

SPARC EXCESS REQUEST USER GUIDE

Instructions for disposing of property Stanford University property with or
without a barcode

SPARC Excess Request User Guide

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

Stanford University | Property Administration Resource Center (SPARC)
OFWEB
<http://ofweb.stanford.edu/>

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Activity Menu

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 DPAs 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.

Tag Order Request
Stanford's Property Management Office provides this application for requesting Tagging Supplies Order forms.

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 the available actions will show in the navigation column on the left side of the screen.

To create a new excess request, click on the link “Excess Request”

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My Outstanding Requests

You have no outstanding requests.

My Completed Requests

ER	Fulfilled	Items	Org	Status
74	06 May 2010	1	BYUS	Completed
75	07 Jul 2010	5	BYUS	Completed
757	18 Aug 2010	2	BYUS	Completed
967	13 Oct 2010	3	PAAA	Completed
1036	13 Oct 2010	21	VQVG	Completed
1165	14 Oct 2010	2	VQVG	Completed
1253	08 Nov 2010	26	BADQ	Completed
3079	25 Oct 2011	36	WZAU	Completed
4102	03 Feb 2012	7	AAAA	Forwarded to Labor and PSS
4700	17 Apr 2012	2	BYUS	Completed

1 - 12 Items

My Statistics

Completed Requests	57	Mean Turnaround	8 days
Total Items Exceeded	440	Median Turnaround	8 days
Favorite Category	Non-Monitor Peripherals (Mice, Printers, Keyboards, etc.)		

Requests Waiting for PMO Approval

ER	Fulfilled	Items	Dept.	Quad	Bldg.	Flr.	Room	Status
33910T		1	MOQY	04	040	01	125	Waiting for PMO Approval
34722T		1	NZLN	07	340	01	S133	Waiting for PMO Approval
34967		15	HANNA	02	300	02	281	Waiting for PMO Approval
34978		11	WDHK	07	920	01	T100	Waiting for PMO Approval

Download as Spreadsheet

To initiate a new excess request simply click on the DPA task button and a drop down menu will appear. Available from here is the option to create a non-barcoded or barcoded excess request.

There is also an option look up an excess request. This is view only and no revisions can be made here.

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The screenshot displays the 'Non-Tagged Excess Request' form in the SPARC system. The form is divided into several sections: 'Contact Information' and 'Collection Information'. A red callout box on the left side of the form points to fields marked with an asterisk (*), indicating they are required. The 'Contact Information' section includes fields for 'Primary Contact' and 'Backup Contact', each with sub-fields for 'Sinet ID', 'Name', and 'Phone'. The 'Collection Information' section includes fields for 'Org Code', 'Quad-Building', 'Earliest Pickup', 'Proceeds PTA', 'Award', 'Billable PTA', 'PSS BGM #', 'Project', 'Task', 'Approver', and 'Labor SR #'. The 'Add Items' section at the bottom has a table with columns for 'Quantity' and 'Description'. The form is titled 'Non-Tagged Excess Request' and has a 'Request ID' of 34979. The user is logged in as 'Maurice L. Brown'.

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.

SPARC Excess Request User Guide

The screenshot displays the SPARC Excess Request form. The form is divided into several sections: Contact information, Collection Information, and Add Items. The Contact information section includes fields for Primary Contact and Backup Contact, each with Sunet ID, Name, and Phone. The Collection Information section includes fields for Org Code, Quad-Building, Room, Earliest Pickup, Proceeds PTA, Billable PTA, PCSI BGM #, Labor SR #, and Approver. The Add Items section is currently empty. A red callout box labeled "Org code search box" points to the Org Code field, which has a dropdown menu open showing a list of department names.

For contact names, the SUNet ID is required, and these name fields is equipped with a lookup tool which draws its information from the StanfordWho directory. Type in the last name of the person desired. The SUNet ID will appear in the list of values. (If there is more than one, select the first one listed.)

Click on the SUNet ID and the contact information will populate.

NOTE: If the person has marked their information in the directory as private view only, the auto populate 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 SUNet ID operator.

Next, enter the department 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. This step is not required for barcoded items because the SU.ID (barcode) are linked to the org code in Sunflower.

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. [Building floor maps and queries](#)

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.

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The screenshot shows the SPARC Excess Request form. The top navigation bar includes 'Stanford University | Property Administration Resource Center (SPARC)' and a user profile 'Maurice L Brown' with a 'Logout' link. A sidebar on the left contains various navigation options like 'Dashboard', 'DRA Tasks', 'Create New Tagged Excess Req...', 'View up an Excess Request', 'PMO Tasks', 'About', 'Authorities', 'Getting Started', 'Quick Links', and 'Help'. The main form area is titled 'Please fill out the Excess Request form below. Fields marked with a * are required.' and shows 'Request ID: 34979'. The 'Contact Information' section has fields for 'Primary Contact' (SUinet ID: mbrown15, Name: Maurice L Brown, Phone: 650.736.8101) and 'Backup Contact' (SUinet ID: df, Name: Deena Fung, Phone: 650.723.4195). The 'Collection Information' section includes 'Org Code' (FPOL - VPFL OPERATIONS), 'Quad-Building' (04-030 (SEGDON HALL (STATISTICS))), 'Floor' (02), 'Room' (231), 'Earliest Pickup' (8/31/2016), 'Proceeds PTA' (Award: AABOZ, Project: 1028731, Task: 1), 'Billable PTA' (Award: AABOZ, Project: 1028731, Task: 1, Approver: Stan Van Stone), and 'PSSI BGM #' (4032171, Labor SR #: SR614094). The 'Add Items' section is currently empty.

The fields for PTA information are now linked to the financial system, and SPARC requires a valid PTA to be included in all excess requests. The three PTA fields are ‘nested’, so you can select the Award you want to use, then the Project list of values will be limited to those under that Award, and the Task list will limit to those under that Project.

To search for each of these, simply click on the ▼ button to the right of the field, and a search box will open. Enter the award (or first few characters of the award), and select the award from the resulting list.

This close-up shows the 'Proceeds PTA' section. It includes a 'Proceeds PTA' label with a help icon, an 'Award' dropdown menu, and 'Project' and 'Task' dropdown menus. A red arrow points to the downward arrow of the 'Award' dropdown menu.

Award-
Project-Task
in that order

This screenshot shows the 'Collection Information' section of the form with the 'Award' dropdown menu open. The menu lists several award codes: AAB, AABNM, AABNN, AABNO, AABNP, and AABNQ. The 'Award' field is currently set to AABNP. The 'Project' field is set to 1027740 and the 'Task' field is set to 1. The 'Approver' field is set to 05307888. The 'PSSI BGM #' field is set to SR614094.

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The screenshot shows the 'Collection Information' section of the SPARC Excess Request form. The form includes the following fields and values:

- Org Code: BRFC - RESEARCH FINANCIAL COMPLIANCE & SERVICES
- Quad-Building: 00-040 (ENCINA COMMONS)
- Floor: 01
- Room: 122
- Earliest Pickup: 9/22/2016
- Proceeds PTA: (empty)
- Award: AAABSP
- Project: 1027746 (selected from dropdown)
- Task: 1
- Billable PTA: (empty)
- Award: AAABSP
- Project: 1027746
- Task: 1
- Approver: 00287668
- PSS/BGM #: 4002171
- Labor SR #: (empty)

Follow the same steps for Project and Task. As stated, the list will be limited to the projects associated with the selected award, and tasks will likewise be limited to the selected project. Just click on the one you want.

The screenshot shows the 'Non-Tagged Excess Request' form. The form includes the following sections and fields:

- Contact Information:**
 - Primary Contact: Stuart ID (mbrwms), Name (Maurice L. Brown), Phone (650.736.8101)
 - Backup Contact: Stuart ID (standum), Name (Stan Durin), Phone (650.725.0001)
- Collection Information:**
 - Org Code: BRFC - RESEARCH FINANCIAL COMPLIANCE & SERVICES
 - Quad-Building: 00-040 (ENCINA COMMONS)
 - Floor: 01
 - Room: 122
 - Earliest Pickup: 9/22/2016
 - Proceeds PTA: (empty)
 - Award: AAABSP
 - Project: 1027746
 - Task: 1
 - Billable PTA: (empty)
 - Award: AAABSP
 - Project: 1027746
 - Task: 1
 - Approver: 00287668
 - PSS/BGM #: 4002171
 - Labor SR #: SR614054
- Add Items:**
 - Table with columns: Quantity, Category, Description
 - Buttons: Delete, Add Items, Save Changes

Billable PTA – ‘What is this?’ you ask. As part of the Business Affairs Mission Statement to alleviate administrative burden across campus when possible, PMO is willing to generate the necessary paperwork on your behalf. This means that **you no longer need to generate work orders for Event Services or PSSI unless you prefer to do so.** (The PTA fields are required, though, even if you complete your own work requests). Use the same method as above to select the Award, then the Project, then the Task. This information will remain stored so you don’t need to re-enter this information in future requests unless the PTA to be used should be changed. PMO will take care of generating the work requests through the BGM web site as needed.

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The screenshot shows the 'Non-Tagged Excess Request' form in the SPARC system. The form is divided into several sections: 'Contact Information' and 'Collection Information'. In the 'Contact Information' section, there are fields for 'Primary Contact' and 'Backup Contact', each with 'Slnet ID', 'Name', and 'Phone' fields. In the 'Collection Information' section, there are fields for 'Org Code', 'Quad-Building', 'Floor', 'Room', 'Earliest Pickup', 'Proceeds PTA', 'Award', 'Project', 'Task', 'Billable PTA', 'PSSI BGM #', and 'Labor SR #'. A dropdown menu for 'Approver' is open, showing a list of names. A callout box with a red background and white text points to this dropdown, stating: 'Only the approvers linked with the PTA will show.'

Once you have entered the 'Billable' PTA, select the Approver you would want any work orders sent to for approval. Click on the  button and select from the resulting list of values:

Please be sure to include any special instructions to be passed along to Event Services and/or PSSI in the Notes field of the excess request.

PLEASE NOTE: PMO will **ONLY** generate work orders to Event Services or PSSI when necessary, and obviously all orders will route to your department for financial approval. You may want to alert the approver you select so they are aware of the potential for work requests to reach their workflow queue. If a work request is rejected, please contact PMO to clarify whether the Excess Request should be cancelled or if other arrangements are being made (i.e. direct delivery to Surplus).

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Non-Tagged Excess Request

Show All | Contact Information | Collection Information | Add Items

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

Request ID: 34979

Contact Information

Primary Contact	Backup Contact
Sihet ID * [mbrun45]	Sihet ID * [stambun]
Name * [Maurice L Brown]	Name * [Stan Dunin]
Phone * [(850) 736-8101]	Phone * [(800) 725-0001]

Collection Information

Org Code * [BSPC - RESEARCH FINANCIAL COMPLIANCE & SERVICES]

Quad-Building * [05-043 (ENCINA COMMONS)] | Floor * [01] | Room * [122]

Earliest Pickup [8/22/2016]

Proceeds PTA []

Award * [AABSP] | Project * [102718] | Task * [1]

Billable PTA []

Award * [AABSP] | Project * [102718] | Task * [1] | Approver * [DUN788]

FSV BGM # [402171] | Labor SR # [SR54054]

Add Items

Quantity *	Category *	Description *
No data found.		

Buttons: Delete, Add Items, Save Changes

Callout: Add and Delete buttons

Click “Add Items” to 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.

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The screenshot shows the SPARC Excess Request User Guide interface. The page title is "Stanford University | Property Administration Resource Center (SPARC)". The user is logged in as Maurice L. Brown. A green notification box in the top right corner says "Request successfully updated." and "Successful request update".

The interface is divided into several sections:

- Contact Information:** Fields for Primary Contact (Street ID, Name, Phone) and Backup Contact (Street ID, Name, Phone).
- Collection Information:** Fields for Org Code, Quad-Building, Earliest Pickup, Proceeds PTA, Award, Billable PTA, PISO BGM #, Project, Task, and Labor SR #.
- Add Items:** A table with columns for Quantity, Category, and Description. The table contains one item: "Computers - Laptops" with a quantity of 1 and description "Apple Macbook".

Callouts highlight specific features:

- "Current items being excessed" points to the "Add Items" table.
- "Add or delete more items to request" points to the "Add Items" button.
- "Other actions that can be taken" points to the "Review Prior To Submit", "Save Changes", and "Revoke" buttons.

Once you have entered the quantity, category and description, Click ADD again and a new section is created showing the items you have entered for the line on the excess request. You may now save the request (the **green successful update** box appears if there are no errors) 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.

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The previous page was a non-barcoded excess screenshot. This is a barcoded screenshot.

The screenshot shows the SPARC Excess Request form. A search dialog box is open, displaying a list of Tag Numbers (SU.IDs) for selection. A callout box points to the search input field with the text "Tag No. search box".

Contact Information

Primary Contact		Backup Contact	
SU.net ID *	stbrwv5	SU.net ID *	stndunm
Name *	Maurice L Brown	Name *	Stan Dunm
Phone *	(850) 735-8101	Phone *	(850) 725-0081

Collection Information

Quad-Building *	D40 (CENTRAL LABORATORY)	Floor *	D1	Room *	122
Earliest Pickup	9/22/2016				
Proceeds PTA	AAABP				
Award *	AAABP	Project *	102718	Task *	1
Billable PTA	AAABP				
Award *	AAABP	Project *	102718	Task *	1
Approver *	Davis Shetha				
PSS BGM #					
Labor SR #					

Add Items

Tag Number *	Description	Model	Make	Serial No.	Owner	Code
<input type="checkbox"/>						
<input type="checkbox"/>						

Buttons: Review Prior To Submit, Save Changes

To submit a bar coded excess request select “Create New Tagged Excess Request”, fill out all the pertinent information such as contacts, location and PTA. Notice that there isn’t a org code search function, but a Tag No (SU.ID. search. Enter the SU.ID to be disposed and click on the search button and the single barcode you want to dispose will show.

The screenshot shows the SPARC Excess Request form. A search dialog box is open, displaying a single Tag Number (SU.ID) for selection. A callout box points to the search input field with the text "SU.ID to be disposed".

Contact Information

Primary Contact		Backup Contact	
SU.net ID *	stbrwv5	SU.net ID *	stndunm
Name *	Maurice L Brown	Name *	Stan Dunm
Phone *	(850) 735-8101	Phone *	(850) 725-0081

Collection Information

Quad-Building *	D40 (CENTRAL LABORATORY)	Floor *	D1	Room *	122
Earliest Pickup	9/22/2016				
Proceeds PTA	AAABP				
Award *	AAABP	Project *	102718	Task *	1
Billable PTA	AAABP				
Award *	AAABP	Project *	102718	Task *	1
Approver *	Davis Shetha				
PSS BGM #					
Labor SR #					

Add Items

Tag Number *	Description	Model	Make	Serial No.	Owner	Code
<input type="checkbox"/>						
<input type="checkbox"/>						

Buttons: Review Prior To Submit, Save Changes

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The screenshot shows the 'Tagged Excess Request' form in the SPARC system. The form is divided into several sections: 'Contact Information' and 'Collection Information'. The 'Contact Information' section includes fields for 'Primary Contact' and 'Backup Contact', each with 'Silnet ID', 'Name', and 'Phone' fields. The 'Collection Information' section includes fields for 'Quad Building', 'Floor', 'Room', 'Earliest Pickup', 'Proceeds PTA', 'Award', 'Project', 'Task', 'Billable PTA', 'Approver', 'PSS/BGM #', and 'Labor SR #'. Below these sections is an 'Add Items' table with columns for 'Tag Number', 'Description', 'Model', 'Make', 'Serial No.', 'Owner', and 'Code'. A red callout box points to the 'Tag Number' field in the 'Add Items' table, containing the text 'Auto populated asset information'. The table shows one item with the following details: Tag Number: 378443, Description: COPIER, Model: C5830, Make: CANON INCORPORATED, Serial No.: 31455, Owner: STANFORD UNIVERSITY, Code: BYUS.

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Tagged Excess Request

Show All | Contact Information | Collection Information

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

Request ID: 35063

Contact Information

Primary Contact **Backup Contact**

Silnet ID * [4826965] Silnet ID * [484004]

Name * [Maurice L. Brown] Name * [Stan Dunn]

Phone * [850 736-8101] Phone * [850 725-0681]

Collection Information

Quad Building * [240 (CENTRAL LABORATORY)] Floor * [21] Room * [122]

Earliest Pickup [9/22/2016]

Proceeds PTA []

Award * [AA80P] Project * [102746] Task * [1]

Billable PTA []

Award * [AA80P] Project * [102746] Task * [1] Approver * [Devin Shantha]

PSS/BGM # [] Labor SR # []

Add Items

<input type="checkbox"/>	Tag Number *	Description	Model	Make	Serial No.	Owner	Code
<input type="checkbox"/>	378443	COPIER	C5830	CANON INCORPORATED	31455	STANFORD UNIVERSITY	BYUS

Details | Add Items

Review Prior To Submit | Save Changes

Click on the barcode and asset information will appear in the 'Add Items' field. The org code, model, make, serial number and owner is provided for you. Once an SU.ID is selected for a particular org code then only those assets within that org code will appear in search dialog box. SU. ID's under a different org code will not appear in the search ID box therefore requiring a new excess request. Add items, review prior to submit, save changes and revoke remain available options as they were for non-barcoded excess requests.

Note: Ownership is very important. Never dispose of an item that Stanford does not have title of without approval from the organization it belongs to. Always check with your UPA first.

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The screenshot displays the 'Tagged Excess Request' form in the SPARC system. The form is divided into several sections: 'Contact Information' and 'Collection Information'. The 'Contact Information' section includes fields for 'Primary Contact' and 'Backup Contact', each with 'SI-net ID', 'Name', and 'Phone' fields. The 'Collection Information' section includes fields for 'Quad-Building', 'Floor', 'Room', 'Earliest Pickup', 'Proceeds PTA', 'Award', 'Project', 'Task', 'Billable PTA', 'Approves', 'PSS BGM #', and 'Labor SR #'. At the bottom, there is an 'Add Items' table with columns for 'Tag Number', 'Description', 'Model', 'Make', 'Serial No.', 'Owner', and 'Code'. The table contains two rows of data. At the bottom right, there are buttons for 'Review Prior To Submit', 'Save Changes', and 'Revoke'.

Stanford University | Property Administration Resource Center (SPARC) Maunick | Brown | Logout

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Show All | Contact Information | Collection Information

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

Request ID: 35993

Contact Information

Primary Contact **Backup Contact**

SI-net ID * SI-net ID *

Name * Name *

Phone * Phone *

Collection Information

Quad-Building * Floor * Room *

Earliest Pickup

Proceeds PTA

Award * Project * Task *

Billable PTA

Award * Project * Task * Approves *

PSS BGM # Labor SR #

Add Items

<input type="checkbox"/>	Tag Number *	Description	Model	Make	Serial No.	Owner	Code
<input type="checkbox"/>	756483	COPIER	C5030	CANON INCORPORATED	31455	STANFORD UNIVERSITY	BYUS
<input type="checkbox"/>	321276	PRINTER	8000N	HEWLETT PACKARD COMPANY (HP)	JPRCP04030	STANFORD UNIVERSITY	BYUS

Done Add Items

Review Prior To Submit Save Changes Revoke

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!

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Request status

Tag Number	Description	Model	Make	Serial No.	Owner	Code
3212776	PRINTER	9000N	HEWLETT PACKARD COMPANY (HP)	#BPC04030	STANFORD UNIVERSITY	BYUS
7094453	COPIER	C3030	CANON INCORPORATED	31455	STANFORD UNIVERSITY	BYUS

Add details such as room access, dimensions, availability etc.

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:

Request successfully submitted to PMO

Notice the status

Tag Number	Description	Model	Make	Serial No.	Owner	Code	Collected
3212776	PRINTER	9000N	HEWLETT PACKARD COMPANY (HP)	#BPC04030	STANFORD UNIVERSITY	BYUS	Yes
7094453	COPIER	C3030	CANON INCORPORATED	31455	STANFORD UNIVERSITY	BYUS	Yes

Notes

Name: Maurice L. Brown
Date: 9/23/2016 8:41 AM
Action: Submit
Note: TRAINING TRAINING TRAINING

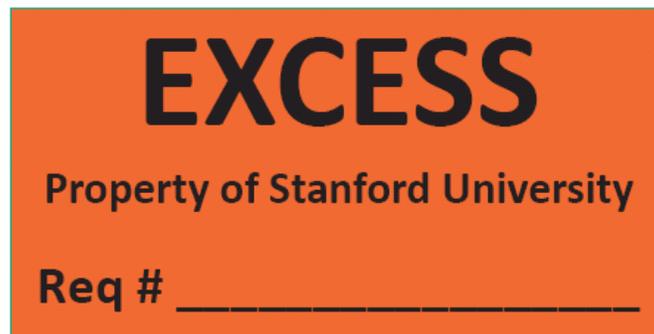
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THE EXCESS LABEL

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 tagging supplies order form online at:

http://ora.stanford.edu/supporting_files/tags_order_form.pdf

SPARC Excess Request User Guide

ADDITIONAL FEATURES

Saved Drafts and Pending Requests – The DASHBOARD

The screenshot displays the SPARC Excess Request User Guide dashboard. The dashboard is divided into four main sections: My Drafts, My Outstanding Requests, My Completed Requests, and My Statistics. The My Drafts section shows a table with columns for ER #, Request Org Code, Items, Date Created, Category, Old Req, and Del. The My Outstanding Requests section shows a table with columns for ER #, Scheduled, Ready, Items, Org, and Status. The My Completed Requests section shows a table with columns for ER #, Fulfilled #, Items, Org, and Status. The My Statistics section shows a summary of completed requests, total items exceeded, and favorite category.

My Drafts

ER #	Request Org Code	Items	Date Created	Category	Old Req	Del
34079	88FC	9	21-SEP-16	Standard	-	

My Outstanding Requests

ER #	Scheduled	Ready	Items	Org	Status
35003T		23 Sep 2016	1	BYUS	Submitted

My Completed Requests

ER #	Fulfilled #	Items	Org	Status
74	06 May 2010	1	BYUS	Completed
75	07 Jul 2010	5	BYUS	Completed
737	18 Aug 2010	2	BYUS	Completed
867	13 Oct 2010	3	PAAA	Completed
1036	13 Oct 2010	21	VQV5	Completed
1165	14 Oct 2010	2	VQV5	Completed
1253	08 Nov 2010	26	BA0Q	Completed
3079	23 Oct 2011	25	WZAU	Completed
4102	03 Feb 2012	7	ADAA	Forwarded to Labor and P50
4700	17 Apr 2012	2	BYUS	Completed

My Statistics

Completed Requests	37	Mean Turnaround	8 days
Total Items Exceeded	443	Median Turnaround	8 days
Favorite Category	Non-Monitor Peripherals (Sticks, Printers, Keyboards, etc.)		

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.

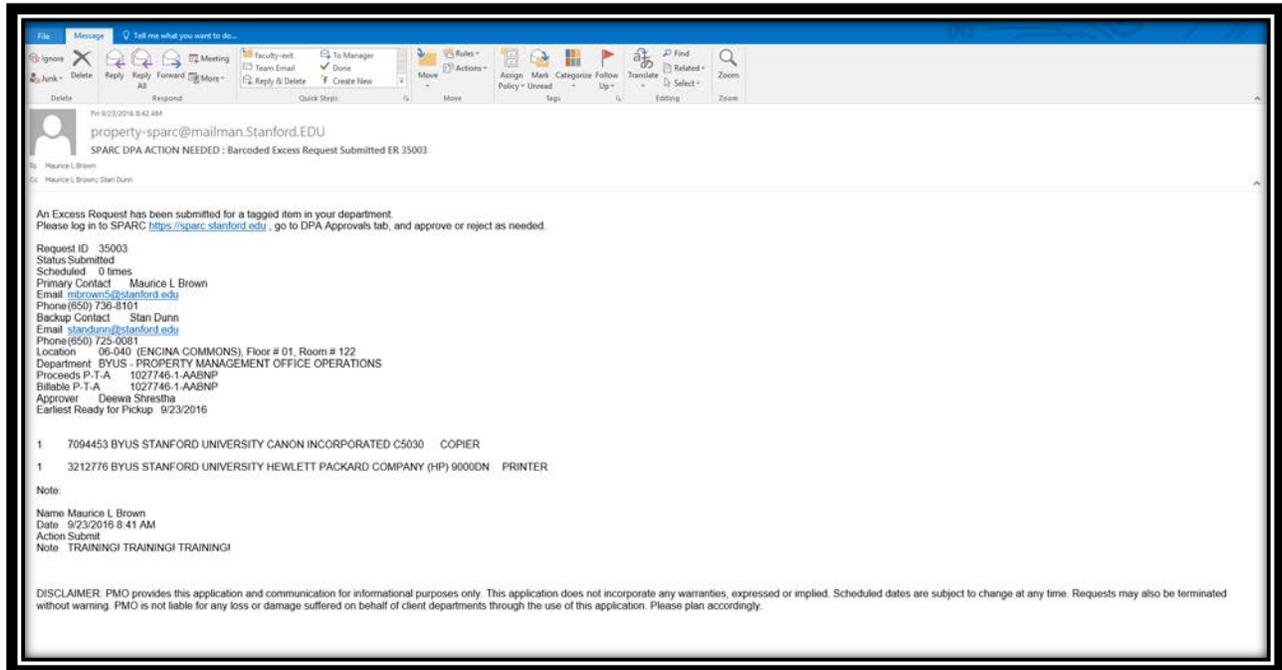
As you continue using the application, it will store your completed requests, and provide you with data on the total number of requests created, items exceeded, turnaround time between submission and collection, and even the most frequent category of items you have exceeded.

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 Excess Request User Guide

EMAIL NOTIFICATIONS

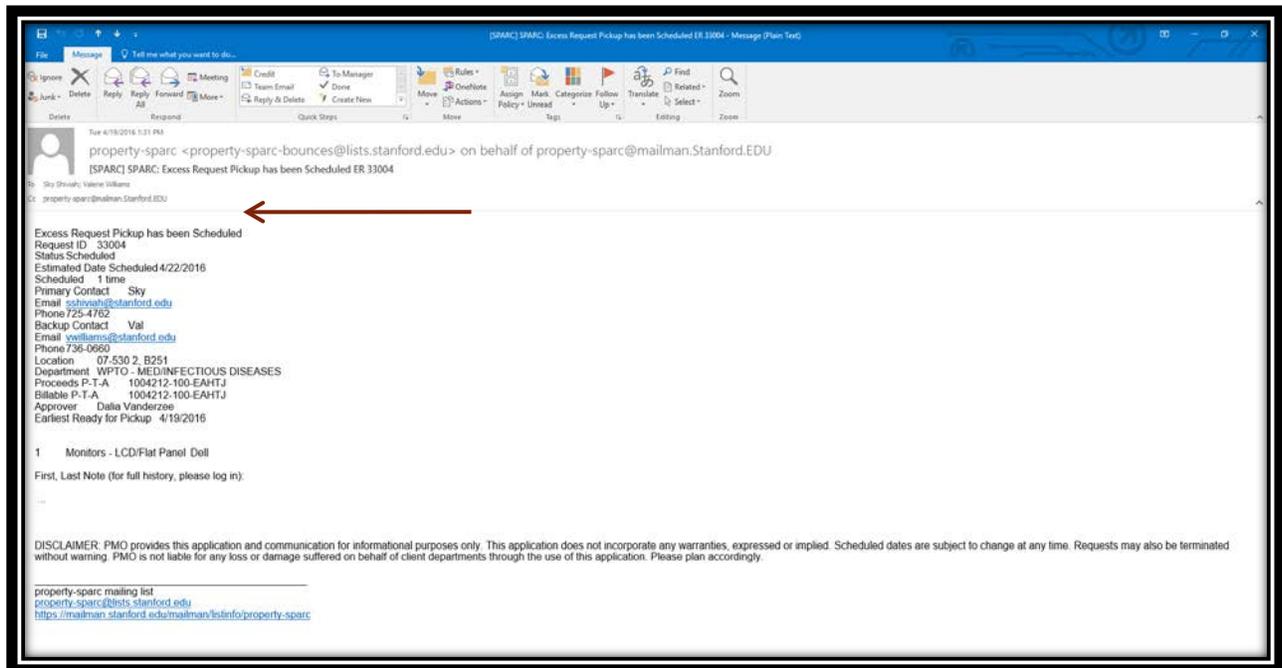
When you successfully submit a request, the Primary Contact will receive an email notification to that effect. (As a result, you may want to either list yourself as the Primary Contact, or communicate with that person so they know what you are doing)



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.

SPARC Excess Request User Guide

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.

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 University Property Administrator (UPA) 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.