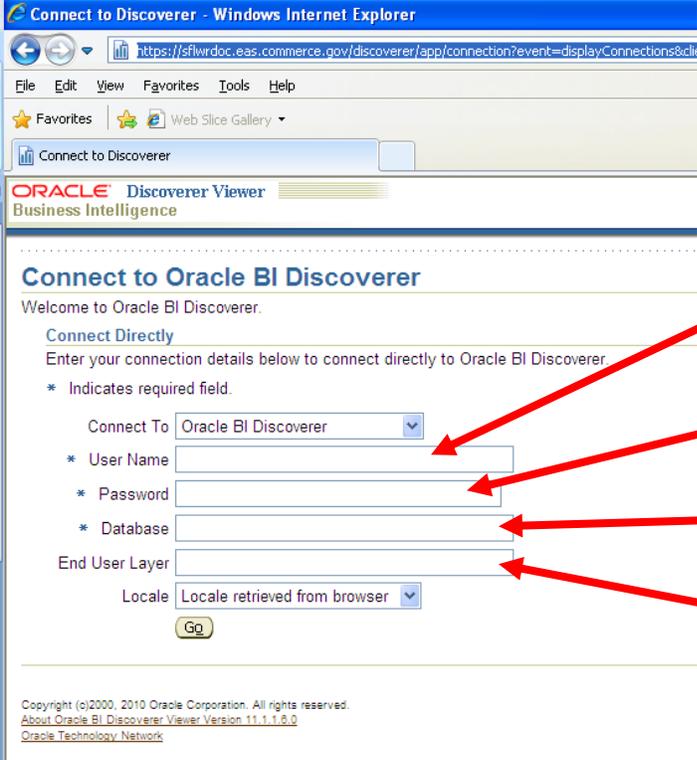


Job Aid: Searching for Zero Dollar Value Assets

Sunflower Data Warehouse queries specific information efficiently and easily. Follow these steps to ensure bureau is in compliance with Sunflower PPMS Bulletin #002, FY11 (Quarterly Sunflower Zero Dollar Value Review Process for Bureau PMOs).

First open the login screen:

<https://sflwrdoc.eas.commerce.gov/discoverer/app/connection?event=displayConnections&clientType=viewer>



The screenshot shows the Oracle BI Discoverer login interface. Red arrows point from callout boxes to the following fields:

- Connect To:** Oracle BI Discoverer
- User Name:** Same username as Sunflower, CPPXXX
- Password:** Password assigned, different from Sunflower
- Database:** Enter "PPMSDWPRD"
- End User Layer:** Enter "EUL"

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About Oracle BI Discoverer Viewer Version 11.1.1.8.0
Oracle Technology Network

From the worksheet list, click the blue flag next to "Zero Dollar Items" to expand the selection. Click the link that appears.

	Retagged Assets	Provides a count by year and month of Asset
	Scanned Or Keyed Assets Not Found In Sunflower	Displays a list of assets found during inventor (MobileTrak only) that are not in the database
	Sensitive Item Campaign Comparison	Provides a comparison between two or more f
	User(s) Currently Assigned To Assets	Displays a list of all assets assigned to a spe
	Zero Dollar Items	Displays a list of assets that have a Zero Doll

Refresh

Enter bureau (in all capital letters) and hit the “Go” button.

Note: You can also select the bureau from the LOV by clicking the flashlight icon.

Zero Dollar Items - Zero Dollar Items
Last run Monday, July 15, 2013 9:28:18 AM CDT

Worksheets
Zero Dollar Items

Parameters Needed
Select values for the following parameters.
* Indicates required field

Select Bureau(s) or Region(s) to Include

Select Custodial Area(s) to Include

If a warning message appears with an estimated time, click “Yes” to continue.

If the search you entered contains any data, it will appear as it does here:

Actions
Rerun query
Save as
Revert to saved
Printable page
Export
Send as e-mail
Worksheet options

Worksheets
Null Serial Numbers

Parameters
Select values for the following parameters.
* Indicates required field

Select the Bureau(s) or Region(s) to include in the report: 'NTIA'

Select the Property Accountability Office(s) to include on the report:

Select the Custodial Area(s) to include on the report:

Table
Tools Layout Format Spotlight Sort Rows and Columns

Page 1 of 1

Barcode	Serial Number	Manufacturer	Model Number	Official Name
INV / 000152	-	PROELIN	3.4 METER	ANTENNA
INV / 001141	-	BROTHER INDUSTRIES, LTD.	MFC-8480DN	MULTIFUNCTION FAX/PRINTER
INV / 001149	-	APPLE COMPUTER, INC.	MAC PRO	COMPUTER, DESKTOP
INV / 100777	-	GET CORRECT MANUFACTURER! 01	GET CORRECT MODEL NAME (NUMBER)!-24	VOICE CONFERENCING EQUIP
INV / 101191	-	GET CORRECT MANUFACTURER! 01	GET CORRECT PRODUCT NAME (NUMBER)!-04	MINI & MICRO COMPUTER COI
INV / 101697	-	GET CORRECT MANUFACTURER! 01	GET CORRECT PRODUCT NAME (NUMBER)!-15	MINI & MICRO COMPUTER COI
INV / 104132	-	HEWLETT-PACKARD DEVELOPMENT COMPANY, L.P.	LASERJET 9500N	PRINTER, LASER, COLOR
INV / 104412	-	GATEWAY, INC.	CPD-GF200	MONITOR
INV / 104496	-	HEWLETT-PACKARD DEVELOPMENT COMPANY, L.P.	INKJET 1200DN	PRINTER, INKJET, COLOR
INV / 500420	-	BIRD MACHINE COMPANY, INC.	4381	ELECTRONICS POWER METE
INV / 501264	-	ANDREW CORPORATION	GET CORRECT MODEL NAME (NUMBER)!	COMPUTER STORAGE CONTI

To export the data into a spreadsheet, send as an email, save, or print, choose from the list of options.