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://www.capasset.cucloud.net/ 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.

![Image of a form with fields for Building Name, Building Code, Room, Asset Tag, Description, Serial Number, Organization, and Condition with a 'Save' button and a camera icon.]

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