How to ADD an Asset to the WASP Inventory Application

Go to https://wasp.louisville.edu

The login screen will appear.

Enter your User Name and Password

![Login Screen]

The following screen will appear:

To enter an Asset – Click on New Asset on the left hand corner of the screen
The following page will appear:

Click on the Custom Field tag

The Asset Tag field will be automated populated with the next available number.

Go to the Site field and click on the down arrow to the right

Click on MORE

From the list choose your building name and click Select – If your building name is not listed, Go to the Site field and click on the down arrow to the right

Click on NEW
Go to the Site field and enter the initials of your building.

Go to the Description field and enter a brief description.

Click OK.
The Location field will be automatically populated with the Site information.

Go to the Department Code field and click on the down arrow to the right.

The following list will appear:

Double click on your department number.
Go to the Serial No field and enter the serial number of the machine

Go to the Asset Type field and click on the down arrow to the right

Click on MORE
Select the Asset Type and click Select

Once you click to the next field The Asset Type Description, Manufacturer, Model Number and Category fields will be automatically populated.
From the list choose the Asset Type and click Select – If your Asset Type is not listed, Go to the Asset Type field and click on the down arrow to the right

Click on new

Complete the Manufacturer, Model, Vendor Number, and Category (i.e. laptop) fields and click OK

If a screen comes up that says “The category that you entered is not in database. Do you want to create it?” Click YES

Go to Model Number and enter the Model Number of the device.

Go to the Category field and enter the type of device (i.e. laptop) if it is BLANK
Go to the bottom right hand corner of the screen and click SAVE.