

**Quick Start Guide: Look up Custodial Code**

**Summary:** The Custodial Code is a number that identifies the Organization responsible for an asset.

**Replacement:** This is part of the Capital Asset Management (CAM) module which replaces EQS and Equipment Inventory Modification Requests (EIMR).

|  |  |  |
| --- | --- | --- |
| Steps | **What you need to do** | **How to do it** |
| 1 | Access KFS via ZOTPortal  | 1. Use your UCInetID and password to log in to <https://portal.uci.edu/>
2. Press the **Faculty and Staff** tab and then select the **KFS** tab
 |
| 2 | Access Asset | 1. From the KFS **Capital Asset Management** portlet.
2. Select **Asset**
 |
| 3 | Enter search criteria | Enter the Tag Number or the Asset Number to display the Custodial Code in the search resultsNote: If the Tag Number and Asset Number are unknown, users can select the Asset Custodial Code Lookup (see \*Alternate 3 below) |
| \*Alternate3 | Look up Custodial Code  | Select the magnifying glass icon in the Custodial Code field |
| 4 | Search  | Enter desired search criteriaNote: Users can search some fields using only partial information by placing an asterisk (\*) before and after the text portion of the search criteria |
| 5 | Search  | Press the Search button once you’ve entered your search criteria |
| 6 | Select Custodial Code | Press Return Value option and select the appropriate Custodial Code |