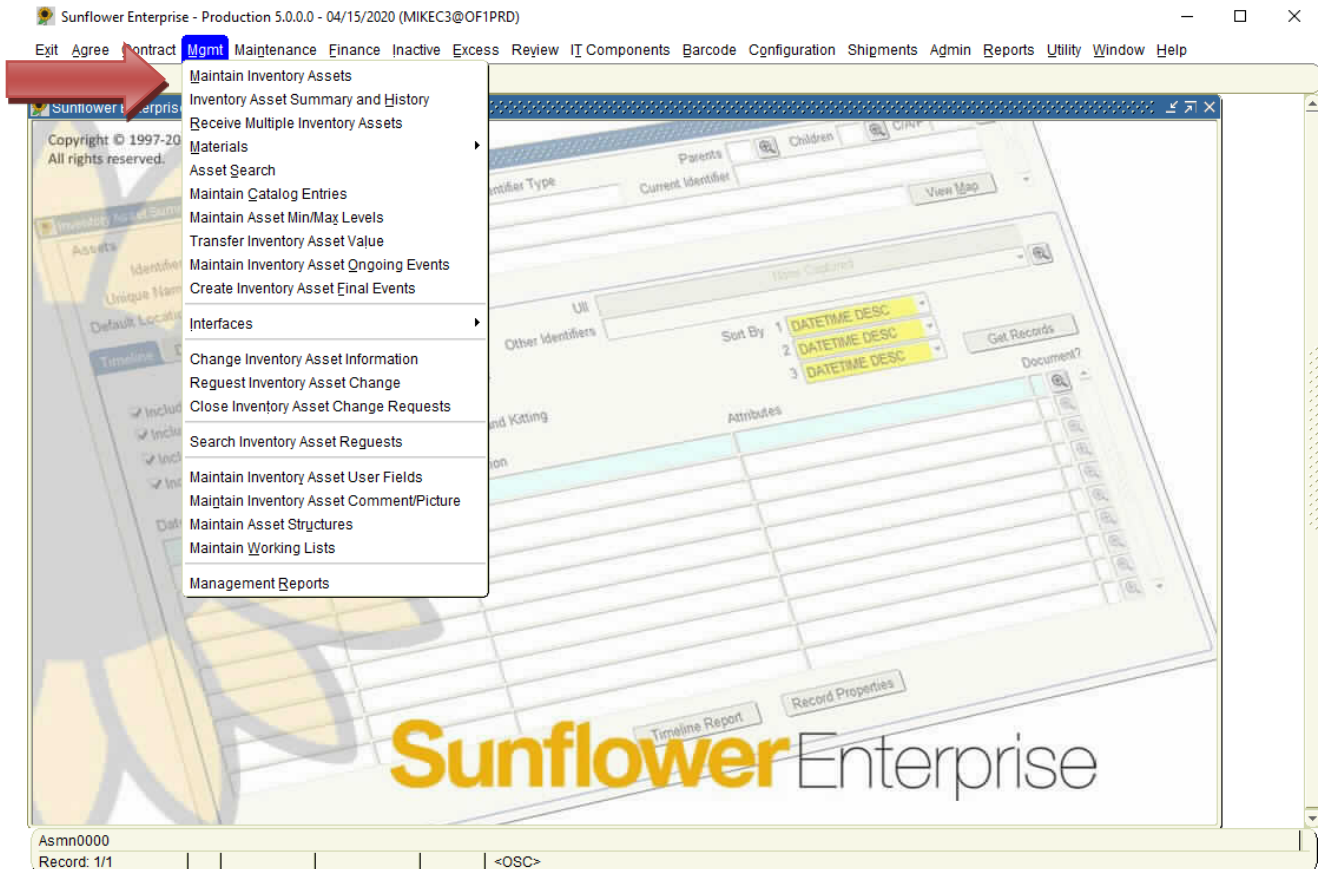


SUNFLOWER USER GUIDE

Sunflower Asset Record Maintenance

Sunflower User Guide



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

Sunflower User Guide

Sunflower Enterprise - Production 5.0.0.0 - 04/15/2020 (MIKEC3@OF1PRD)

Exit Agree Contract Mgmt Maintenance Finance Inactive Excess Review IT Components Barcode Configuration Shipments Admin Reports Functions Utility Window Help

Maintain Inventory Assets - asmn2010 (Page 1 of 2)

Inventory Assets

U/I: None Captured

Other Identifiers (1): AGR, INV / 3701706

Asset # 3701706 U/I T

Type SU Barcode # Released? Y

Existing interest asset

Default Location*

Catalog Identifier* 24925

Manufacturer COHERENT INCORPORATED

Official Name LASER

Serial Number 54808A

Acquisition Method PURCHASE

Acquisition Cost* \$27,863.56

Asset Condition 1 GOOD CONDITION

Activity Status IN SERVICE

Business Unit RAAA - SCHOOL OF ENGINEERING

Department SADIW - ELECTRICAL ENGINEERING OPER

Custodian 05400569 Last Name* MALDONADO

User 05400569 Last Name* MALDONADO

Location* 90 - AREAS NOT IN 1-14_BLDG-FLOOR_998-99999_ROOM_999999999

Document*

Do Not Use*

Global User Fields* 1153836_SLAC Bldg. 130, Room 202_0_2006_ALLOW

Parents 0 Children 0 C/A/P C

Model INNOVA 300

Model Name

Stock Number

User Fields*

Acquisition Date 05/01/2006 Today's Date 05/01/2006

Record Last Updated 04/15/2020 Due Date (PMO Use Only)

Flags* C Do Not Use

Owner STANFORD UNIVERSITY

DPA GREEN KENNETH J 09926668

First JUAN Mid RA

First JUAN Mid RA

Container Number

Drawing No.

Add to Working List Add Information Commodity Comment / Picture / Attachment Re-Request Asset Configuration Asset Kit

The tracking identifier assigned to the interest asset

Record: 1/1 ... <OSC>

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.

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Exit Agree Contract Mgmt Maintenance Finance Inactive Excess Review IT Components Barcode Configuration Shipments Admin Reports Functions Utility Window Help

Maintain Inventory Assets - asmn2010 (Page 1 of 2)

Inventory Assets

U/I: None Captured

Other Identifiers (1): AGR, INV / 3701706

SU Barcode #: 3701706 U/T: T Existing interest asset: Type: SU Barcode #: Released? Y

Default Location*:

Catalog Identifier*: 24925 ☐ Commodity Asset Parents: 0 Children: 0 C/A/P: C

Manufacturer: COHERENT INCORPORATED ☐ Material Model: INNOVA 300

Official Name: LASER Model Name:

Serial Number: 54808A Stock Number:

Acquisition Method: PURCHASE User Fields*:

Acquisition Cost*: \$27,863.56 Acquisition Date: 05/01/2006 Today's Date: 05/01/2006

Asset Condition: 1 GOOD CONDITION Record Last Updated: 04/15/2020 Due Date (PMO Use Only):

Activity Status: IN SERVICE Flags*: C Do Not Use:

Business Unit: RAAA - SCHOOL OF ENGINEERING Owner: STANFORD UNIVERSITY

Department: SADW - ELECTRICAL ENGINEERING OPER Accepted?: Y DPA: GREEN KENNETH J 09926668

Custodian: 05400569 Last Name*: MALDONADO First: JUAN Mid: RAJ

User: 05400569 Last Name*: MALDONADO First: JUAN Mid: RAJ

Location*: 90 - AREAS NOT IN 1-14 _BLDG-FLOOR_ 998-99999 _ROOM_ 999999999

Document*: Container Number:

Do Not Use*: Drawing No.:

Global User Fields*: 1153836 _SLAC Bldg. 130, Room 202 _0_ 2006 _ALLOW

Add to Working List Add'l Information Commodity Comment / Picture / Attachment Re-Request Asset Configuration Asset Kit

The tracking identifier assigned to the interest asset

Record: 1/1 ... <OSC>

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

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

To change these elements, contact your PPM. However, other fields, such as Location, Custodian, User, Activity Status, and the Global User Fields, can be updated at any time.

Simple fields, such as 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.

Sunflower User Guide

Sunflower Enterprise - Production 5.0.0.0 - 04/16/2020 (MIKEC3@OF1PRD)

Exit Agree Contract Mgmt Maintenance Finance Inactive Excess Review IT Components Barcode Configuration Shipments Admin Reports Functions Utility Window Help

Maintain Inventory Assets - asmn2010 (Page 1 of 2)

Inventory Assets

UII None Captured

Other Identifiers (1) AGR, INV / 3701706

SU Barcode # 3701706 U/T T Existing interest asset

Default Location*

Catalog Identifier* 24925 ☐ Commodity Asset Parents 0 Children 0 C/A/P C

Manufacturer COHERENT INCORPORATED ☐ Material Model INNOVA 300

Official Name LASER Model Name

Serial Number 54808A Stock Number

Acquisition Method PURCHASE

Acquisition Cost* \$27,863.56 Acquisition Date 05/01/2006 Today's Date 05/01/2006

Asset Condition 1 GOOD CONDITION Record Last Updated 04/16/2020 Due Date (PMO Use Only)

Activity Status IN SERVICE * C Do Not Use

Business Unit RAAA - SCHOOL OF ENGINEERING

Department SADW - ELECTRICAL ENGINEERING OPER Accepted? Y

Custodian 05400569 Last Name* MALDONADO Owner STANFORD UNIVERSITY

User 05400569 Last Name* MALDONADO DPA GREEN KENNETH J 09926668

First JUAN Mid RA

First JUAN Mid RA

Location* 90 - AREAS NOT IN 1-14 _BLDG-FLOOR_ 998-99999 _ROOM_ 999999999

Document* Container Number

Do Not Use* Drawing No.

Global User Fields* 1153836 _SLAC Bldg. 130, Room 202 _0_ 2006 _ALLOW

Add to Working List Add'l Information Commodity Comment / Picture / Attachment Re-Request Asset Configuration Asset Kit

The person's last name, e.g. SMITH

Record: 1/1 ... List of Valu... <OSC>

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.

Sunflower User Guide

Sunflower Enterprise - Production 5.0.0.0 - 04/16/2020 (MIKEC3@OF1PRD)

Exit Agree Contract Mgmt Maintenance Finance Inactive Excess Review IT Components Barcode Configuration Shipments Admin Reports Functions Utility Window Help

People

Find: RAY%

Last Name	Prefix	First	Middle	Suffix	Identifier
RAY		OLIVIA	SUNDIATA		06151719
RAY		PARTHA	PRATIM		05166700
RAY		PETER	KESHARY		04656377
RAY		RANJAN			05401531
RAY		RODNEY	R		06324238
RAY		RYANN	RAMOS		06336885
RAY		SCOTT	OLMSTEAD		09737297
RAY		SHELLY	ANN		04922829
RAY		SIDDHARTH			05107116
RAY		SIDDHARTH			06080005

End OK Cancel

Business Unit: RAAA - SCHOOL OF ENGINEERING
 Department: SADW - ELECTRICAL ENGINEERING OPER
 Custodian: 09651612
 User: 05400569
 Location: 90 - AREAS NOT IN 1-14 _BLDG-FLOOR_ 998-99999 _ROOM_ 9999999999
 Document:
 Do Not Use:
 Global User Fields: 1153836 _SLAC Bldg. 130, Room 202_ 0_2006 _ALLOW

Owner: STANFORD UNIVERSITY
 DPA: GREEN KENNETH J 09926668
 First: KATHERINE
 First: JUAN

Today's Date: 05/01/2006
 Date (PMO Use Only):

Children: 0 C/A/P: C
 300

None Captured

Released? Y

Container Number:
 Drawing No.:

Add to Working List Add'l Information Commodity Comment / Picture / Attachment Re-Request Asset Configuration Asset Kit

Choices in list: 145
 Record: 1/1 ... List of Valu... <OSC>

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.

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Sunflower Enterprise - Production 5.0.0.0 - 04/16/2020 (MIKEC3@OF1PRD)

Exit Agree Contract Mgmt Maintenance Finance Inactive Excess Review IT Components Barcode Configuration Shipments Admin Reports Functions Utility Window Help

Maintain Inventory Assets - asmn2010 (Page 1 of 2)

Inventory Assets

U/I: None Captured

Other Identifiers (1): AGR, INV / 3701706

SU Barcode #: 3701706 U/T: T Existing interest asset: [] Type: SU Barcode #: Released?: Y

Default Location*: []

Catalog Identifier*: 24925 ☐ Commodity Asset Parents: 0 Children: 0 C/A/P: C

Manufacturer: COHERENT INCORPORATED ☐ Material Model: INNOVA 300

Official Name: LASER Model Name: []

Serial Number: 54808A Stock Number: []

Acquisition Method: PURCHASE User Fields*: []

Acquisition Cost*: \$27,863.56 Acquisition Date: 05/01/2006 Today's Date: 05/01/2006

Asset Condition: 1 GOOD CONDITION Record Last Updated: 04/16/2020 Due Date (PMO Use Only): []

Activity Status: IN SERVICE Flags*: C Do Not Use: []

Business Unit: RAAA - SCHOOL OF ENGINEERING Owner: STANFORD UNIVERSITY

Department: SADW - ELECTRICAL ENGINEERING OPER Accepted?: Y DPA: GREEN KENNETH J 09926668

Custodian: 09737297 Last Name*: RAY First: SCOTT Mid: OLM

User: 05400569 Last Name*: MALDONADO First: JUAN Mid: RAN

Location*: 90 - AREAS NOT IN 1-14 _BLDG-FLOOR_ 998-99999 _ROOM_ 999999999

Document*: [] Container Number: []

Do Not Use*: [] Drawing No.: []

Global User Fields*: 1153836 _SLAC Bldg. 130, Room 202_0_2006_ALLOW

Add to Working List Add Information Commodity Comment / Picture / Attachment Re-Request Asset Configuration Asset Kit

An identifier assigned by the institution, e.g. badge no

Record: 1/1 ... <OSC>

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.

Sunflower User Guide

Sunflower Enterprise - Production 5.0.0.0 - 04/16/2020 (MIKEC3@OF1PRD)

Action Edit Query Block Record Field Lookup Help Window

Maintain Locations - sac2110

Locations Location Identifier

Quad **90 - AREAS NOT IN 1-14** ...

BLDG-FLOOR ROOM Leave Blank

Leave Blank

GPS 1 GPS 2 GPS 3

Manufacturer **COHERENT INCORPORATED** ☐ Material Model **INNOVA 300**

Official Name LASER Model Name

Serial Number 54808A Stock Number

Acquisition Method **PURCHASE** User Fields*

Acquisition Cost* Acquisition Date **05/01/2006** Today's Date 05/01/2006

Asset Condition 1 Record Last Updated 04/16/2020 Due Date (PMO Use Only)

Activity Status **IN SERVICE** Flags* Do Not Use

Business Unit **RAAA - SCHOOL OF ENGINEERING** Owner **STANFORD UNIVERSITY**

Department **SADW - ELECTRICAL ENGINEERING OPER** Accepted? ☒ DPA

Custodian 05400569 Last Name* First Mid

User 05400569 Last Name* First Mid

Location* **90 - AREAS NOT IN 1-14_BLDG-FLOOR_998-99999_ROOM_999999999**

Document* Container Number

Do Not Use* Drawing No.

Global User Fields*

The site's long name, e.g. LIVERMORE

Record: 1/1 | ... | List of Valu... |

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.

Sunflower User Guide

The screenshot shows the 'Maintain Locations - sac2110' window in the Sunflower Enterprise application. The window title is 'Sunflower Enterprise - Production 5.0.0.0 - 04/16/2020 (MIKEC3@OF1PRD)'. The menu bar includes 'Action', 'Edit', 'Query', 'Block', 'Record', 'Field', 'Lookup', 'Help', and 'Window'. The toolbar contains various icons for file operations and data management. The main form is divided into several sections:

- Locations:** Includes 'Save' and 'Cancel' buttons, and a 'Location Identifier' field.
- Quad:** A dropdown menu showing '90 - AREAS NOT IN 1-14'. Red arrows point to this field and the 'BLDG-FLOOR' and 'ROOM' fields.
- BLDG-FLOOR:** A text field containing '998-99999'.
- ROOM:** A text field containing '9999999999'.
- Leave Blank:** A text field.
- GPS 1, GPS 2, GPS 3:** Text fields for GPS coordinates.
- Manufacturer:** A dropdown menu showing 'COHERENT INCORPORATED'.
- Official Name:** A text field containing 'LASER'.
- Serial Number:** A text field containing '54808A'.
- Acquisition Method:** A dropdown menu showing 'PURCHASE'.
- Acquisition Cost:** A text field containing '\$27,863.56'.
- Asset Condition:** A dropdown menu showing '1' and 'GOOD CONDITION'.
- Activity Status:** A dropdown menu showing 'IN SERVICE'.
- Business Unit:** A dropdown menu showing 'RAAA - SCHOOL OF ENGINEERING'.
- Department:** A dropdown menu showing 'SADW - ELECTRICAL ENGINEERING OPER'.
- Custodian:** A text field containing '05400569'.
- User:** A text field containing '05400569'.
- Location:** A text field containing '90 - AREAS NOT IN 1-14 _BLDG-FLOOR_ 998-99999 _ROOM_ 9999999999'.
- Document:** A text field.
- Do Not Use:** A checkbox.
- Global User Fields:** A text field containing '1153836 _SLAC Bldg. 130, Room 202_0_2006 _ALLOW'.
- Manufacturer Details:** Includes 'Model' (INNOVA 300), 'Model Name', 'Stock Number', 'Acquisition Date' (05/01/2006), 'Record Last Updated' (04/16/2020), 'Today's Date' (05/01/2006), 'Due Date (PMO Use Only)', 'Flags' (C), 'Do Not Use', 'Owner' (STANFORD UNIVERSITY), 'DPA' (GREEN KENNETH J 09926668), 'First' (JUAN), 'Mid' (RAI), 'Last Name' (MALDONADO).
- Buttons:** 'Add to Working List', 'Add Information', 'Commodity', 'Comment / Picture / Attachment', 'Re-Request', 'Asset Configuration', 'Asset Kit'.

The bottom status bar shows 'The number assigned to the structure by the institution, e.g. 1000C' and 'Record: 1/1'.

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

Sunflower User Guide

Sunflower Enterprise - Production 5.0.0.0 - 04/16/2020 (MIKEC3@OF1PRD)

Exit Agree Contract Mgmt Maintenance Finance Inactive Excess Review IT Components Barcode Configuration Shipments Admin Reports Functions Utility Window Help

Maintain Inventory Assets - asmn2010 (Page 1 of 2)

Inventory Assets

U/I: None Captured

Other Identifiers (1): AGR, INV / 3701706

SU Barcode #: 3701706 U/T: T

Type: SU Barcode #: Released? Y

Existing interest asset:

Default Location*:

Catalog Identifier*: 24925 ☐ Commodity Asset ☐ Material

Manufacturer: COHERENT INCORPORATED

Official Name: LASER

Serial Number: 54808A

Acquisition Method: PURCHASE

Acquisition Cost*: \$27,863.56

Acquisition Date: 05/01/2006 Today's Date: 05/01/2006

Asset Condition: 1 GOOD CONDITION

Record Last Updated: 04/16/2020 Due Date (PMO Use Only):

Activity Status: IN SERVICE

Flags*: C Do Not Use:

Business Unit: RAAA - SCHOOL OF ENGINEERING

Department: SADW - ELECTRICAL ENGINEERING OPER

Accepted?: Y

Owner: STANFORD UNIVERSITY

Custodian: 05400569 Last Name*: MALDONADO

DPA: GREEN KENNETH J 09926668

User: 05400569 Last Name*: MALDONADO

First: JUAN Mid: RA

First: JUAN Mid: RA

Location*: 90 - AREAS NOT IN 1-14 _BLDG-FLOOR_ 998-99999 _ROOM_ 999999999

Document*:

Container Number:

Do Not Use*:

Drawing No.:

Global User Fields*: 1153836 _SLAC Bldg. 130, Room 202_0_2006_ALLOW

Add to Working List Agdl Information Commodity Comment / Picture / Attachment Re-Request Asset Configuration Asset Kit

The asset's global user defined fields. Press Edit to display global user defined fields.

Record: 1/1 ... <OSC>

If you want to change elements of information in the Global User Fields, double click in the field to expand its sub-window.

Sunflower User Guide

Sunflower Enterprise - Production 5.0.0.0 - 04/16/2020 (MIKEC3@OF1PRD)

Action Edit Query Block Record Field Lookup Help Window

Custom Attributes of Asset States - saue2010

FA Asset ID 1153836

Other Description

Location Detail SLAC Bldg. 130, Room 202

Department Tag Number

Asset User

Net Book Value 0

Year Manufactured 2006

Date Retired

Cost Retired

Retirement Status

Alternate Location *

IDC Flag (PMO Use Only) ALLOW

Last Calibration/Maintenance

Next Calibration/Maintenance

PMO Audit

Fleet Garage ID#

Fab 1st Notice

Fab 2nd Notice

Fab Completion Form

Ok Cancel

NUMBER(15,0) Oracle Fixed Asset ID

Record: 1/1

When in the Global User Fields you can update multiple fields. Those fields include:

- Other Description
- Location Detail
- Department Tag Number
- The Year of Manufacture
- Next/Last Calibration/Maintenance dates
- Fleet Garage ID- It is a best practice to fill in the Fleet Garage ID# if this is a vehicle record.

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)