

SPARC USER GUIDE

Performing DPA Screening Attestation

For use with Stanford
property only.

SPARC User Guide

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

Select SFA DPA screening by clicking on the application title.

Stanford University | Property Administration Resource Center (SPARC)

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

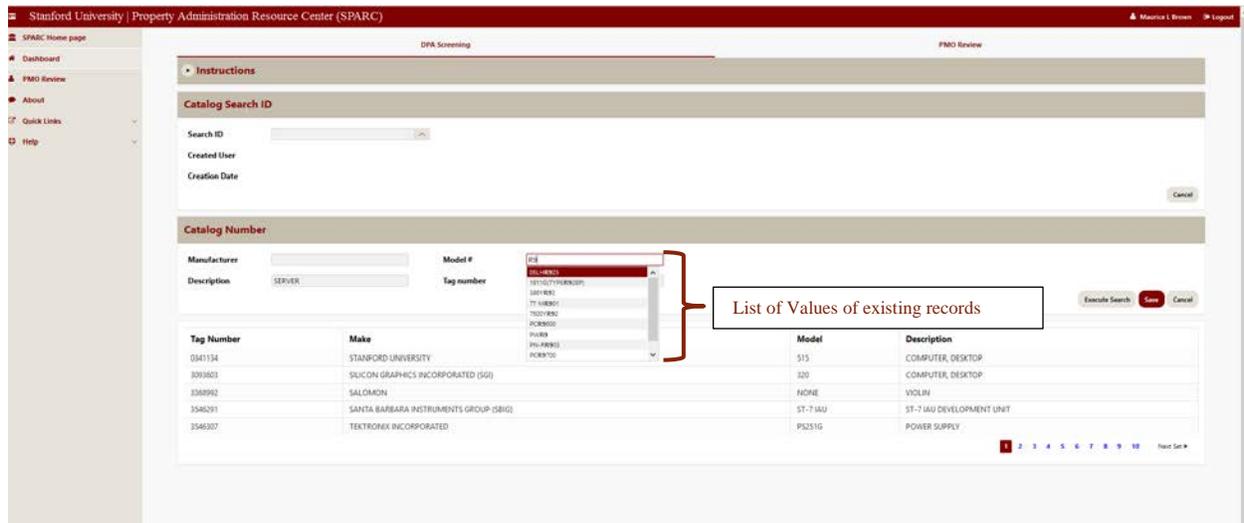
DPA Directory
This directory is for obtaining contact information of Department Property Administrators (DPAs) throughout the University.

SFA Catalog Request
This application is provided for DPAs to request new catalog combinations (model numbers) to be added to the database.

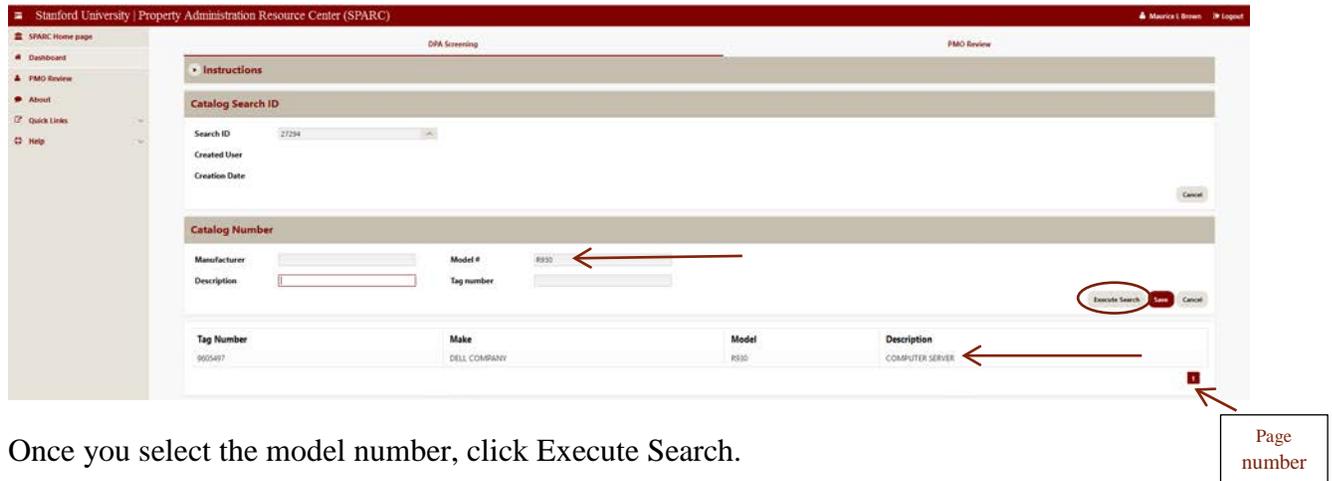
SFA DPA Screening
For use by DPA's to perform auditable screening reports on capital acquisitions. Enter the resulting report number in the approval comment field of the requisition. May also be used for general asset searches.

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

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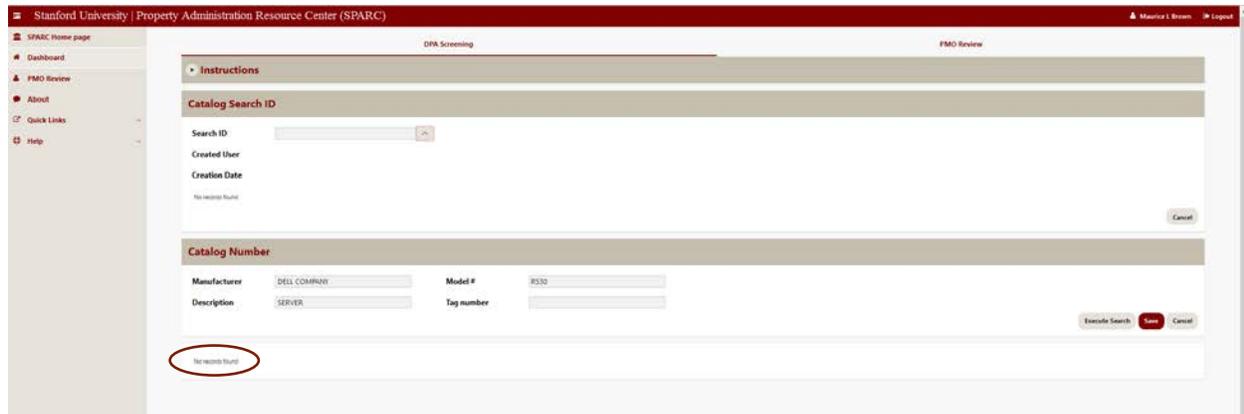
Enter a partial string of the model number in the model number field. As you type, the list of values will become smaller. Once you the model number you are seeking, click on it (or just keep typing it in).



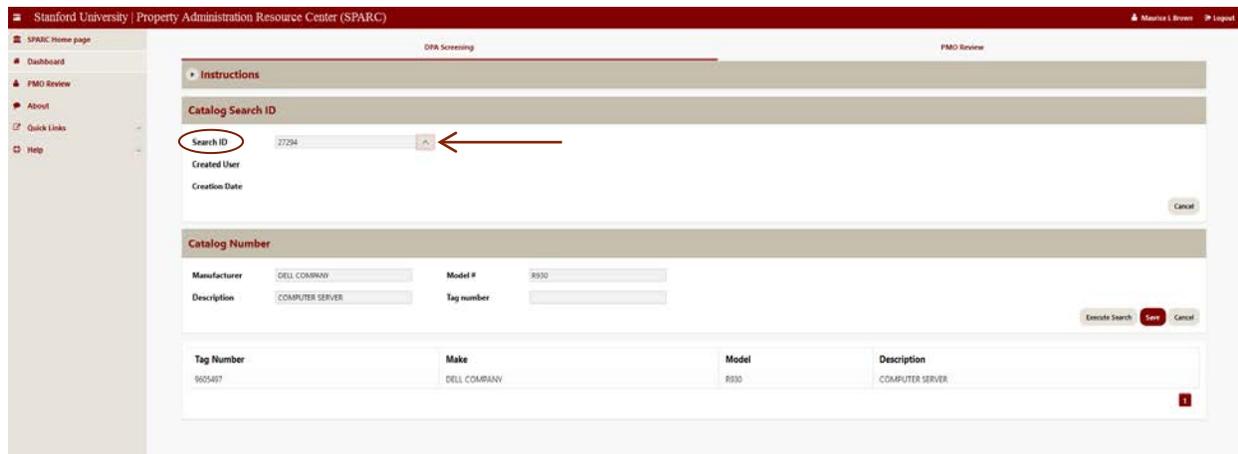
Once you select the model number, click Execute Search.

The search will result in a list of record with that model number. In this case, there is just one result. If there are a large number of results there may be multiple pages, indicated at the lower right. These results constitute your screening search.

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Here is an example of an asset search with zero results. Multiple search criteria were used in this search (e.g. manufacturer and description).



After the asset search is completed; to obtain the screening report number click SAVE. The screening report number appears in the Search ID box. This number is unique and auditable, and can be used to re-run the same report in the future, with fresh results. Enter this number in the notes/comments field when 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 to be created in Sunflower.
- 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 base 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.