

STANFORD UNIVERSITY

# SPARC Non Bar-coded Excess Request User Guide

For use with non bar-coded property

Property Management Office

2013

# SPARC Non Bar-coded Excess Request User Guide

Log into the Stanford Property Administration Resource Center web site by simply typing SPARC into the address bar of your Stanford network computer. If you have multiple authorities for the site, you will find them listed in tabs on the right below the banner at the top of the screen.

If this is the first time you have ever logged onto this application, there will be a one-page instructional introduction. Please read the information, it will provide you with some basic procedural rules.

Once you select the activity you desire (in this case, NC Excess is the only one) the available actions will show in the navigation column on the right side of the screen.

To create a new excess request, click on the link “Create New Non-Cap Excess Request”

# SPARC Non Bar-coded Excess Request User Guide

If this is the first request you have made, the fields will all be blank. Subsequent times you log on, the Contact Information and Collection Information fields will be populated with the same information as the last request you created, and can be updated as desired.

Fields marked with an asterisk are required. The primary contact and backup contact names must be different. The primary contact person will receive all email notifications (successful submission of request, scheduled date when assigned, and completion, plus any additional notifications pertaining to the request). The backup contact will receive only the notification of when the request is scheduled for collection.

The PTA requested is for potential proceeds from the sale. **Note: This account will not be billed for any services. If a labor or PSSI charge is involved, the PTA you provide on those separate work orders will be charged for services rendered by those organizations.**

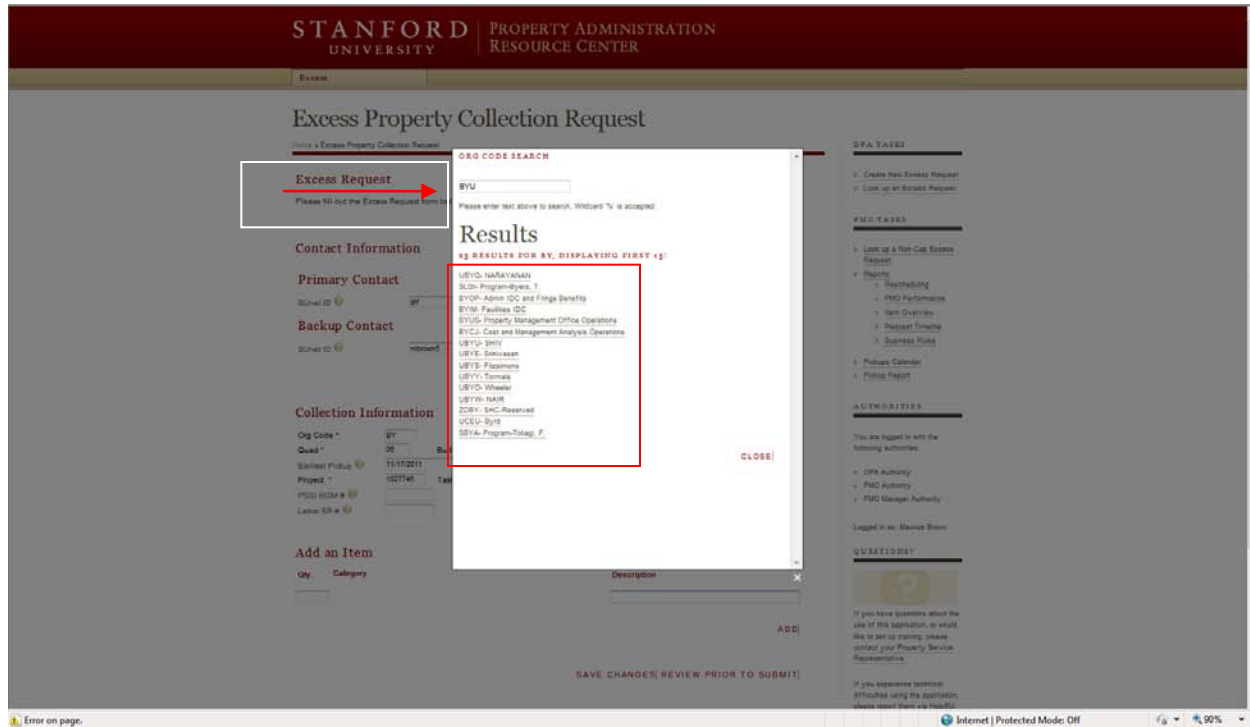
# SPARC Non Bar-coded Excess Request User Guide

For contact names, the SUNet ID is required, and each of these name fields is equipped with a lookup tool (the magnifying glass on the right side of the name line) which will link to the StanfordWho directory. Type in the last name of the person desired and click on the magnifying glass. The SUNet ID will be at the bottom of the directory listing. (If there is more than one, select the first one listed.)

Once you enter the SUNet ID, click on AUTOFILL and the contact information will populate.

NOTE: If the person has marked their information in the directory as private view only, the autopopulate feature will not work, please manually type in the information in that case, or copy/paste the data into the appropriate fields. More information on this feature is available by clicking on the [?] next to the AUTOFILL operator.

# SPARC Non Bar-coded Excess Request User Guide



Next, enter the department and location from which the items are to be picked up. Department names are based on the org code. As you enter each letter of an org code, a list will appear of departments that match the string being entered, and will continue to narrow as each letter is entered.

# SPARC Non Bar-coded Excess Request User Guide

The screenshot shows the 'Excess Property Collection Request' form on the Stanford University Property Administration Resource Center website. The form is divided into several sections:

- Contact Information:** Includes fields for Primary Contact (Name: Donna Lee Fung, Phone: (650) 725-4190) and Backup Contact (Name: Maurice L. Brown, Phone: (650) 730-4101).
- Collection Information:** Includes fields for Org Code (BYUS), Quad (32), Building (340), Floor (1), Room (122), Earliest Pickup (11/17/2011), Project (102746), Task (1), and Award (AA000). Red arrows point to the Quad, Building, and Floor fields. A red box highlights the Task field with the text 'For labor shop and PSSI'.
- Add an Item:** Includes fields for Qty, Category, and Description.

On the right side of the form, there are sections for DPA TASKS, PMO TASKS, and AUTHORITIES. The DPA TASKS section includes links for 'Create New Excess Request' and 'Look up an Excess Request'. The PMO TASKS section includes links for 'Look up a Non-Clip Excess Request', 'Request', 'Rescheduling', 'PMO Performance', 'Item Overview', 'Request Timeline', and 'Business Rules'. The AUTHORITIES section includes links for 'Pickup Calendar' and 'Pickup Report'. The bottom of the form has a 'SAVE CHANGES REVIEW PRIOR TO SUBMIT!' button.

Once the department is entered correctly, enter the location. You must know the Quad-Building-Floor-Room of the location as it appears in the iSpace inventory. This is necessary to provide consistency and avoid miscommunication leading to delays. If you do not know the official designation of your location you can look it up on the Stanford Basemap online, or contact PMO for assistance. <https://basemap.stanford.edu/pdf/basemaps/Quad-map.pdf>

Please enter the earliest pickup date for which the items will be available. The application defaults to the following day, but if for some reason you do not want the items collected until after a specific date, change that using the calendar function.

Next, enter the PTA to which you would want any proceeds to be deposited. Currently, only sales exceeding \$1,000 per item generate proceeds for departments, but that may change in the future as enhancements are made for the system, at which point a percentage of all proceeds may be allocated back to departments. It is recommended that you use a departmental operating budget account as a default PTA.

If you have made arrangements with the Labor Shop or PSSI for the disposal or removal of your items, please enter the PSSI customer funded request numbers or the ELS SR number in the appropriate field(s). Both entities require PMO approval of this form before the work can be performed or the items accepted for disposal.

# SPARC Non Bar-coded Excess Request User Guide

**Excess Property Collection Request**

**Excess Request**

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

**Contact Information**

**Primary Contact**

SU:net ID: [df] Name: Doris Lee Fung Phone: (850) 723-4193

**Backup Contact**

SU:net ID: [mbowen] Name: Maurice L Brown Phone: (850) 725-4101

**Collection Information**

Org Code: EYLR Building: 040 Floor: 1 Room: 122

Earliest Pickup: 11/11/2011

Project: 1027148 Task: 1 Award: AADNP

PSD: BSM Labor SR

**Add an Item**

Qty	Category	Description
	Other	
	Computers - Desktops	
	Computers - Laptops	
	Monitors - CRT	
	Monitors - LCD Flat Panel	
	Non-Durable Peripherals (Mice, Printers, Keyboards, etc.)	
	Office Supplies	
	Office Equipment	
	Furniture	
	Scientific/Lab Equipment	
	Refrigerator	
	Lab Supplies	
	Machinery/Tools	

ADD

CHANGES REVIEW PRIOR TO SUBMIT

**BPA TASKS**

- Check New Excess Request
- Look up an Excess Request

**FMO TASKS**

- Look up a Non-Cap Excess Request
- Request
- Rescheduling
- FMO Performance
- Item Overview
- Request Timeline
- Business Rules

**AUTHORITYS**

You are logged in with the following authorities:

- OFA Authority
- FMO Authority
- FMO Manager Authority

Logged in as: Maurice Brown

**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 help@su.

File a SPARC Help Ticket

Now you can start entering the items to be collected. Enter one line for each specific type of item (computers, laptops, printers, faxes, chairs, spectrophotometers, etc). There is a maximum of 20 items per line, and a total of 100 items per request. Cables, cords, mice and keyboards can be placed in a box and listed as a single line item.

The more granularity you provide for description, the better. For example, manufacturer is helpful, or type of chair, or size of table or bookcase – this helps us understand the time and labor required for the pickup, and helps quickly identify the items at point of collection. While requests will not be rejected for lack of specifics, they may be returned for adjustment if unlike items are mixed on one line.

Once you enter the quantity, please use the pull-down menu to select the appropriate category. Please note that furniture, refrigerators and other chilling units follow a different pathway than other equipment and supplies, so the two cannot be combined on a single request, and the application will prevent this.

Once you have entered the quantity, category and description, click ADD

# SPARC Non Bar-coded Excess Request User Guide

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

**Contact Information**

**Primary Contact**  
SUNet ID: [input] Name: Donna Lee Fung Phone: (850) 725-4195

**Backup Contact**  
SUNet ID: [input] Name: Mauna L. Blose Phone: (850) 736-6101

**Collection Information**  
Org Code: BYUS Dept: PMO Operations  
Queue: 88 Building: 040 Floor: 1 Room: 122  
Earliest Pickup: 11/17/2011  
Project: 102746 Task: 1 Award: AADNP  
Labor SR: [input]

**Items to Excess**

Remove	Quantity	Category	Description
<input type="checkbox"/>	1	Non-Monitor Peripherals (Mice, Printers, Keyboards, etc.)	1 Box of mice, wires and thumb drives
Total: 4			

**Add an Item**

Qty: 2 Category: ScientificLab Equipment Description: Serial Centrifuges

REVOKE | SAVE CHANGES | REVIEW PRIOR TO SUBMIT

**ITEMS TO EXCESS**

- Look up a Non-Car Excess Request
- Reports
  - Rescheduling
  - PMO Performance
  - Item Overview
  - Request Timeline
  - Business Rules
- Pickups Calendar
- Follow Report

**AUTHORITIES**

You are logged in with the following authorities:

- DPA Authority
- PMO Authority
- PMO Manager Authority

Logged in as: Mauna Blose

**QUESTIONS?**

If you have questions about the use of this application, or need the to get on 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

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Done, but with errors on page. Internet | Protected Mode: Off 90%

When you click ADD, a new section is created showing the items you have entered for the excess request. You may now save the request for later completion, revoke the request (to cancel it altogether) continue to add additional items, or if complete, click review prior to submit to continue with the submission of the request.



# SPARC Non Bar-coded Excess Request User Guide

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

**Contact Information**

**Primary Contact**  
SUNet ID  #  Name \*  Phone \*

**Backup Contact**  
SUNet ID  #  Name \*  Phone \*  AUTOFILL

**Collection Information**  
Dig Code \*  Building \*  Department   
Queue \*  Floor \*  Room \*   
Earliest Pickup   
Project \*  Task \*  Asset \*   
PSSI BCU #   
Labor SR #

**Items to Excess**

Remove	Quantity	Category	Description
<input type="checkbox"/>	2	Scientific/Lab Equipment	Sovall Centrifuges
<input type="checkbox"/>	1	Non-Monitor Peripherals (Misc. Printers, Keyboards, etc.)	1 Box of misc. wires and thumb drives
<b>Total:</b>		<b>3</b>	

[REMOVE SELECTED](#)

**Add an Item**

City  Category  Description

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

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**AUTHORITIES**

- You are logged in with the following authorities:
- DFN Authority
- PSMD Authority
- PSMD Manager Authority


Logged in as: Maurice Brown

**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](#)



Once you have added all the items for disposal on your request, review it for accuracy. You can change quantities or categories, descriptions, or remove entire lines as needed. To remove a line, simply check the box to the left of the line to be deleted, and click REMOVE SELECTED.

If the request is now complete and you wish to continue with the submission, click REVIEW PRIOR TO SUBMIT at the bottom right.

**NOTE:** There is still one more step!

# SPARC Non Bar-coded Excess Request User Guide

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Excess

## Review

Home » Confirm

### Review

Request ID: 3997  
Status: Pre-Submission  
Scheduled: 0 times  
Primary Contact: Donna Lee Fung  
Email: Donna.Fung@stanford.edu  
Phone: (650) 723-4195  
Backup Contact: Maurice L. Brown  
Email: mbrown@stanford.edu  
Phone: (650) 735-8101  
Location: 06-040 01, 122  
Department: Property Management Office Operations  
P-I-A: 1027740-1AABNP  
Earliest Ready for Pickup: 11/17/2011

Quantity	Category	Description
1	Non-Monitor Peripherals (Mice, Printers, Keyboards, etc.)	1 Box of mice, wires and thumb drives
2	Scientific Lab Equipment	Sorval Centrifuges

Add a note for PMO  
MOCK REQUEST

EDIT REQUEST SUBMIT

Logged in as: Maurice Brown

You can now review the completed request to ensure all information is correct.

This is also where you can add notes for PMO – such as to call ahead to gain access to the room, provide more specific location or other information necessary to ensure the collection takes place efficiently.

To make changes now, click on EDIT REQUEST. Once satisfied that you have completed the request as desired, click SUBMIT. The request will now route to PMO for approval and scheduling, and you will see that you have made a successful request:

**STANFORD UNIVERSITY** | PROPERTY ADMINISTRATION RESOURCE CENTER

Excess

## DPA Request Details

Home » CRA Request Details

Request successfully submitted to PMO.

### Request Information

Request ID: 3997  
Status: Submitted  
Scheduled: 0 times  
Primary Contact: Donna Lee Fung  
Email: Donna.Fung@stanford.edu  
Phone: (650) 723-4195  
Backup Contact: Maurice L. Brown  
Email: mbrown@stanford.edu  
Phone: (650) 735-8101  
Location: 06-040 01, 122  
Department: Property Management Office Operations  
P-I-A: 1027740-1AABNP  
Earliest Ready for Pickup: 11/17/2011

### Items to Excess

Quantity	Category	Description
2	Scientific Lab Equipment	Sorval Centrifuges
1	Non-Monitor Peripherals (Mice, Printers, Keyboards, etc.)	1 Box of mice, wires and thumb drives

### Notes

Name	Created	Action	Site
Maurice L. Brown	11/17/2011 1:21 PM	Submit	MOCK REQUEST

EDIT | ADD A NOTE

Logged in as: Maurice Brown

## SPARC Non Bar-coded Excess Request User Guide

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### **THE EXCESS LABEL**

The final step for preparing your items for collection is to affix the Excess label to the items. Each item (or box of miscellaneous small items) must have the label affixed to it, and the request number written in. Please use a black marker to write in the Excess Request number

The labels are 2' x 4' and bright orange, designed to be visible to the collection crew at a glance when entering a location. Please make sure they are facing forward.

The label is self-adhesive and easily removed, so as not to damage the surface of the items to which it is affixed. It also identifies the item as Stanford Property – excess items are NOT available for students or staff to take.



Failure to label the excess items may result in the items being left behind. The request may be rescheduled, or it may be terminated entirely by PMO. The volume of excess requests makes the labeling very important, please ensure you have an adequate supply on hand prior to generating your requests.

Labels can be ordered from PMO free of charge using the Property [Tags Order Form](#) available online in Section 5.1 of the Property Management Manual.

# SPARC Non Bar-coded Excess Request User Guide

## ADDITIONAL FEATURES

### Saved Drafts and Pending Requests – The DASHBOARD

**STANFORD UNIVERSITY | PROPERTY ADMINISTRATION RESOURCE CENTER**

### Excess Requests - Dashboard

Home

**My Drafts**

REQ #	Items	Org	Category	Started	Edit	Del
1051	0	BYUS	Standard	17 Nov 2011	<a href="#">Edit</a>	<a href="#">Del</a>

1 - 1

**My Outstanding Requests**

REQ #	Scheduled	Items	Org	Status	Actions
1051	17 Nov 2011	0	BYUS	Submitted	<a href="#">Edit</a>

1 - 1

**My Completed Requests**

REQ #	Submitted On	Items	Org	Status
74	06 May 2010	1	BYUS	Completed
75	07 Jul 2010	0	BYUS	Completed
757	18 Aug 2010	2	BYUS	Completed
107	13 Oct 2010	3	PMAA	Completed
1100	13 Oct 2010	21	VQVO	Completed
1105	14 Oct 2010	2	VQVO	Completed
1251	06 Nov 2010	25	SACQ	Completed
1070	20 Oct 2011	28	WZAU	Completed

1 - 9

**My Statistics**

Completed Requests	0	Mean Turnaround	8 days
Total Items Excessed	66	Median Turnaround	1 days
Favorite Category	Non-Monitor Peripherals (Misc. Printers, Keyboards, etc.)		

**New Requests**

REQ #	Submitted On	Items	Org	Status	Edit	Del	Category	
1070	17 Nov 2011	1	WFAA	02	710	2	241	Normal
1080	17 Nov 2011	18	JMCA	07	870	1	PH04 & PH05	Normal
1087	17 Nov 2011	0	BYUS	04	840	1	151	Normal

Home

Internet | Protected Mode: Off

If you have saved changes to a request but not yet submitted it, it will be saved on your dashboard under a section for MY DRAFTS. To continue working on it, simply click on the request number, and it will open so you can continue working on it.

Pending requests that have not yet been scheduled by PMO can still be retrieved and edited (add items, delete items, contact info, etc) by clicking on the [Edit](#) link to the right of the request information. Once a request is scheduled, this function disappears.

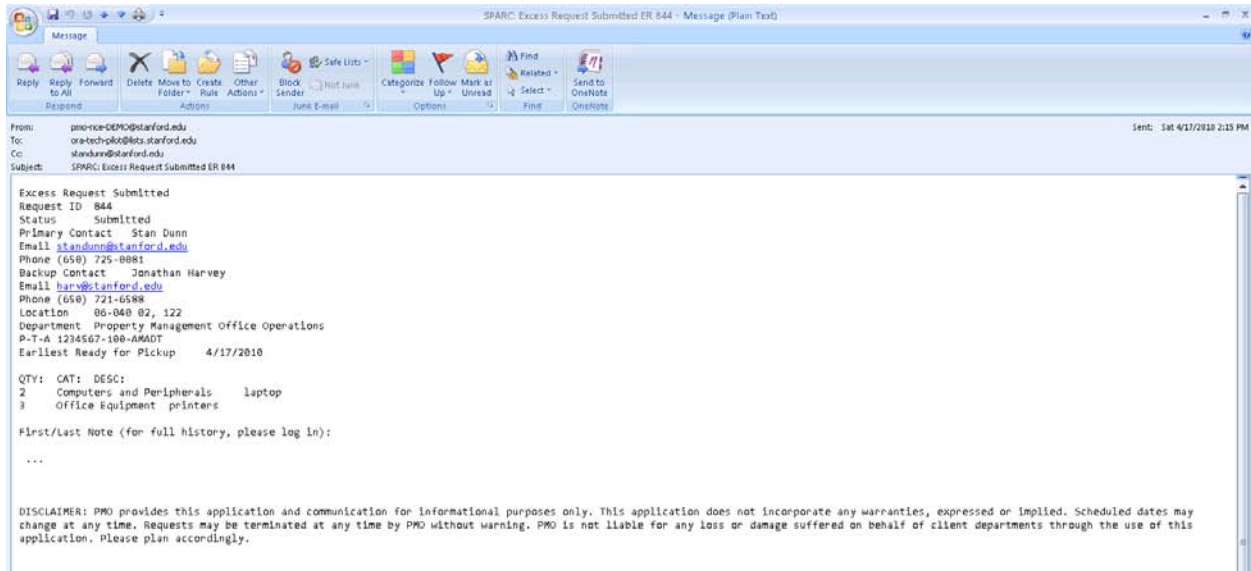
As you continue using the application, it will store your completed requests, and provide you with data on the total number of requests created, items excessed, turnaround time between submission and collection, and even the most frequent category of items you have excessed.

Any request can be viewed by clicking on the request number. There you can find information regarding when it was scheduled or completed, or what items were involved.

# SPARC Non Bar-coded Excess Request User Guide

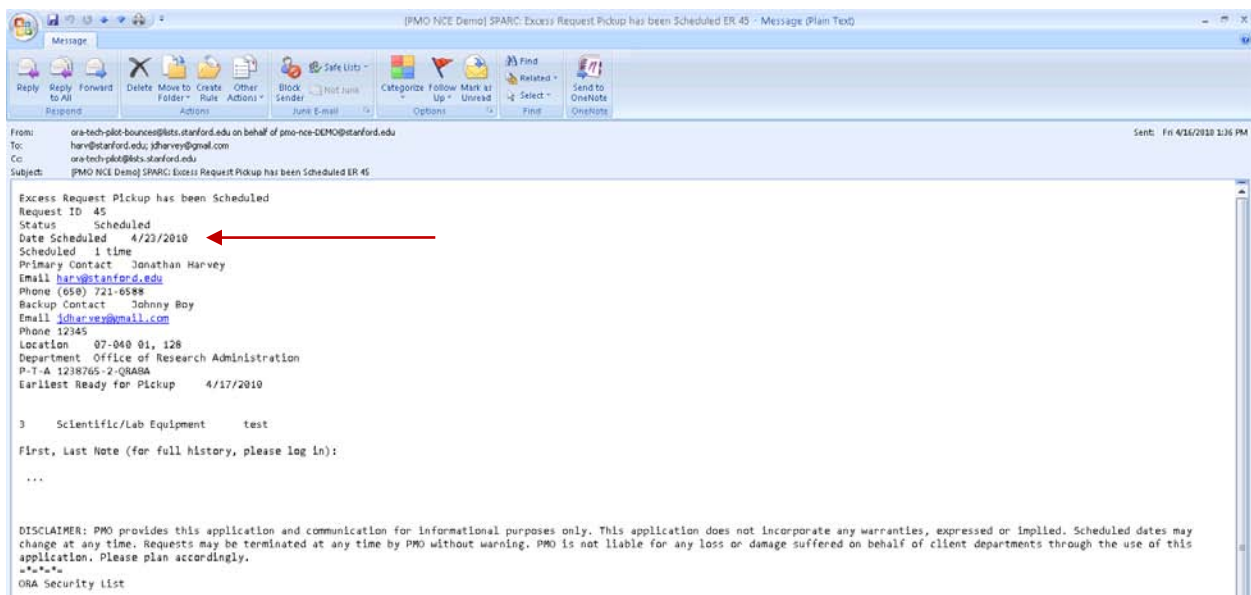
## EMAIL NOTIFICATIONS

When you successfully submit a request, the Primary Contact will receive an email notification to that effect. (As a result, you may want to either list yourself as the Primary Contact, or communicate with that person so they know what you are doing)



The email will list the request information, including request ID number, the contacts, location and items submitted for collection. It will also include any notes you have added to the request.

Likewise, when PMO schedules the request for pickup, an email notification will be sent to both the Primary and Backup Contacts indicating the date scheduled:



Contact PMO immediately if there are significant conflicts with the date. We cannot provide exact times. Please ensure that one or both of the contacts will be available, especially if there are access issues with the location.

## SPARC Non Bar-coded Excess Request User Guide

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### **WORKGROUP MANAGER**

This application may be made available to staff beyond the DPA. If you wish to have additional persons given access, please contact your Property Service Representative (PSR) in the Property Management Office, and such access will be granted. Access will be managed centrally through the Workgroup Manager, which is similar to the Authority Manager.

The Workgroup Manager will also be used for granting access to future applications developed and launched in the new SPARC system. Only applications for which authority has been granted will appear on the dashboard for each user.