

Excess Process for Barcoded Items In SPARC

sparc.stanford.edu

Property Management Office

Revised April 1, 2013



QUESTIONS?



If you have questions about the use of this application, or would like to set up training, please [contact your Property Service Representative](#).

If you experience technical difficulties using the application, please report them via HelpSU:

[File a SPARC Help Ticket](#)

ABOUT

SPARC is an application initiative sponsored by the Stanford University Property Management Office to provide a convenient, electronic portal for property administration processes.

This site serves as a portal for common property tasks and acts as a supplemental front-end for certain

	Excess Request Stanford's Property Management Office provides this application for electronic routing and tracking of excess requests. At this time, this may only be used for tracking and routing of excess requests for non-barcode d equipment.
	DPA Look up Tool Stanford's Property Management Office provides this application for getting the Primary DPA details for the Departments.

From the main SPARC homepage, select the Excess Request module.

Enter your SUNet ID and password, and then click Login:

Welcome to SPARC

SPARC - LOGIN

Welcome to the ORA Electronic Forms - PMO portal. Please enter your SUNet ID and Password to begin.

User Name
Password

LOGIN

QUESTIONS?



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[File a SPARC Help Ticket](#)



You are now at your personal dashboard. When you first begin using this module, the page will be blank, but will fill with data as you draft and submit requests, and as those requests are scheduled and completed. At the right of the dashboard are the primary navigation links.

STANFORD UNIVERSITY | PROPERTY ADMINISTRATION RESOURCE CENTER

Excess
Excess Approvals

Excess Requests - Dashboard

My Completed Requests

ER	Fulfilled ▼	Items	Org	Status
9152T	21 Mar 2013	1	BWFL	Forwarded to Labor and PSSI
8706	11 Feb 2013	3	GLBR	Forwarded to PSSI
8372	08 Feb 2013	2	SAHS	Completed
8541	06 Feb 2013	21	GLBR	Forwarded to Labor
8540	31 Jan 2013	2	POWL	Forwarded to Labor and PSSI
6846	04 Sep 2012	10	XIIA	Completed
6907	27 Aug 2012	19	VSAA	Completed
6230	28 Jun 2012	1	BYUS	Forwarded to PSSI
6070	22 Jun 2012	1	QJPC	Forwarded to Labor
6067	14 Jun 2012	81	BYUS	Forwarded to Labor

1 - 10 Next »

My Statistics

Completed Requests 23 **Mean Turnaround** 24 days

ABOUT

Stanford's Property Management Office provides this application for electronic routing and tracking of excess requests.

DPA TASKS

- » [Create New Non-Tagged Excess requests](#)
- » [Create New Tagged Excess Request](#)
- » [Look up an Excess Request](#)

PMO TASKS

- » [Look up a Non-Cap Excess](#)

By clicking on Create New Tagged Excess Request, you will be taken to the request information page. If you have created a request before, this page will auto-populate with the data entered in the previous request you created. At the top is the contact information (2 are required):

STANFORD UNIVERSITY | PROPERTY ADMINISTRATION RESOURCE CENTER

Excess
Excess Approvals

Tagged Excess Property Collection Request

Excess Request

Please fill out the Excess Request form below. Fields marked with a * are required.

Request ID 9247

Contact Information

Primary Contact

SUNet ID Name * Phone *

Backup Contact

SUNet ID Name * Phone *

AUTOFILL

DPA TASKS

- » [Create New Non-Tagged Excess requests](#)
- » [Create New Tagged Excess Request](#)
- » [Look up an Excess Request](#)

PMO TASKS

- » [Look up a Non-Cap Excess Request](#)
- » [Reports](#)
 - » [Rescheduling](#)
 - » [PMO Performance](#)
 - » [Item Overview](#)
 - » [Request Timeline](#)
 - » [Business Rules](#)

NOTE: You must enter the SUNet ID, Name, and phone number for both the primary and backup contact – you can enter the SUNet ID and use “Autofill” (the data is from the public view of Stanford Who), or enter all elements manually. Use the magnifying glass icon to search on a name. The Stanford view of StanfordWho includes SUNet ID information.

Collection Information

Quad * Building * Floor * Room *

Earliest Pickup

Project * Task * Award *

PSSI BGM #

Labor SR #

» Business Rules

» Pickups Calendar

» Pickup Report

AUTHORITIES

You are logged in with the following authorities:

» DPA Authority

» PMO Authority

» PMO Manager Authority

Logged in as: Stanley Dunn

QUESTIONS?

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If you have questions about the use of this application, or would like to set up training, please contact your Property Service Representative.

If you experience technical difficulties using the application, please report them via HelpSU:

Add an Tagged Item

Tag No.	Description	Org Code	Model	Make	Serial No.	Owner
<input type="text"/>	<input type="text"/>					

[ADD TAGGED ITEM](#)

[SAVE CHANGES](#) | [REVIEW PRIOR TO SUBMIT](#)

As you scroll down, the collection information fields appear. This section differs slightly from the non-tagged excess module in that you do not enter an org code (that will be determined by the tag numbers selected in a moment). This section also auto-populates from the previous request you generated. Change information as needed (particularly pickup location!)

If the item is too large for the Surplus crew to collect (floor-size copy machines, floor-size centrifuges, etc.) please first generate an Event and Labor Services (ELS) labor work request (found on the Building and Grounds Maintenance web site – type BGM into your address bar to go there), and enter the request number in the Labor SR # field. If the item is a freezer, refrigerator or other chilling device (with Freon and oils to be removed) generate a customer-funded work request with PSSI and enter that request number in the PSSI BOM # field. Rarely do tagged items require both, but if you have such a situation, create both requests and enter both request numbers in the proper fields. When PMO approves the excess request, the appropriate contacts at ELS and PSSI will receive the approval to perform the work – they will not do so until the request is approved.

Now you are ready to enter the tagged items for collection.

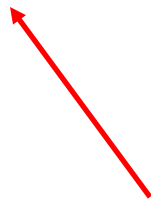
Collection Information

Quad * 06 Building * 040 Floor * 1 Room * 122
Earliest Pickup 4/1/2013
Project * 1111111 Task * 100 Award * AMADT
PSSI BGM #
Labor SR #

Add an Tagged Item

Tag No.	Description	Org Code	Model	Make	Serial No.	Owner
<input type="text"/>	<input type="text"/>					

ADD TAGGED ITEM|
SAVE CHANGES| REVIEW PRIOR TO SUBMIT|



» Business Rules

- » Pickups Calendar
- » Pickup Report

AUTHORITIES

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- » PMO Manager Authority

Logged in as: Stanley Dunn

QUESTIONS?



If you have questions about the use of this application, or would like to set up training, please contact your Property Service Representative.

If you experience technical difficulties using the application, please report them via HelpSU:

To Begin, click on the up arrow icon to the right of the Tag No. field, and open the search LOV:

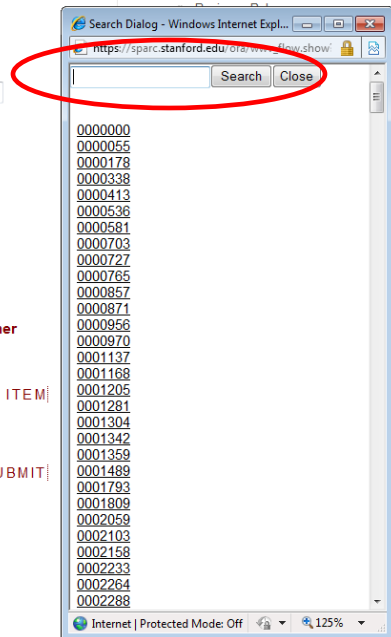
Collection Information

Quad * 06 Building * 040 Floor * 1 Room * 122
Earliest Pickup 4/1/2013
Project * 1111111 Task * 100 Award * AMADT
PSSI BGM #
Labor SR #

Add an Tagged Item

Tag No.	Description	Org Code	Model	Make	Serial No.	Owner
<input type="text"/>	<input type="text"/>					

ADD TAGGED ITEM|
SAVE CHANGES| REVIEW PRIOR TO SUBMIT|



Enter the tag number you want to excess in the search box, and click Search.

NOTE: The list of values is extremely long, as it contains every tag number that has ever been recorded in Sunflower, whether currently active or not, so you can dispose of tagged items even in the event it has already had a retirement processed. You can also search on a partial tag number, by entering a string of characters as available.

Once you enter the tag number (or string of leading characters), the list will narrow down, and show one or more tags. Select the one you want by clicking on it:

The screenshot shows the 'Collection Information' section with fields for Quad (06), Building (040), Floor (1), and Room (122). Below this is the 'Add an Tagged Item' section with a table header: Tag No., Description, Org Code, Model, Make, Serial No., Owner. A search dialog box is open on the right, displaying a list of tag numbers from 3166109 to 9316614. A red bracket highlights the list, and a red arrow points to the '3166178' tag number. The dialog box also shows 'Row(s) 1 - 13' and 'Search' and 'Close' buttons.

When you click on the tag number, the screen will populate with the tag, description, the org code to which the item 'belongs', the model, mfr, serial #, and owner:

The screenshot shows the 'Collection Information' section with the same values as the previous screenshot. The 'Add an Tagged Item' section now displays a table with one row of data:

Tag No.	Description	Org Code	Model	Make	Serial No.	Owner
3166178	COMPUTER, DESI	BWFL	GX 300	DELL COMPANY	F3YL001	STANFORD UNIVERSITY

A red arrow points to the '3166178' tag number in the table. The 'ADD TAGGED ITEM' button is circled in red. Below the table are the buttons 'SAVE CHANGES' and 'REVIEW PRIOR TO SUBMIT'. On the right side, there is a sidebar with 'Pickups Calendar', 'Pickup Report', 'AUTHORITIES' (listing DPA, PMO, and PMO Manager Authority), 'Logged in as: Stanley Dunn', and 'QUESTIONS?' with a question mark icon and a paragraph of text.

Take a moment to verify that this does match the tag you wanted, then click Add Tagged Item

The screen will refresh and you should see a message block at the top of the screen indicating that the tagged item was successfully added to the request.

Tagged Excess Property Collection Request

Request successfully updated.
Line Item added to request.

Excess Request

Please fill out the Excess Request form below. Fields marked with a * are required.

Request ID 9247

Contact Information

Primary Contact

SUNet ID Name * Phone *

Backup Contact

SUNet ID Name * Phone *

AUTOFILL

DPA TASKS

- » [Create New Non-Tagged Excess requests](#)
- » [Create New Tagged Excess Request](#)
- » [Look up an Excess Request](#)

PMO TASKS

- » [Look up a Non-Cap Excess Request](#)
- » [Reports](#)
 - » [Rescheduling](#)
 - » [PMO Performance](#)
 - » [Item Overview](#)
 - » [Request Timeline](#)
 - » [Business Rules](#)
- » [Pirkins Calendar](#)

Now, if you have more tags, scroll down and click on the up arrow icon again, to open the list of values. This time, the LOV will *ONLY CONTAIN TAGS THAT ARE IN THE SAME ORG CODE AS THE FIRST ONE*:

Collection Information

Quad * Building * Floor * Room *

Earliest Pickup

Project * Task * Award *

PSSI BGM #

Labor SR #

Tagged Items to Excess

Item	Status	Quantity	Tag Number	Description	Model	Make	Serial No.	Owner	Code
<input type="checkbox"/>		1	3166178	COMPUTER, DESKTOP	GX 300	DELL COMPANY	F3YL001	STANFORD UNIVERSITY	BWFL

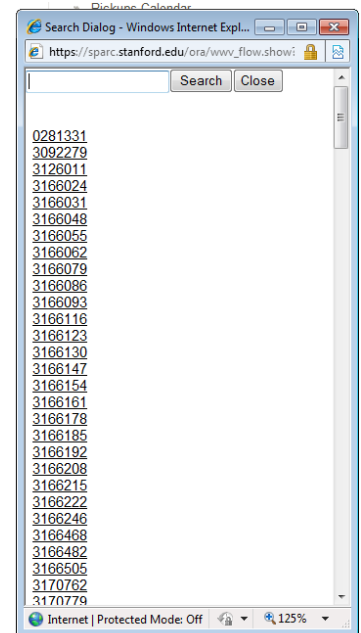
REMOVE SELECTED

Add an Tagged Item

Tag No.	Description	Org Code	Model	Make	Serial No.	Owner
<input type="text"/>	<input type="text"/>	BWFL				

ADD TAGGED ITEM

REVOKE | SAVE CHANGES | REVIEW PRIOR TO SUBMIT



File a SPARC Help Ticket

Note: If the tag you have is not on this list, it is from a different org code and will need to be on a separate request.

If you inadvertently add an item and want to remove it, simply click in the checkbox to the left of that item line, and click on Remove Selected:

Collection Information

Quad * Building * Floor * Room *

Earliest Pickup

Project * Task * Award *

PSSI BGM #

Labor SR #

Tagged Items to Excess

Item Status	Quantity	Tag Number	Description	Model	Make	Serial No.	Owner	Code
<input type="checkbox"/>	1	3166178	COMPUTER, DESKTOP	GX 300	DELL COMPANY	F3YL001	STANFORD UNIVERSITY	BWFL
<input checked="" type="checkbox"/>	1	0281331	VEHICLE	S10	CHEVROLET - GENERAL MOTORS	1GCCS14B9F8168898	STANFORD UNIVERSITY	BWFL

REMOVE SELECTED

Add an Tagged Item

Tag No. Description Org Code

Model Make Serial No. Owner

ADD TAGGED ITEM

- » [Pickups Calendar](#)
- » [Pickup Report](#)

AUTHORITIES

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- » DPA Authority
- » PMO Authority
- » PMO Manager Authority

Logged in as: Stanley Dunn

QUESTIONS?



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If you experience technical difficulties using the application, please report them via HelpSU:

[File a SPARC Help Ticket](#)

Once you have entered all of the tag numbers desired, click on Review Prior To Submit:

Collection Information

Quad * Building * Floor * Room *

Earliest Pickup

Project * Task * Award *

PSSI BGM #

Labor SR #

Tagged Items to Excess

Item Status	Quantity	Tag Number	Description	Model	Make	Serial No.	Owner	Code
<input type="checkbox"/>	1	3166178	COMPUTER, DESKTOP	GX 300	DELL COMPANY	F3YL001	STANFORD UNIVERSITY	BWFL

REMOVE SELECTED

Add an Tagged Item

Tag No. Description Org Code

Model Make Serial No. Owner

ADD TAGGED ITEM

REVOKE | SAVE CHANGES | REVIEW PRIOR TO SUBMIT

AUTHORITIES

You are logged in with the following authorities:

- » DPA Authority
- » PMO Authority
- » PMO Manager Authority

Logged in as: Stanley Dunn

QUESTIONS?



If you have questions about the use of this application, or would like to set up training, please contact your Property Service Representative.

If you experience technical difficulties using the application, please report them via HelpSU:

[File a SPARC Help Ticket](#)

NOTE: You can also terminate a request by clicking on Revoke, or you can save the request as a draft, and return to complete and submit it at a later time by clicking Save.

Once you click Review Prior to Submit, you have one last opportunity to double-check the pickup location, the contact information, and the tags to be collected as excess. There is also a Notes field now available for any additional information that may be pertinent for PMO or the Surplus collection crew (access issues, more specific location info, or similar):

Review

Review

Request ID 9247
 Status Pre-Submission
 Scheduled 0 times
 Primary Contact Stan Dunn
 Email standunn@stanford.edu
 Phone (650) 725-0081
 Backup Contact Maurice L Brown
 Email mbrown5@stanford.edu
 Phone (650) 736-8101
 Location 06-040 01, 122
 Department Office of Research Administration Operations
 P-T-A 1111111-100-AMADT
 Earliest Ready for Pickup 4/1/2013

Tag Number	Description	Model	Make	Serial No.	Owner	Code
3166178	COMPUTER, DESKTOP	GX 300	DELL COMPANY	F3YL001	STANFORD UNIVERSITY	BWFL

Add a note for PMO:

EDIT TAGGED REQUEST | **SUBMIT**

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- » [Create New Non-Tagged Excess requests](#)
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PMO TASKS

- » [Look up a Non-Cap Excess Request](#)
- » [Reports](#)
 - » [Rescheduling](#)
 - » [PMO Performance](#)
 - » [Item Overview](#)
 - » [Request Timeline](#)
 - » [Business Rules](#)
- » [Pickups Calendar](#)
- » [Pickup Report](#)

AUTHORITIES

You are logged in with the following authorities:

If you notice any changes needed, click Edit Tagged Request. If all is as you want it, just click on Submit to route to the DPA for approval. The request number has also been assigned.

IF YOU ARE THE PRIMARY DPA FOR THE ORG ON THE REQUEST, YOU STILL NEED TO APPROVE THE REQUEST. To do that you simply click on the Excess Approvals tab at the top of the page:

STANFORD UNIVERSITY
RESOURCE CENTER

Excess
Excess Approvals

DPA Request Details

Request successfully submitted to DPA

Request Information

Request ID 9247
 Status Submitted
 Scheduled 0 times
 Primary Contact Stan Dunn
 Email standunn@stanford.edu
 Phone (650) 725-0081
 Backup Contact Maurice L Brown
 Email mbrown5@stanford.edu
 Phone (650) 736-8101
 Location 06-040 01, 122
 Department Office of Research Administration Operations
 P-T-A 1111111-100-AMADT
 Earliest Ready for Pickup 4/1/2013

Tagged Items to Excess

Tag Number	Description	Model	Make	Serial No.	Owner	Code
3166178	COMPUTER, DESKTOP	GX 300	DELL COMPANY	F3YL001	STANFORD UNIVERSITY	BWFL

DPA TASKS

- » [Create New Non-Tagged Excess requests](#)
- » [Create New Tagged Excess Request](#)
- » [Look up an Excess Request](#)

PMO TASKS

- » [Look up a Non-Cap Excess Request](#)
- » [Reports](#)
 - » [Rescheduling](#)
 - » [PMO Performance](#)
 - » [Item Overview](#)
 - » [Request Timeline](#)
 - » [Business Rules](#)
- » [Pickups Calendar](#)
- » [Pickup Report](#)

Excess Approval DPA Dashboard

Requests For DPA Approval

ER	Ready ▲	Items	Dept.	Quad	Bldg.	Flr.	Room	Urgency
9247T	01 Apr 2013	1	BWFL	06	040	1	122	Normal

Download as Spreadsheet
1 - 1

Requests For PMO Approval

ER	Ready ▲	Items	Dept.	Quad	Bldg.	Flr.	Room	Urgency
9237T	01 Apr 2013	1	JWJW	14	200	1	115	Normal
9238T	01 Apr 2013	1	CHYR	14	200	1	115	Normal
9239T	01 Apr 2013	1	CBMH	14	200	1	115	Normal
9240	01 Apr 2013	7	CCYO	14	200	1	115	Normal
9242	01 Apr 2013	1	VTLC	07	306	2	S272	Normal
9243T	01 Apr 2013	1	RDGA	04	540	3	322	Normal

Download as Spreadsheet
1 - 6

ABOUT

Stanford's Property Management Office provides this application for electronic routing and tracking of excess requests.

DPA TASKS

- » [Create New Non-Tagged Excess requests](#)
- » [Create New Tagged Excess Request](#)
- » [Look up an Excess Request](#)

PMO TASKS

When in the Excess Approvals area, you will see any requests for your department code(s) that are waiting for your approval. To open a request for review and approval, click on the request number (ER) at the right of the request line. (Note: You will not see the PMO Approval information shown above).

Request Details

PRINT | ADD NOTE | SEND BACK TO DPA | TERMINATE | APPROVE

Request 9247 Information

Request ID 9247
Status Submitted
Urgency Normal
Scheduled 0 times
Primary Contact Stan Dunn
Email standunn@stanford.edu
Phone (650) 725-0081
Backup Contact Maurice L Brown
Email mbrown5@stanford.edu
Phone (650) 736-8101
Location 06-040 01, 122
Department Office of Research Administration Operations
P-T-A 1111111-100-AMADT
Date Submitted 4/1/2013
Earliest Ready for Pickup 4/1/2013

Tagged Items

Tag Number ▼	Description	Model	Make	Serial No.	Owner	Code
3166178	COMPUTER, DESKTOP	GX 300	DELL COMPANY	F3YL001	STANFORD UNIVERSITY	BWFL

1 - 1

DPA TASKS

- » [Create New Non-Tagged Excess requests](#)
- » [Create New Tagged Excess Request](#)
- » [Look up an Excess Request](#)

Sparc Su Id 09781915

PMO TASKS

- » [Look up a Non-Cap Excess Request](#)
- » **Reports**
 - » [Rescheduling](#)
 - » [PMO Performance](#)
 - » [Item Overview](#)
 - » [Request Timeline](#)
 - » [Business Rules](#)
- » [Pickups Calendar](#)
- » [Pickup Report](#)

AUTHORITIES

Simply click Approve if you want the request to continue to PMO for review and scheduling.

If someone from another department (or your own backup DPA) submits a request for one of your department's assets, you will receive an email notification:

SPARC: ACTION NEEDED: Excess Request Submitted ER 9247

Stan Dunn [standunn@stanford.edu]

Sent: Mon 4/1/2013 9:44 PM

To: 'Stan Dunn'

From: property-sparc@mailman.stanford.edu [<mailto:property-sparc@mailman.stanford.edu>]
Sent: Monday, April 01, 2013 9:27 PM
To: property-sparc@mailman.stanford.edu
Cc: standunn@stanford.edu
Subject: SPARC: Excess Request Submitted ER 9247

Excess Request Submitted
Request ID 9247
Status Submitted
Scheduled 0 times
Primary Contact Stan Dunn
Email standunn@stanford.edu
Phone (650) 725-0081
Backup Contact Maurice L Brown
Email mbrown5@stanford.edu
Phone (650) 736-8101
Location 06-040 01, 122
Department Office of Research Administration Operations
P-T-A 1111111-100-AMADT
Earliest Ready for Pickup 4/1/2013

1 3166178 BWFL STANFORD UNIVERSITY DELL COMPANY GX 300 COMPUTER, DESKTOP

Note:

Name Stanley W. Dunn
Date 4/1/2013 9:26 PM
Action Submit
Note TEST ONLY

DISCLAIMER: PMO provides this application and communication for informational purposes only. This application does not incorporate any warranties, expressed or implied. Scheduled dates are subject to change at any time. Requests may also be terminated without warning. PMO is not liable for any loss or damage suffered on behalf of client departments through the use of this application. Please plan accordingly.

The email contains the basic information regarding the item and the requesting contacts. To approve the request, enter SPARC Excess Requests, and click on the Excess Approvals tab. Click on the request number you are asked to approve, to open the details for review and to take action on the request.

STANFORD UNIVERSITY RESOURCE CENTER

Excess Excess Approvals

DPA Request Details

Request successfully submitted to DPA

Request Information

Request ID 9247
Status Submitted
Scheduled 0 times
Primary Contact Stan Dunn
Email standunn@stanford.edu
Phone (650) 725-0081
Backup Contact Maurice L Brown
Email mbrown5@stanford.edu
Phone (650) 736-8101
Location 06-040 01, 122
Department Office of Research Administration Operations
P-T-A 1111111-100-AMADT
Earliest Ready for Pickup 4/1/2013

Tagged Items to Excess

Tag Number	Description	Model	Make	Serial No.	Owner	Code
3166178	COMPUTER, DESKTOP	GX 300	DELL COMPANY	F3YL001	STANFORD UNIVERSITY	BWFL

DPA TASKS

- Create New Non-Tagged Excess requests
- Create New Tagged Excess Request
- Look up an Excess Request

PMO TASKS

- Look up a Non-Cap Excess Request
- Reports
 - Rescheduling
 - PMO Performance
 - Item Overview
 - Request Timeline
 - Business Rules
- Pickups Calendar
- Printout Sheet

Request Details

[PRINT](#) | [ADD NOTE](#) | [SEND BACK TO DPA](#) | [TERMINATE](#) | [APPROVE](#)

Request 9247 Information

Request ID 9247
Status Submitted
Urgency Normal
Scheduled 0 times
Primary Contact Stan Dunn
Email standunn@stanford.edu
Phone (650) 725-0081
Backup Contact Maurice L Brown
Email mbrown5@stanford.edu
Phone (650) 736-8101
Location 06-040 01, 122
Department Office of Research Administration Operations
P-T-A 1111111-100-AMADT
Date Submitted 4/1/2013
Earliest Ready for Pickup 4/1/2013

Tagged Items

Tag Number	Description	Model	Make	Serial No.	Owner	Code
3166178	COMPUTER, DESKTOP	GX 300	DELL COMPANY	F3YL001	STANFORD UNIVERSITY	BWFL

1 - 1

DPA TASKS

- » [Create New Non-Tagged Excess requests](#)
- » [Create New Tagged Excess Request](#)
- » [Look up an Excess Request](#)

Sparc Su Id 09781915

PMO TASKS

- » [Look up a Non-Cap Excess Request](#)
- » [Reports](#)
 - » [Rescheduling](#)
 - » [PMO Performance](#)
 - » [Item Overview](#)
 - » [Request Timeline](#)
 - » [Business Rules](#)
- » [Pickups Calendar](#)
- » [Pickup Report](#)

AUTHORITIES

Review the item(s) being excessed, and either approve or reject the request as you deem appropriate.

By clicking [Approve](#), you authorize the disposal of the item via Surplus, where it will be either scrapped or sold, after evaluation by the Surplus Property department.

If you do not want the item(s) disposed of, you should click [Send Back to DPA](#). This action requires that a note be added with an explanation for the rejection. If you reject the request, it is incumbent on you to contact the originator and make arrangements to have the item returned to your department.

You also have an opportunity to add a note to the request, whether approving or rejecting the request.

Terminate is for PMO use only, and may soon not be a visible option to DPAs. Please do not terminate a request – always return it to the originator if rejecting it.