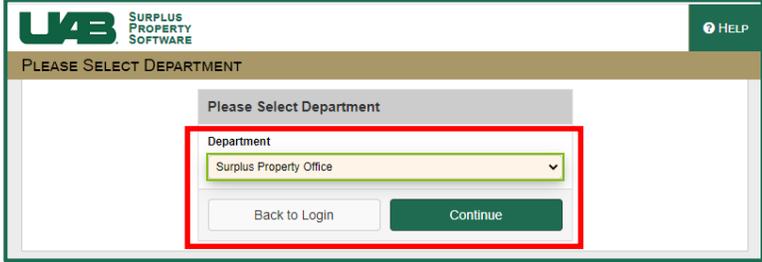
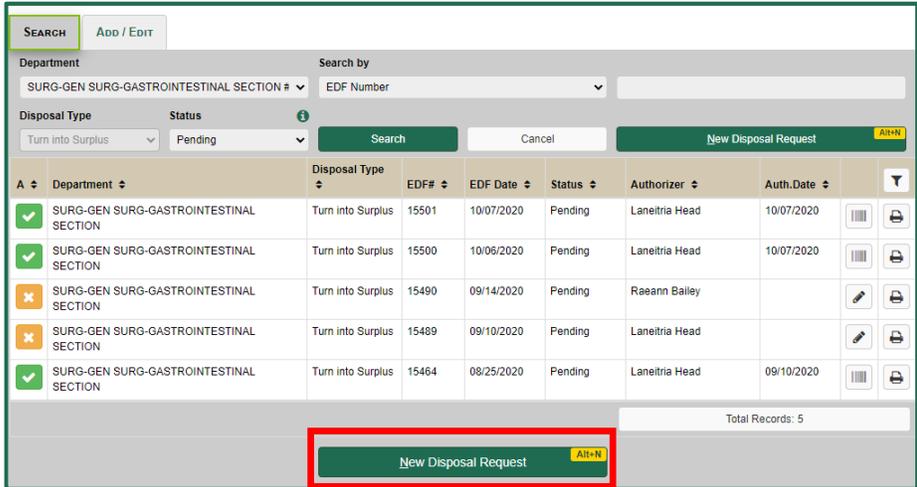
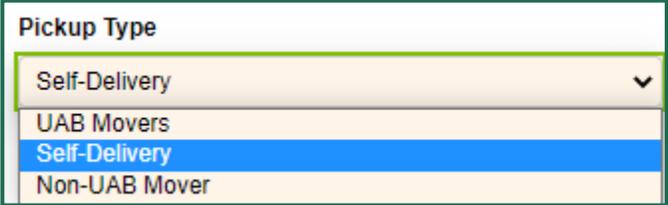
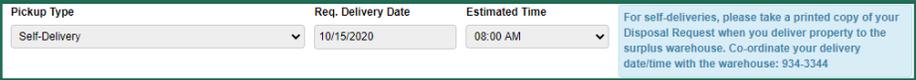


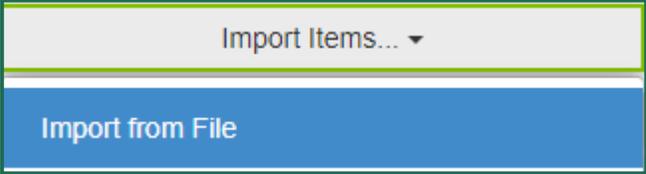
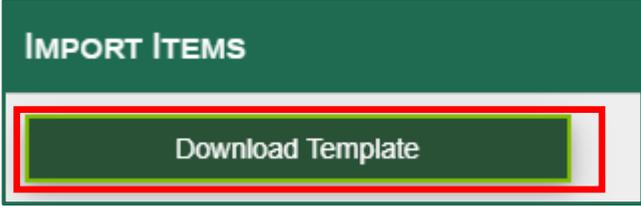
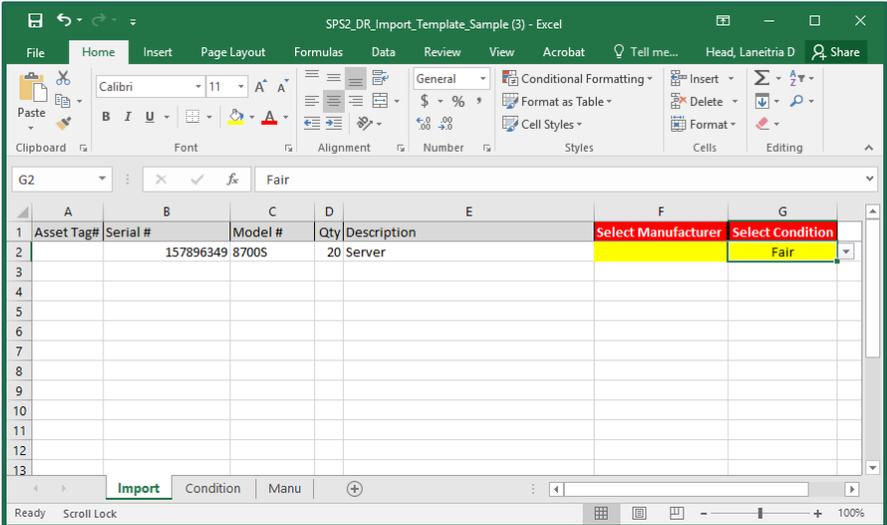
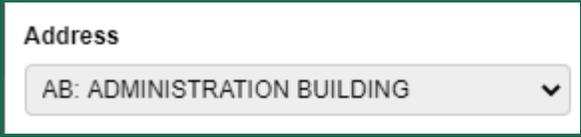
## Creating a Disposal Request in the SPS: Navigating to the Disposal Request Form

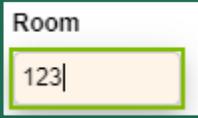
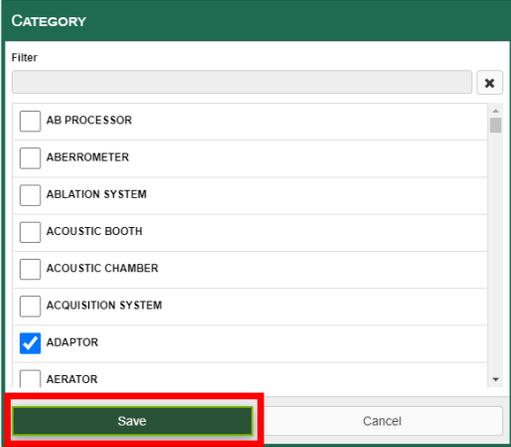
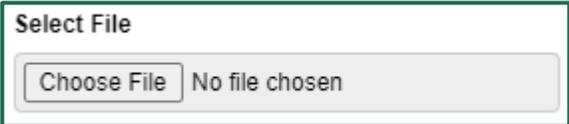
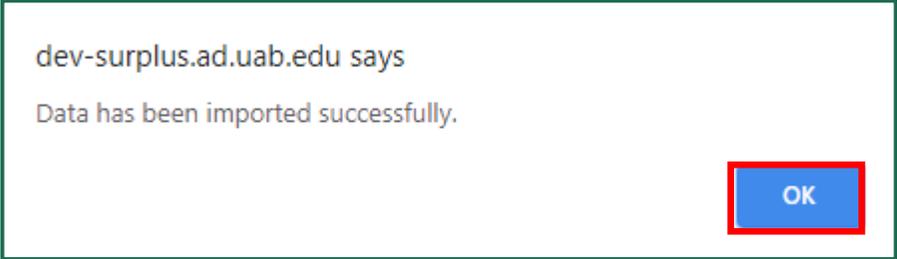
<p>1. After logging in to the SPS, choose the department that the request will be filed under in the <b>Department</b> drop-down and then click on <b>Continue</b>.</p>																																																							
<p>2. Click on <b>Disposal Requests</b>.</p>																																																							
<p>3. Click on <b>New Disposal Requests</b>.</p>	 <table border="1"> <thead> <tr> <th>A</th> <th>Department</th> <th>Disposal Type</th> <th>EDF#</th> <th>EDF Date</th> <th>Status</th> <th>Authorizer</th> <th>Auth.Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>✓</td> <td>SURG-GEN SURG-GASTROINTESTINAL SECTION</td> <td>Turn into Surplus</td> <td>15501</td> <td>10/07/2020</td> <td>Pending</td> <td>Lanetria Head</td> <td>10/07/2020</td> <td>[Icons]</td> </tr> <tr> <td>✓</td> <td>SURG-GEN SURG-GASTROINTESTINAL SECTION</td> <td>Turn into Surplus</td> <td>15500</td> <td>10/06/2020</td> <td>Pending</td> <td>Lanetria Head</td> <td>10/07/2020</td> <td>[Icons]</td> </tr> <tr> <td>✗</td> <td>SURG-GEN SURG-GASTROINTESTINAL SECTION</td> <td>Turn into Surplus</td> <td>15490</td> <td>09/14/2020</td> <td>Pending</td> <td>Raeann Bailey</td> <td></td> <td>[Icons]</td> </tr> <tr> <td>✗</td> <td>SURG-GEN SURG-GASTROINTESTINAL SECTION</td> <td>Turn into Surplus</td> <td>15489</td> <td>09/10/2020</td> <td>Pending</td> <td>Lanetria Head</td> <td></td> <td>[Icons]</td> </tr> <tr> <td>✓</td> <td>SURG-GEN SURG-GASTROINTESTINAL SECTION</td> <td>Turn into Surplus</td> <td>15464</td> <td>08/25/2020</td> <td>Pending</td> <td>Lanetria Head</td> <td>09/10/2020</td> <td>[Icons]</td> </tr> </tbody> </table>	A	Department	Disposal Type	EDF#	EDF Date	Status	Authorizer	Auth.Date		✓	SURG-GEN SURG-GASTROINTESTINAL SECTION	Turn into Surplus	15501	10/07/2020	Pending	Lanetria Head	10/07/2020	[Icons]	✓	SURG-GEN SURG-GASTROINTESTINAL SECTION	Turn into Surplus	15500	10/06/2020	Pending	Lanetria Head	10/07/2020	[Icons]	✗	SURG-GEN SURG-GASTROINTESTINAL SECTION	Turn into Surplus	15490	09/14/2020	Pending	Raeann Bailey		[Icons]	✗	SURG-GEN SURG-GASTROINTESTINAL SECTION	Turn into Surplus	15489	09/10/2020	Pending	Lanetria Head		[Icons]	✓	SURG-GEN SURG-GASTROINTESTINAL SECTION	Turn into Surplus	15464	08/25/2020	Pending	Lanetria Head	09/10/2020	[Icons]
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### Creating a Disposal Request in the SPS: Completing the Contact & Delivery Section

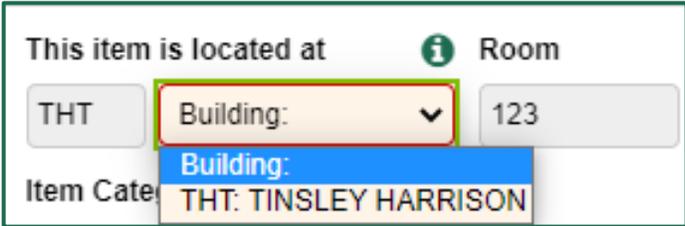
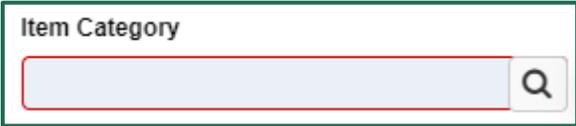
<p>1. Go to the <b>Who will authorize this Disposal Request</b> field and select the person who will authorize the request.</p>	
<p>2. Click in the <b>Pickup Type</b> drop-down and select the desired type.</p> <p><b>Note:</b> If you select <i>Self-Delivery</i> as the pickup type, be sure to enter an approximate date and time for the delivery of the items to the Surplus Warehouse.</p>	 

**Creating a Disposal Request in the SPS: Adding Items Using the Import Items Tool**

<p>1. Click on <b>Import Items</b> and then click on <b>Import from File</b>.</p>	
<p>2. Click on <b>Download Template</b>.</p>	
<p>3. The template will download as a Microsoft Excel file. When the template opens, enter as much information as you can.</p> <p><b>Note:</b> The <b>Select Condition</b> column is mandatory and must be completed for each line.</p> <p>4. After entering your items, rename and save your file.</p>	
<p>5. Under the <b>Import Items</b> screen, enter a building name in the <b>Address</b> field.</p>	

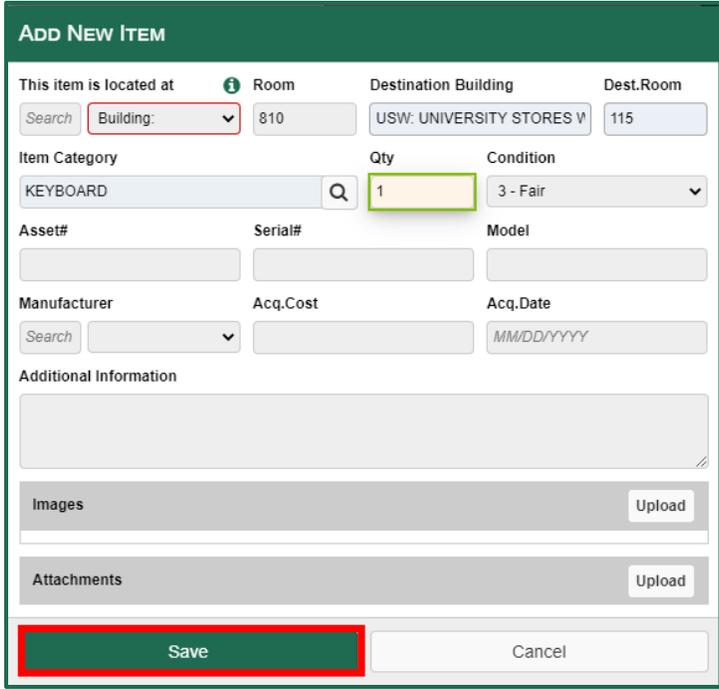
<p>6. Enter the room number in the <b>Room</b> field.</p>	
<p>7. Select an applicable category from the <b>Items Category</b> field.</p> <p>8. Click on the <b>Save</b> button.</p>	
<p>9. Click on <b>Choose File</b> to upload your document.</p>	
<p>10. Click on <b>Import</b>.</p>	
<p>11. You will receive a confirmation that your document was imported successfully. Click <b>OK</b>.</p>	

**Creating a Disposal Request in the SPS: Adding Non-Tagged Assets**

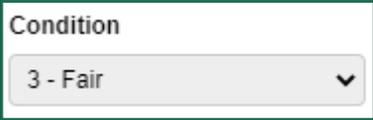
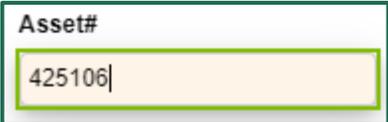
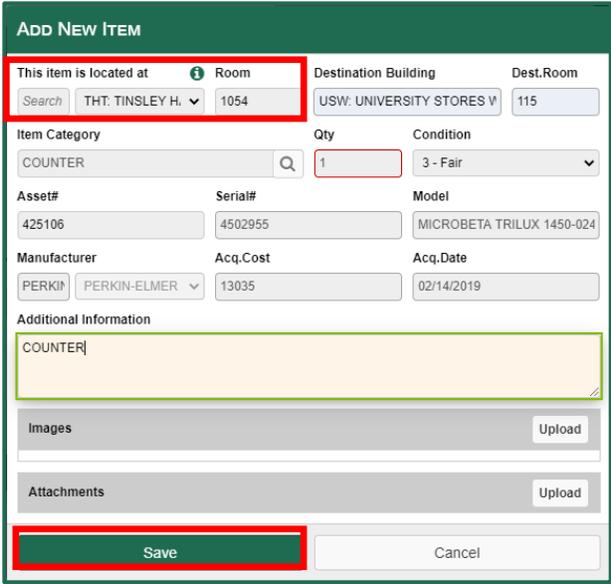
<p>1. Click on <b>Add New Item</b>.</p>	
<p>2. Enter the building code (Ex: THT, AB, etc.) in the first field.</p> <p>3. Click on the <b>Building</b> drop-down to select the building name.</p> <p>4. Click in the <b>Room</b> field and enter the desired room number.</p>	
<p>5. Click in the <b>Item Category</b> field.</p>	

<p>6. Enter the item name in the <b>Filter</b> field.</p> <p>7. Locate and check the box that sits next to the desired name.</p> <p>8. Click on the <b>Save</b> button.</p>	
<p>9. Enter the item amount in the <b>Qty</b> field.</p>	
<p>10. Click in the <b>Condition</b> field to select the applicable state of the item.</p>	
<p>11. Click on <b>Save</b> to add the item information to your disposal request.</p>	

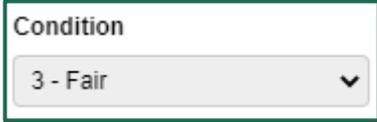
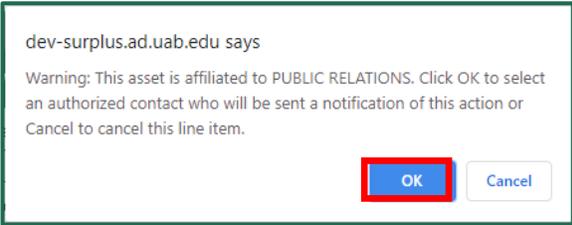
**Cloning an Item: To clone the last-entered item on the disposal request, do the following:**

<p>12. Click on <b>Clone Last Item</b>.</p>	
<p>13. When the <b>Add New Item</b> screen appears, make your changes to reflect the new item.</p> <p>14. Click on <b>Save</b> to add the new item to the disposal request.</p>	

**Creating a Disposal Request in the SPS: Adding Tagged Assets (Owning Department)**

<p>1. Click on <b>Add New Item</b>.</p>	
<p>2. Go to the <b>Condition</b> field to select the applicable state of the item.</p>	
<p>3. Click in the <b>Asset#</b> field and enter the asset identifier number.</p>	
<p>4. Click on the <b>Tab</b> key on your keyboard.</p>	
<p>5. The system will auto-populate most of the fields.</p> <p><b>Note:</b> The system will retrieve the item's last known location. If the provided location is not correct, you can change it to reflect the new location.</p> <p>6. Click on <b>Save</b> to add the item to your disposal request.</p>	

**Creating a Disposal Request in the SPS: Adding Tagged Assets (Non-Owning Department)**

<p>1. Click on <b>Add New Item</b>.</p>	
<p>2. Go to the <b>Condition</b> field to select the applicable state of the item.</p>	
<p>3. Click in the <b>Asset#</b> field and enter the asset identifier number.</p>	
<p>4. Click on the <b>Tab</b> key on your keyboard.</p>	
<p>5. A warning box will appear. Click on <b>OK</b>.</p>	
<p>6. From the <b>Select a Contact Person for Approval</b> box, click in the <b>Contact Person</b> drop-down to select a person from the owning department.</p>	

- Click on **OK**. The system will auto-populate most of the empty fields.

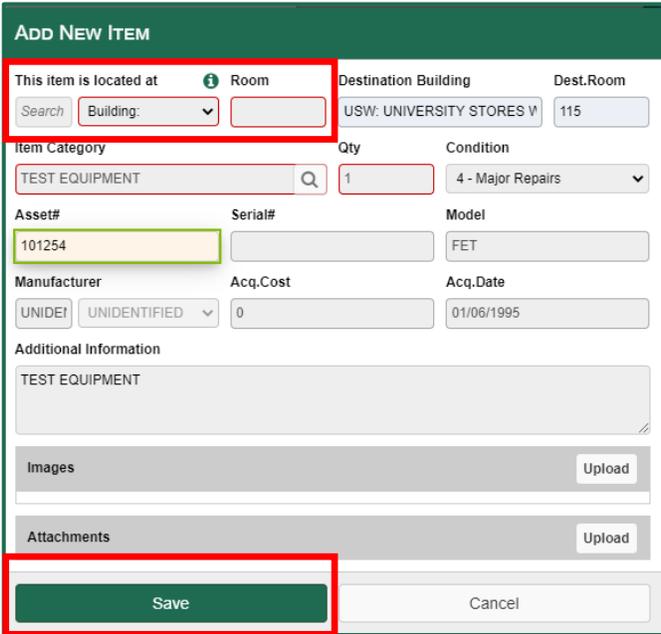
**Note:** The system will retrieve the item's last known location. If the provided location is not correct, you can change it to reflect the new location.

- Click on **Save** to add the item to your disposal request.

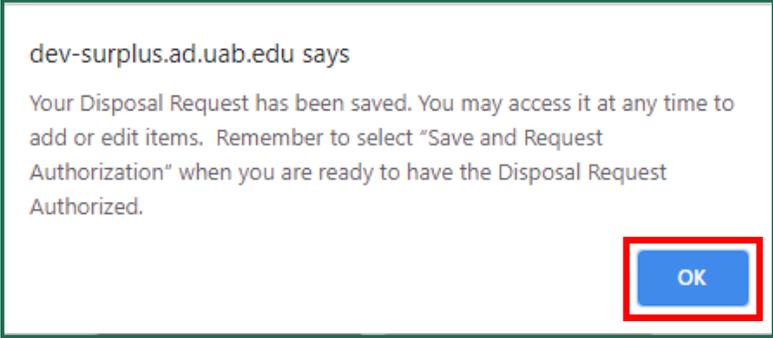
The screenshot shows the 'ADD NEW ITEM' form with the following fields and values:

- This item is located at:** Room 330 (highlighted with a red box)
- Destination Building:** USW: UNIVERSITY STORES W
- Dest.Room:** 115
- Item Category:** CAMERA
- Qty:** 1 (highlighted with a red box)
- Condition:** 2 - Good
- Asset#:** 408837
- Serial#:** 4733
- Model:** RED ONE|CAMERA: DIGITAL
- Manufacturer:** RED DI | RED DIGITAL CII
- Acq.Cost:** 24040.64
- Acq.Date:** 12/02/2008
- Additional Information:** CAMERA
- Images:** Upload button
- Attachments:** Upload button
- Buttons:** Save (highlighted with a red box) and Cancel

**Creating a Disposal Request in the SPS: Adding Tagged Legacy Assets**

<p>1. Click on <b>Add New Item</b>.</p>	
<p>2. Go to the <b>Condition</b> field to select the applicable state of the item.</p>	
<p>3. Click in the <b>Asset#</b> field and enter the asset identifier number.</p>	
<p>4. Click on the <b>Tab</b> key on your keyboard.</p>	
<p>5. The system will auto-populate most of the fields.</p> <p><b>Note:</b> The system may not populate the building and room number. Enter this information in these fields.</p> <p>6. Click on <b>Save</b> to add the item to your disposal request.</p>	

**Creating a Disposal Request in the SPS: Saving and/or Submitting a Request for Authorization**

<p>1. Click on <b>Save</b>.</p>	
<p>2. If you select <b>Save for later</b> (to save the current request and come back to it later), a system message will appear.</p> <p>Click <b>OK</b> to confirm your action.</p>	
<p>3. If you select <b>Save and Request Authorization</b> (to save the request and submit it for approval), a system message will appear.</p> <p>Click <b>OK</b> to confirm your action.</p>	