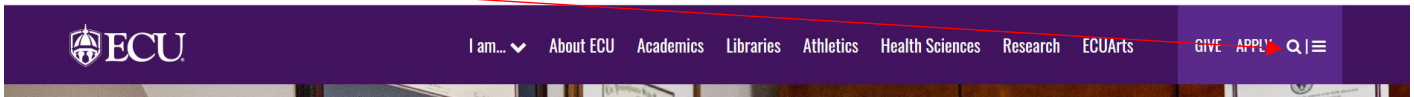


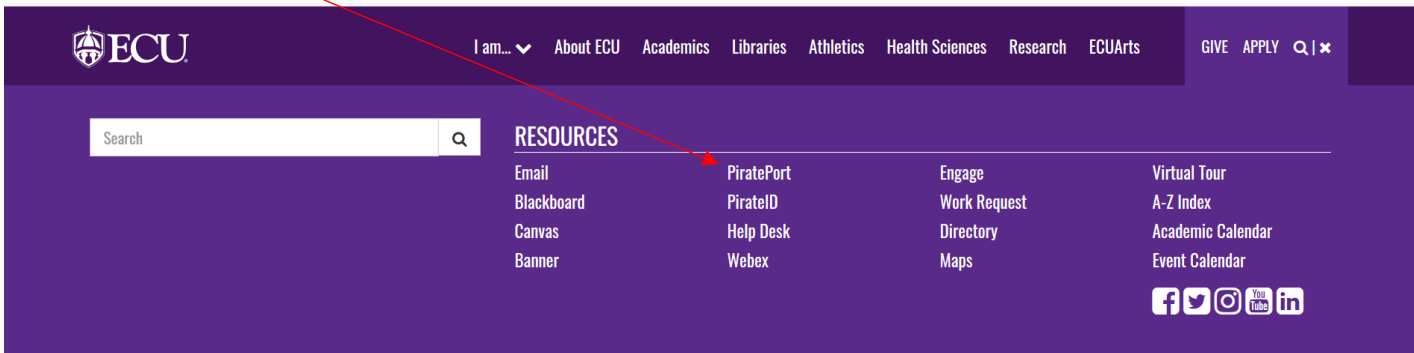
## PETS Adding, Removing or Editing Departmental Users

Go to ECU's home page <https://www.ecu.edu/>

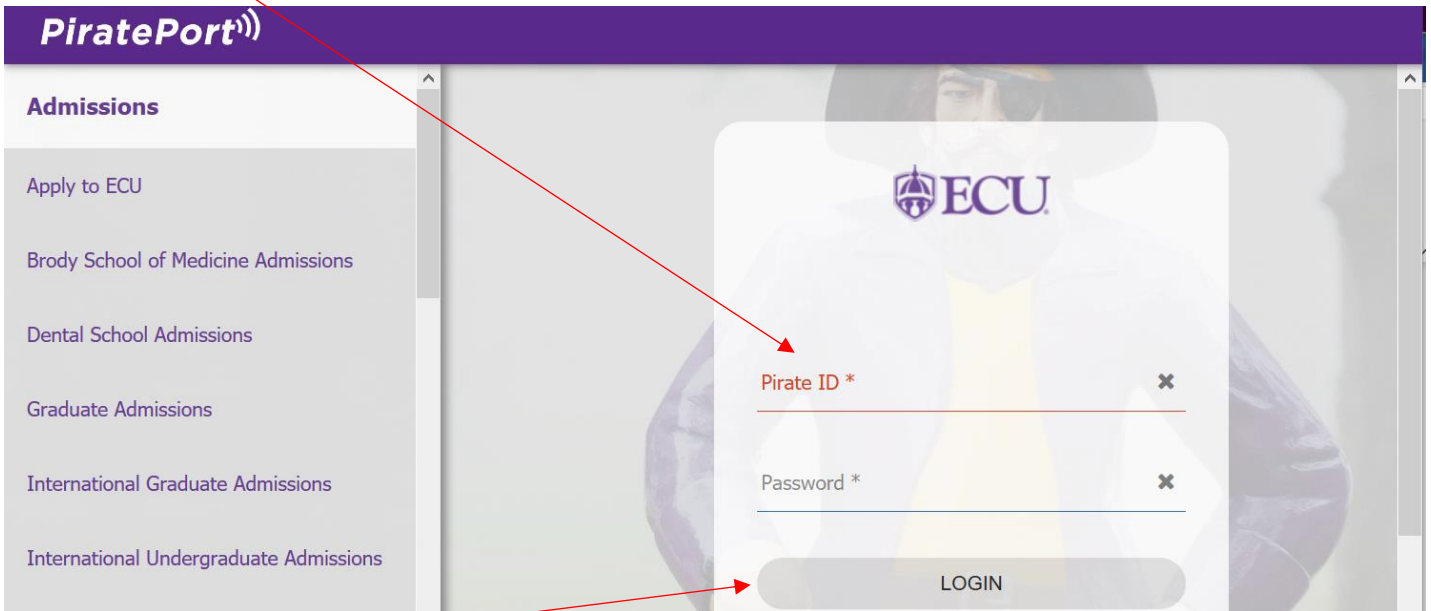
Click on search



Click on PiratePort



Enter your information



Click LOGIN

Click on PETS-Surplus Processing

The screenshot shows the PiratePort dashboard interface. At the top, there is a search bar with the text "What do you want to do today?" and a user profile for "Deidre Griffin". Below the search bar, there are two notification banners: "IMPORTANT DATES: SPRING 2020" and "New PiratePort". A row of active tabs includes "Cornerstone Employee Tra...", "People Admin", "PETS - Surplus Processing", and "PORT - Purchasing Request". The main content area features several widgets: "Banner Self Service", "Travel Request System", "Banner 9", "Employee Self Service", "PETS - Surplus Processing", "Piratedrive", "AIR - COI and External Acti...", and "About PiratePort". A red arrow points from the text above to the "PETS - Surplus Processing" widget.

Click Departments

The screenshot shows the ECU Surplus Property Software interface. The top navigation bar includes the ECU logo, "SURPLUS PROPERTY SOFTWARE", a welcome message for "RENEE' GRIFFIN", and navigation links for "MENU", "LOGOUT", and "HELP". Below the navigation bar, there is a "To Do List" section with buttons for "Surplus Pickup Requests" and "Scheduling". A dropdown menu is open, showing options: "To Do List", "DEPARTMENTS", "CUSTOMERS", and "INVENTORY". A red arrow points from the text above to the "DEPARTMENTS" option in the dropdown menu.

Click Department Profile

The screenshot shows the ECU Surplus Property Software interface, similar to the previous one. The "DEPARTMENTS" dropdown menu is open, and the "DEPARTMENT PROFILE" option is highlighted. A red arrow points from the text above to this option. Below the menu, a table of "CURRENT TASKS" is visible, with columns for "C", "Task Type", "Date", "Module", and "Task Details".

Type in your Department Name (You may need to use % in front of name) Ex. %Rec result gave CRW Recreation.....

The screenshot shows the "DEPARTMENTS: DEPARTMENT PROFILE" search screen. It features a search bar with a "SEARCH" button and a "Cancel" button. Below the search bar, there is a table with columns for "A", "Org#", "Department Name", "Phone", and "Address". A red arrow points from the text above to the search input field.

Click Search



Click the Pencil

ECU SURPLUS PROPERTY SOFTWARE WELCOME, RENEE GRIFFIN LOGGED IN AS ADMIN FOR SURPLUS PROPERTY DEPARTMENT MENU LOGOUT HELP

DEPARTMENTS: DEPARTMENT PROFILE

SEARCH DEPARTMENT USERS

Search by  
Department Name Surplus Search Cancel

A	Org#	Department Name	Phone	Address	
<input checked="" type="checkbox"/>	230602	Surplus Property Department	(252) 328-9941 x 221	Central Stores #215C , 1150 S Greene St	 

Total Records: 1


New Department **Alt+N** Print

Click Users





ECU SURPLUS PROPERTY SOFTWARE WELCOME, RENEE GRIFFIN LOGGED IN AS ADMIN FOR SURPLUS PROPERTY DEPARTMENT MENU LOGOUT HELP



DEPARTMENTS: DEPARTMENT PROFILE

SEARCH DEPARTMENT USERS

Notes:  Approved:

Department Name: Surplus Property Department Org#: 230602 Short Name: Surplus

Addresses: **Add New**  
 CLARK STREET #214D , 1104 Clark Street , Greenville NC, 27858    
 Central Stores #215C , 1150 S Greene St , Greenville NC  

Phones: **Add New**  
 (252) 328-9941 Dept. Main Phone  

New Department **Alt+N** Save **Alt+S** Cancel Delete Print




Click New User

ECU SURPLUS PROPERTY SOFTWARE WELCOME, RENEE GRIFFIN LOGGED IN AS ADMIN FOR SURPLUS PROPERTY DEPARTMENT MENU LOGOUT HELP

DEPARTMENTS: DEPARTMENT PROFILE

SEARCH DEPARTMENT USERS

Surplus Property Department

Individual Name	Title	Security Level	Phone	E	
Admin Admin	Admin	Administrator	(252) 328-9941		 

Total Records: 10

New User **Alt+N**

Enter First Name Then Last Name and Job Title skip SPO Role as doesn't relate to Departments Then Email

The screenshot shows the 'DEPARTMENT USER' form in a web application. The form is titled 'DEPARTMENT USER' and has a yellow header. It contains several sections: 'Assign Existing User' with a dropdown menu; 'Notes' with a document icon; a row of four input fields for 'First Name', 'Last Name', 'Job Title', and 'SPO Role'; an 'Email' field and a 'Security Level' dropdown; a 'Phones' section with an 'Add New' button; and an 'Authorized for' section. At the bottom are 'Save' and 'Cancel' buttons. Red arrows point from the text above to the 'First Name', 'Last Name', 'Job Title', and 'Email' fields. The background shows a list of department profiles and a table of phone numbers.

Select Administrator to enter and approve all request OR Select User if they may only enter items and then they will have to Select the Administrator for PETS for the department to review and Authorize all request

Click Add New

This screenshot is similar to the first one, but the 'Add New' button in the 'Phones' section is highlighted with a yellow box. A red arrow points from the text above to this button. The form fields are now populated: 'First Name' is 'Test', 'Last Name' is 'Account', 'Job Title' is 'Admin Assoc', 'SPO Role' is a dropdown, 'Email' is 'griffinde15@ecu.edu', and 'Security Level' is 'Administrator'. The background shows the same department profiles and phone numbers.

Enter Phone Number and for Ext. Enter Mail Stop # (This is how Surplus knows where to mail your labels)

PHONE

Phone Number: 2523334545    Ext.: 333    Phone Type: Phone    Main:

Save    Cancel

First Name: Test    Last Name: Account    Job Title: Admin Assoc    SPO Role: [dropdown]

Email: griffinde15@ecu.edu    Security Level: Administrator

Phones: [Add New]    Authorized for: [dropdown]

Save    Cancel

Click Save

Click the box so it Authorizes the Administrator (not for Users) that was just added to the system, it will become green

DEPARTMENT USER

Assign Existing User: [dropdown]

First Name: Admin    Last Name: Admin    Job Title: Admin    SPO Role: Admin

Email: admin@admin.admin    Password: [lock icon]    Security Level: Administrator

Phones: [Add New]    Authorized for: [x] Dept# 230602 Surplus Property Department

Save    Cancel

Next page is to remove a user

To Remove a User Click trash can icon by Users Name

ECU SURPLUS PROPERTY SOFTWARE

WELCOME, RENEASAPUS; GRIFFIN  
LOGGED IN AS ADMIN FOR  
SURPLUS PROPERTY DEPARTMENT

MENU LOGOUT HELP

DEPARTMENTS: DEPARTMENT PROFILE

SEARCH DEPARTMENT **USERS**

Surplus Property Department

Individual Name	Title	Security Level	Phone	E	
Admin Admin	Admin	Administrator	(252) 328-9941		

Click OK

ECU SURPLUS PROPERTY SOFTWARE

WELCOME, RENEASAPUS; GRIFFIN  
LOGGED IN AS ADMIN FOR  
SURPLUS PROPERTY DEPARTMENT

MENU LOGOUT HELP

DEPARTMENTS: DEPARTMENT PROFILE

SEARCH DEPARTMENT **USERS**

Surplus Property Department

Are you sure you want to delete this record?

OK Cancel

Individual Name	Title	Security Level	Phone	E	
Admin Admin	Admin	Administrator	(252) 328-9941		

Next page is to edit a user

To Edit any info for any User Click Pencil by the name needing changes

ECU SURPLUS PROPERTY SOFTWARE

WELCOME, RENEE&APOS; GRIFFIN  
LOGGED IN AS ADMIN FOR  
SURPLUS PROPERTY DEPARTMENT

MENU LOGOUT HELP

DEPARTMENTS: DEPARTMENT PROFILE

SEARCH DEPARTMENT **USERS**

Surplus Property Department

Individual Name	Title	Security Level	Phone	E	
Admin Admin	Admin	Administrator	(252) 328-9941		

Make changes as needed

DEPARTMENT USER

Assign Existing User  
Select:

Notes:

First Name: Admin  
Last Name: Admin  
Job Title: Admin  
SPO Role: Admin

Email: admin@admin.admin  
Password:   
Security Level: Administrator

Phones: Add New  
 (252) 328-9941 Phone

Authorized for:  Dept# 230602 Surplus Property Department

Save Cancel

Click Save once done