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"

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

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**

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**