

EXT8050 Report of assets in the ADD Queue of online CD50 ADD Requests that are pending PPMB review.

Instructions For Use

1. Go to Sunflower Enterprise Reports
2. Go to User Defined Reports
3. You have to log in again as to re-authenticate yourself
4. Go to NOAA Specific CD50/52 Reports
5. Select Edit Inventory Interface Report
6. Once at the report, put in your selection criteria, and the wild card % search applies.
7. To pull by Region, type NOAA-Norfolk, NOAA-Seattle, NOAA-Boulder, NOAA-HQS (primarily for Team Leaders)
8. To pull up assets for Custodial Organizations that you are assigned, type %54003M%, %54003E%, %54001W%, %54028E% and %540P0N% in either the Property Accountability Office or the Custodial Area field
9. Go down the page to “How Would You Like the Assets to be Sorted?”
10. Choose how you want the assets sorted
11. Press Submit
12. Choose Acrobat as your output format

Note: HTML, Excel or Text File has been placed into Production as an output format.