

Using an Asset control form to move a non-IT fixed asset. Non-IT Purple Tag Item

1. Open up a web browser and type: **go.wcu.edu/acf**. (Log-in using WCU credentials if necessary)
2. In the purple tag section, enter the item's purple tag and click "Find"

Find Asset

Asset	Green Tag	Red Tag	Purple Tag	Serial Number	Enter an asset tag or serial number and click "Find" to search for an IT Asset.
<input type="button" value="Find"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="W1000"/>	<input type="text"/>	

3. A pop-up will appear, stating that No matching asset was found, Click the "Add missing data" button.

No matching asset found ✕

You may clear the fields and try searching again or provide the missing data to have an asset added to the IT asset inventory.

4. The fields will now be yellow. The first four fields are required fields, select these fields as follows:
 - Asset Type: **Miscellaneous CI**
 - Asset Subtype: **Non-IT Purple Tag Item**
 - Manufacturer: **Non-IT Purple Tag Item**
 - Model: Type in **Non-IT Purple Tag Item (or) FIXED ASSET**

Asset Details

Asset Type:	Miscellaneous CI	▼
Asset Subtype:	Non-IT Purple Tag Item	▼
Manufacturer:	Non-IT Purple Tag Item	▼
Model:	Non-IT Purple Tag Item	▼

5. In the Description Field, enter details about the item

Purchase Order:

Description:




This is a test tag used for the purposes of demonstrating the process



Camp


Lab Gym

6. Enter the department, your name as assignee (will not be stored), and set the primary use field to: **Non-IT Purple Tag Item**

Asset Ownership


Department: IT Client Support Services    [Assign to me \(Auto set Department and Primary Use\)](#)

Assignee: Nick Jones  

[Primary Use:](#) Non-IT Purple Tag Item  Used in creating ACFs for items not tracked by the cherwell database.

7. Enter the location details:

Asset Location

Campus: Cullowhee 

Building: Cordelia Camp Building  Room: 149

8. Click **Submit Request**

 [Submit Request](#)