## SPARC USER GUIDE

Tag Order Request

For use with Stanford property only.

Log into <u>https://sparc.stanford.edu</u> Select Tag Order Request by clicking on the portal title.



This will take you to the dashboard page for the Tag Order Request

Stanford Universit	ty   Property Admi	nistration Resource	Center (SPARC : Tag C	order Reques	t)			
SPARC Home page			Tag Order			Tag Order An		
🔂 Dashboard	lag Urder							
Create New requests	Instructions Instructions							
Q Look up a Request	My Drafts							
🛠 Tag Items Maintenance								
🗭 About	Req. î≞	Dat	e Created		Delete			
A Getting Started	2431	17-	NOV-17		1			
2 Ouiek Linke	3222	25-	DCT-18		1			
C QUICK LINKS	4734	03-	FEB-21		<b></b>	09-MAR-21		
(2) Help V	4924	26-	APR-21		<b>a</b>	26-APR-21		
	4929	27-	APR-21		<b></b>	27-APR-21		
	5046	01-	IUL-21					
	My Revoked Requests							
	Req. î≞	Req. Î= Date Created Status			Reactivate			
	4974	17-MAY-21		Terminate	ed by PMO	Ŷ		
	Download as Spreadsheet							
	My Completed	Requests						
	Req. ↑≞	Status	Date Created		Date Submitted	Approved By		
	1025	Completed	24-AUG-16			Jose Plascencia		
	1030	Completed	25-AUG-16			lose Plascencia		

The Dashboard contains a list of My Drafts, My Revoked Requests and My Completed Requests, depending on the activity on the page. There are also quick instructions at the top of the page.

To create a new Tag order, click the Create New Requests on the left sidebar of the page.

Stanford University   Provide the Provi	Stanford University   Property Administration Resource Center (SPARC)					👗 Kim Kaehler 🛛 🕞 Logout			
SPARC Home page									
# Dashboard	Please fill out the Tag Order Request form below. Fields marked with a * are required.								
Create New requests	Request ID 1660								
Q Look up a Request	Contact Information								
🗭 About									
A Getting Started	SUnet ID	kkaehler Nam	e Kim Kaehler		Phone *	(650) 723-2294		Mail Code *	6025
🕑 Quick Links 🗸 🗸	DPA Name *	Mary Tsukamoto ×	<ul> <li>DPA Email</li> </ul>	mtsuk@stanford.edu		DPA Phone *	(650) 725-2495		
🗘 Help 🗸 🗸	Org Code	VTFR - STEM CELL BIO REGENERATIVE MED INSTR.	*						
	Quad-Building *	07-535 (LOKEY STEM CELL RESEARCH BUILDING)	- Floor	03	х т	Room *	G3C110	х т	
	Tag Order Item	15							

Once you enter your Contact Information, these fields will auto populate with future use. Next, scroll down and find the tag(s) you need to order.

🖻 Stanford University   Property Administration Resource Center (SPARC : Tag Order Request)							
SPARC Home page Tag Order Items							
G Dashboard							
Create New requests	Image	Description	Quantity requested (qty >50 requires justification)				
<ul> <li>Look up a Request</li> <li>Tag Items Maintenance</li> <li>About</li> <li>Getting Started</li> </ul>	SUID - Stanford University Identification Barcode Tag	For use on: • All capital equipment. • Completed fabrications over \$5,000. • All government-owned equipment. Optional use: Other Staford- owned items the department elects to track.	Sheet (25 tags per sheet) For Barcode Re-issues: Enter SUID to be reissued in the space below, and separate each SUID number with a comma.				
Quick Links	Non Capital Excess Request Label						
Hep ~	EXCESS Property of Stanford University Reg #	For use on: • Non Bar-Coded Excess Property for pick-up. Note: Never used with Hazardous Materials.	Each				
	Asset Component Label Property of Stanford University This component is <b>PART</b> of ID#	For use on: • Removable components of capital equipment.	Each				
	U.S. Government Asset U.S. Government Asset	Required use on: • All equipment where title (ownership) vests with the United States government. All such equipment must also be barcode tagged and recorded in the property system. • Actual size 1 5/8" x 1/4"- image magnified	Each				
	Non-Capital Asset Overlay	For use on: • Non-capital items being tracked in SFA . (use in conjunction with SUID barcode tag). Recommended use: • Use without barcode tag to mark non-capital items which may appear to be capital – if using without SUID barcode tag, write the Purchase Reguisition No. on the clear window in indelible ink	Sheet (24 tags per sheet)				
	Identity Tag, red - Large						
	Contraction of the second seco	Optional: Used for equipment easily piffered, and are not otherwise tagged. Departments can label & identify equipment (call phones, non-capital laptops, PDA's) owned by Stanford. • Large: 1 1/4" in diameter	Each				
	Identity Tag, red - Small	Optional: Used for equipment easily pilfered, and are not otherwise tagged. Departments can label & identify equipment (cell phones, non-capital laptops, PDA's) owned by Stanford. • Smail: 1 " in diameter	Each				

## SPARC User Guide

SPARC Home page  Solution Sol	Identity Tag, black - Large	Optional: Used for equipment easily pilfered, and are not otherwise tagged. Departments can label & identify equipment (cell phones, non-capital laptops, PDA's, etc.) owned by Stanford. • Large: 1 ½" in diameter	Each
A Getting Started         Image: A start of the star	Identity Tag, black - Small	Optional: Used for equipment easily pilfered, and are not otherwise tagged. Departments can label & identify equipment (cell phones, non-capital laptops, PDA's, etc.) owned by Stanford. • Small: 1 " in diameter	Each
		For use on: • Equipment loaned or leased to Stanford University. • Other non-SU-owned property being used on campus for Stanford business	Sheet (24 tags per sheet)
	Donated Asset Overlay	For use on: • All donated equipment.	Sheet (24 tags per sheet)
	Asset Relocation Tag Stanford University Capital Equipment PB0R TO BILOCATING, piece of your Department Program Administrator (PM) DM directory information can be found by vioring spars stanford cab	For use on: Capital equipment as a reminder to personnel to notify the Department Property Administrator (DPA) should equipment be relocated to another lab. building or department. Can accompany the asset barcode tag. Optional: May be used for sensitive or general non-capital	Each

When you have made your selections click Review Prior to Submit to continue or Save Changes to come back to your request later.

	$\langle$	Review Prior To Submit vive Changes			
Stanford Universit	y   Pr	roperty Administration Resource Center (SPARC)	🚢 Kim Kaehler 🛛 🔂 Logout		
SPARC Home page		Persuant Dataile			
# Dashboard					
Create New requests		Request ID 1660 Status Pre-Submission			
Q Look up a Request		Requester Kim Kaehler E-mail kkaehler@stanford.edu			
🗭 About		Phone (650) 723-2294			
A Getting Started		Mail Code 6025			
🕑 Quick Links	~	DPA E-mail mtuki@stanford.edu DPA P-mail mtuki@stanford.edu			
Help	×	Location 07-535 (LOKEY STEM CELL RESEARCH BUILDING), Floor # 03, Room # G3C110 Department VTR - STEM CELL BIO REGENERATIVE MED INSTITUTE Date Created 4/12/2017			
Note					
		Add Note Special Instructions or Requests can go here!			

Review the request details for accuracy and enter any notes. Click Submit. Your tags will arrive via University Mail unless other arrangements are made for pick up.