

Submitting a Disposal Request

Purpose: How to submit a disposal request to property surplus

- 1.) Department Admin will log into Web Data 2.0 at <https://www7.nau.edu/propsurplus2/Login.aspx>

NORTHERN ARIZONA UNIVERSITY SURPLUS PROPERTY SOFTWARE

PLEASE LOGIN

HELP

Please Login

Email

Password [Forgot Password?](#)

Remember Me

- 2.) Press disposal request on main department view

NORTHERN ARIZONA UNIVERSITY SURPLUS PROPERTY SOFTWARE

WELCOME, CHRISTOPHER AUGUSTINE
LOGGED IN AS ADMINISTRATOR FOR
ADMISSIONS, UNDERGRADUATE

MENU LOGOUT HELP

To Do List

Disposal Requests


CURRENT TASKS COMPLETED

C	Task Type	Date	Module	Task Details	
<input checked="" type="checkbox"/>	Authorization	10/11/2018	Disposal Requests	Authorization required for DR# 14694 (by ACC ACC).	
<input checked="" type="checkbox"/>	Authorization	10/08/2018	Disposal Requests	Authorization required for DR# 14693 (by ACC ACC).	
<input checked="" type="checkbox"/>	Authorization	10/08/2018	Disposal Requests	Authorization required for DR# 14692 (by ACC ACC).	
<input checked="" type="checkbox"/>	Authorization	12/12/2014	Disposal Requests	Authorization required for DR# 12981 (by ADMIN ADMIN).	
<input checked="" type="checkbox"/>	Reminder	12/22/2010	Department profile	Sign & send Signature Report to SPO.	

Total Records: 5

Print

3.) Press New Disposal Request (both buttons will work)


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DEPARTMENTS: DISPOSAL REQUESTS

SEARCH Add / Edit

Department: ADMISSIONS, UNDERGRADUATE #5000020 Search by: Disposal Request Number


Disposal Type: All Status: Pending Search Cancel **New Disposal Request** Alt+N

A	Department	Disposal Type	DR#	Date	Status	Authorizer	
	ADMISSIONS, UNDERGRADUATE	Turn into Surplus	14694	10/11/2018	Pending	ACC ACC	
	ADMISSIONS, UNDERGRADUATE	Turn into Surplus	14693	10/08/2018	Pending	ACC ACC	
	ADMISSIONS, UNDERGRADUATE	Turn into Surplus	14692	10/08/2018	Pending	ACC ACC	
	ADMISSIONS, UNDERGRADUATE	Turn into Surplus	14251	05/24/2017	Pending		
	ADMISSIONS, UNDERGRADUATE	Turn into Surplus	13716	04/11/2016	Pending		
	ADMISSIONS, UNDERGRADUATE	Turn into Surplus	12143	10/16/2013	Pending		

Total Records: 6

New Disposal Request Alt+N

4.) Fill out form and press "Add New Item"


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DEPARTMENTS: DISPOSAL REQUESTS

SEARCH Add / Edit

Department: ADMISSIONS, UNDERGRADUATE #5000020 Contact Person for this Disposal Request: Christopher Augustine Who will authorize this Disposal Request?: Select

Disposal Type: Turn into Surplus DR#: Pending Date: 01/22/2019 Status: Pending

Pickup Type: Surplus Property Office To ensure pickup by the Surplus Property Office, please list all items for disposal.

Import Items... **Add New Item**

Room	Item	Qty	Asset#	Serial#	Model	Manufacturer
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Total Records: 0

New Disposal Request Alt+N Save... Alt+S Cancel Delete Print

5.) When adding new item fill out required areas as seen in red. Then press "Save"

ADD NEW ITEM

This item is located at SECHRIST HALL #042, 1200 S Beaver St Flag **Room**

Item Category **Qty** **Condition** 3 - Fair

Asset# **Serial#** **Model** **Manufacturer**

Description

Images Upload

Attachments Upload

SaveCancel

6.) Save and submit your Disposal Request for Authorization by pressing “Save...” and you will see this successful notification that an email has been sent to anyone in the department who is authorized to approve the request

The screenshot shows a web application interface for Surplus Property Software. A notification box from 'www7dev.nau.edu' is displayed, stating: 'Your request for authorization has been sent by email. Once the Disposal Request is authorized, it will no longer be editable.' Below the notification is a form for creating a disposal request. The form includes fields for Department (ADMISSIONS, UNDERGRADUATE #5000020), Contact Person (Christopher Augustine), Disposal Type (Turn into Surplus), DR# (14705), Date (01/22/2019), and Status (Pending). A table below the form lists items for disposal, with one row showing 'Binder, TEST TEST TEST' in room 4, quantity 13. At the bottom of the form, there are buttons for 'New Disposal Request', 'Save...', 'Cancel', 'Delete', and 'Print'.

NOTE: Every Disposal Request is routed through email for approval

7.) Email is received by approver

[SPS] - Approval Required for Disposal Request # 14708

S **SPS <no_reply@nau.edu>**
 C Augustine - Vendor
 Thursday, January 24, 2019 at 4:44 PM
[Show Details](#)

Dear Christopher Augustine,

Please review the disposal request #14708 below and click the “Approved” button if you approve it.

To edit the Disposal Request by deleting or adding line-items, or deleting the entire record, please click the “Modify” link and log in to the application, make your changes, then tap the Red X button to authorize, or the Delete button to delete the entire record.

Approved: [Click Here](#)

Modify: [Click Here](#)

Department: ADMISSIONS, UNDERGRADUATE
Contact: Christopher Augustine
Authorizer: Christopher Augustine
Date: 01/24/2019
Status: Pending
Disposal Type: Turn into Surplus
Pickup Type: Surplus Property Office

Item: Tablet/computer, TestPad
Qty: 7

Thank you,
 Surplus Property Software
Making Your Workday Easier

8.) Once approved, approver will see this screen

