1. Click on the PETS (Property Equipment Tracking System) link. **Note:** This registration is for Department / Organization Administrators that will be responsible for creating their dept in PETS, adding department users, and approving surplus disposal request.

2. Click on Ok button to acknowledge the 1st time log in message.
3. Click here to Register a New Department.

4. Enter your Organization #, Department (same as Organization Description in Banner) and Contact information.
5. Click on the Register button.
6. Click on **Ok** button to acknowledge completion of the initial registration.

7. This brings you back to the PETS initial screen. Close the browser.
8. Click on the **PETS** link in OneStop to complete your registration.

9. Click on **Departments** link.
10. Click on **Department Profile** link to complete the department registration process.

11. Click on **Edit** button to enter your Department Address(es).
12. When you click in the Building Name field a drop down list displays for available buildings at ECU. Once you begin entering the building name, the list will automatically filter based on what is being entered.
13. In this example, we will enter Bro for Brody building. **Important Note:** Once the drop down list filters to the desired building, you need to use your **Up & Down** arrows on your keyboard to select the desired building. Press **Enter** key to select the desired building.

14. Click in **Phone Number** field and enter primary department phone number.

15. Click on **Save** button. **Note:** If you have multiple addresses and phone #s for your department, repeat steps 11-14.

16. The first address and phone number entered automatically defaults to Main. This can be changed by selecting Main check box on subsequent addresses and phone numbers.
17. Click on your name to complete the update for your profile in PETS.

18. Click Edit button.
19. Enter your **Job Title** and office **Phone Number** and select the **Authorized For** checkbox. **Note:** The **Authorized For** checkbox allows you to approve surplus disposal requests for your department.

20. Click on **Save** button. This completes the steps for your department registration. Close the browser.

21. You will receive an email notification once your department has been approved. **Note:** The Surplus Property Department will need to approve your department’s registration before you can complete surplus disposal request or add other department users to complete surplus disposal request.
Important Notes: Administrators should wait until your department registration has been approved by Surplus Property before adding users to your department profile. It is the department administrator’s responsibility to ensure all users for their department have received training before being given access to PETS.

1. Log into OneStop.

2. Click on PETS link.
3. Click on the **Departments** link to add department users.

4. Click on **Department Profile** link.
5. Click Add|Edit User tab.

6. Click New button to create department users for entering surplus pickup request.
7. Enter user’s **Individual Name, Email, Job Title, Sec. Level (User Only) & Phone Number**. **Note:** If the user will approve Surplus Pickup Request, you will need to check **Authorized For** check box for the Department.

8. Click **Save** button to complete the steps for adding a department **User**. **Important Notes:** Administrators should wait until your department registration has been approved by Surplus Property before adding users to your department profile. It is the department administrator’s responsibility to ensure all users for their department have received training before being given access to PETS.
Important Note: Disposal requests cannot be submitted until Surplus Property office has approved your department’s registration. Departmental administrators are required to attend PETS training before their registration is approved.

1. Log into OneStop.

2. Click PETS link.
3. Click **Departments** link.

4. Click **Surplus Pickup Request** link.
5. Click Add|Edit tab.

6. Click New button to create surplus pickup request.
7. **Select yourself or other department user for Contact Person.**

8. **Select your Building and enter your Room #** for the location of the surplus pickup request.
9. Clicking in the Item field opens the Inventory Categories pop-up window.
10. Enter the item keyword. For this example we will use computer. Please choose closest category matching your item description. **Note:** Computers (CPUs), servers, and laptops must be submitted on a separate surplus disposal request, not combined with any other items (printers, furniture, etc.).
11. Highlight the appropriate category and click on the Select button.
12. Enter the following information: **Description, Condition, Qty,** and **Asset #** (same as ECU Tag # plus three zeros 000 at the end), **Serial #,** and **Model #** if applicable. **Note:** **Asset #, Serial #,** and **Model #** are required for computers and other tagged Fixed Assets items. In addition, **Description, Serial #s,** and **Model #s** will automatically populate for current Fixed Asset tag #s.

13. Click **Save Line Item** button.

**Asset # Example:** E01988 – number found on the ECU property tag
E01988000 – number that should be entered in the Asset # field
14. To quickly add another similar item, click **Clone Last Item button**. If totally different item, proceed to step 16.

15. Update the information that may be different for cloned item and click **Save Line Item**.
16. For the 3rd and final item, we will click in items field and enter **laptop** in *Search Keywords*.

17. Select **Computer, Laptop** and click on **Select** button.
18. Enter the following information: **Description**, **Condition**, **Qty**, and **Asset #** (same as ECU Tag # plus three zeros 000 at the end*), **Serial #**, and **Model #** if applicable.

19. Select **Authorized By** approver for your department. **Note:** If you are an Approver for your department’s disposal requests in PETS, you can also click on **Authorized** to complete the approval for this disposal request.

20. Click **Save** button once all items have been entered for surplus pickup request. This completes the steps for entering a surplus pickup request pending departmental approval.

*Asset # Example: E01988 – number found on the ECU property tag
E01988000 – number that should be entered in the Asset # field
Important Note: Disposal requests cannot be submitted until Surplus Property office has approved your department’s registration. Departmental administrators are required to attend PETS training before their registration is approved.

1. Log into OneStop.

2. Click PETS link.
3. Select appropriate department for surplus disposal request.
4. Click **Departments** link.

5. Click **Surplus Pickup Request** link.
6. Click **Add|Edit** tab.

7. Click **New** button to create surplus pickup request.
8. Select yourself or other department user for Contact Person.
9. Select your Building and enter your Room # for the location of the surplus pickup request.
10. Clicking in the Item field opens the Inventory Categories pop-up window.
11. Enter the item keyword. For this example we will use chair. Please choose closest category matching your item description. **Note:** Computers (CPUs), servers, and laptops must be submitted on a separate surplus disposal request, not combined with any other items (printers, furniture, etc.).
12. Highlight the appropriate category and click on the Select button.
13. Enter the following information: **Description, Condition, Qty,** and **Asset #** (same as ECU Tag #), **Serial #,** and **Model #** if applicable. **Note:** **Asset #,** **Serial #,** and **Model #** are required for computers and other tagged Fixed Assets items. In addition, Description, Serial #s, and Model #s will automatically populate for current Fixed Asset tag #s.

14. Click **Save Line Item** button.
15. To quickly add another similar item, click **Clone Last Item button**. If totally different item, proceed to step 16.

16. Update the information that may be different for cloned item and click **Save Line Item**.
17. For the 3rd and final item, we will click in items field and enter **desk** in Search Keywords.
18. Select **Desk** and click on **Select** button.
19. Enter the following information: **Description, Condition, & Qty**.

20. Select **Authorized By** approver for your department. **Note:** If you are an Approver for your department’s disposal requests in **PETS**, you can also click on **Authorized** to complete the approval for this disposal request.

21. Click **Save** button once all items have been entered for surplus pickup request. This completes the steps for entering a surplus pickup request pending departmental approval.
1. As Department Approver, you will receive email notifications once your profile has been setup appropriately in PETS.

2. Log into OneStop to approve your department Surplus Pickup Request.

3. Click PETS link.
4. Click **Departments** link.

5. Select **Surplus Pickup Request** link.
6. Select disposal request for your department.

7. Click Edit button.
8. Click **Authorized** check box to approve the disposal request. **Note:** This brings up **The following conditions have been met** window. You have to confirm the conditions have been met in order to approve the disposal request. Ensure all items associated with hazardous materials have been inspected and approved by Environmental Health & Safety (East Campus) or Prospective Health (West Campus). This includes all items associated with labs and clinics.

9. Click **Yes** button to approve.
10. This completes the steps for approving surplus disposal requests. **Note:** Departments will receive temporary pickup labels and a pickup manifest from Surplus Property once this request is processed.
Important Note: Disposal requests cannot be submitted until Surplus Property office has approved your department’s registration. Departmental administrators are required to attend PETS training before their registration is approved.

1. Log into OneStop.

2. Click PETS link.
3. Click **Departments** link.

4. Click **Request Tracking** link.
5. The **Disposal Requests** tab displays your disposal request.
6. Click **Line Items** tab to see the line item details for the request.

7. Moving your cursor over the notes icon will display all the details for the item.
8. For printed copies, you can click **Print** button. This completes the steps for searching your disposal request history.