

# SPARC USER GUIDE

Pre-Purchase Screening

For use with Stanford property only.

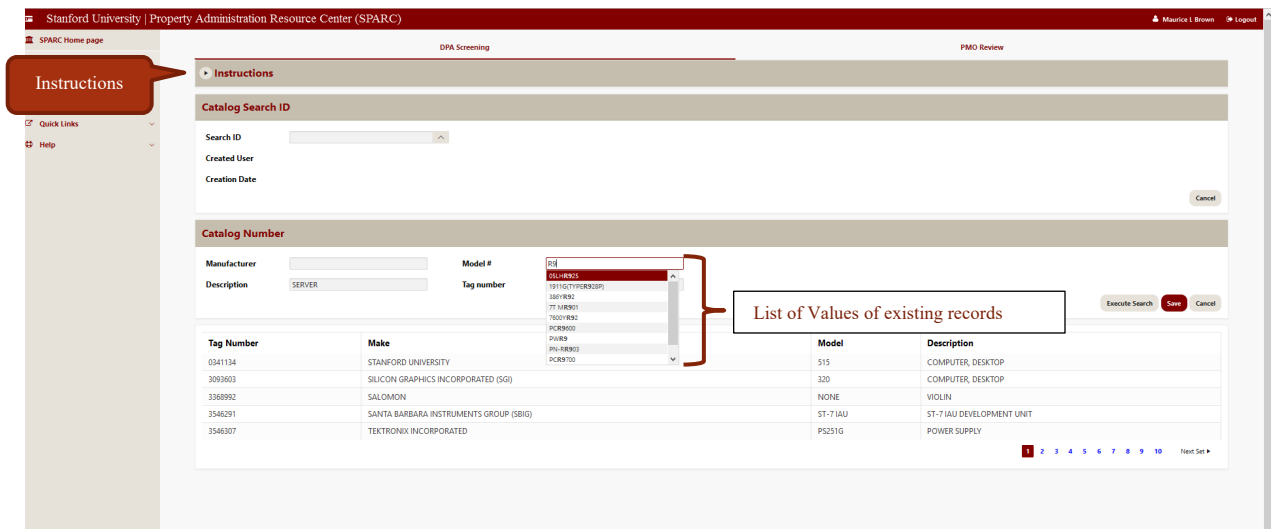
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Log into <https://sparc.stanford.edu>

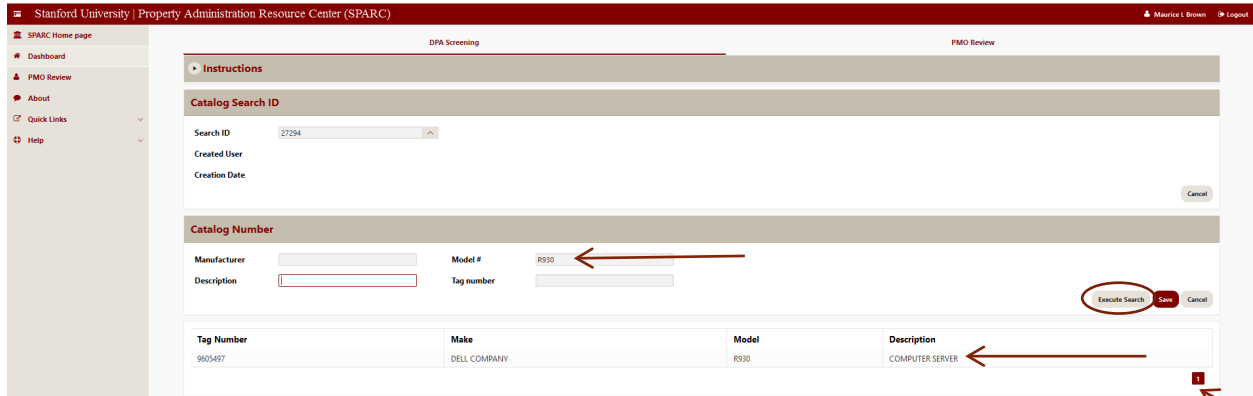
Select Pre-Purchase Screening to open the portal

The screenshot shows the SPARC website interface. At the top, there is a navigation bar with the text "Stanford University | Property Administration Resource Center (SPARC)". Below this is a sidebar menu with the following items: "SPARC Home page", "About", "Authorities", "Getting Started", "Quick Links", and "Help". The main content area features the SPARC logo and the text "Stanford Property Administration Resource Center". Below the logo, there are several service tiles, each with a title, a description, and a small icon. The tiles are: "Excess Request", "DPA Directory", "Sunflower Catalog Request", "Pre-Purchase Screening" (circled in red), "Tag Order Request", "ReUse Request", and "Surplus Sales". The "Pre-Purchase Screening" tile includes the text: "For use by DPAs to perform auditable screening reports on capital acquisitions. Enter the resulting report number in the approval comment field of the requisition. May also be used for general asset searches."

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Begin entering the model number in the model number field under Catalog Number heading. As you type, the list of values will become smaller. Once you type the model number you are seeking, click on it (or just keep typing it if there are no matches).



Once you select the model number, click Execute Search.

The search will result in a list of record with that model number. In this case, there is just one result. If there are a large number of results there may be multiple pages, indicated at the lower right. These results constitute your screening search.

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The screenshot shows the SPARC DPA Screening interface. The page title is "Stanford University | Property Administration Resource Center (SPARC)". The user is logged in as "Maureen Brown". The interface is divided into a left sidebar with navigation links (Dashboard, PMO Review, About, Quick Links, Help) and a main content area. The main content area has a header with "DPA Screening" and "PMO Review". Below the header is a section titled "Instructions". Underneath is a "Catalog Search ID" section with a "Search ID" input field, "Created User", and "Creation Date" labels. Below this is a "Catalog Number" section with input fields for "Manufacturer" (DELL COMPANY), "Model #" (R530), "Description" (SERVER), and "Tag number". There are "Execute Search", "Save", and "Cancel" buttons. A red circle highlights the "No records found" message at the bottom of the search results area.

Here is an example of an asset search with zero results. This result is also acceptable for the screening search and you continue in the same way.

The screenshot shows the SPARC DPA Screening interface after a search. The "Search ID" field now contains the value "27294", which is circled in red. A red arrow points to the "Save" button in the "Catalog Number" section. Below the search results, there is a table with the following data:

Tag Number	Make	Model	Description
9605497	DELL COMPANY	R530	COMPUTER SERVER

The "Save" button is circled in red, and a red arrow points to it. The "Execute Search" button is also circled in red.

After the asset search is completed; to obtain the screening report number click SAVE. The screening report number appears in the Search ID box. This number is unique and auditable, and can be used to re-run the same report in the future, with fresh results. Enter this number in the notes/comments field of the requisition prior to approving.

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