

Job Aid: GSAXcess® – Including Pictures

Purpose:

The General Services Administration (GSA) maintains a system called GSAXcess in order to dispose of Federal personal property. Sunflower has developed an interface for the Department of Commerce with GSAXcess so that excess assets can be sent directly to GSA automatically from Sunflower. The GSAXcess Interface functionality has been updated to attach pictures in Sunflower.

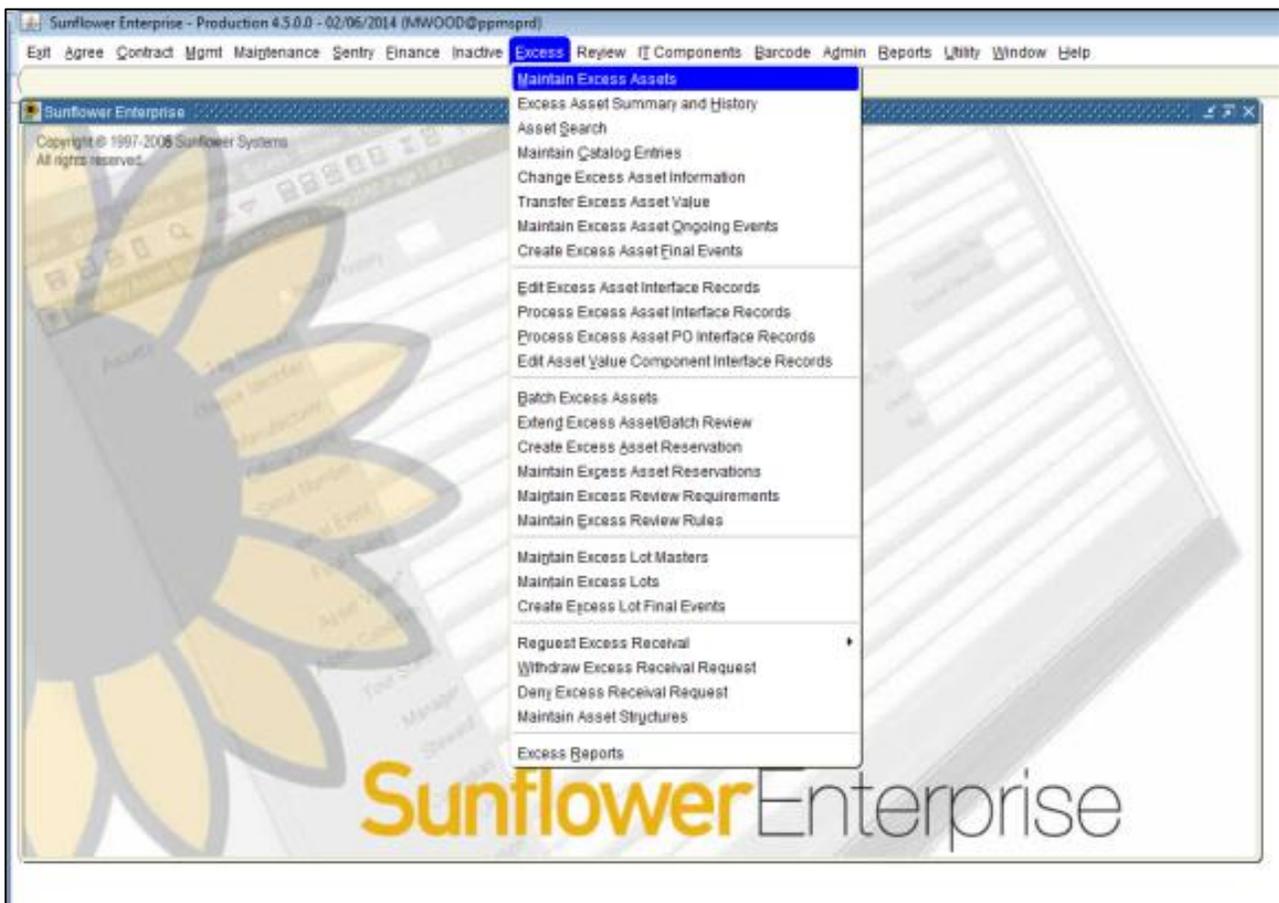
This Job Aid is designed to explain the requirements and process for attaching pictures to an asset record.

Requirements:

- Format: Only the .jpg, Joint Photographic Experts Group (JPEG), file extension is acceptable.
- Size: Submit any size photograph; however, the large, full view, picture is displayed in GSAXcess in a rectangular format at 600 X 400 pixels.
- Quantity: No more than 12 photographs can be submitted per asset.

Step 1: Get Started

1. Log in to Sunflower.
2. Click on the **Sunflower Enterprise Forms** link.
3. *Open the asset record using either the Management (Mgmt) module (Inventory Assets) or the Excess module (Excess Assets). In this example we will be adding pictures to an Excess Asset.*



Step 2: Retrieve the Asset Record to Begin Process of Adding Pictures

1. In the “Barcode #” field, enter the barcode of the item you are submitting for excess.
2. Hit “TAB”.
3. The asset information and details will appear.

Sunflower Enterprise - Production 4.5.0.0 - 02/05/2014 (MWOOD@ppmsprd)

Exit Agree Contract Mgmt Maintenance Sentry Finance Inactive Excess Review Components Barcode Admin Reports Functions Utility Window Help

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Excess Assets

Barcode #	Barcode Type	Type	Barcode #
8717	<input type="checkbox"/>	Existing Interest Asset	INV 8717

Unique Name

Default Location*

Catalog Identifier* 159662 Commodity Parents 0 Children 0 C/P/A

Manufacturer DELL INC. Model Number D/DOCK STATION EXPANSION BASE

Description DOCKING STATION, LAPTOP Model Name D/DOCK STATION EXPANSION BASE

Serial Number N/A Drawing No.

Initial Event RECEIVE EXCESS ASSET User Fields*

Asset Value \$100.00 Acquisition Date 01/22/2014 Responsibility Date

Asset Condition 1 NEW OR UNUSED Effective Date 02/05/2014 Expected Return Date

Excess Lot

Rww Category

Bureau or Region OS Batch/Line /

Cust Area 510GCADIR Property Accountability Office 510GCA

Contact ID Last Name* First Mid

User Last Name* First Mid

Location* GAITHERSBURG, MD _BUILDING_ WAREHOUSE

Document*

User Fields*

Global User Fields* SANITIZED

Agd'l Information Cgmodity Comment / Picture / Attachment

Step 3: Attach Pictures

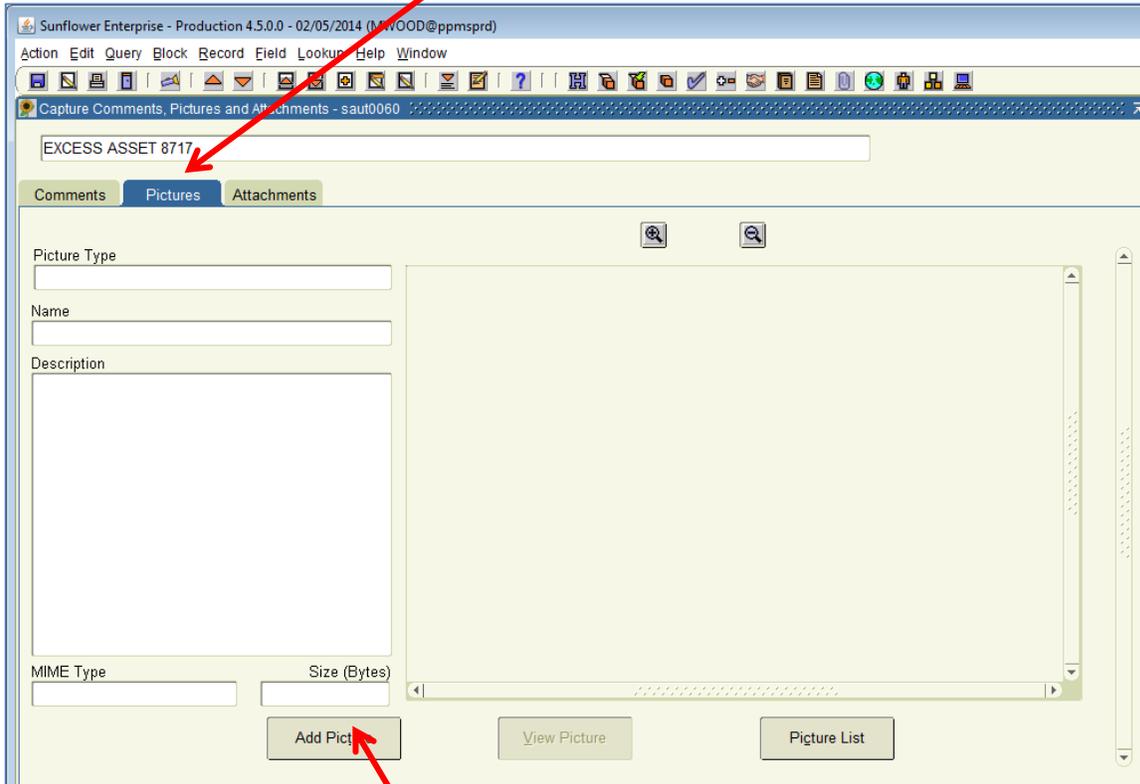
1. Click once on the “**Comment/Picture/Attachment**” button at the bottom of the asset record.

The screenshot shows the 'Excess Assets' form in Sunflower Enterprise. The form contains various fields for asset details, including Barcode # (8717), Manufacturer (DELL INC.), Description (DOCKING STATION, LAPTOP), and Asset Value (\$100.00). At the bottom of the form, there are three buttons: 'Add Information', 'Commodity', and 'Comment / Picture / Attachment'. The 'Comment / Picture / Attachment' button is highlighted with a red box, and a red arrow points to it from the text above.

2. This screen will appear:

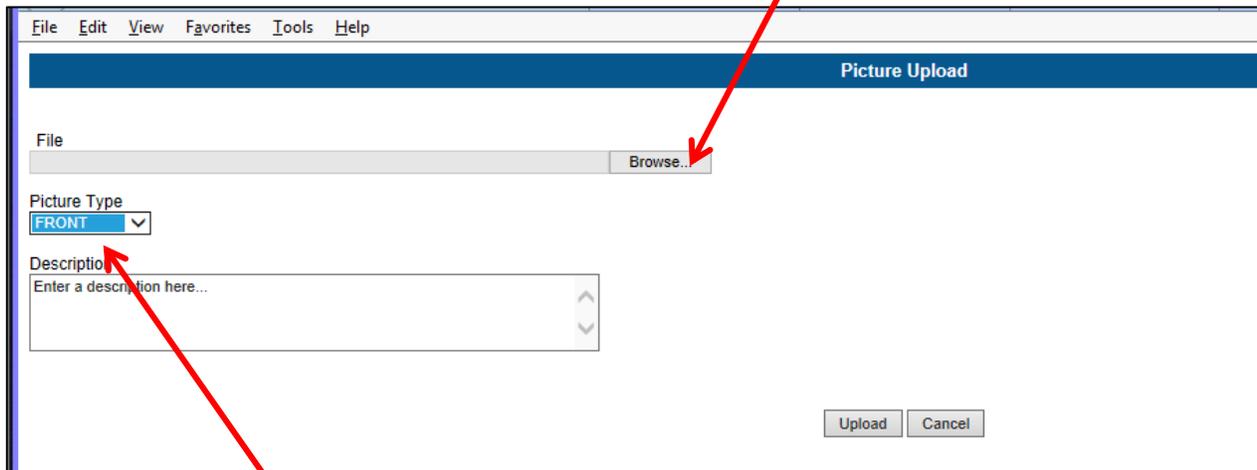
The screenshot shows the 'Capture Comments, Pictures and Attachments' dialog box. The dialog has a title bar with the text 'EXCESS ASSET 8717'. Below the title bar are three tabs: 'Comments', 'Pictures', and 'Attachments'. The 'Comments' tab is selected. The 'Comments' section contains a 'Comment Type' dropdown menu, a 'New Comment' text area, and a 'Comment History' list. The 'New Comment' text area is highlighted in yellow.

3. Click the **Pictures** tab.



4. Click **"Add Picture"**

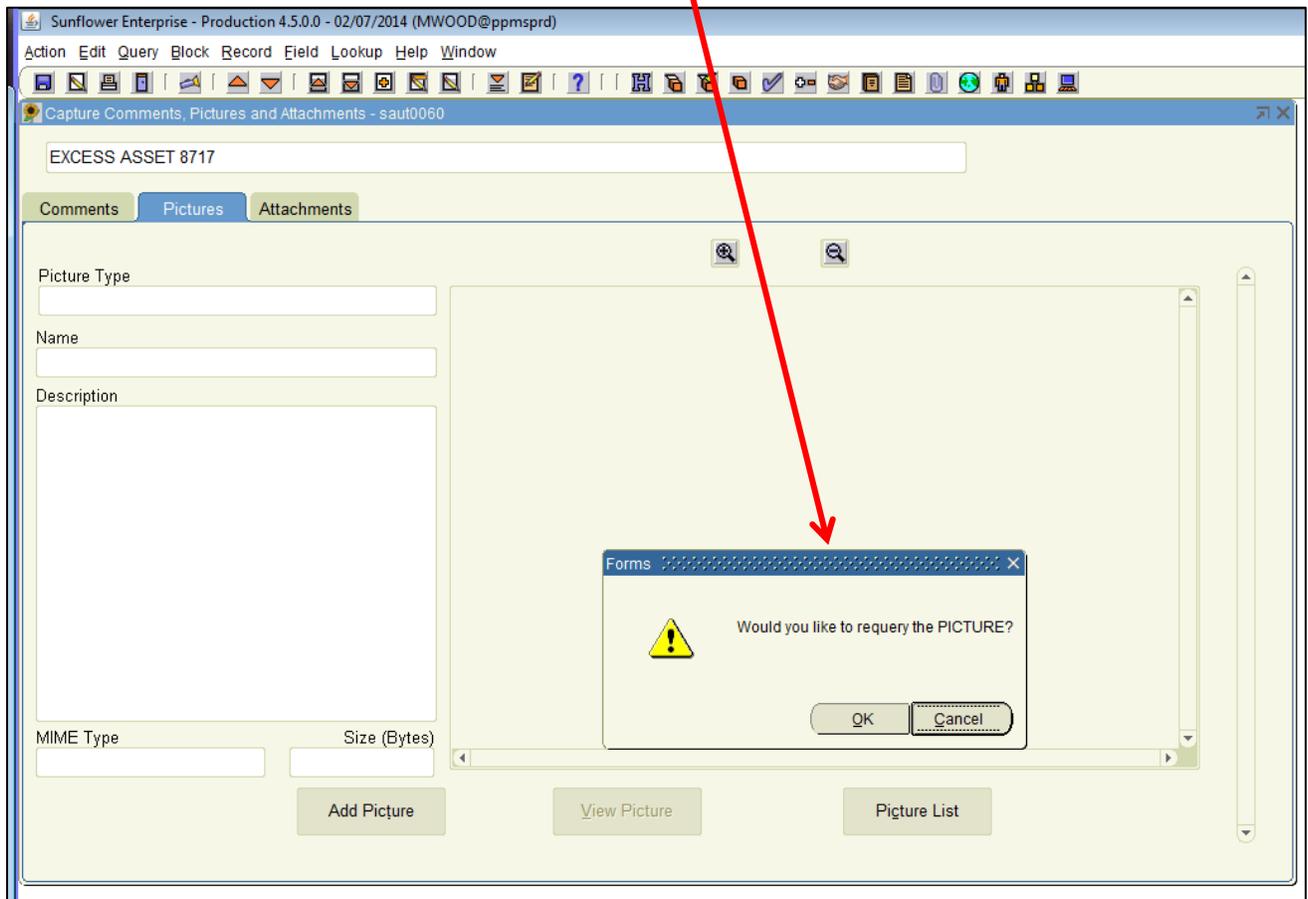
5. This will create a new Internet Explorer window. Using the **Browse** button, find the file to be uploaded:



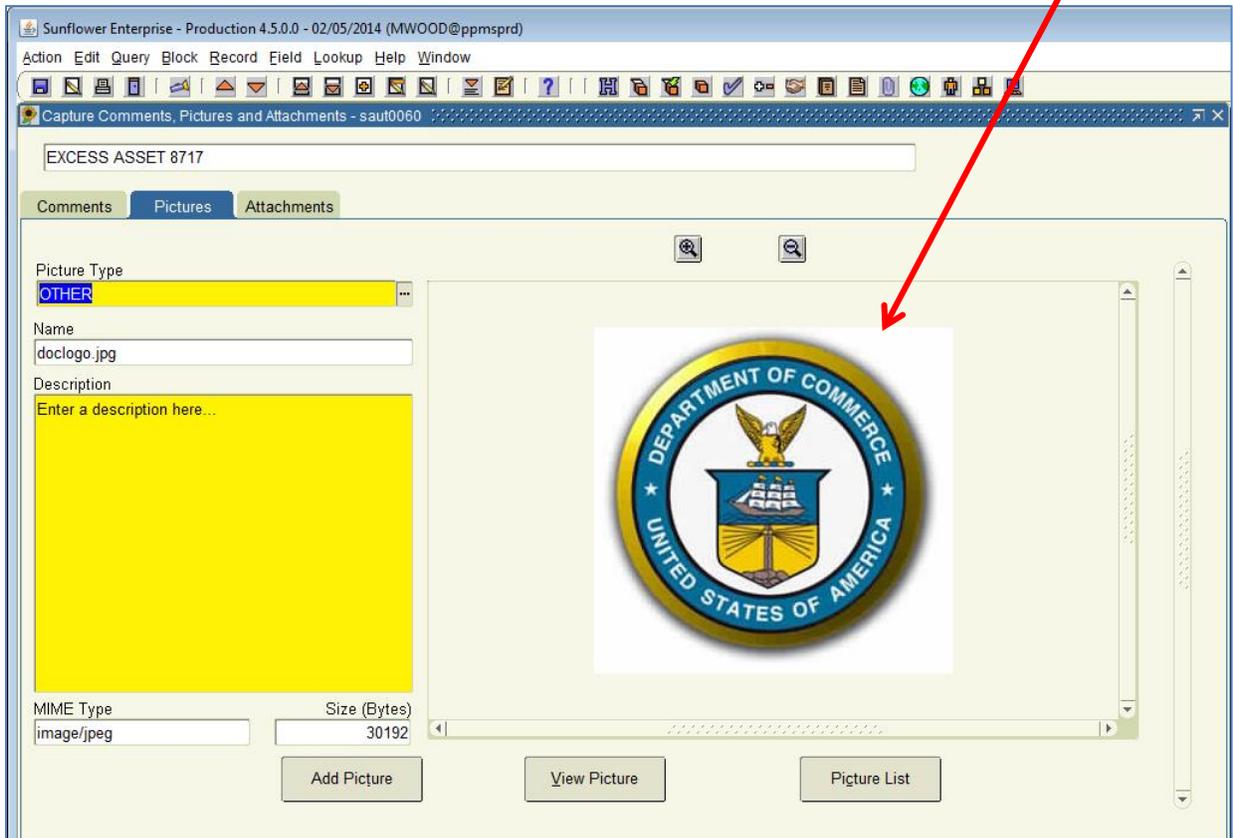
6. For **"Picture Type"** the first picture uploaded must have a picture type of FRONT.

7. **“Description”** is optional.

8. Hit **“Upload”**. The message **“Would you like to Requery the PICTURE?”** will appear. Select **“OK”**.



9. The screen will now return to the **Capture Comment, Pictures, and Attachments** screen, including a preview of the uploaded photo.



10. Hit SAVE . This will bring you back to the asset record screen.

11. Hit SAVE  again. Your picture has been successfully uploaded!

NOTE: Secondary pictures can use the other picture types, but FRONT must be used for the first photo in order for any pictures to properly attach to the asset record. Pictures and asset records will show up in GSA after the required 15 day internal screening cycle is complete.