To reduce the time and effort that is required to keep capital equipment records up to date, Property Control has developed the Capital Equipment Tracker (http://www.bussvc.wisc.edu/acct/forms.html#cet). This tool allows UW-Madison personnel to directly update the location information of active capital equipment in our Capital Equipment Inventory Management System (CEIMS).

This tool is used exclusively to update location information (Building and Room #) for pieces of active capital equipment. For other changes (new responsible employee, change in equipment status/condition, etc…), please use the Capital Equipment Transaction Form (http://bussvc.wisc.edu/acct/forms.html#pctf).

**Instructions:**

1. Log-in using your UW NetID and Password
2. Enter the Inventory Number associated with the equipment that you are updating and hit ‘Go’.

   Note:
   For University owned equipment, you must include the leading ‘0’ that does not appear on the decal

   To search for:  

   

   Enter:

   U0649816

   For Federally owned equipment, you must include the two leading ‘0’s that do not appear on the decal

   To search for:  

   

   Enter:

   F0033994

3. Once the record has been retrieved, use the drop down list to select the Building where the equipment is located.
4. After selecting the correct Building, enter the Room# where the equipment is located.
5. If the item is part of a configuration, you will be asked if you would like to update the location of all the active items in the configuration. By clicking ‘Yes’, all of the components within that configuration will be updated with the new location.
6. Once the correct Building & Room# information has been entered, click the ‘Update Item Location’ button. This will finalize the changes in our Capital Equipment Inventory Management System and an indication will appear informing you that the update was successful.