
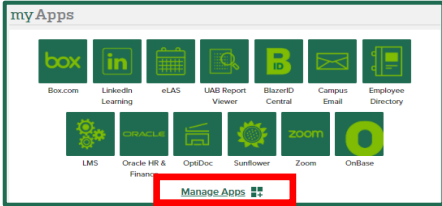
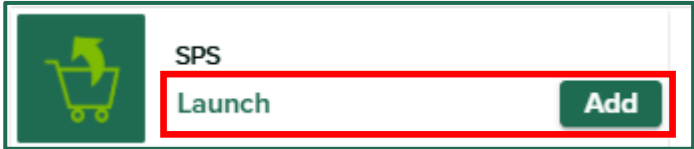
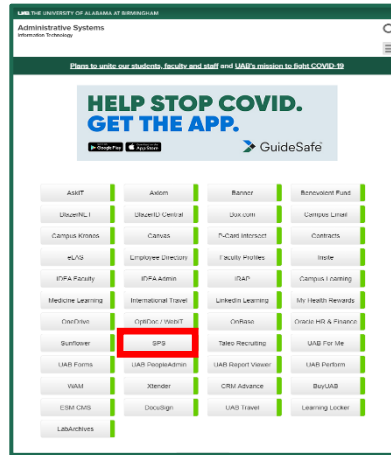


Logging in to the Surplus Property System (SPS) from the myUAB Employee Hub

<p>1. Go to my.uab.edu to log in with your BlazerID and strong password.</p>	
<p>2. Click on Manage Apps.</p>	
<p>3. Locate the SPS app.</p> <p>Click on Launch to log in to the SPS.</p> <p>Click on Add to add the SPS to your list of apps.</p>	

Logging in to the Surplus Property System (SPS) from UAB Administrative Systems Homepage

1. Go to www.uab.edu/adminsys
2. Click on **SPS**.
3. Log in with your BlazerID and strong password.

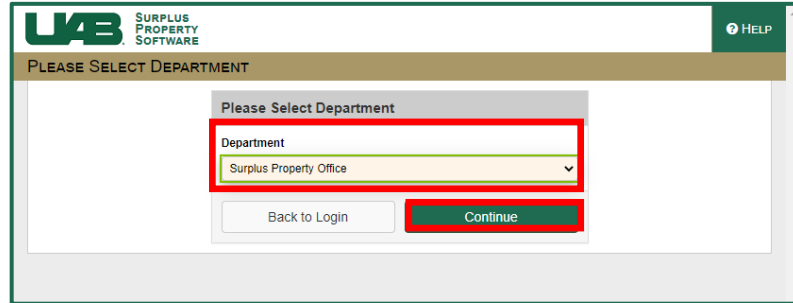


SPS: Select Your Department

1. Click on the **Department** drop-down to select a desired department to view.

If you have access to more than one department, you can change the view.

2. Click on **Continue**.

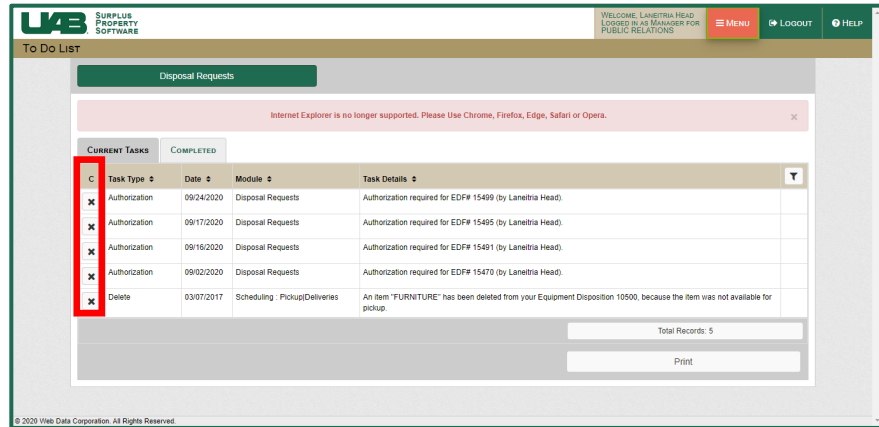


SPS: To Do List

The **To Do List** displays a list of tasks for your information. **You cannot view or approve disposal requests from this screen.**

The **Current Tasks** tab will list items that may require your attention.

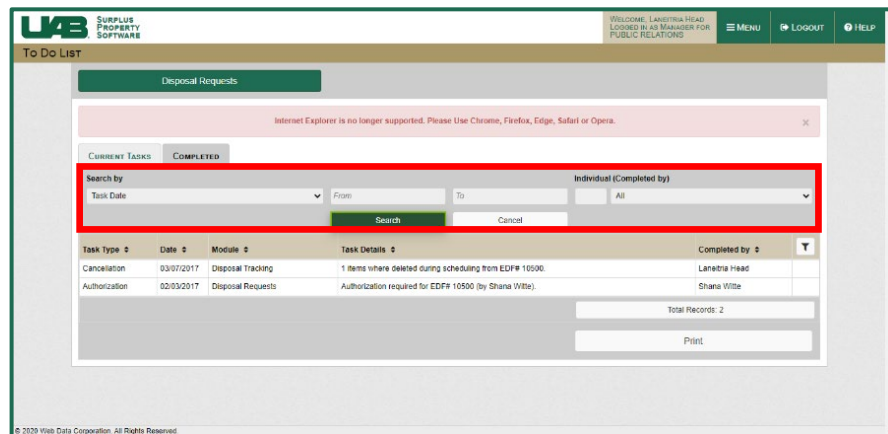
Once a task has been addressed, it is recommended that you click on the **X** in the **C** column so that to remove it from this view.



The **Completed** tab will list all of the tasks that were marked as complete.

Click **Search** to view the list of the completed tasks.

To narrow this list, enter a specific date and/or select an authorized individual and click on **Search**.



SPS: Department Profile

The **Department Profile** is an inquiry-only menu option that provides information related to the departments that you currently have access to.

<p>The Search tab lists the departments that you have access to.</p> <p>Click on the Edit (pencil) icon to view information on an individual department.</p>	
<p>The Department tab displays the department's organization code and name.</p>	
<p>The Users tab is available to view a list of the department's authorized users.</p> <p>This list is updated nightly from the WAM System AEO/Auth Signor document.</p>	

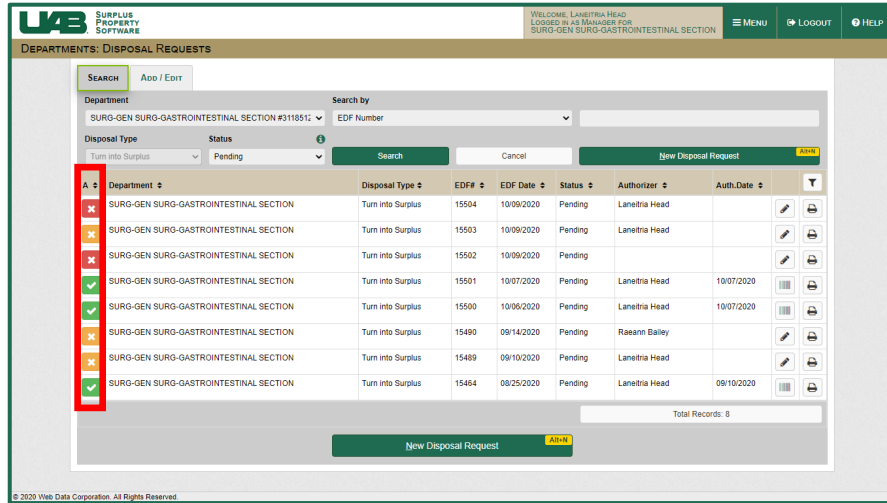
SPS: Disposal Requests

The **Disposal Requests** menu option lists previously-entered requests for the selected department. New requests can also be entered here.

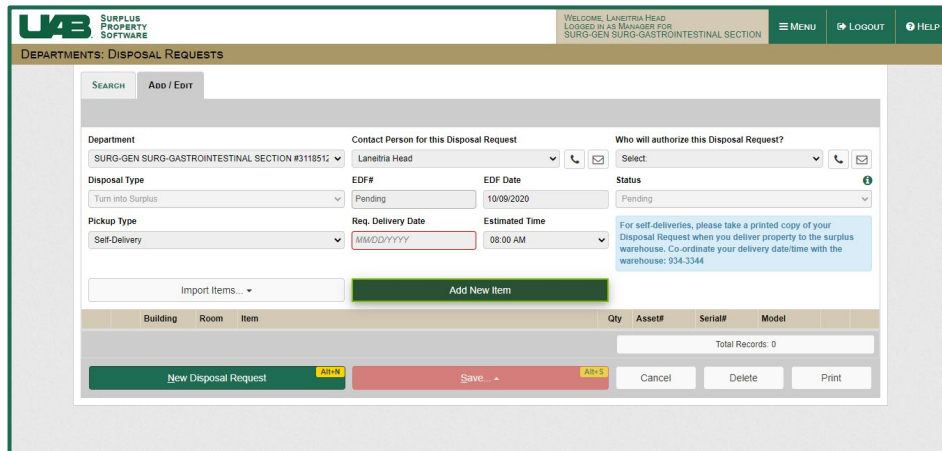
The **Search** tab lists requests that have been submitted for the selected department.

The **A** column will indicate whether or not a saved request has been authorized.

Authorized requests will have a green checkmark displayed in this column.



The **Add/Edit** tab gives you the ability to create and submit disposal requests.



SPS: Disposal Request Tracking

The **Disposal Request Tracking** menu option allows you to locate all disposal requests for your department.

The **Disposal Requests** tab lists the current status of requests that have been submitted for authorization.

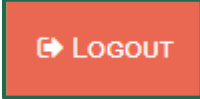
Completed disposal requests can be marked as closed on this screen by clicking on the X located in the C column.

C	Disposal Type	EDF#	Date	Contact Person	Authorized by	Status
	Turn into Surplus	1551	19/07/2020	Head Lanetta	Head Lanetta	Pending
	Turn into Surplus	1550	19/06/2020	Head Lanetta	Head Lanetta	Pending
	Turn into Surplus	15488	09/10/2020	Head Lanetta	Head Lanetta	In Progress
	Turn into Surplus	15487	09/10/2020	Head Lanetta	Head Lanetta	In Progress
	Turn into Surplus	15486	09/10/2020	Head Lanetta	Head Lanetta	In Progress
	Turn into Surplus	15485	09/10/2020	Raley Lanetta	Head Lanetta	In Progress
	Turn into Surplus	15484	09/10/2020	Worthington Kieq	Worthington Kieq	In Progress
	Turn into Surplus	15483	09/10/2020	Worthington Kieq	Worthington Kieq	Closed
	Turn into Surplus	15482	09/10/2020	Worthington Kieq	Worthington Kieq	In Progress
	Turn into Surplus	15480	09/10/2020	Head Lanetta	Head Lanetta	In Progress
	Turn into Surplus	15479	09/10/2020	Head Kieq	Worthington Kieq	In Progress
	Turn into Surplus	15476	09/10/2020	Head Lanetta	Head Lanetta	In Progress
	Turn into Surplus	15474	09/10/2020	Head Lanetta	Head Lanetta	In Progress
	Turn into Surplus	15469	09/02/2020	Head Lanetta	Head Lanetta	In Progress
	Turn into Surplus	15484	09/25/2020	Head Lanetta	Head Lanetta	Pending
X	Turn into Surplus	15278	02/20/2020	Schwartz Damian	Schwartz Damian	Completed
X	Turn into Surplus	15288	02/19/2020	Schwartz Damian	Schwartz Damian	Completed
X	Turn into Surplus	15005	02/12/2020	Schwartz Damian	Schwartz Damian	Completed
X	Turn into Surplus	15025	12/19/2019	Schwartz Damian	Schwartz Damian	Completed
X	Turn into Surplus	14907	11/25/2019	Schwartz Damian	Schwartz Damian	Completed

The **Line Items** tab lists the item detail for each request listed on the **Disposal Requests** tab.

Disposal Type	EDF#	Date	Item	Qty	Status
Turn into Surplus	15501	10/07/2020	TOOL CHEST	2	Pending
Turn into Surplus	15500	10/06/2020	BED	20	Deleted
Turn into Surplus	15500	10/06/2020	BED	20	Pending
Turn into Surplus	15488	09/10/2020	CYSTOSCOPE	2	In Progress
Turn into Surplus	15487	09/10/2020	GLOVEBOX FREEZER	2	In Progress
Turn into Surplus	15486	09/10/2020	CHAIR	20	In Progress
Turn into Surplus	15485	09/10/2020	TABLE	1	In Progress
Turn into Surplus	15484	09/10/2020	BEAM PROFILER	1	In Progress
Turn into Surplus	15482	09/10/2020	ADAPTOR	1	In Progress
Turn into Surplus	15480	09/10/2020	BOOKCASE	1	In Progress
Turn into Surplus	15478	09/10/2020	FREEZER, FREEZER Asset# 419705 Serial# 1433788/1151219 Model TSU4004/FREEZER: ULTRA LOW Manufacturer: THERMO SCIENTIFIC	1	In Progress
Turn into Surplus	15476	09/10/2020	MICROTOME, MICROTOME Asset# 50-50121 Model VT 1200/MICROTOME Manufacturer: LEICA	1	In Progress
Turn into Surplus	15474	09/10/2020	COUNTER, COUNTER Asset# 425106 Serial# 4502955 Model MICROBETA TRILUX 1459-024/COUNTER, SCINTILLATION Manufacturer: PERKIN-ELMER CORP	1	In Progress
Turn into Surplus	15469	09/02/2020	FREEZER	2	In Progress
Turn into Surplus	15464	09/25/2020	BOOKCASE	2	Pending
Turn into Surplus	15464	09/25/2020	COUNTER, COUNTER Asset# 425106 Serial# 4502955 Model MICROBETA TRILUX 1459-024/COUNTER, SCINTILLATION Manufacturer: PERKIN-ELMER CORP	1	Pending
Turn into Surplus	15278	02/20/2020	REFRIGERATOR, del style lab refrigerator- works, but has some issues with maintaining constant temperature	1	Completed
Turn into Surplus	15278	02/20/2020	REFRIGERATOR	1	Completed
Turn into Surplus	15278	02/20/2020	WHITEBOARD	1	Completed
Turn into Surplus	15278	02/20/2020	FREEZER Asset# 401373 Serial# N191-418719-NJ Model SLT20L5-90A14/FREEZER: ULTRA LOW Manufacturer: HARRIS MFG COMPANY	1	Deleted

Logging Out of the Surplus Property System (SPS)

<p>1. Click on the Logout menu option located in the top right-hand corner of the screen.</p>	
<p>2. A confirmation will be displayed concerning your system status.</p>	