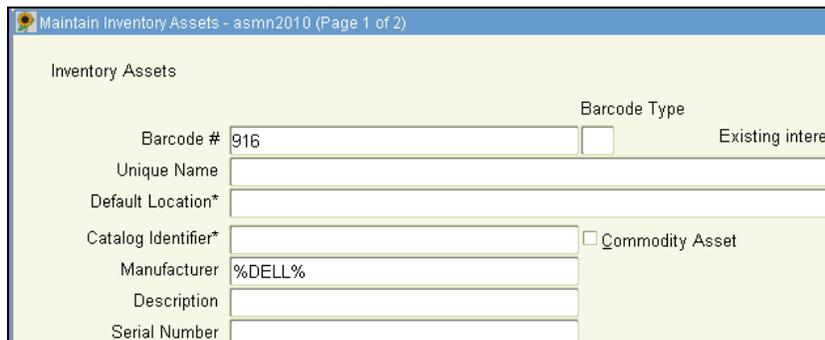


Searching For Catalog Items

This document provides step-by-step instructions on how to search for catalog items while recording a new acquisition in Sunflower's Maintain Inventory Assets form. The wildcard symbol in Sunflower (the % sign) is used during the search for items. The % sign can be used to search for items when only a partial model name/number is known, as well as when the full model name/number is known. The % sign should always be used when searching for a catalog item. If the item is not found, please submit the Catalog Management Form to the OAS Sunflower Helpdesk. After the form is submitted, the OAS Sunflower Helpdesk will create a new catalog entry for the item.

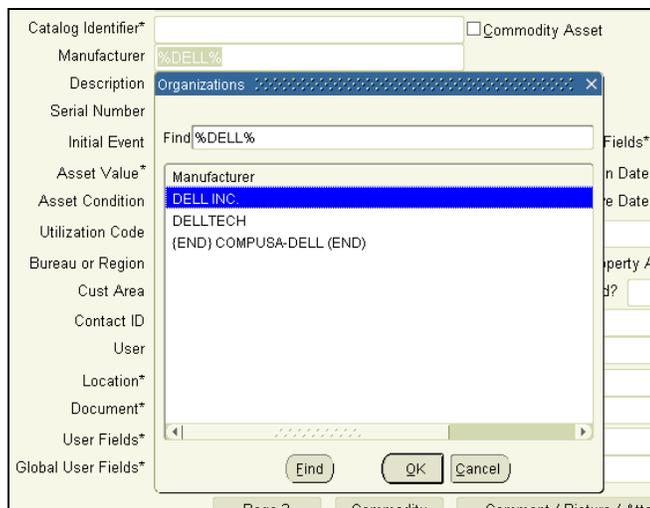
1. Open the MGMT module and select Maintain Inventory Assets
2. Fill in all applicable fields, using the TAB key on your keyboard to navigate through the form
3. The Manufacturer field is the first field related to entering catalog information
4. When entering in the applicable Manufacturer, first type % followed by the partial or complete Manufacturer name and then type % again and hit the TAB key
 - a. For Example – if the Manufacturer is DELL, INC., you should type in %DELL% and then hit the TAB key
 - b. The OAS Sunflower Helpdesk suggests not including INC. or similar abbreviations in the search – instead make the search as broad as possible



The screenshot shows the 'Maintain Inventory Assets' form with the following fields and values:

Field	Value
Barcode #	916
Barcode Type	
Existing Interest	
Unique Name	
Default Location*	
Catalog Identifier*	
Manufacturer	%DELL%
Description	
Serial Number	
Commodity Asset	<input type="checkbox"/>

5. After hitting the TAB key a list of applicable Manufacturers that fit the search criteria will appear



The screenshot shows the 'Organizations' search dialog box with the following details:

- Search criteria: Find: %DELL%
- Search results list:
 - DELL INC. (highlighted)
 - DELLTECH
 - (END) COMPUSA-DELL (END)
- Buttons: Find, OK, Cancel

6. Select the desired manufacturer and hit OK. You will then automatically be taken to the Model Number field
7. The Model Numbers have been standardized to include the Model Name and Number
 - a. For Example – items were previous listed with Model Name: Latitude and Model Number D600 are now listed with Model Name: Latitude and Model Number: Latitude D600
8. To search for model numbers, first type % followed by the model number (partial or full) and then type % again and hit TAB
 - a. For example - %D600%

Parents	<input type="checkbox"/>	Children	<input type="checkbox"/>	C/P/A	<input type="checkbox"/>
Model Number	%D600%				...
Model Name					

9. The list of all applicable models, that also have the manufacturer that was previously listed, will appear. If there is only 1 applicable catalog entry, the model name and number will automatically populate in the fields
 - a. The Description, Model Name, and Catalog Identifier fields will populate automatically once you select the desired Model Number

Catalog Identifier*	129948	<input type="checkbox"/> Commodity Asset	Parents	<input type="checkbox"/>	Children	<input type="checkbox"/>	C/P/A	<input type="checkbox"/>
Manufacturer	DELL INC.		Model Number	LATITUDE D600				
Description	LAPTOP COMPUTER		Model Name	LATITUDE				

10. After selecting the correct Model Number, the cursor will automatically be in the Serial Number field
11. Use the TAB key to continue navigating through the form until all required fields are completed
12. Hit Save