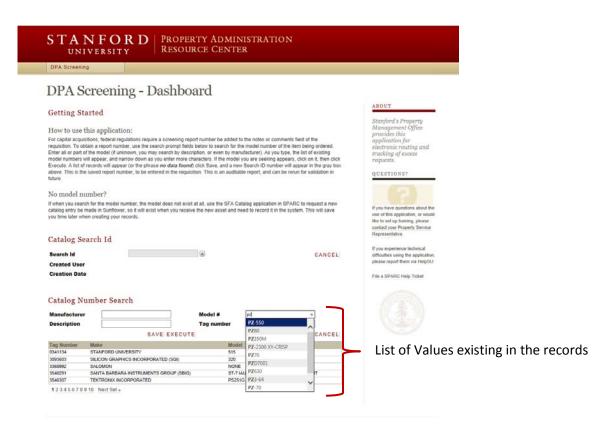
## PERFORMING DPA SCREENING IN SPARC

Log into <a href="https://sparc.stanford.edu">https://sparc.stanford.edu</a>

Select SFA DPA Screening by clicking on the application title.



This will bring you to the dashboard page of the DPA Screening application. There are four search criteria – you can use these individually or in combination. The more criteria, the narrower the search.



Enter a partial string of the model number in the model number field. As you type, the list of values will become smaller. Once you see the model number you are seeking, click on it (or just keep typing it in).



For a simple search, once you select the model number, click EXECUTE.



The search will result in a list of records with that model number. In this case, there is just one. If there are a large number of returns, there may be multiple pages, indicated at the lower left.

If this is a screening report, and not just an asset search, click SAVE. The resulting number that appears in the Search ID box is the report number. This number is unique and auditable, and can be used to rerun the same report again in future, with fresh results. Enter this number in the notes/comment field when you are approving the requisition.



## **HELPFUL HINTS:**

- If you obtain no results when performing a model search, it will save you time later to go to the SFA Catalog Request application and request the new model number be created in Sunflower – this way you will not have to wait for it once the item has arrived and you are ready to create the record.
- 2) The search automatically includes the entire University database there is no need to distinguish between a department-wide search and a University-wide search based on a dollar threshold.
- 3) This search application is available to all Faculty/Staff personnel, so anyone can perform a search if they are trying to find a specific piece of equipment. The search can be broadened by searching only for a manufacturer or item description (e.g. Nikon, or Microscope). For these types of searches, there is no need to "save" the search, and no auditing number will be applied.