Capital Asset Inventory Scanning User Guide
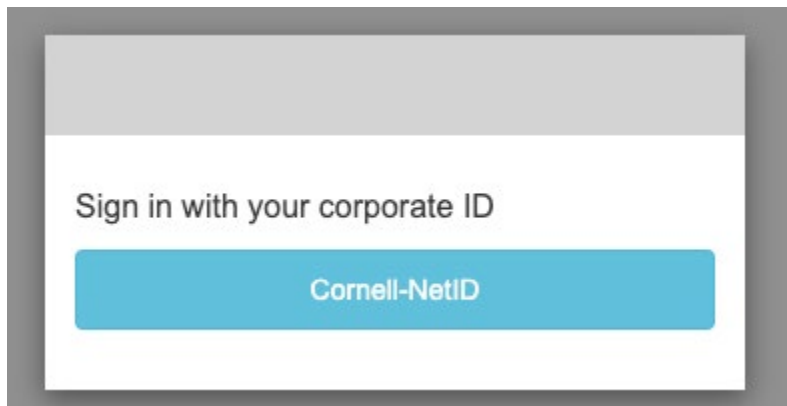
Prerequisites

- 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](#)

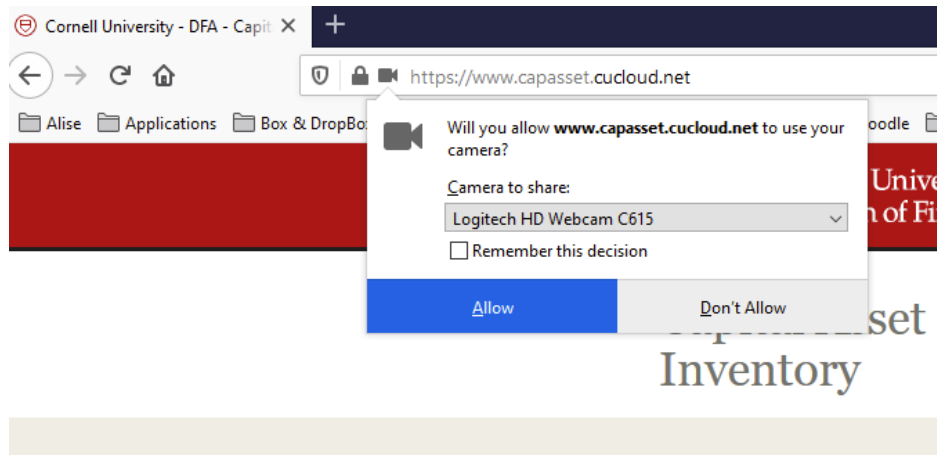2) Click **Cornell-NetID** and sign in with your NetID and password.

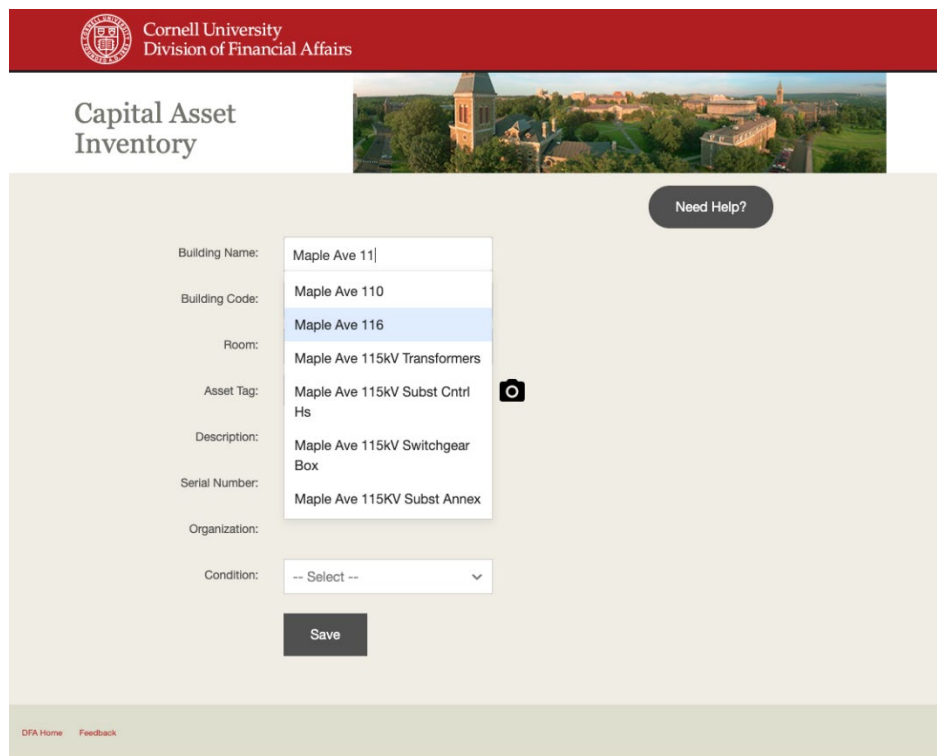3) The browser should ask you for permission to use the camera (note: camera to share will correspond to device being used).
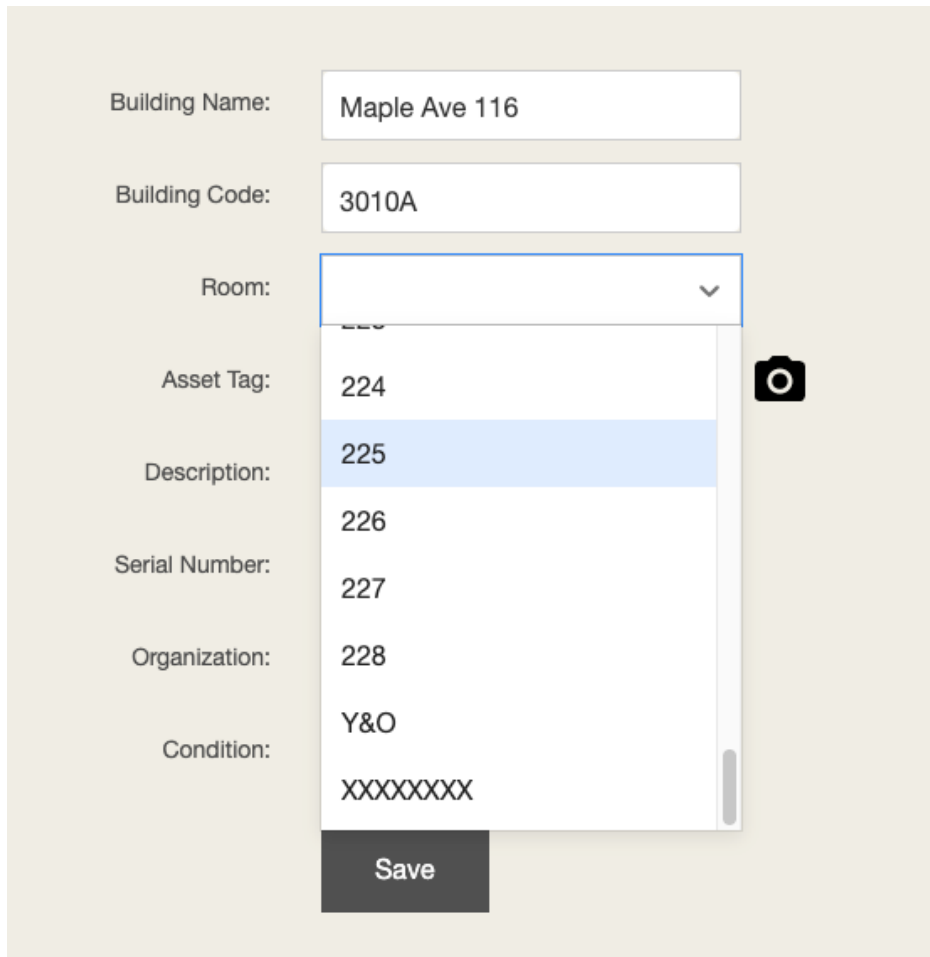
- Click **Allow**.

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.

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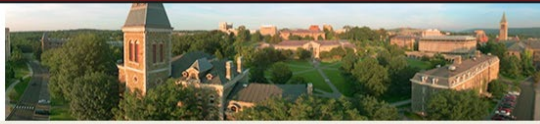
6B) When using a legacy scanner, place the cursor in the **Asset Tag** field.

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

Building Name:	Maple Ave 116
Building Code:	3010A
Room:	225
Asset Tag:	
Description:	
Serial Number:	
Organization:	
Condition:	-- Select --

Save

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.
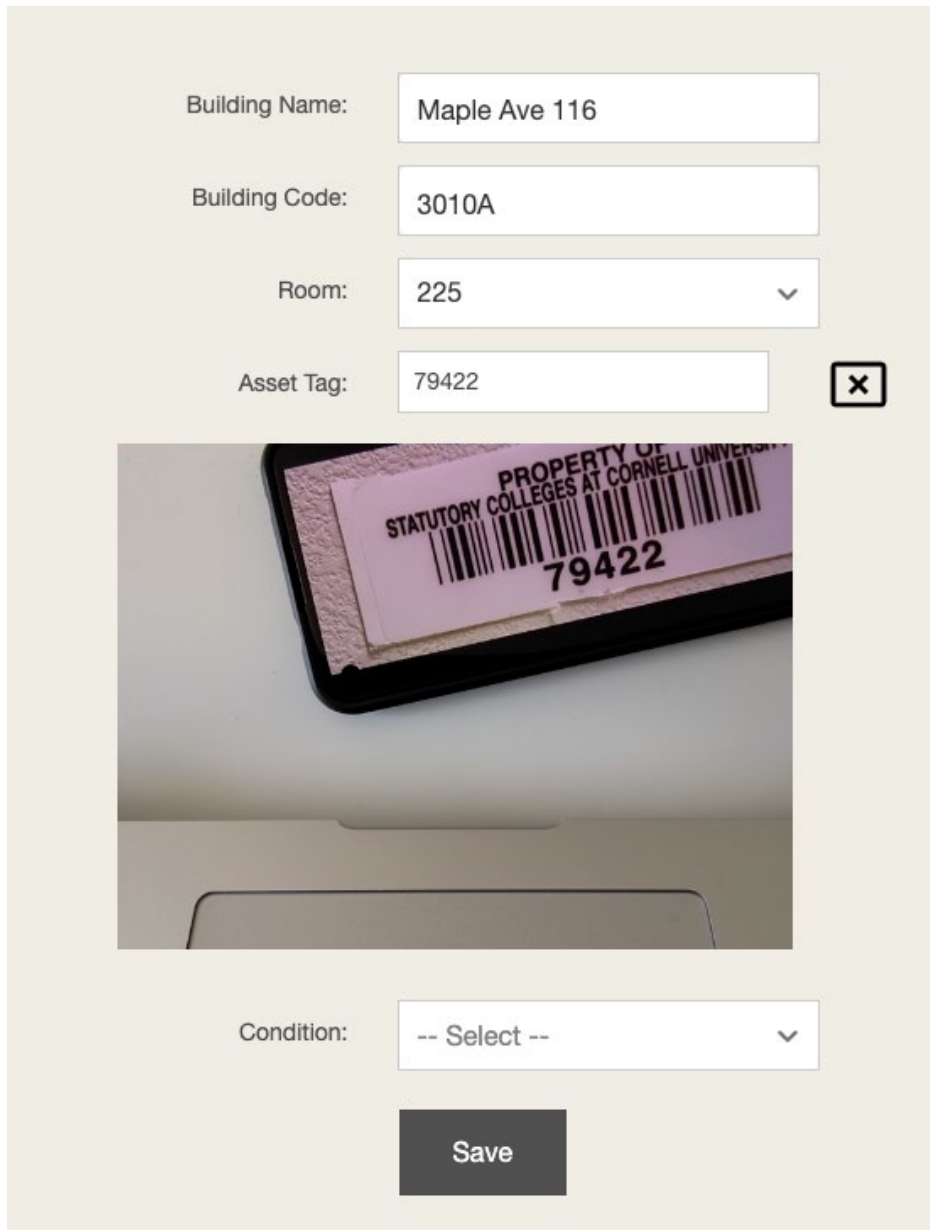
Asset Tag:	79422
Description:	ROTOR JLA-9 1000 PC BOTTLES
Serial Number:	O5U587
Organization:	STIPANUK

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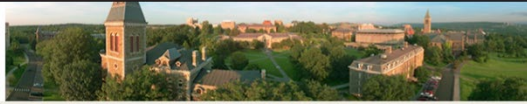

8) The camera should immediately recognize the barcode and pull in information about the asset from KFS.

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

| Building Name: | Maple Ave 116 |
Building Code:	3010A
Room:	225
Asset Tag:	79422
Description:	ROTOR JLA-9 1000 PC BOTTLES
Serial Number:	O5U587
Organization:	STIPANUK
Condition:	-- Select --

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.

Cornell University
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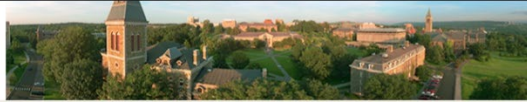
Capital Asset
Inventory

Need Help?

Building Name: Maple Ave 116

Building Code: 3010A

Room: 225

Asset Tag:

Description:

Serial Number:

Organization:

Condition: -- Select --

Save

* The asset tag 79422 has been logged

DFA Home   Feedback

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

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