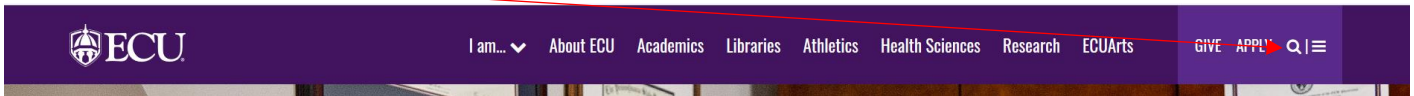


PETS Manual

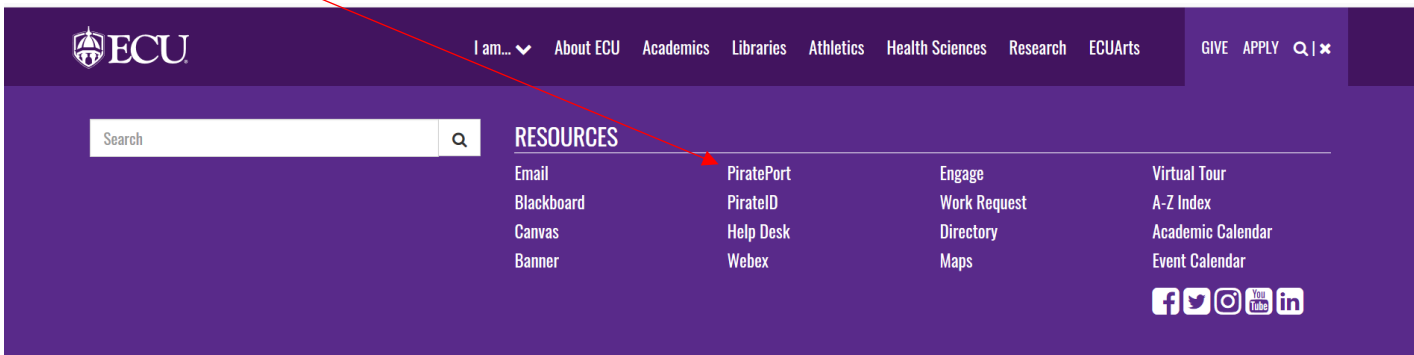
Use any browser EXCEPT Internet Explorer or Microsoft Edge.....

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

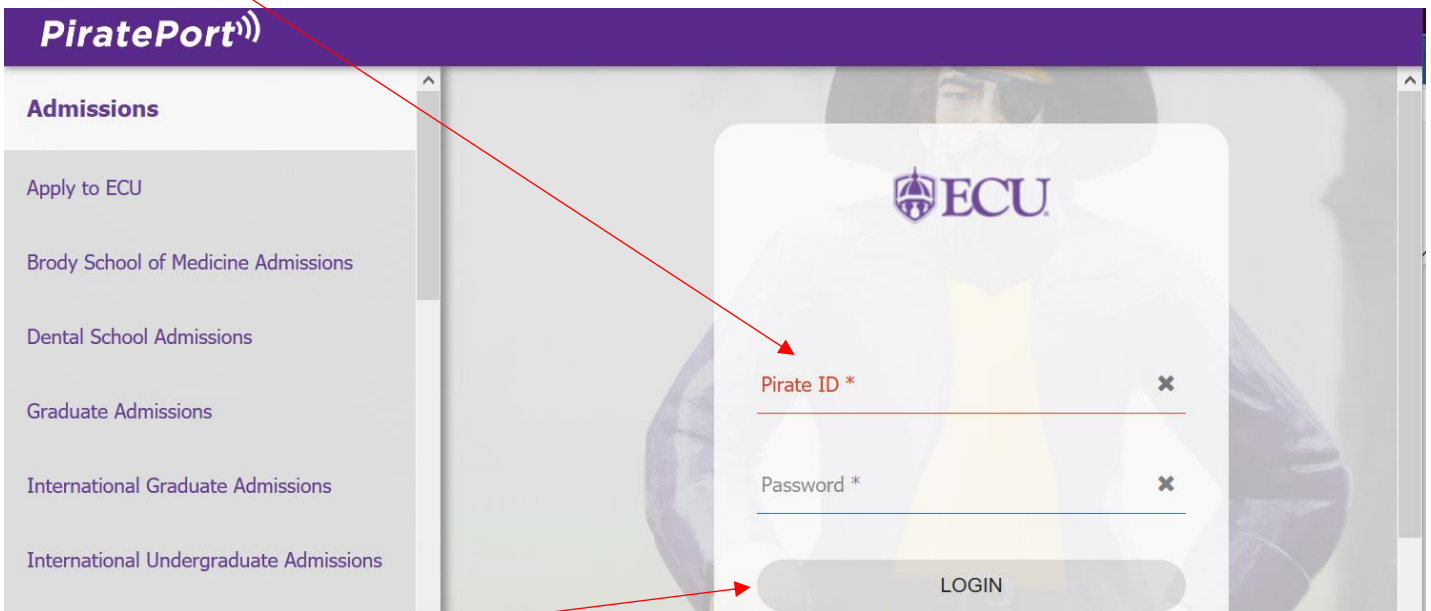
Select on search



Select on PiratePort



Enter your information



Select LOGIN

Select on PETS-Surplus Processing

The screenshot shows the PiratePort dashboard with a search bar at the top and a user profile for Deidre Griffin. There are two notification banners at the top. Below them are several active tabs: Cornerstone Employee Tra..., People Admin, PETS - Surplus Processing, and PORT - Purchasing Request. The main area contains several widgets: Banner Self Service, Travel Request System, Banner 9, Employee Self Service, PETS - Surplus Processing (highlighted with a red arrow), Piratedrive, AIR - COI and External Acti..., and About PiratePort.

Select 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 menu options for MENU, LOGOUT, and HELP. Below the navigation bar is a 'To Do List' section with buttons for 'Surplus Pickup Requests' and 'Scheduling'. A sidebar menu on the right contains 'To Do List', 'DEPARTMENTS' (highlighted with a red arrow), 'CUSTOMERS', and 'INVENTORY'.

Select Surplus Pickup Requests

The screenshot shows the ECU Surplus Property Software interface with the 'DEPARTMENTS' menu expanded. The 'SURPLUS PICKUP REQUESTS' option is highlighted with a red arrow. Below the navigation bar is a 'To Do List' section with buttons for 'Surplus Pickup Requests' and 'Scheduling'. A table of 'CURRENT TASKS' is visible, with columns for C, Task Type, Date, Module, and Task Details. The table contains one row: Disposal Request, 04/20/2020, Scheduling : Pickups|Deliveries, DR# 33822 Incoming Turn into Surplus for Pickup Scheduling.

Select New Surplus Pickup Request

The screenshot shows the ECU Surplus Property Software interface with the 'DEPARTMENTS: SURPLUS PICKUP REQUESTS' page. The page has a search bar and a table of departments. A red arrow points from the text 'Select New Surplus Pickup Request' to the 'New Surplus Pickup Request' button. The table has columns for Department, Disposal Type, DR#, Date, Status, and Authorizer.

Read and then Select Close

The screenshot shows a modal window titled "NEW SURPLUS PICKUP REQUEST" overlaid on a web application. The modal contains the following text:

Reminders:

All surplus items are to be entered separately on all Surplus Pickup Requests. Please do not enter multiple quantities of the same item with one entry. Please do not use "Group" or "Group Of" when entering request. If you have multiple items with the same description, please use the clone option on the Surplus Pickup Request screen and enter each item individually. Entering all items individually on the Surplus Pickup Request assists the Surplus Property Department with tagging all surplus inventory items.

Please remember to authorize your Surplus Pickup Request if you have the authority. If not, please pick the appropriate individual to complete the approval process.

If you have any other questions, please notify the Surplus Property Department at 328-9941.

Thank you for your cooperation.

A yellow box highlights the "Close" button at the bottom center of the modal. A red arrow points from the text "Read and then Select Close" to the "Close" button.

Select the Contact Person for this Surplus Pickup Request

The screenshot shows the "Contact Person for this Surplus Pickup Request" dropdown menu open. The menu options are:

- Select:

The dropdown is highlighted with a yellow box, and a red arrow points from the text "Select the Contact Person for this Surplus Pickup Request" to the dropdown menu.

Select the Who will authorize this Surplus Pickup Request

The screenshot shows the "Who will authorize this Surplus Pickup Request?" dropdown menu open. The menu options are:

- Select:

The dropdown is highlighted with a yellow box, and a red arrow points from the text "Select the Who will authorize this Surplus Pickup Request" to the dropdown menu.

Select yourself if you are the admin and if you aren't then select the person that is your admin.....

Select Add New Item

ECU SURPLUS PROPERTY SOFTWARE

WELCOME, RENEE' GRIFFIN
LOGGED IN AS ADMIN FOR SURPLUS PROPERTY DEPARTMENT

MENU LOGOUT HELP

DEPARTMENTS: SURPLUS PICKUP REQUESTS

SEARCH Add / Edit

Department: Surplus Property Department #230602

Contact Person for this Surplus Pickup Request: Renee' Griffin

Who will authorize this Surplus Pickup Request?: Renee' Griffin

Disposal Type: Turn into Surplus

DR#: Pending

Date: 04/20/2020

Status: Pending

Pickup Type: Moving Services Delivery

To ensure pickup by Moving Services, please list all items for disposal.

Import Items... Add New Item

Room	Item	Qty	Asset#	Serial#	Model	Manufacturer
------	------	-----	--------	---------	-------	--------------

Total Records: 0

New Surplus Pickup Request Save... Cancel Delete Print

Enter in your Building and Room #

ECU SURPLUS PROPERTY SOFTWARE

WELCOME, RENEE' GRIFFIN
LOGGED IN AS ADMIN FOR SURPLUS PROPERTY DEPARTMENT

MENU LOGOUT HELP

DEPARTMENTS: SURPLUS PICKUP REQUESTS

SEARCH Add / Edit

Department: Surplus Property Department #230602

Disposal Type: Turn into Surplus

Pickup Type: Moving Services Delivery

Import Items...

ADD/EDIT ITEM

This item is located at

Room

Building: [dropdown] [input]

Item Category: [input]

Qty: 1

Condition: 1 - Excellent

Asset# [input] Serial# [input] Model [input] Manufacturer [input]

Description: [input]

Images [input] Upload

Attachments [input] Upload

Save Cancel

Model Manufacturer

Total Records: 0

Delete Print

Select Item Category

The screenshot shows the 'ADD/EDIT ITEM' form. The form is titled 'ADD/EDIT ITEM' and has a yellow header. It contains several fields and sections:

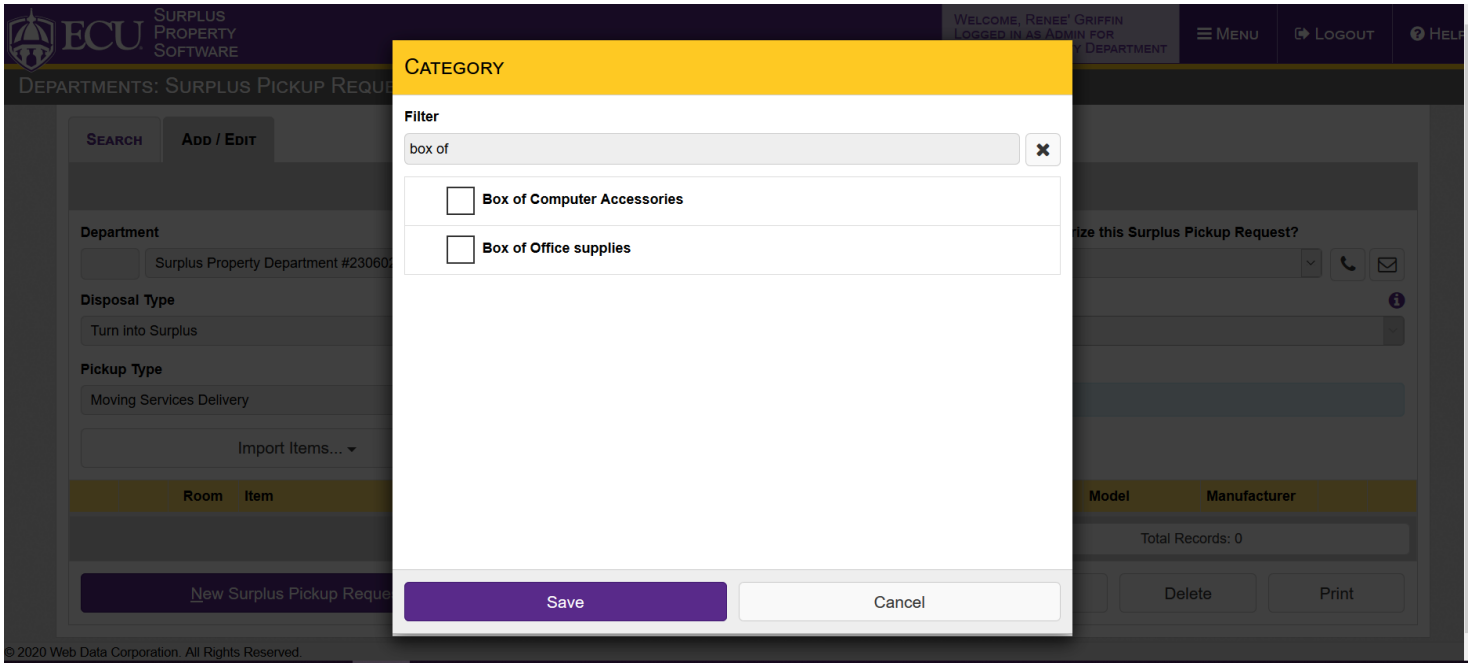
- This item is located at:** Central Stores #215C, 1150 S Greene St Gree
- Room:** 106
- Item Category:** A dropdown menu with a search icon.
- Qty:** 1
- Condition:** 1 - Excellent
- Asset#:** [Empty field]
- Serial#:** [Empty field]
- Model:** [Empty field]
- Manufacturer:** [Empty field]
- Description:** A large text area with a red border.
- Images:** A section with an 'Upload' button.
- Attachments:** A section with an 'Upload' button.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

Type in item you are needing, if can't find put in the closest thing to it

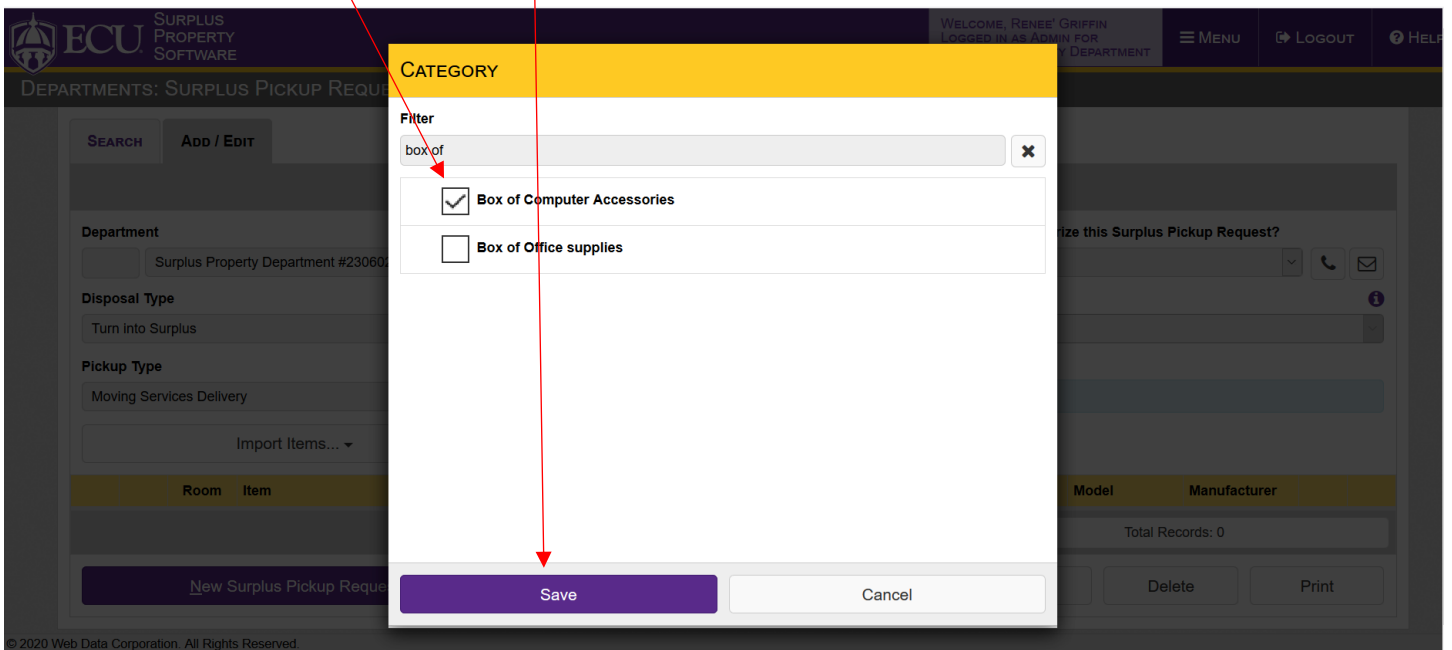
The screenshot shows the 'CATEGORY' selection dialog. The dialog has a yellow header and contains the following elements:

- Filter:** A search bar with a clear button (X).
- Categories:** A list of categories with checkboxes:
 - Agricultural Machinery and Equipment
 - Binder
 - Chopper
 - Chute, Livestock
 - Crawler
 - Crusher
 - Cultivator, Crop
 - Disk, Wheel
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

For items such as mice, cords, keyboards, speakers these can be put in a box and select box of computer accessories and for items such as 3 ring binders, manila folders, hanging file folders these can be put in a box and select box of office supplies



Select box beside correct item then Select save



Quantity field is always defaulted to 1

ADD/EDIT ITEM

This item is located at: Central Stores #215C, 1150 S Greene St Gree

Room: 106

Item Category: Box of Computer Accessories

Qty: 1

Condition: 1 - Excellent

Asset#:

Serial#:

Model:

Manufacturer:

Description:

Images: Upload

Attachments: Upload

Save Cancel

Select the condition of the item

ADD/EDIT ITEM

This item is located at: Central Stores #215C, 1150 S Greene St Gree

Room: 106

Item Category: Box of Computer Accessories

Qty: 1

Condition: 3 - Fair

Asset#:

Serial#:

Model:

Manufacturer:

Description:

Images: Upload

Attachments: Upload

Save Cancel

Do NOT enter anything in this field unless it is a FIXED ASSET. If it is a Fixed Asset make sure to enter in this field as this is the ONLY way it is pulled on the report and sent over to the Fixed Assets office to get out of your Fixed Assets Inventory.

Make sure to fill in for any Serial#, Model and Manufacturer (enter at least first letter in first small box so that when you select the drop down you can select manufacturer that matches the one needed) in info you have on each item. Especially important for CPU's, laptops, monitors and tablets. If item doesn't have one of these fields then leave that field blank.

The screenshot shows the 'ADD/EDIT ITEM' form in the ECU Surplus Property Software. The form is partially filled with the following information:

- This item is located at:** Central Stores #215C, 1150 S Greene St Gree
- Room:** 106
- Item Category:** Box of Computer Accessories
- Qty:** 1
- Condition:** 3 - Fair
- Asset#:** (empty)
- Serial#:** (empty)
- Model:** (empty)
- Manufacturer:** (empty)
- Description:** (empty, highlighted with a red box)
- Images:** (empty)
- Attachments:** (empty)

Red arrows point to the Serial#, Model, and Manufacturer fields, indicating that these fields should be filled with at least the first letter of the manufacturer's name. The Description field is highlighted with a red box, indicating that it should be filled with a brief description of the item.

Make sure to enter brief description for each item, this example was about the box of computer accessories

The screenshot shows the 'ADD/EDIT ITEM' form in the ECU Surplus Property Software. The form is partially filled with the following information:

- This item is located at:** Central Stores #215C, 1150 S Greene St Gree
- Room:** 106
- Item Category:** Box of Computer Accessories
- Qty:** 1
- Condition:** 3 - Fair
- Asset#:** (empty)
- Serial#:** (empty)
- Model:** (empty)
- Manufacturer:** (empty)
- Description:** 6 mice, 3 keyboards, misc cords
- Images:** (empty)
- Attachments:** (empty)

A red arrow points to the Description field, indicating that it should be filled with a brief description of the item.

Please do NOT enter other information such as directions needed for Moving Services as they are a separate department from us. You can enter that information on the moving services pick up request through the AIMS system that the Moving Services department uses.

Select Save

ADD/EDIT ITEM

This item is located at: Central Stores #215C, 1150 S Greene St Gree
Room: 106

Item Category: Box of Computer Accessories
Qty: 1
Condition: 3 - Fair

Asset#:
Serial#:
Model:
Manufacturer:

Description: 6 mice, 3 keyboards, 4 misc cords

Images: Upload
Attachments: Upload

Save Cancel

This is where your line item shows up

DEPARTMENTS: SURPLUS PICKUP REQUESTS

Department: Surplus Property Department #230602
Contact Person for this Surplus Pickup Request: Renee' Griffin
Who will authorize this Surplus Pickup Request?: Renee' Griffin
Disposal Type: Turn into Surplus
DR#: 33826
Date: 04/22/2020
Status: Pending
Pickup Type: Moving Services Delivery

To ensure pickup by Moving Services, please list all items for disposal.

Import Items... Add New Item Clone Last Item

Room	Item	Qty	Asset#	Serial#	Model	Manufacturer
106	Box of Computer Accessories, 6 mice, 3 keyboards, misc cords	1				

Total Records: 1

Alt+N Save Alt+S Cancel Delete Print

Select Add New Item when entering in next item if you have one and continue for each item following steps from above

When entering in multiple like items such as chairs, monitors, cpu's, tables etc. You do what was done before all the way to this stage. Follow the example on next few pages....

Here I entered in all info all the way to description then you Select Save

ADD/EDIT ITEM

This item is located at: Central Stores #215C, 1150 S Greene St Gree
Room: 106

Item Category: Computer CPU Only
Qty: 1
Condition: 3 - Fair

Asset#: [Empty]
Serial#: 2VCPT245
Model: 990
Manufacturer: DELL

Description: workstation

Images: [Empty] Upload

Attachments: [Empty] Upload

Save Cancel

As before you see it added your item below to your previous item you entered... Now Select Clone Last Item

DEPARTMENTS: SURPLUS PICKUP REQUESTS

Department: Surplus Property Department #230602
Contact Person for this Surplus Pickup Request: Renee' Griffin
Who will authorize this Surplus Pickup Request?: Renee' Griffin

Disposal Type: Turn into Surplus
DR#: 33826
Date: 04/22/2020
Status: Pending

Pickup Type: Moving Services Delivery
To ensure pickup by Moving Services, please list all items for disposal.

Import Items... [Add New Item] Clone Last Item

Room	Item	Qty	Asset#	Serial#	Model	Manufacturer
106	Computer CPU Only, workstation	1		2VCPT245	990	DELL
106	Box of Computer Accessories, 6 mice, 3 keyboards, misc cords	1				

Total Records: 2

As you see it populated everything except your Serial and Model for the CPU... Add and change to anything needed for next item

ADD/EDIT ITEM

This item is located at: Central Stores #215C, 1150 S Greene St Gree
Room: 106

Item Category: Computer CPU Only
Qty: 1
Condition: 3 - Fair

Asset#:
Serial#:
Model:
Manufacturer: DELL

Description: workstation

Images: Upload

Attachments: Upload

Save Cancel

Here shows I updated info on this item such as Condition, Serial#, Model and Description. Select Save

ADD/EDIT ITEM

This item is located at: Central Stores #215C, 1150 S Greene St Gree
Room: 106

Item Category: Computer CPU Only
Qty: 1
Condition: 4 - Major Repairs

Asset#:
Serial#: 2JV456T
Model: 9010
Manufacturer: DELL

Description: laptop

Images: Upload

Attachments: Upload

Save Cancel

It will only Clone the last item you have entered in your current active order. If you save your order it will not work any further. Once you edit the order to keep adding items and enter a new item that needs cloning then will work again or if you create a new DR. Continue entering as long as there are items that need cloning. This will save you time when needing to enter multiple items of the same thing such as examples listed above.

Once all items are entered and you are ready to submit it to either your Admin or if you are Admin then over to Surplus.

If you are the admin then Select the Authorized box here

WELCOME, RENEE' GRIFFIN
LOGGED IN AS ADMIN FOR
SURPLUS PROPERTY DEPARTMENT

DEPARTMENTS: SURPLUS PICKUP REQUESTS

SEARCH Add / EDIT

Notes: Authorized: X

Department: Surplus Property Department #230602
Contact Person for this Surplus Pickup Request: Renee' Griffin
Who will authorize this Surplus Pickup Request?: Renee' Griffin

Disposal Type: Turn into Surplus
DR#: 33826
Date: 04/22/2020
Status: Pending

Pickup Type: Moving Services Delivery
To ensure pickup by Moving Services, please list all items for disposal.

Import Items... Add New Item Clone Last Item

	Room	Item	Qty	Asset#	Serial#	Model	Manufacturer		
	106	Computer CPU Only, laptop	1		2JV456T	9010	DELL		
	106	Computer CPU Only, workstation	1		2VCPT245	990	DELL		
	106	Box of Computer Accessories, 6 mice, 3 keyboards, misc cords	1						

Read and then Select Authorize

WELCOME, RENEE' GRIFFIN
LOGGED IN AS ADMIN FOR
SURPLUS PROPERTY DEPARTMENT

DEPARTMENTS: SURPLUS PICKUP REQUESTS

SEARCH Add / EDIT

Notes: Authorized: X

Department: Surplus Property Department #230602
Contact Person for this Surplus Pickup Request?: Renee' Griffin
Who will authorize this Surplus Pickup Request?: Renee' Griffin

Disposal Type: Turn into Surplus
DR#: 33826
Date: 04/22/2020
Status: Pending

Pickup Type: Moving Services Delivery
To ensure pickup by Moving Services, please list all items for disposal.

Import Items... Authorize Cancel Clone Last Item

AUTHORIZATION

The following conditions have been met:

- **Locks:** Items containing locks of any nature, such as filing cabinets and desks, must be unlocked and cleared of all contents. All keys should be taped to the top of filing cabinets or inside the top drawer of the desk.
- **Hazardous materials:** All items or equipment that are associated with hazardous materials, labs or clinics must be approved and signed off by Environmental Health and Safety (east campus) or Prospective Health (west campus) prior to being moved to surplus. Signed or initial verification tags by Environmental Health and Safety or Prospective Health must be issued for each item and attached to the item/s. Departments are required to obtain and attach the tags to the item/s.
- **Questions:** Please call 252-328-9941 with questions concerning the surplus process.

Note:

- After authorization the Surplus Pickup Request will not be editable.

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Select OK

The screenshot shows the ECU Surplus Property Software interface. At the top, there is a header with the ECU logo and 'SURPLUS PROPERTY SOFTWARE'. On the right, it says 'WELCOME, RENEE' GRIFFIN LOGGED IN AS ADMIN FOR SURPLUS PROPERTY DEPARTMENT'. Below the header, there are navigation links for 'MENU', 'LOGOUT', and 'HELP'. The main content area is titled 'DEPARTMENTS: SURPLUS PICKUP REQUESTS'. It features a search bar and an 'ADD / EDIT' button. A central dialog box displays the message 'Surplus Pickup Request has been successfully authorized.' with an 'OK' button. The background form includes fields for 'Department' (Surplus Property Department #230602), 'Disposal Type' (Turn into Surplus), 'Pickup Type' (Moving Services Delivery), 'Contact Person for this Surplus Pickup Request' (Renee' Griffin), 'Who will authorize this Surplus Pickup Request?' (Renee' Griffin), 'DR#' (33824), 'Date' (04/20/2020), and 'Status' (Pending). A table below lists items for disposal:

Room	Item	Qty	Asset#	Serial#	Model	Manufacturer
106	Computer CPU Only, laptop	1		2JV456T	9010	DELL
106	Computer CPU Only, workstation	1		2VCPT245	990	DELL
106	Box of Computer Accessories, 6 mice, 3 keyboards, 4 misc cords	1				

https://surplusweb4.ecu.edu/ECU/IV2/DisposalRequests.aspx#

If you are NOT an administrator, then Select Save

The screenshot shows the ECU Surplus Property Software interface. At the top, there is a header with the ECU logo and 'SURPLUS PROPERTY SOFTWARE'. On the right, it says 'WELCOME, RENEE' GRIFFIN LOGGED IN AS ADMIN FOR SURPLUS PROPERTY DEPARTMENT'. Below the header, there are navigation links for 'MENU', 'LOGOUT', and 'HELP'. The main content area is titled 'DEPARTMENTS: SURPLUS PICKUP REQUESTS'. It features a search bar and an 'ADD / EDIT' button. The form includes fields for 'Department' (Surplus Property Department #230602), 'Contact Person for this Surplus Pickup Request' (Renee' Griffin), 'Who will authorize this Surplus Pickup Request?' (Chuck Boulineau), 'Disposal Type' (Turn into Surplus), 'DR#' (33824), 'Date' (04/20/2020), and 'Status' (Pending). A table below lists items for disposal:

Room	Item	Qty	Asset#	Serial#	Model	Manufacturer
106	Computer CPU Only, workstation	1		2VCPT245	990	DELL

At the bottom of the form, there are buttons for 'New Surplus Pickup Request' (Alt+N), 'Save...' (Alt+S), 'Cancel', 'Delete', and 'Print'. The 'Save...' button is highlighted in red.

Select Save and Request Authorization

Department: Surplus Property Department #230602
Contact Person for this Surplus Pickup Request: Renee' Griffin
Who will authorize this Surplus Pickup Request?: Chuck Boulineau
Disposal Type: Turn into Surplus
DR#: 33824
Date: 04/20/2020
Status: Pending
Pickup Type: Moving Services Delivery
To ensure pickup by Moving Services, please list all items for disposal.
Import Items... Add New Item Clone Last Item
Room Item Qty Asset# Serial# Model Manufacturer
106 Computer CPU Only, workstation 1 2VCPT245 990 DELL
Save for later
Save and Request Authorization
New Surplus Pickup Request (Alt+N) Save... (Alt+S) Cancel Delete Print

Select OK

Your request for authorization has been sent by email. Once the Surplus Pickup Request is authorized, it will no longer be editable.
OK
Room Item Qty Asset# Serial# Model Manufacturer
106 Computer CPU Only, workstation 1 2VCPT245 990 DELL
New Surplus Pickup Request (Alt+N) Save... (Alt+S) Cancel Delete Print

This shows an email was sent to the administrator (you selected in the beginning of your order) and they will authorize your order if it is correct. If not, they will let you know, and you can go in and edit the order and correct. Repeat steps from above to get it back to the administrator so it can be authorized.

Once Surplus has received the authorized order from the department they will process (24-48 hr turnaround). Then Mail services will pick up from us and deliver your envelope which will include your Disposal Request page and Labels. Place the labels on each item that it matches to. Once you have done so then you will need to go to Facilities Services page and Submit a Work Request (Keep in mind Moving Services is a separate department from Surplus)