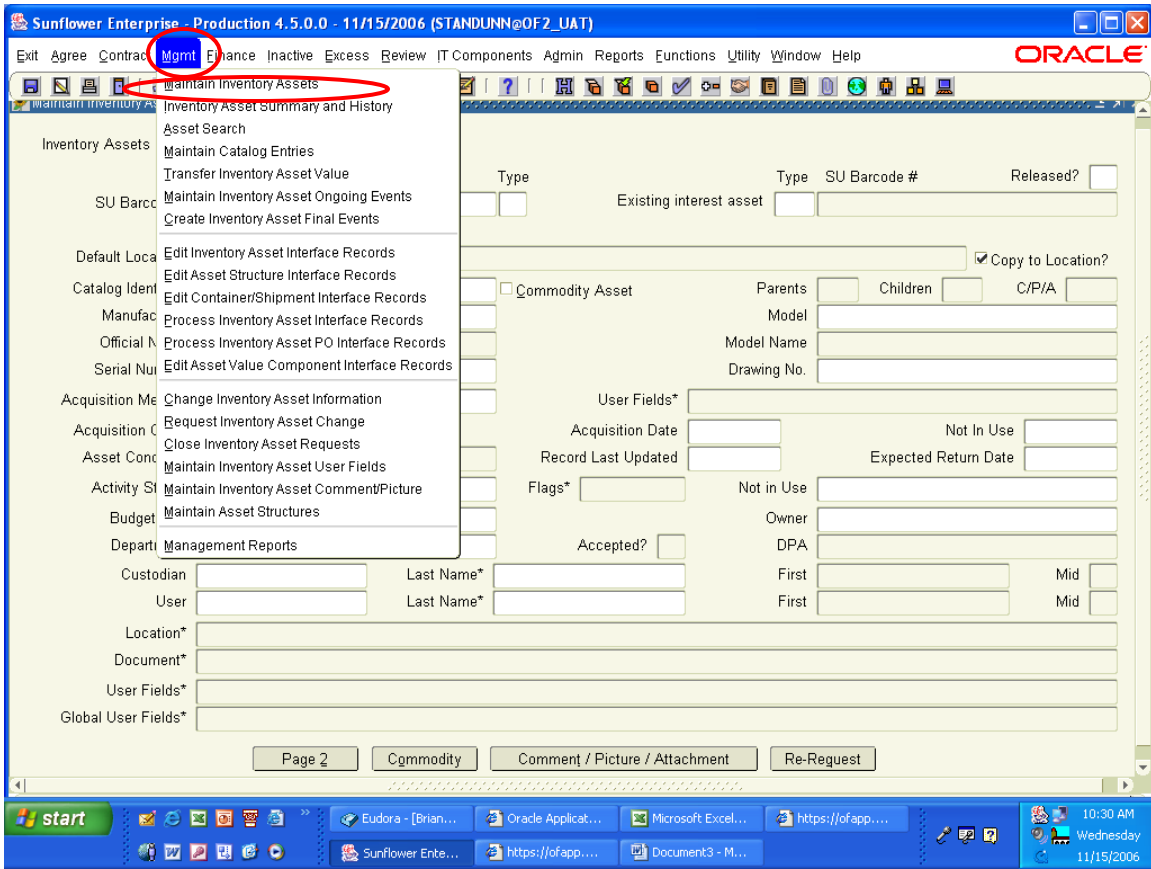


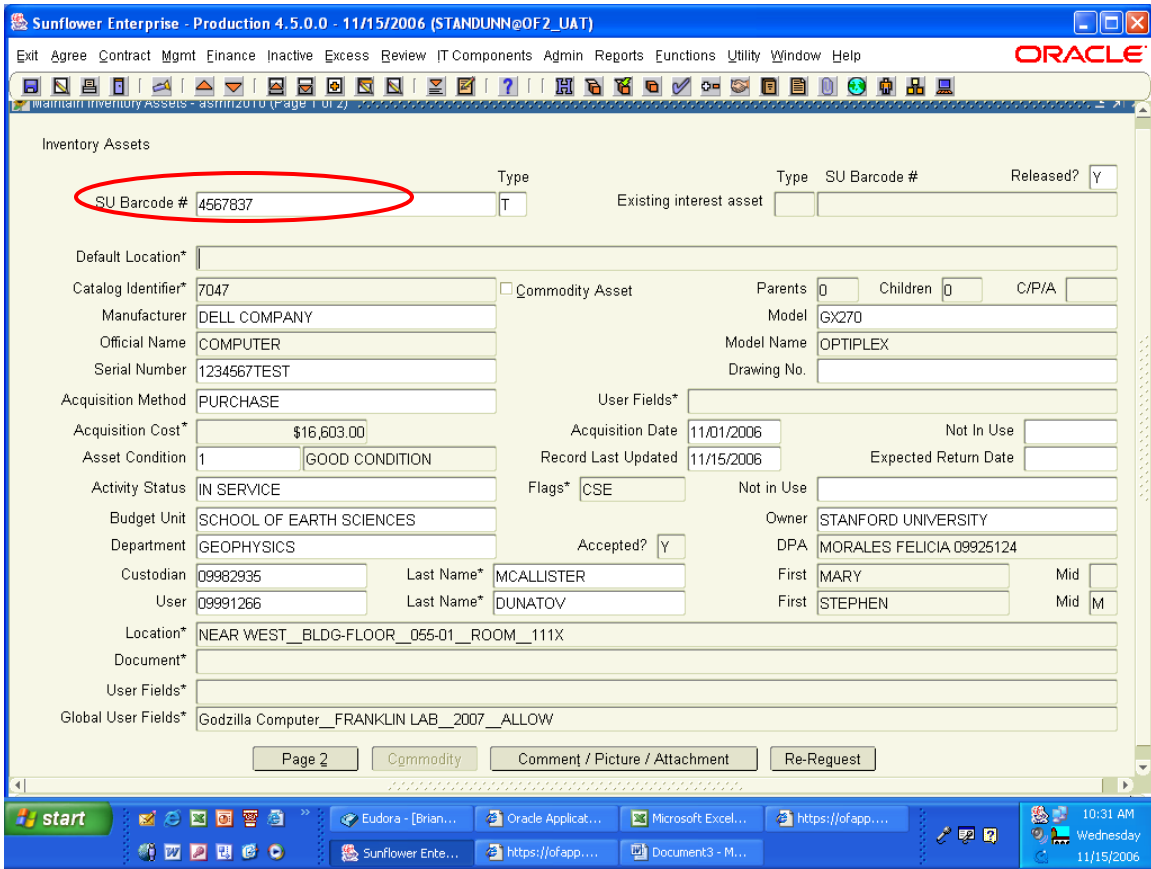
Section 4

Maintaining Records In Sunflower

Sunflower User's Guide



To change or update information in the Sunflower record, access the record through the Mgmt pull-down menu, selecting “Maintain Inventory Assets”



Enter the tag number of the record you want to access, then hit either Tab or Enter.

The record fields will populate with the current data.

Sunflower Enterprise - Production 4.5.0.0 - 11/15/2006 (STANDUNNaOF2_UAT)

Inventory Assets

SU Barcode # 4567837 Type T Existing interest asset Released?

Default Location*

Catalog Identifier* 7047 Commodity Asset Parents 0 Children 0 C/P/A

Manufacturer DELL COMPANY Model GX270

Official Name COMPUTER Model Name OPTIPLEX

Serial Number 7654321TEST Drawing No.

Acquisition Method PURCHASE User Fields*

Acquisition Cost* \$16,603.00 Acquisition Date 11/01/2006 Not In Use

Asset Condition 1 GOOD CONDITION Record Last Updated 11/15/2006 Expected Return Date

Activity Status IN SERVICE Flags* CSE Not in Use

Budget Unit SCHOOL OF EARTH SCIENCES Owner STANFORD UNIVERSITY

Department GEOPHYSICS Accepted? DPA MORALES FELICIA 09925124

Custodian 09982935 Last Name* MCALLISTER First MARY Mid

User 09991266 Last Name* DUNATOV First STEPHEN Mid M

Location* NEAR WEST_BLDG-FLOOR_055-01_ROOM_111X

Document*

User Fields*

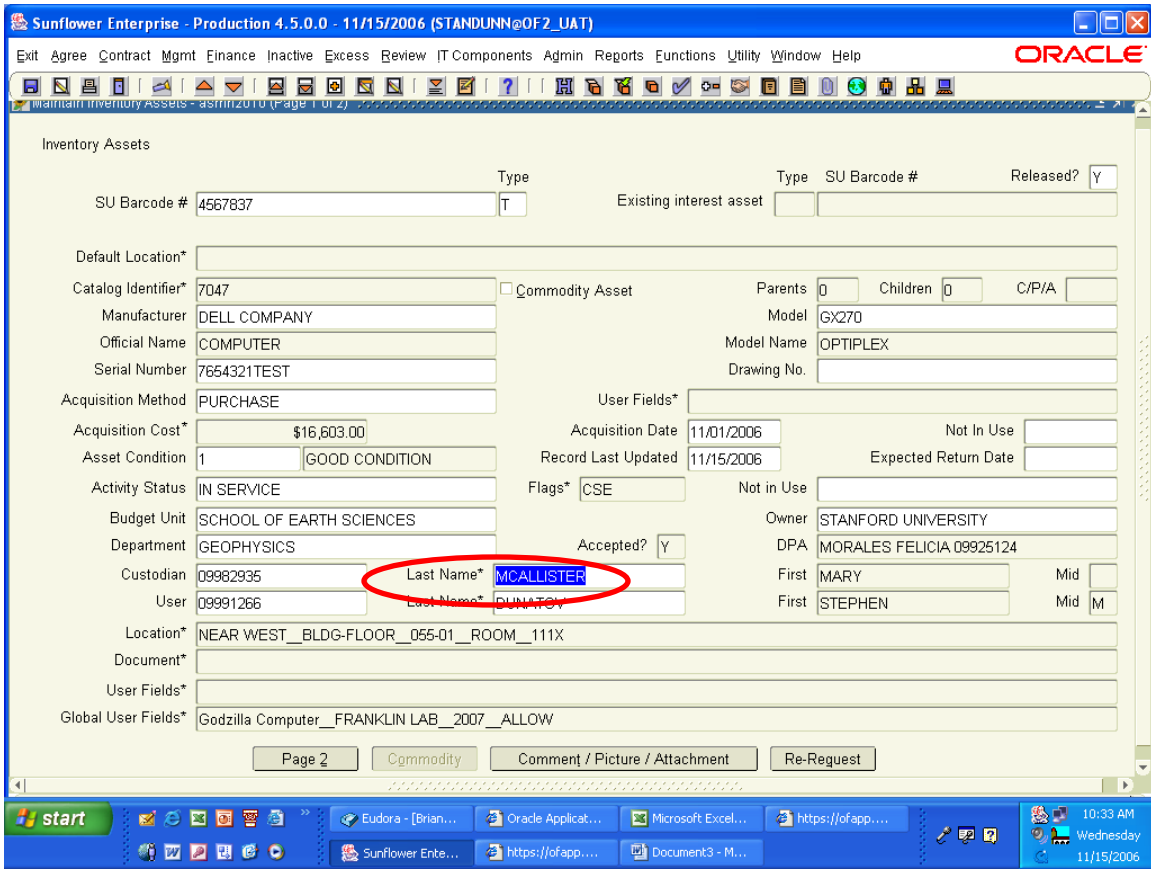
Global User Fields* Godzilla Computer_FRANKLIN LAB_2007_ALLOW

Page 2 Commodity Comment / Picture / Attachment Re-Request

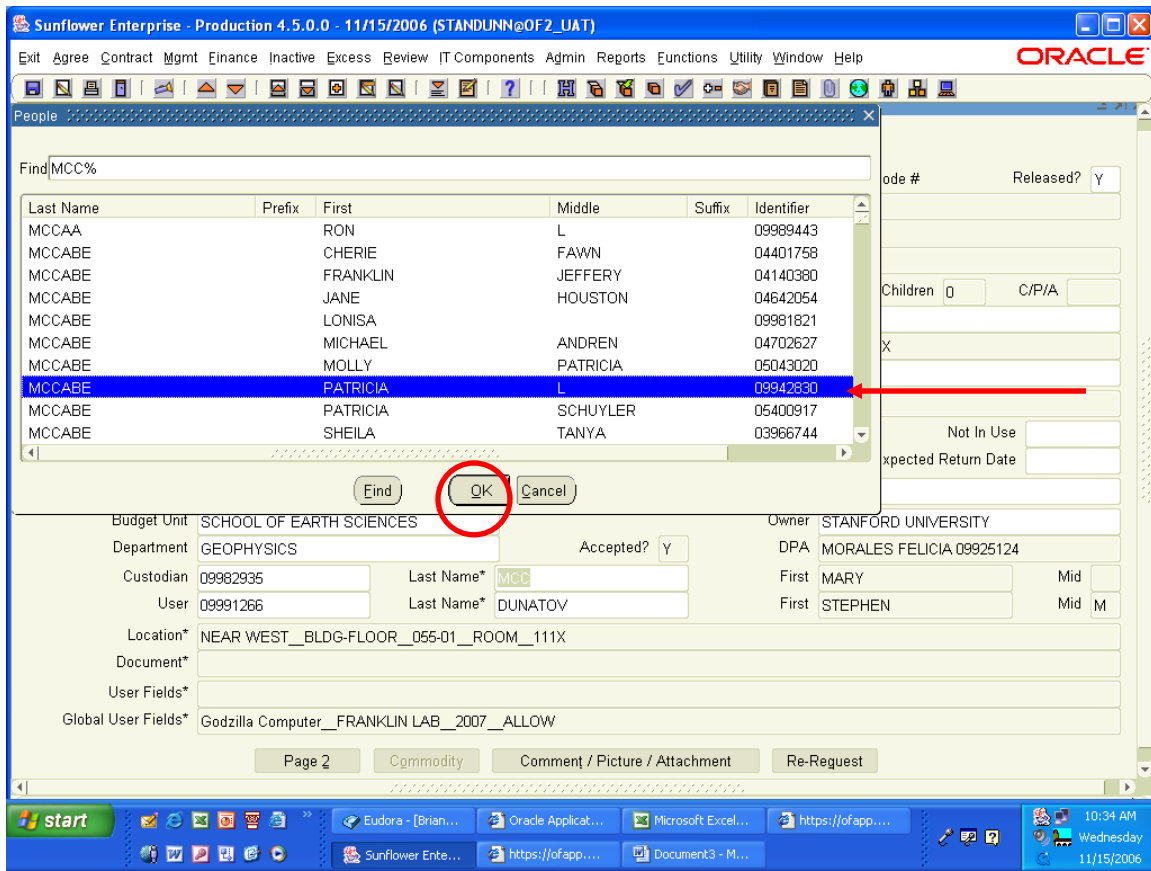
Most of the fields are available for updating, with some notable exceptions. Among those fields that are protected from update are:

- Cost and purchase data
- Department Name (unless you are authorized for both depts.)
- Mfr/Model/Description (catalog combination)

To change these elements, contact your PSR. But for most other fields, such as location, custodian, user, activity status, and other custom fields, you can update these any time. The simple fields, like serial number, can be updated simply by deleting the current data, entering the new information, and clicking the Save icon. More complex changes, such as Custodian, Location and Flags, require opening the sub-window, changing the data within that window, and re-saving the record.

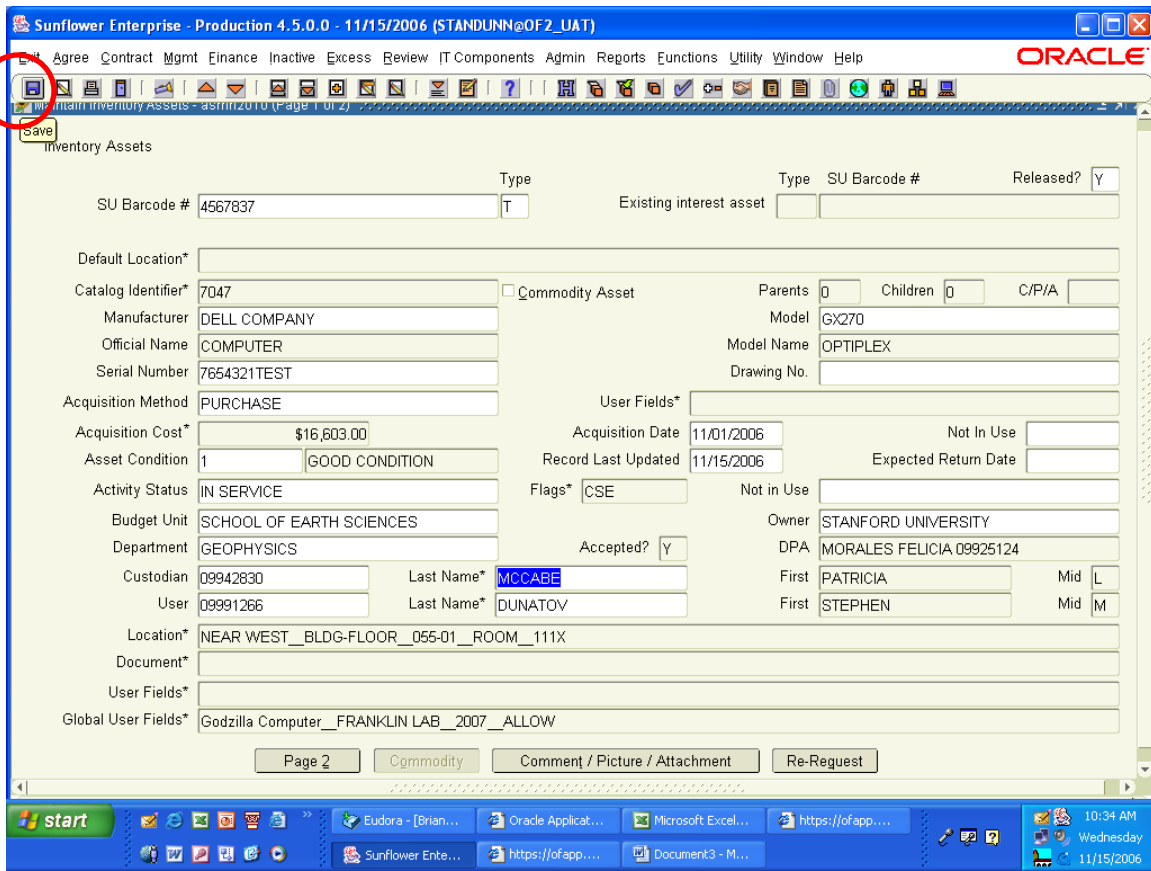


Changing Custodian is a common update to a record. To change the custodian name, simply highlight the current last name, delete it, and type in the new last name. Then hit Tab or Enter, and the list of people with that last name will appear.



Scroll down the list until you find the name you want to have on the record, and click OK (or you can double click on the desired name – either way works)

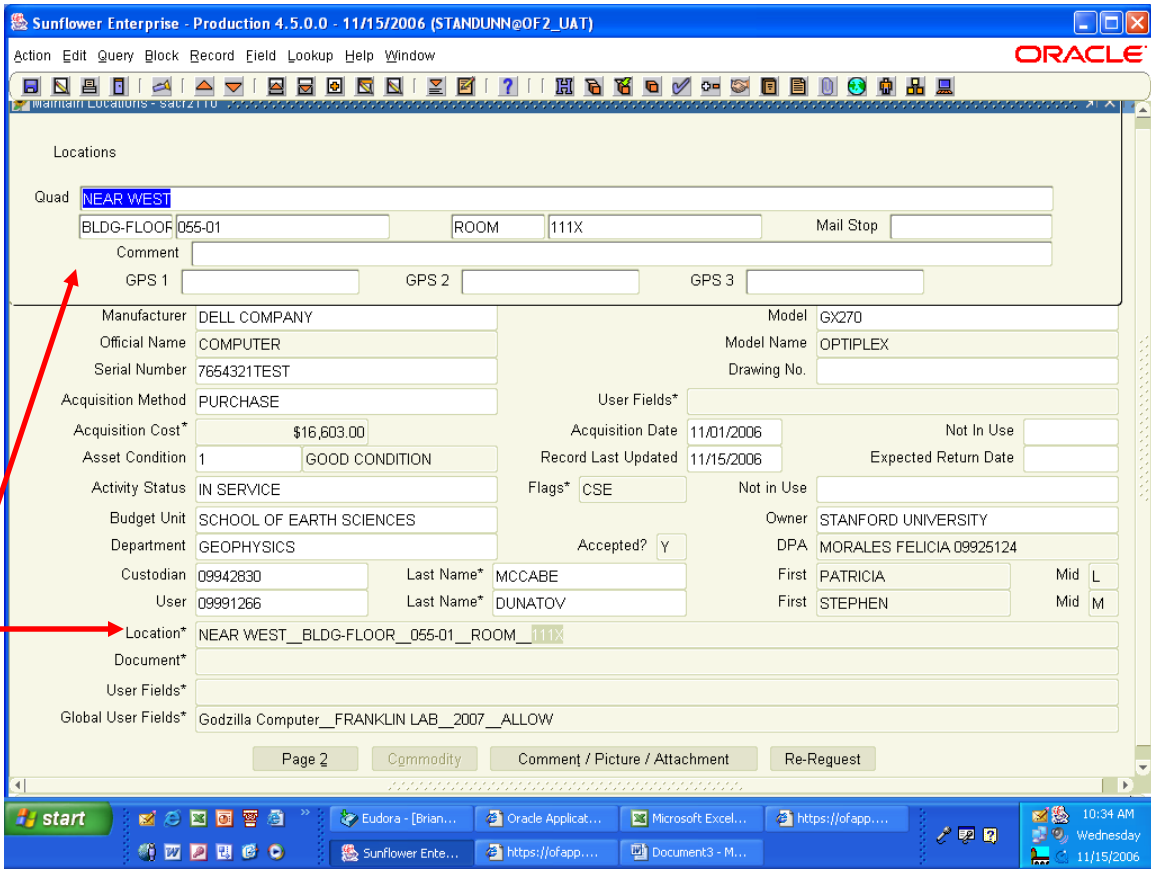
Hint: If unsure of the spelling, try entering just the first few characters of the name – the list will then include all names that begin with that combination of characters.



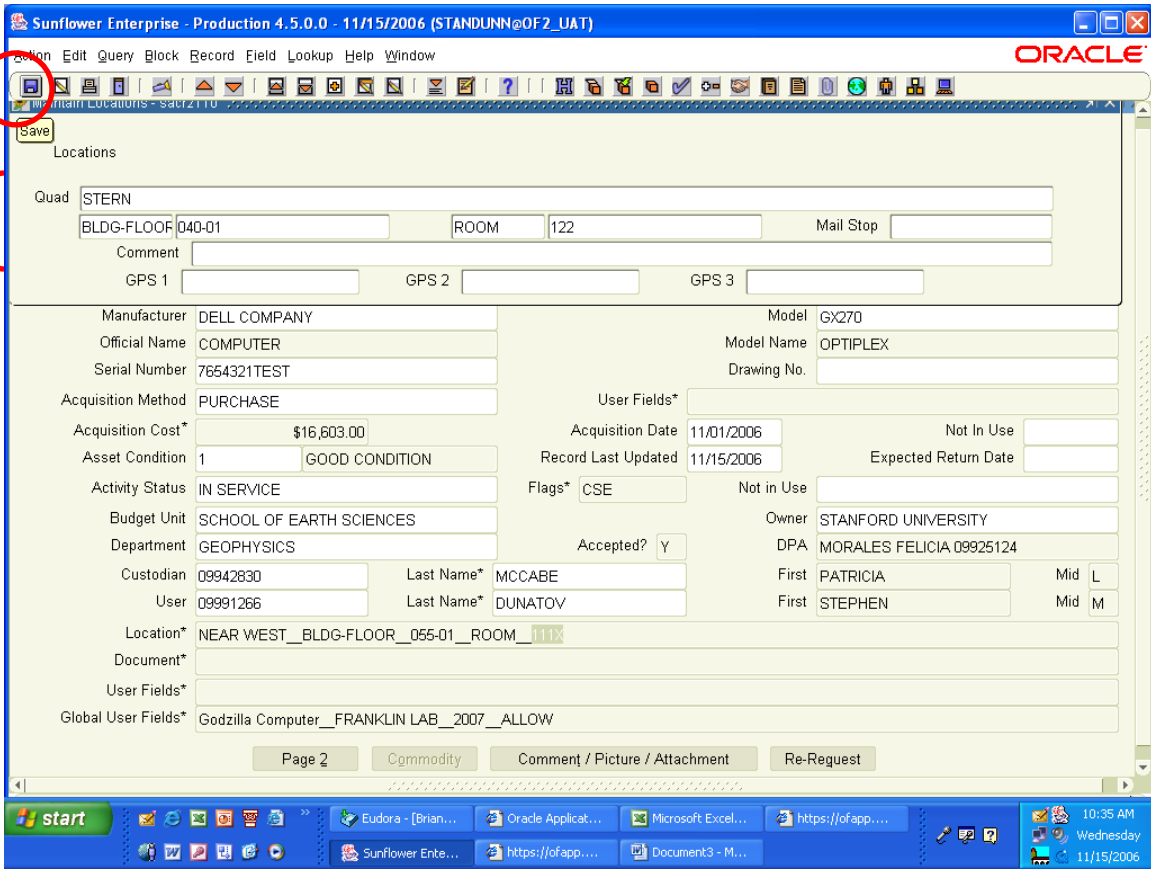
The new name is now in the record. Click on the SAVE icon if you are done.

(If you try to close the application or the active window without saving the new information, the system will prompt you to do so before closing the window.)

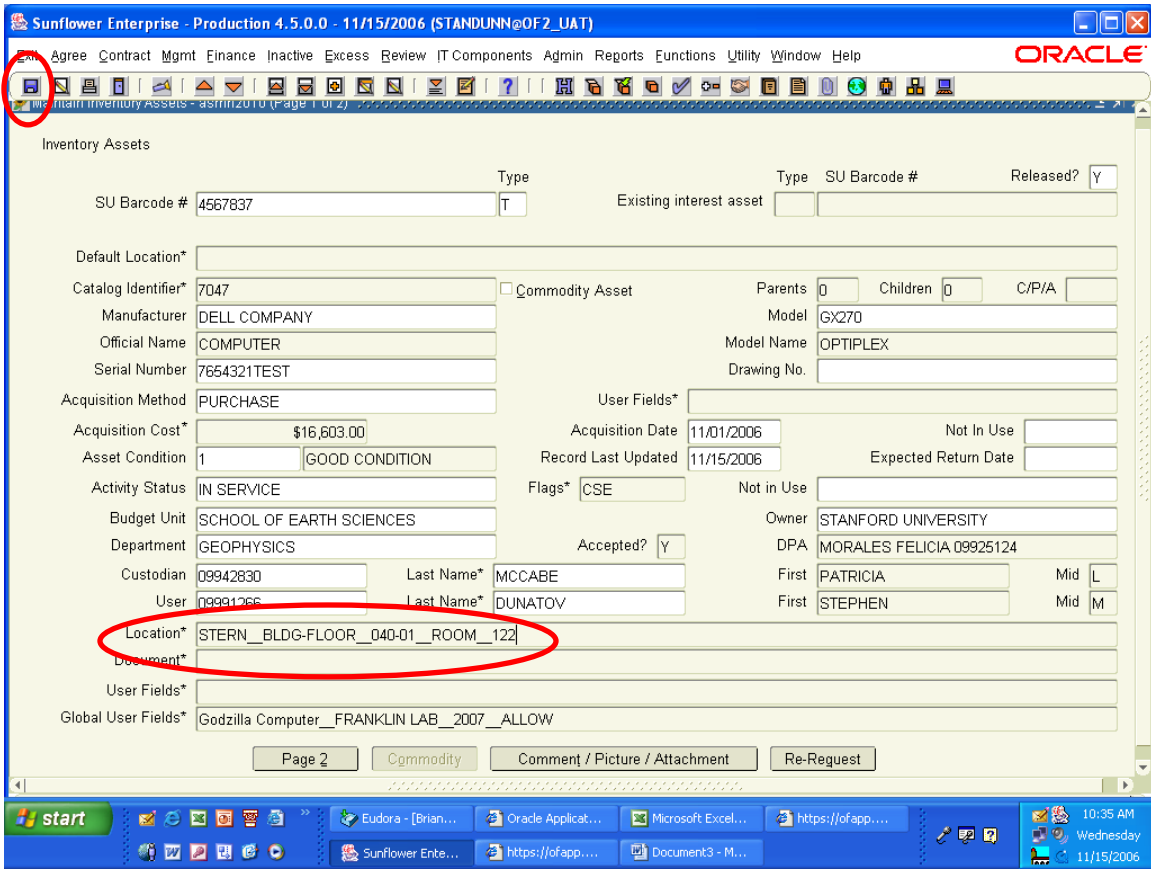
To change User, follow the same steps.



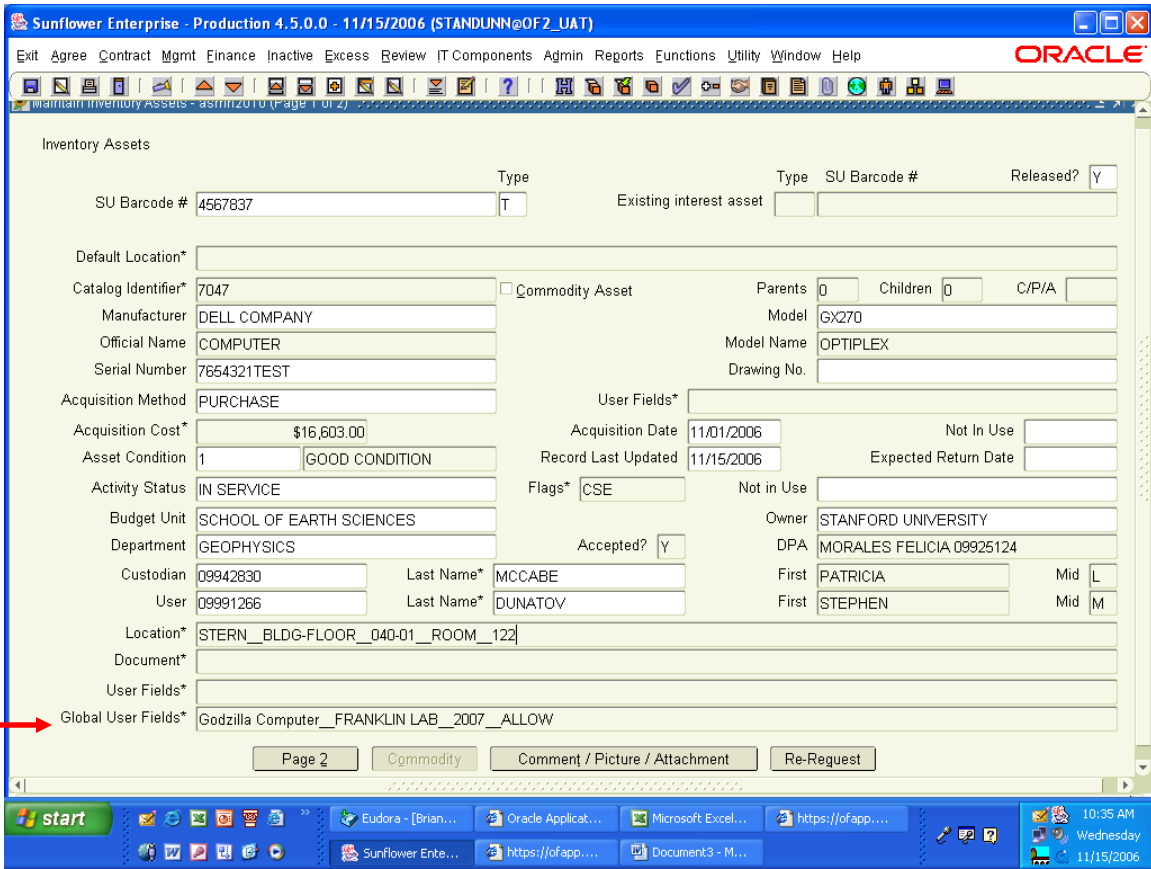
Changing the Location is just as simple – double click on the existing location to pop up the sub-window in order to update the individual data elements.



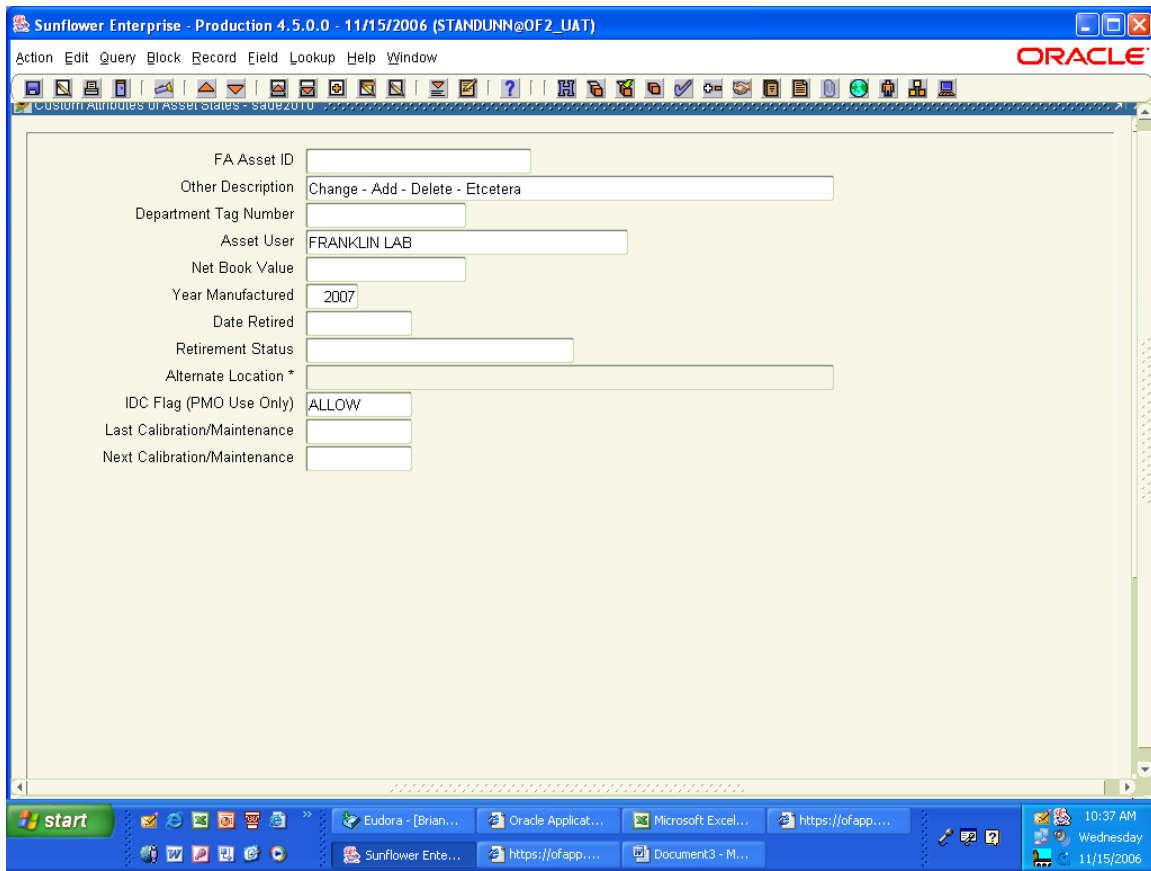
Update the Quad, Building-Floor, and Room fields as needed, then click on the SAVE icon.



The new location information replaces the old in the string of location data in the main window. You still need to save the main record, though, so click on the SAVE icon again.



If you want to change elements of information in the Global User Fields, again, just double click on the field to expand it in a sub-window.



Here you can change the “Other Description”, the “Department Tag Number”, the free-form “Asset User” field, the Year of Manufacture, or the maintenance/calibration dates.

The other fields in this view are auto-populated by the Oracle FA system, so are not changeable in this application. (FA Asset ID, Net Book Value, IDC Flag and Retirement information are all overwritten nightly – do not change the information in these fields)