Surplus Management

User Guide

September 2021



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Accessing the Surplus Management System

1. Navigate to the <u>https://ipo.rutgers.edu/bs/surplus-pickups</u> webpage. Click **Rutgers University Surplus Request System**.

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	lus-pickups		् 🖈 🛊 🚺 ।
UNIVERSITYWIDE NEW BRUNSWICK RBHS	NEWARK CAMDEN ONLINE RUTGERS HEALTH	SEARCH	Q 🗸 THIS SITE
IP&O HOME BUSINESS SEF	VICES HOME CONTACT US BUSINESS SERVICES GROUPS OUR SERVICES $RUTGE$	RS Institutional Planning and Ope	erations
	Surplus Pickup & Disposal		
	Surplus Operations is responsible for the pickup and disposal of all university assets which an use, or for which there are no further plans for use. The Surplus Property Policy (PDF) define for surplus assets and how to handle the disposal, sale, and transfer of these assets	5	
	How To Request a Surplus Pickup & Disposal		
	All Surplus Transfer requests and approvals are handled through the Rutgers University Surp website, which requires a NetID and password login. Follow the steps in this Surplus Manage learn how to request and approve a Surplus Transfer, and how to request help.		
	Department Heads or other authorizing staff can designate Approver rights to appoint other the Approver Permissions Request Form. Learn more about Approver rights by downloading Management User Guide.		

2. Log in with Rutgers **Net ID** and **Password**.



NOTE: If you are already logged in with your Rutgers **Net ID** and **Password**, the page will automatically redirect to the system.

R NetID Login - CAS – Central Auth × +			0	-	٥	\times
\leftarrow \rightarrow C ($$ cas.rutgers.edu/login?service=https%3A%2F	%2Fidps.rutgers.edu%2Fidp%2FAuthn%2FExtCas%3Fconversation%3De	1s2&entityId=https%3A%2F%2Fru.a	07	Q 🕁	E	:
	RUTGERS					
	NetID Login					
	NetID:					
	Password:					
	Password.					
	Ensure proper security — keep your password a secret					
	□ I am at a public workstation, disable single sign-on.					
	Log In					
	Forgot your NetID or password? First-time users, activate your NetID, Need more help?					
	For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!					



Understanding the Surplus Management System

The Surplus Management System is provided by AssetWorks.

This system has two main purposes:

- 1. Requesting a Surplus Transfer
- 2. Approving a Surplus Transfer



KEY: A **Transfer**, also known as a **Surplus Transfer**, refers to a surplus pickup of an item(s) that is scheduled to be removed from the university. The Surplus Operations team handles this. Surplus Operations differs from Property Management, which handles internal property transfers from one Rutgers department to another.

Rutgers' employees can use their Net ID and password can be a **Requestor** (also known as a **Surplus User**). A **Requestor** is a person who requests a transfer.

Certain permissions apply to people approving transfer requests. **Departmental Approvers** (also known as **Approvers**) must be authorized by their Department Head or another authorized staff to approve transfer requests. To become an authorized **Approver**, see the <u>Requesting Approver Permissions</u> section. There can be muliptle **Approvers** per department, but each **Approver** must be authorized.



HINT: Follow the <u>Requesting Support</u> directions to request help.

Requesting a Surplus Transfer



KEY: To initiate a Surplus Transfer of one or more assets: (1) create a new Surplus Transfer and (2) add assets to the Surplus Transfer request.

1. Click the **Transfers** tab.



NOTE: If the **Surplus Transfer** section is not already open, click **Create Surplus Transfer**.

Home Assets	Welcome HENRY RUTGERS / RU Home Hep Support Sign Out	
Transfer Sidebar	Quick Search Surplus Transfers	
Surplus	Surplus Transfer Number Search	
	Search Surplus Transfers	
	Addacs Search Surplus Transfers	
	Ocreate Surplus Transfer	
	From Department * [0 - ALL DEPARTMENTS	
	Notes	
	- Property Information	
	Building *	
	Room	
	- Contact Information	
	Contact Name * HENRY RUTGERS	
	Contact Phone *	
	Contact Email * HENRY@RUTGERS.EDU	
	Location Notes	
	Terms and Conditions	
	Department User must review the <u>Rutgers Terms and Conditions</u> and click the checkbox in order to proceed.	
	By checking the box below, you are confirming that the hard drives and storage media have been wiped clean or destroyed as per University Policy, and acknowledge user will be held lable if a breach is directly related to data left on storage medium found in surplus equipment.	
	□ I have read and agree to the above terms and conditions.	
	Create	



2. Enter all required information and any additional information as needed.



NOTE: Some information will appear pre-filled, but it can be edited. For example, if you are not the on-site contact for this surplus, enter the appropriate **Contact Name**, **Phone**, and **Email**.

Screate Surplus	s Transfer			
From Department *	10501 - IPO-EMPLOYEE SE	RVICES		A
Notes	test			
Property Informa	ation			- -
Building *	3008 - GRADUATE SCHOO	L OF SOCIAL WORK BUILDING	Q	
Room	012]	
Contact Informat	tion			
Contact Name *	JOHN DOE]	
Contact Phone *	555-555-5555			
Contact Email *	JOHNDOEFAKE@RUTGER	S.EDU]	
Location Notes	test]
Terms and Condit	ions			
Department User m	nust review the <u>Rutgers Terms ar</u>	nd Conditions and click the checkbox	in order to proceed.	
		the hard drives and storage media ha lium found in surplus equipment.	ave been wiped clean or o	destroyed as per University Policy, and acknowledge user will be held liable if a
I have read and	agree to the above terms and c	onditions.		
Create				



HINT: The **From Department** field will be filled out. Begin typing a building name or number and select the appropriate choice from the menu.

Screate Surplus	Transfer			
From Department *	10501 - IPO-EMPLOYEE SE	RVICES		
Notes	test			
Property Informa	ation			
Building *	3008 - GRADUATE SCHOO	L OF SOCIAL WORK BUILDING]<	
Room	012]	
Contact Information	tion			
Contact Name *	JOHN DOE]	
Contact Phone *	555-555-5555			
Contact Email *	JOHNDOEFAKE@RUTGEF	RS.EDU		
Location Notes	test]
Terms and Condit	ions			
Department User n	nust review the <u>Rutgers Terms a</u>	nd Conditions and click the checkbox	in order to proceed.	
		the hard drives and storage media ha dium found in surplus equipment.	ave been wiped clean or o	lestroyed as per University Policy, and acknowledge user will be held liable if a
I have read and	agree to the above terms and c	onditions.		
Create				

3. Read the terms and conditions, and then check the box to agree. Click **Create**.

Screate Surplu	is Transfer
From Department	* 0 - ALL DEPARTMENTS
Notes	test
Property Inform	nation
Building *	3008 - GRADUATE SCHOOL OF SOCIAL WORK BUILDING
Room	012
Contact Inform	ation
Contact Name *	JOHN DOE
Contact Phone *	555-555-5555
Contact Email *	JOHNDOEFAKE@RUTGERS.EDU
Location Notes	test
Terms and Cond	itions
Department User	must review the Rutgers Terms and Conditions and click the checkbox in order to proceed.
	ox below, you are confirming that the hard drives and storage media have been wiped clean or destroyed as per University Policy, and acknowledge user will be held liable if a related to data left on storage medium found in surplus equipment.
🗹 I have read ar	ad agree to the above terms and conditions.
Create	

4. The page will refresh. Information from the previous screen will be shown in the **Surplus Detail** section. If necessary, click **Edit** to revise any information. Then scroll down ⊗.

KEY: A **Surplus Number** and **Creation Date** are autogenerated for tracking purposes. Keep this information for your records.

Home Assets Transfers	Successfully created Surplus Header. Please add your	Welcome: HENRY RUTGERS / RU Home Help Support Sign Out
Surplus Surplus Surplus Number Italia Super Approval User Creation Date Close Out User Close Out User From Department O From Person RU	Q	Property Information Sates Type Buiking 3008 - GRADUATE SCHOOL OF SOCIAL WORK BUILDING Room 012



5. Click Create New Asset to begin adding assets to the surplus request.

Add Assets
Asset Number Add Asset Create New Asset Transfer by Eilter
Assets
There are no assets on this surplus. Cancel Remove Asset Print Detail

6. A pop-up tab will appear. Enter all required information. For **Building Name** or **Number** begin typing the appropriate phrase and select from the menu provided.

Enter additional information as needed.

S Asset Insert - Google Chrome		- 0	\times	0 - 0 ×
demo.ams.incircuit.com/amsdemo50/f?p=1058:135:14743650	0289400::NO::P135_TRANSFER_ID:13953		Q	uccessfully%20created%20Surplus 🔍 🛧 📧 :
Insert Surplus Asset				-
Close Save & Same Save & New Save & Done Save & Ad	d Images			
NON-TAGGED ASSET INSERT	Acquisition			
Asset Number * [AUTO-ASSIGN]	Accounting Date * 05/20/2021			DU
RU Tag Number	Accounting Method * STATE SURPLUS			
Item *	Accounting Cost * \$0.00			
Description *	Accounting Description			
Department * 0 - ALL DEPARTMENTS	Notes			
Room Number 012	Notes 1			
Building	Notes 2			
Summary	Notes 3			
Condition *	Quantity * 1			
Serial Num/VIN	UoM * EA 🗸			
Make/Manufacturer				
Model				
Model Year				

Button	Action
Close	Closes the asset pop-up without saving.
Save & Same	Saves the asset and creates a new asset pop-up with the same information. This allows for minimal edits of the new asset.
Save & New	Saves the asset and opens a new, blank asset pop-up.
Save & Close	Saves the asset and closes the asset pop-up.

7. When finished entering information, click one of the following:



CAUTION: This step only adds the assets to the request. It does not submit the request. To submit, follow Steps 8-10.

demo.ams.incircuit.com/amsdemo50/f?p=1058:135:14743650289400::NO::P135_TRANSFER_ID:13953		0	
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aort outpido riooot			
Close Save & Same Save & New Save & Done Save & Add Images			
ION-TAGGED ASSET INSERT Acquisition			
sset Number * [AUTO-ASSIGN] Accounting Date * 05/20/2021			
IU Tag Number Accounting Method * STATE SURPLUS			DU
em * Accounting Cost * \$0.00			
lescription * Accounting Description			
lepartment* 0 - ALL DEPARTMENTS Notes			
toom Number 012 Notes 1			
uliding Notes 2	=		
Summary Notes 3	=		
condition * Quantity * 1	_		
erial Num/VIN UoM* EA V			
take/Manufacturer			
todel			
todel Year			

8. Review all the assets added.

If desired, click **Print Detail** to refresh the page to a printable PDF of all assets.

After reviewing all assets, scroll down.



HINT: Click the edit icon *to edit an asset. Click the Docs/Images number to view, add, or edit images.*

te Approve Date Docs/Images Notes
- <u>Q</u> -
- <u>Q</u> -
· <u>1</u> ·
· <u>Q</u> ·
. 1 .



9. After reviewing all information for the Surplus Transfer request, scroll up and click **Submit for Approval**.

Home Assets Tra	IGERS			
Transfer Sidebar	Surplus Detail			
Supplus	Submit Approval Date Submit Approval User Close Out Date Close Out User From Department	13328 05/20/2021 0 - ALL DEPARTMENTS - ADMN SERVICES BLDG ANNEX I, PISCATAWAY NJ 08854 RUTGERS, HENRY State Surplus test Approval		3008 - GRADUATE SCHOOL OF SOCIAL WORK BUILDING 012 JOHN DOE 555-555-5555 JOHNDOEFAKE @RUTGERS EDU
	Add Assets Asset Number * Add Asset Create New Asset Tran	nsfer by Filter	ţ,	

10. After submitting, a notification email will be sent to the **Approver**.

After the **Approver** reviews and approves the request, the Surplus Operations team will be notified that the transfer is ready.

Requesting Approver Permissions



KEY: The steps to request **Approver** permissions for another person must be completed by a Department Head or authorized staff. It is the responsibility of the Department Head or authorized staff to <u>remove Approver-level</u> <u>permissions</u> when necessary.

1. Navigate to the <u>https://ipo.rutgers.edu/bs/surplus-pickups</u> webpage. Click the **Approver Permissions Request Form**.





2. Enter all required information.



KEY: For the question **Do you want to grant or remove Approver-level permissions in the Surplus Management System?** select **I want to grant Approver-level permissions**.

B Approver Peri	missions Request For 🗙	+							•	-		č.
$\ \ \in \ \rightarrow \ G$	₿ ipo.rutgers.edu	/approver-	permissions-request-f	orm					*	*		ŧ.
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IP&O HOME	ABOUT US	CONTA	CT US NEWS	OUR GROUPS	OUR SERVICES	SUSTAINABILITY	IP&O STAFF	RUTGERS Institutional Planning and Operations				
			Appro	over Pe	rmissio	ns Requ	iest For	m				
			This form m	ust be filled out by	a Department H	lead or Authorizer	Staff.					
			The person w	who fills out this fo	orm must be auth	orized to declare p	roperty as surplus	in accordance with University Policy 30.4.3.				
			First Name	:*								
			Last Name:	*								
			NetID: *									
			Email: *									
			Are you a D	epartment Hea	ad or Authoriz	ed Staff? *						
			\odot Yes									
			⊖ No									
			If No , please d	o not submit form an	id contact Surplus M	lanagement.						
								us Management System? *				
					-	or the individual be						
					evei permissions	for the individual	DeloW.					
			Approver-level									

3. Click Submit.

Approver Per	missions Request Fo	< +								o - o ×
← → C			ssions-request-form					Dumonno		* * 🟮 :
IP&O HOME	ABOUT US	CONTACT US	NEWS	OUR GROUPS	OUR SERVICES	SUSTAINABILITY	IP&O STAFF		Institutional Planning and Operations	
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			Organizat	ion ID:						
			Address:	F						
			Phone Nu	mber: *						
			Z ould You L Yes	ike To Change	e The Permissi	ions For Anothe	er Individual? *			
			No							
		s	UBMIT							
				l IP&O inquiries, ple specific inquiries, cli	ase EMAIL US or cal	II 848-445-3000.	f	FOLLOW IP&O Ø y	•	
			Copyright ©202	1, Rutgers, The State Univ	versity of New Jersey, an es	tual opportunity, affirmative a	action institution. All rights reser	ved.		
								equal access/equal opportunity institution. Individuals with d		
			encouraged to di	rect suggestions, commen	ts, or complaints concernin	ig any accessibility issues wit	th Rutgers websites to accessibil	ity@rutgers.edu or complete the Report Accessibility Barrier	/ Provide Feedback Form	

The Surplus Operations team will review the request. The request will be processed, provided the request has been properly filled out and sent from a Department Head or authorized staff.

The Surplus Operations team will send an email notification (sample below) of the change to the Department Head or authorized staff and the newly appointed **Approver**.

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File	Message	Insert	Options	Format Text	Review	Developer	🛛 Tell me	what you want to	do							
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	Subject	Request	for Approver	r Access to Surplu	is Management S	ystem										
						ble for approv	ng Surplus 1	ransfer requests.								
When a			val, you will re tworks.com	eceive a notificat	ion email from											
The sv	-			ı juest has been ar	proved or reject	ed.										
	approve a Sur	-			,											
	 Login to th Follow the 	e <mark>Surplus M</mark> Approving	lanagement a Surplus Ti	system. ransfer section o	of the Surplus M	anagement U	ser Guide.									
Downlo	ad and save ti	e attached §	Surplus Mana	agement User Gu	uide or access it	anytime at <u>htt</u>	os://ipo.rutger	s.edu/bs/surplus-pi	ickups.							
Thank Surplus	you, Operations T	am														



Removing Approver Permissions



KEY: The steps to remove **Approver** permissions for another person must be completed by a Department Head or authorized staff. It is the responsibility of the Department Head or authorized staff to remove Approver-level permissions when necessary.

1. Navigate to the <u>https://ipo.rutgers.edu/bs/surplus-pickups</u> webpage. Click the **Approver Request Form**.



2. Enter all required information.



KEY: For the question **Do you want to grant or remove Approver-level permissions in the Surplus Management System?** select **I want to remove Approver-level permissions**.

Approver Permissions Request For X +	0	- 0	×
\leftrightarrow \rightarrow C $($ ipo.rutgers.edu/approv	r-permissions-request-form	* * 6) =
UNIVERSITYWIDE NEW BRUNSWICK RBHS NEWARK	cancer unline Ruthers Halth SEARCH	Q ~ 185	SITE
IP&O HOME ABOUT US CON	TACT US NEWS OUR GROUPS OUR SERVICES SUSTAINABULITY IP260 STAFF $ m RUTGERS$ Institutional Planning and Operations		
IP20 HOME ABOUT US CON	INCLUS NEWS OUR GROUPS OUR SERVICES SUSTAINABILITY UND STAFF RUTGERS Institutional Planning and Operations Approver Permissions Request Form This form must be filled out by a Department Head or Authorizer Staff. The person who fills out this form must be authorized to declare property as surplus in accordance with University Policy 30.4.3. First Name: * Last Name:		
	Email: * Are you a Department Head or Authorized Staff? * Yes No If No, please do not submit form and contact Surplus Management. Do you want to grant or remove Approver-level permissions in the Surplus Management System? * I want to grant Approver-level permissions for the individual below. I want to grant Approver-level permissions for the individual below. Approver-level permissions First Name: *		

3. Click Submit.

Approver Perm	missions Request Fo	+									•	٥	×
← → C (ipo.rutgers.edu	a/approver-permis	sions-request-form								*	* 🛛	1
IP&O HOME	ABOUT US	CONTACT US	NEWS	OUR GROUPS	OUR SERVICES	SUSTAINABILITY	IP&O STAFF	Ru	TGERS Institution	onal Planning and Operations			Î.
		W	permissions, Departmen Organizati Address: *	, this individual nt: * on ID: nber: *	l will no longer be		Surplus Transfers for	fers for the following departm	lepartment. If removir				
		0	Yes										
		0	No										
		s	UBMIT										
				IP&O inquiries, plea becific inquiries, clic	ase EMAIL US or call ck HERE.	848-445-3000.	f	FOLLOW IF	2&0 ¥				
			Contact RU-info al	1732-445-info (4636)	Questions? Ask Colonel Her	nry or text us at 732-662-266		l. aal access/equal opportunity institut @rutgers.edu or complete the Report		Iback Form			

The Surplus Operations team will review the request. The request will be processed, provided the request has been properly filled out and sent from a Department Head or authorized staff.

The Surplus Operations team will send an email notification (sample below) of the change to the Department Head or authorized staff and the newly appointed **Approver**.

E		५ े		ψ	* =			Reque	est for Ap	prover Acce	ess to Sur	plus Ma	anagement System - N	lessage (HT	ML)			•		
Fi	e	Message	Insert	Options	Format Text	Review	Developer		Tell me w	hat you wa	nt to do									
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۲ Set		From • To Cc																		
		Subject	Reques	t for Removal	of Approver Access	s to Surplus Ma	inagement S	ystem												
Th	Fi Fi Fi ank yo	rst Name rst Name rst Name	Last Name Last Name Last Name	r-level permis	sions for the follow	ing users in th	e Surplus M	anagem	ent Syster	m has been	approve	ed.								

Approving a Surplus Transfer Request



KEY: **Approvers** must have permissions granted by their Department Head or authorized staff and follow the steps outlined here to approve a Surplus Transfer.

1. After the **Requestor** clicks **Submit for Approval**, an email (sample below) is sent to all **Approvers** in the appropriate department.



2. Access the Surplus Management System. Click the Transfers tab.

	Welcome HENRY RUTGERS / RU Henne Heb Sugert Sign Out	
Transfer Sidebar	Quick Search Surplus Transfers	
Surplus	Surplus Transfer Number	
	Seach Surplus Transfers Alocs Search Surplus Transfers Cease Surplus Transfer Prom Department (0 - ALL DEPARTMENTS Notes - Property information - Buding * Contract Tomas Contract Tomas* - Property information - Contract Tomas* Contract Tomas* Contract Tomas* - Property information - Contract Tomas* Contract Tomas* - EURITY QUITGERS - Contract Tomas* - Internet tower with Budgers Temas and Conditions - Internet tower with Budgers Temas and Conditions - Internet tower with Budgers Temas and Conditions - Internet tower with Budgers Temas and Conditions	



3. Enter the **Surplus Transfer Number** (also known as the **Surplus Number**). Click **Search**.

Ru Ru	IGERS		Î
Home Assets T	ransfers		
Transfer Sidebar	Quick Search Surplus Trans	fers	
Surplus	Surplus Transfer Number		
	Search Surplus Transfers		
	Surplus Transfer Number		
	From Department		
	Method	~	
	Asset Number		
	Status	×	
	Remarks		
	Creation Date From		
	Creation Date To		
	From Person		
	Submit For Approval Date From		
	Submit For Approval Date To		
	Close Out Date From		
	Close Out Date To		
	Search		

4. Click the edit icon for the appropriate transfer.

	ITGERS						Welcome: HENRY RUTGERS / RL	Home	Help Supj	xort Sign Ou	t
Home Assets Tr	ansfers										
Transfer Sidebar	Quick Search Surplus Transfer	S									
Surplus	Surplus Transfer Number 1332	}									
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	13328	05/20/2021	0 - ALL DEPARTMENTS	HENRY RUTGERS	State Surplus						
	Download row(s) 1 - 1 of 1										
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	S Create Surplus Transfer										
	From Department * 0 - ALL DEPAR	TMENTS			9						
	Notes										
	Property Information										
	Building *			~							
	Room										
	Contact Information Contact Name * HENRY RUTG	EDS				5					
	Contact Phone *										
	Contact Email * HENRY@RUT	CERS EDU									
	Location Notes	OLNO.LDU		J	-						-

5. Click **Approve**. Scroll down if the **Approve** button is not visible.

Asats Transfer Asats Transfer Burglus Detail	κs										The b	oome: HENRY RUTGERS / R	ti Home Help :	Support Sign
Aus Durghan Namber Creation Date Submit Approval Date Submit Approval Date Close Out Date Priori Department Prom Person Nates Asset Label Creation Dat Taga Artised Date Proxing Date Edit	13328 0529/2021 06/02/2021 MICHAEL MCDI 0 - ALL DEPART RUTGERS, HEN State Surplus best	TMENTS - /		ACES BLDG A	WNEX (PISCATAWA	Y NJ 08(3008 - GRADU 012 mation JOHN DOE 555-555-5555 JOHNDOE74KE			L WORK BUILDING		0
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6. Click Save. Scroll down if the Save button is not visible.

	RS				Thelcome HENRY RUTOERS / RU Have Hulp Support				
Surplus Detail									
Creation Date Submit Approval Date Submit Approval User Orise Out Date Orise Out User Prom Department Prom Department Prom Department Method	05/20/2021 05/02/2021 MICHAEL MCDEC 0 - ALL DEPARTM RUTGERS, HENR	ENTS - ADMN SERVICES	BLDG ANNEX (PISCATAWAY NJ OBI	- Property INformation - Same Type 2008 - GRADUATE SCHOOL OF SOCIAL WORK BUILDING Room 012				
Approve Assets									
Asset Numb 0-13328-001-NT 0-13328-002-NT	501		0ty 5	ent Approved ~ Approved ~	v i				
0-13328-003-NT 0-13328-004-NT 0-13328-005-NT		(1	Approved ~ Approved ~ Approved ~	v i				
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7. The page will refresh and a success notification will appear.

	TGEI	RS						w	ilcome: HENRY RUTGERS / RU	Home Helj	Support	Sign Out
			Successfully a	pproved assets.			×					
Transfer Sidebar	Surplus Detail	•										
Surplus	Surplus Number Creation Date Submit Approval User Close Out Date Close Out User From Department From Person Method Notes Asset Label Creation Dath Pickup Date Edit	RUTGERS, HENRY State Surplus test	ENTS - ADMN SERV	ICES BLDG ANNEX I	PISCATAWAY NJ 088	Contact Info Contact Name Contact Phone	3008 - GRADUAT 012 JOHN DOE 555-555-5555 JOHNDOEFAKE@F	TE SCHOOL OF SOCI	AL WORK BUILDING			
	Assets											
	View Asset Numbe		ty Sent Qty Rovd	Sales Price Scrap	Status Receive	er Recv Date	07/02/2021	Docs/images Notes				
	0-13328-002-N		-		In Transfer -	-	07/ <u>1</u> 2/2021	Q -				

8. A member of the Surplus Operations team will email the **Requestor** to schedule a date and time for the pickup of the **Surplus Transfer**.

Requesting Support

1. Access the <u>Surplus Management System</u>. In the top right corner, click **Support**.

Run	GERS	Welcome: HENRY RUTGERS / RU Home Help Buggert Bign Out
Home Assets Trai	isfers	
Home Sidebar	Quick Search	
Welcome	Asset Number Search	
	Transfer Number Search	
	⊗ Key Performance Indicators (KPI)	
	Description Total Count Total Amount	
	Active Asset up to previous day 99451 \$2,953,762.59 Newly Created Assets of the current day 5 \$0.00	
	Disposal for the entire day 0 \$0.00	
	Download	
	User Info	
	Name HENRY RUTGERS	
	Customer RU	
	Version 8.21.3.19.1357	
	Change Password AMS Mobile View	
	5	

2. A pop-up tab will appear with some pre-filled information. Enter **My questions** or comments: and **My Phone Number**. Click **Send Email**.

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Technical Support Please complete the following form and click Send. A support representative will contact you with an answer. y question or comment: My question or comment: My Name * HENRY RUTGERS My Phone Number My Email Address * HENRY@RUTGERS EDU Cancel Send Email			Welcome: HENRY RUTGERS / RU Home Help Support Sign Out

3. An email will be sent to a Rutgers Surplus Management System Administrator and AssetWorks Support.

When the issue is resolved, you will receive an email from a **Rutgers Surplus Management System Administrator**.

