

PERFORMING DPA SCREENING IN SPARC

Log into <https://sparc.stanford.edu>

Select SFA DPA Screening by clicking on the application title.

The screenshot shows the SPARC homepage with a navigation menu at the top. The main content area features several application tiles. A red arrow points to the 'SFA DPA Screening' tile, which is highlighted with a red circle. The 'ABOUT' section on the left provides a brief overview of SPARC's mission. The 'GETTING STARTED' section on the right offers guidance on how to use the application.

The screenshot shows the 'DPA Screening - Dashboard' page. The page includes a 'Getting Started' section with instructions on how to use the application. Below this, there are sections for 'Catalog Search Id' and 'Catalog Number Search'. The 'Catalog Number Search' section is highlighted with a red box and contains a table with columns for 'Tag Number', 'Make', 'Model', and 'Description'. The 'ABOUT' and 'QUESTIONS?' sections are visible on the right side of the dashboard.

Tag Number	Make	Model	Description
0361134	STANFORD UNIVERSITY	515	COMPUTER, DESKTOP
3267603	SILICON GRAPHICS INCORPORATED (SGI)	700	COMPUTER, DESKTOP
3368992	SALOMON	NONE	VIOLIN
3546291	SANTA BARBARA INSTRUMENTS GROUP (SBIG)	ST-7 IAU	ST-7 IAU DEVELOPMENT UNIT
3546307	TECHTRONICS INCORPORATED	PS2510	POWER SUPPLY

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.

DPA Screening - Dashboard

Getting Started

How to use this application:

For capital acquisitions, federal regulations require a screening report number be added to the notes or comments field of the requisition. To obtain a report number, use the search prompt fields below to search for the model number of the item being ordered. Enter all or part of the model (if unknown, you may search by description, or even by manufacturer). As you type, the list of existing model numbers will appear, and narrow down as you enter more characters. If the model you are seeking appears, click on it, then click Execute. A list of records will appear (or the phrase *no data found*); click Save, and a new Search ID number will appear in the gray box above. This is the saved report number, to be entered in the requisition. This is an auditable report, and can be rerun for validation in future.

No model number?

If when you search for the model number, the model does not exist at all, use the SFA Catalog application in SPARC to request a new catalog entry be made in Sunflower, so it will exist when you receive the new asset and need to record it in the system. This will save you time later when creating your records.

Catalog Search Id

Search Id CANCEL

Created User

Creation Date

Catalog Number Search

Manufacturer Model #

Description Tag number

SAVE EXECUTE CANCEL

Tag Number	Make	Model	Description
0341134	STANFORD UNIVERSITY	515	COMPUTER, DESKTOP
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3368892	SALOMON	NONE	WOLFRAM
3546291	SANTA BARBARA INSTRUMENTS GROUP (SBIG)	ST-7 IAU	ST-7 IAU DEVELOPMENT UNIT
3546307	TEKTRONIX INCORPORATED	P5251G	POWER SUPPLY

1 2 3 4 5 6 7 8 9 10 Next Set >

ABOUT

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

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



List of Values existing in the records

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).

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

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Catalog Search Id

Search Id CANCEL
 Created User
 Creation Date

Catalog Number Search

Manufacturer
 Description
 Model #
 Tag number
SAVE EXECUTE CANCEL

Tag Number	Make	Model	Description
0676724	BURLEIGH INSTRUMENTS	P280	TRANSLATOR

Pages → 1

← Resulting records

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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 re-run the same report again in future, with fresh results. Enter this number in the notes/comment field when you are approving the requisition.

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HELPFUL HINTS:

- 1) 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.