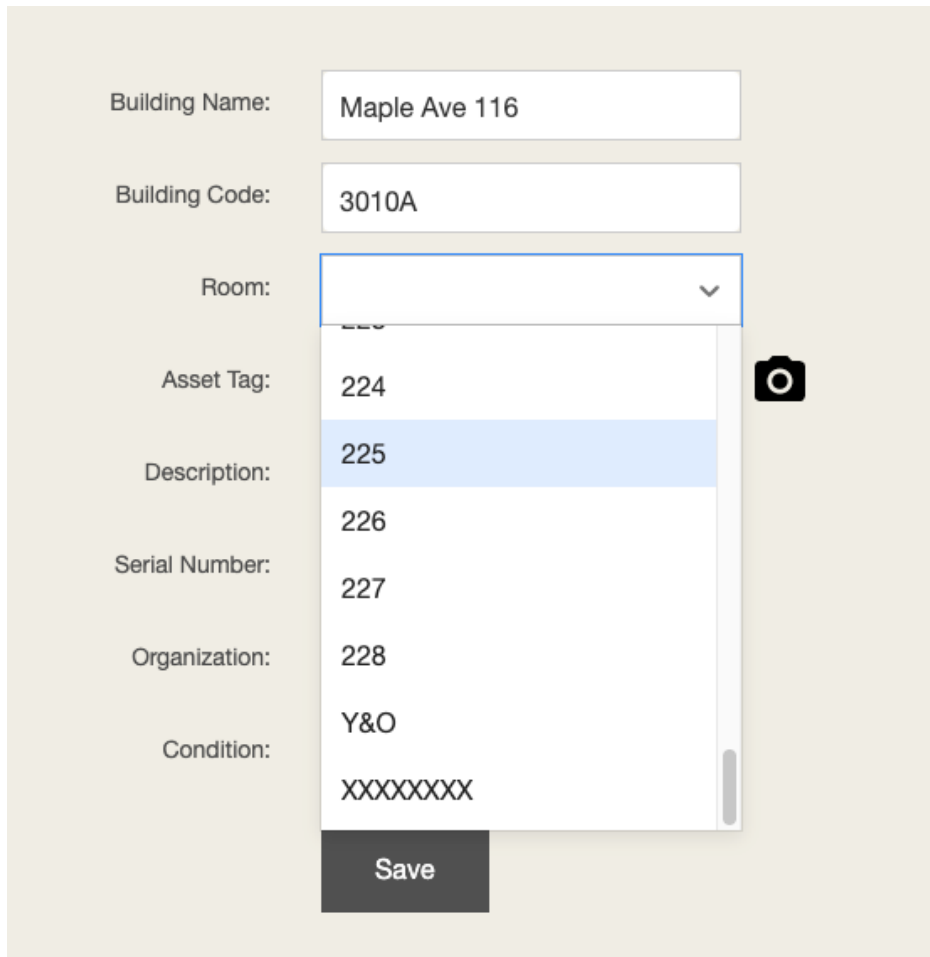


4) Enter in the **Building Name** or **Building Code**.



5) After entering the Building Name/Code, the room list should populate.

- Select a **Room** from the list.



The screenshot shows a web form with the following fields and values:

Building Name:	Maple Ave 116
Building Code:	3010A
Room:	[Dropdown menu]
Asset Tag:	224
Description:	225
Serial Number:	226
Organization:	227
Condition:	228
Y&O:	XXXXXXX

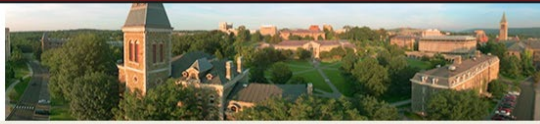
A camera icon is located to the right of the Asset Tag field. A "Save" button is positioned at the bottom of the form.

6A) When using a device with camera (e.g., phone, tablet) click the camera icon and you should see a video preview.

- Skip to Step 7A.



Capital Asset Inventory



Need Help?

Building Name:

Building Code:

Room:

Asset Tag:



Condition:

Save


6B) When using a legacy scanner, place the cursor in the **Asset Tag** field.

- Scan the barcode, the Asset information should populate from the KFS.
- Skip to Step 9.

Building Name:

Building Code:

Room: ▼

Asset Tag: 


Description:

Serial Number:

Organization:

Condition: ▼

6C) Manual Input: Enter the numbers underneath the barcode into the asset tag field and press <Tab>, the Asset information should populate from the KFS.

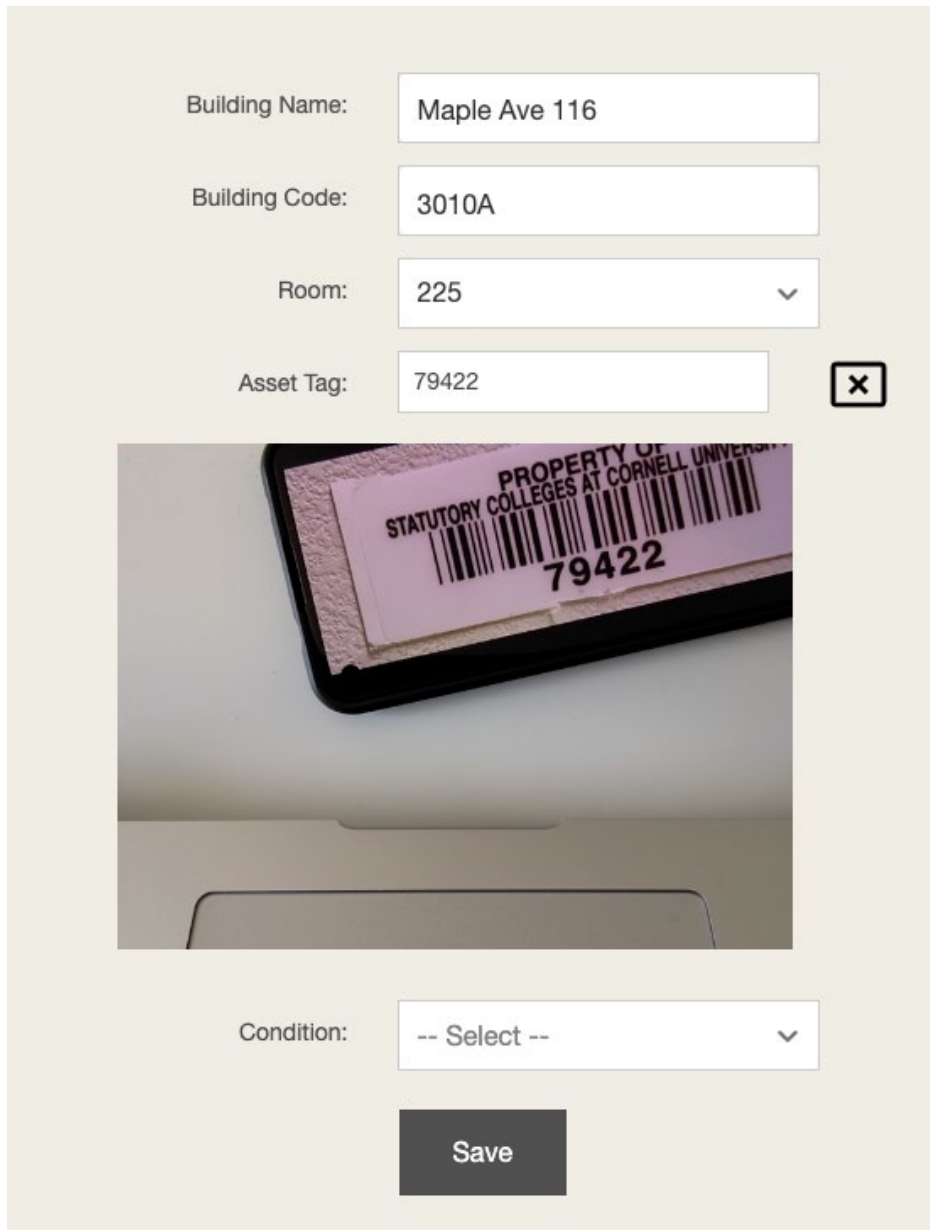
Asset Tag: 

Description: ROTOR JLA-9 1000 PC BOTTLES

Serial Number: O5U587

Organization: STIPANUK

7A) When using a device with camera (e.g., phone, tablet) scan the barcode by pointing the camera at the barcode.



Building Name:

Building Code:

Room:

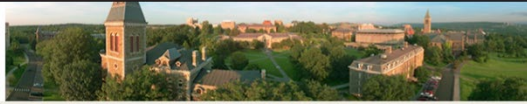
Asset Tag:

Condition:

8) The camera should immediately recognize the barcode and pull in information about the asset from KFS.



Capital Asset Inventory



Need Help?

Building Name:

Building Code:

Room: ▼

Asset Tag: 

Description: ROTOR JLA-9 1000 PC BOTTLES

Serial Number: O5U587

Organization: STIPANUK

Condition: ▼


Save

9) Enter in the **Condition** of the asset.

Building Name:

Building Code:

Room: ▼

Asset Tag: 

Description: ROTOR JLA-9 1000 PC BOTTLES

Serial Number: O5U587

Organization: STIPANUK

Condition: ▼

Used-Recondition-Poor

Fair

Good

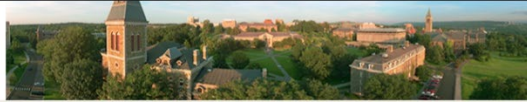
New- Excellent

New- Good

10) After clicking **Save**, the **Asset** and **Condition** fields should reset with a message on the bottom indicating success.



Capital Asset Inventory



Need Help?

Building Name:

Building Code:

Room: ▼

Asset Tag:

Description:

Serial Number:

Organization:

Condition: ▼

Save

* The asset tag 79422 has been logged

11) In KFS, the Asset should have the following fields updated:

- Building Code
- Building Room Number
- Asset Condition
- Last Inventory Date
- Last Scanned Date
- Last Scanned By

ASSET EXPAND ALL COLLAPSE ALL X

ASSET DETAIL ^

Asset Number: 283093	Organization Owner Chart Of Accounts Code: IT** Ithaca Campus
Organization Owner Account Number: 3993312	Organization Owner Organization Code: 0399
Owner:	Acquisition Type Code: New
Asset Status Code: A	Asset Condition: Excellent
Asset Description: ROTOR JLA-9 1000 PC BOTTLES	Asset Type Code: 014
Vendor Name: VWR INTERNATIONAL INC	Manufacturer: BECKMAN
Model Number: 366754	Serial Number: OSJ587
Tag Number: 79422	Old Tag Number:
Government Tag:	National Stock Number:
Last Inventory Date: 10/16/2020	Create Date: 06/30/2011
Last Scanned By: Andrew Dickson (ajd299)	Last Scanned Date: 10/16/2020
Service Rate Indicator: No	Fiscal Year: 2011
Period: 13	In-Service Date: 10/13/2006
Depreciation Date: 07/01/2006	Total Cost: 13,261.00
Federal Contribution: 0.00	

ASSET LOCATION INFORMATION ^

On Campus

Campus: IT	Building Code: 3018
Building Room Number: 5628	Building Sub Room Number:

Contact for Help

Please contact capitalassets@cornell.edu if you experience any issues or need help.

[Need Help?](#)

If you experience any difficulties, please contact Karen Pappalardo at 255.5657, kp378@cornell.edu